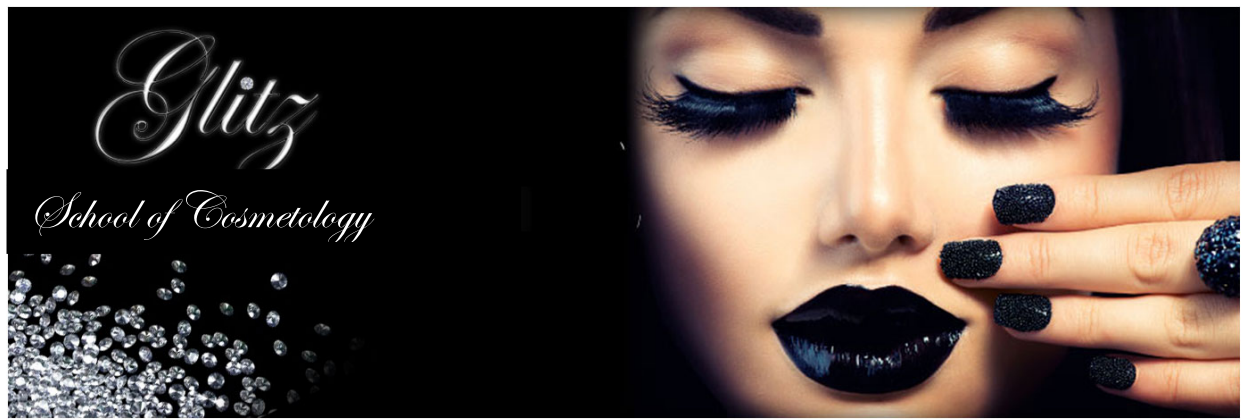


Glitz
School of Cosmetology



2017-2018 STUDENT CATALOG

Glitz School of Cosmetology
2460 Missouri Ave
Las Cruces NM 88001
Glitzlascruces.com
(575) 532 5683

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Please note: For the purposes of this catalog Glitz School of Cosmetology is also referred to simply as "Glitz."

LICENSE, OWNERSHIP, AND ACCREDITATIONS

Licensed by: NM State Board of Barbering & Cosmetology
P.O. Box 25101
Santa Fe, New Mexico 87504
505-476-4622

New Mexico Higher Education Department
2048 Galisteo St
Santa Fe, NM 87505
505-476-8442

Owned by: Glitz School of Cosmetology
2460 Missouri Avenue
Las Cruces, New Mexico 88001
575-532-5683

Accredited By: NACCAS
3015 Colvin St
Alexandria, VA 22314
703-600-7600

GLITZ SCHOOL OF COSMETOLOGY STAFF

Owner/President:

Mary Ann Luevano (575) 532 5683

The school president is responsible for the strategic leadership of the company. The school president also oversees all the departments within the school to ensure all areas work together.

Owner/C.F.O.:

Oscar Luevano (575) 532 5683

The Chief Executive Officer is in charge of the financial planning and stability of the institution. The CFO also oversees the installations and equipment. Please inform your CFO or any other member of the staff if come across any problems or safety hazards within our premises.

School Director:

Eric Madrid

Our school director is in charge of the day-to-day operations including customer satisfaction as well as enforcing policies and procedures. Please contact your school director with any comments or questions.

FRONT DESK ADMINISTRATOR

Norma Hernandez

The front desk administrator is in charge of overseeing the clerical staff to ensure all administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files run smoothly and properly. Our front desk administrator is also here to ensure customer satisfaction and product availability.

Our Instructors:

Norma Romero

Melanie Avalos

Maria Cenicerros

Gloria Hernandez (Substitute)

Mary Ann Luevano (Substitute)

Our Instructional Staff is composed of professional individuals carefully selected for their ability to convey knowledge of the craft and their professionalism. It is important to realize that as our student you are the most important person in your education. The staff will teach and train you, but it is very important for you to concentrate on perfecting the dexterity required to master all the different aspects of your trade. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice and hard work. Only you can achieve this through perseverance, daily attendance, continuous practice, observation, following daily assignments, and developing good study/work habits.

Things to remember:

- a. If you have any questions, do not be afraid to ask.
- b. If you need help, let your Instructor, Director of Education, or the School President know – that is why we're here.
- c. We're always open to suggestions and constructive criticism.
- d. We must all work hard to maintain the school's objectives. There is time for fun and your training should be an enjoyable experience. We know we will enjoy you as a student and hope that the feeling is mutual.

SCHOOL FACILITIES AND EQUIPMENT

Our school is separated into four different areas. We have a nail technology area, cosmetology area, barber area, and esthetician area. Each area is managed in the following manner:

- The nail technology area consists of manicure and pedicure stations. Each station is assigned to an individual student for the duration of their training for that day.
- The cosmetology area consists of hair styling stations which include hydraulic chairs, mirrors, and compartments in which students can store their tools.
- The barber area includes stations which include hydraulic chairs, mirrors, and compartments in which students can store their tools.
- The esthetics area has two separate rooms with tables for spa services.
- Due to the limited parking students are not allowed to park on our lot.

Each student is provided a locker to use at their discretion for the duration of their training. We also have a break room, a waiting area, and modern functional equipment.

MISSION STATEMENT

At Glitz School of Cosmetology it is our goal to provide our students with the theoretical knowledge and practical experience necessary to successfully pass the state licensure exam. It is also our mission to instill in our students the professional skills required to gain employment and thrive in today’s beauty industry.”

OUR GRADUATION RATES

The graduation, placement, and licensure rates below represent the outcome rates of Glitz School of Cosmetology for the year 2015.

Year 2015

Graduation Rate 84.21%

Licensure: 100%

Placement: 92%

NONDISCRIMINATION POLICY

Glitz School of Cosmetology does not discriminate on the basis of age, race, sex, sexual orientation, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices, admission policies, Instruction, or Graduation.

SCHOOL CALENDAR

Classes begin every Tuesday and will continue until all seats are full. The school could be closed during a student’s enrollment for unexpected reasons. In the event of inclement weather classes may be canceled for one or more days. The anticipated graduation date will be extended accordingly.

School will be closed on the following holidays:

- Independence Day
- Thanksgiving Day & the following Friday and Saturday
- December 24th through first Tuesday of the following year

EDUCATIONAL PROGRAM COST INFORMATION

ALL COURSES ARE TAUGHT IN ENGLISH

Cosmetology Program	Barber Program	Instructor Program
Tuition: \$11,333.91 (Tuition Deposit: \$1000.00)	Tuition: \$9,313.79 (Tuition Deposit: \$1000.00)	Tuition: \$7,000.00 (Tuition Deposit: \$1000.00)
Kit & Books: \$561.09	Kit & books: \$581.21	Kit & books: \$150.00
Application Fee: \$100	Application Fee: \$100	Application Fee: \$100
Total: \$11,995	Total: \$9,995	Total: \$7,250.00

Esthetics Program	Nail Technology Program
Tuition: \$8,447.88 (Tuition Deposit: \$1000.00)	Tuition: \$3,075.04 (Tuition Deposit: \$250.00)
Kit & Books: \$517.12	Kit & books: \$324.96
Application Fee: \$100	Application Fee: \$100
Total: \$9,065	Total: \$3,500

Applicable New Mexico State Sales Tax Will Be Added to the Rates Above

TUITION PAYMENTS AND ASSISTANCE

Glitz School of Cosmetology offers an In-House financing program through TFC Credit Corporation. An interest rate of 6% applies to all students who opt to use in-house financing. Students under the age of 18 as well as students who are not employed at the time of acceptance will be required to have a co-signer. Students have the option to pay TFC or make their payment directly to Glitz School of Cosmetology every month. TFC will notify Glitz if monthly payments are not made. Students will not be able to attend class until the payments are made current. A \$10.00 fee payable to TFC applies to all payments that are over 10 days late. Students who are over 30 days late with their payment on two or more occasions will be required to pay in full prior to graduation. Days that a student is unable to attend due to nonpayment do not extend the contract maximum allowed time.

FEDERAL TITLE IV FINANCIAL AID PROGRAMS

Glitz School of Cosmetology is currently accredited by the National Accrediting Commission of Career Arts and Sciences and pending federal accreditation by NACCAS to qualify for Federal Title IV funding (Financial Aid). At this time Glitz School of Cosmetology is currently not eligible to participate in Federal Title IV Financial Aid Programs.

PAYMENT TERMS

Student and sponsor/co-signer (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in their enrollment agreement. Students who do not meet graduation requirements by the end of their maximum allotted contract time will incur extra instructional charges (additional tuition) for all hours remaining after the contract ending date. The rate of extra instructional charges is \$25.00 per hour. The extra instructional charges will be applied to the student's remaining balance after they graduate. The school may charge a \$10.00 transcript fee for transcript requests. Glitz School of Cosmetology will charge a Application fee of \$100.00 to students enrolling or transferring to our school. A \$100.00 withdrawal fee will be charged to students who leave their program prior to completion. The school will charge a re-entry fee of \$100 to students who have withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The Application fee and applicable deposit are due in full upon Application. The remaining balance is due prior to start date or through an approved payment plan as stated in the enrollment agreement. Payments may be made by cash, money order, check, credit card or through non-federal agency or loan

programs. If a check is denied by the bank a \$60 fee will apply and the student will be unable to use checks for future payments. Checks must be cleared prior to the release of any documents. Students are responsible for paying the total tuition and fees as well as repaying any applicable loans plus interest.

COOLING PERIOD

Students, legal guardians, or co-signers signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution are entitled to a cooling off period of three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means is considered to meet the terms of the cooling off period.

SCHOLARSHIPS

Glitz School of cosmetology reserves the right to award scholarships at its own discretion. Scholarships include a partial or full cost reduction of the tuition only. The recipient is responsible for the cost of the kit and application fees.

REFUND POLICY

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to: student decision, expulsion, applicant is rejected, course cancellation, or school closure.

- a. An Applicant rejected by the school shall be entitled to a refund of all monies paid except for the non-refundable application fee of \$100.00.
- b. If a course is cancelled after a student has enrolled but before instruction begins, Glitz School of Cosmetology will provide a refund of all moneys paid.
- c. If a course is cancelled and we cease to offer instruction subsequent to a student's enrollment and after instruction has begun, Glitz School of Cosmetology will offer a prorated refund to students transferring to another school based on the amount of hours accepted by the other school.
- d. In the event that our school closes permanently and we cease to offer instruction students will receive a prorated refund.
- e. A three-day cooling period is granted If a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within three business days of signing an Enrollment Agreement, making an initial tuition payment, or the initial visit to the school, (whichever is later) regardless of whether or not the student actually started training, all money collected shall be refunded.
- f. Refunds prior to commencing instruction. Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal delivered by mail or other means, and the student shall be entitled to a refund of all moneys except the \$100 application fee.

- g. For Students who enroll and begin classes, the following schedule of tuition refund will apply:

Refund Calculation: Hours Attended ÷ Hours Contracted

Percentage of Attendance	Retained by the Institution
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and After	100%

1. Kit and books will be retained by the student for health and sanitation reasons. Kit and books charge will be retained by the School based on the following schedule:
 - Cosmetology Program \$561.09
 - Barber Program \$581.21
 - Instructor Program \$150.00
 - Esthetics Program \$517.12
 - Nail Technology Program \$324.96
 2. A Termination/Withdrawal Fee of \$100.00 will be charged.
- h. Attendance time is determined by dividing the actual clock hours attended by the contracted hours. Formal termination shall occur no more than 14 days from the last date of physical attendance.
- i. For students who do not return from a Leave of Absence, the termination date will be the last day of attendance.
- j. All money due the applicant or student shall be refunded within 30 days after cancellation or termination whether official or unofficial.
1. In case of an illness or disabling accident, death in the immediate family, or circumstances beyond the control of the student, the school will make a settlement, which is both fair and reasonable.
 2. If the school is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to pro-rated refund of tuition.
 3. If a course is canceled subsequent to a student's enrollment, but before instruction begins the school will provide a refund of all monies paid.
 4. Each student is required to complete the total number of hours in the maximum time allotted. Absenteeism allowed for each student is 10% of the contracted hours. *After the maximum allotted time has expired, an extra fee of \$25.00 per hour will be charged to the student. These charges will be added to the student's remaining balance after graduation.* Emergency situations of absenteeism will be discussed and reviewed with the School Board. A Leave of Absence may be requested, in writing, by the student. If the request is approved the contract end date will be extended by the same amount of days in the leave of absence.

OFFICIAL CANCELLATIONS AND WITHDRAWALS

A student who is expelled or rejected will be notified in writing. All cancellations and withdrawals on the student's part must be submitted in writing. The cancellation date will be determined by the date on the postmark or the day the notification is delivered to the school in person.

UNOFFICIAL WITHDRAWALS

The contract of a student who is absent for fourteen days without notifying the school may be considered terminated and the student will be withdrawn. A re-entry fee of \$100.00 will apply to students who return more than 30 days after the contract cancellation. Exceptions will be made for extenuating circumstances.

APPLICATION AND ADMISSION REQUIREMENTS

To be considered as a candidate for any of our programs at Glitz School of Cosmetology an applicant must meet the following requirements:

1. Be at least 17 years of age and have a government issued ID.
2. Meet at least one of the educational requirements below:
 - a. Have a high school diploma. High school diplomas from foreign countries must be translated by an outside agency that is qualified to translate documents into English. The foreign high school diploma must also be verified as the academic equivalent of a U.S. high school diploma
 - b. General Education Diploma (G.E.D.).
 - c. Evidence of successful completion of a state approved homeschooling program.
 - d. Transferring students must be approved by the School President or Director as well as the New Mexico Board of Barbers and Cosmetologists. Clock hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note Glitz may not accept 100% of the hours granted by another school and will only accept up to 75% of the course length. Transferring students must also meet at least one of the requirements listed above.
 - e. Glitz understands that a student might be forced to withdraw from school due to circumstances beyond his/her control. Students can re-enter the school a second time and will do so in the same academic status. Students who wish to re-enter the school a third time will need to go through a board review process and, if accepted, must pay for the remainder of their education in full prior to graduation. Re-entering students must fill out a new application and pay applicable fees to Glitz as well as the New Mexico Board of Barbers and Cosmetologists.

Applicants to the instructor program must meet at least one of the above requirements and:

- Be at least 18 years old
- Hold a current license as a practitioner in the field they wish to teach.
- Complete an application for enrollment
- Complete an instructor in training application to be forwarded to the state board of cosmetology

PLEASE NOTE: Glitz School of Cosmetology does not currently hold any training agreements with secondary education institutions. Glitz School of Cosmetology does not currently accept students who are still enrolled in a secondary institution facility.

EXTERNSHIPS

At this time Glitz School of Cosmetology does not offer or allow externships.

INSTRUCTOR PROGRAM

1000 Clock Hours

INSTRUCTOR PROGRAM DESCRIPTION

Our 1000 clock hour instructor program combines longstanding methods with the latest training and teaching methodology techniques to enhance and produce well rounded instructors.

INSTRUCTOR PROGRAM EDUCATIONAL OBJECTIVES

Our instructor program is a combination of book work, hands on experience, shadowing of a full licensed cosmetology instructor designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed as an instructor.

INSTRUCTOR PROGRAM GRADUATION REQUIREMENTS

GRADES REQUIRED TO GRADUATE

To successfully complete the instructor program students must have a grade of 70% or better in both practical and theoretical knowledge. Students who have a 69% or less at the time of graduation will be required to review and redo tests, quizzes, assignments, and practical examinations. Extra-instructional charges will apply.

ATTENDANCE REQUIRED FOR GRADUATION

Student's in the instructor program must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If a student's attendance grade is below 80% by the 25th calendar day of their program start date the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation. Students who do not complete the required 1000 hours by the end of their maximum allowed time frame will incur a charge of \$25 per hour for all hours attended beyond their graduation date. Charges will be added to the student's remaining balance after graduation.

ATTENDANCE POLICY FOR VA STUDENTS

For VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

CLOCK HOURS REQUIRED TO GRADUATE

To graduate from the instructor program students must also complete a minimum of 1000 actual clock hours.

FINANCIAL ARRANGEMENTS MUST BE REWORKED UPON GRADUATION

Students who have an outstanding balance upon graduation must make financial arrangements. Glitz School of Cosmetology will not release proof of graduation documents to the state until this step is complete. Graduates will not be able to take their licensing examinations without these documents. Students who are 30 days late on two or more occasions will be required to pay in full before their graduation documents are released.

INSTRUCTOR PROGRAM CURRICULUM OUTLINE

(All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

Instructor course curriculum - 1000 course hours or equivalent credit

- (1) **THEORY: 75 hours**
 - (a) limited to orientation;
 - (b) state laws and regulations;
 - (c) employment and compensation information;
 - (d) professional ethics and image;
 - (e) effective communications;
 - (f) first aid;
 - (g) chemistry;
 - (h) electricity;
 - (i) job seeking;
 - (j) ethics;
 - (k) principles of teaching;
 - (l) teacher maturity;
 - (m) student learning principles; and
 - (n) academic advising
- (2) **COURSE DEVELOPMENT AND LESSON PLANNING: 100 hours**
 - (a) planning;
 - (b) analysis;
 - (c) implementation
 - (d) benefits;
 - (e) outline;
 - (f) examples of lesson plans;
 - (g) components of effective lesson plans;
 - (h) principles of preparing lesson plans; and
 - (i) practical course review
- (3) **TEACHING METHODS: 100 hours**
 - (a) preparation;
 - (b) presentation;
 - (c) application;
 - (d) testing;
 - (e) lecture and workbooks;
 - (f) demonstrations and return demonstrations;
 - (g) discussion;
 - (h) question and answer;
 - (i) projects; and
 - (j) field trips
- (4) **TEACHING AIDS: 50 hours**

- (a) films or videos;
 - (b) charts;
 - (c) mannequins;
 - (d) reference materials;
 - (e) chalkboards; and
 - (f) overhead projectors and transparencies
- (5) **THEORY TEACHING AND CLASSROOM MANAGEMENT: 200 hours**
- (a) independent classroom instructing;
 - (b) records and reports;
 - (c) safety measures;
 - (d) classroom conditions and maintenance;
 - (e) class supervision and control;
 - (f) classroom problems and solutions; and
 - (g) academic advising
- (6) **TESTING AND STUDENT EVALUATION: 50 hours**
- (a) measurement of student ability/achievement;
 - (b) diagnosis of student weaknesses;
 - (c) motivation for study;
 - (d) oral and written testing; and
 - (e) development and use of testing/measurement Instruments
- (7) **LABORATORY SUPERVISION: 300 hours**
- (a) independent clinic supervision;
 - (b) client communications/reception desk;
 - (c) inventory control;
 - (d) effective dispensary procedures;
 - (e) supervision of clinic sanitation/client safety; and
 - (f) technical skills ability
- (8) **MISCELLANEOUS: 125 hours**
- (a) fundamentals of business management;
 - (b) to be applied by Instructor to strengthen student performance in curriculum areas
 - (c) for supervised field trips and other course related training

INSTRUCTIONAL METHODS USED FOR THE INSTRUCTOR PROGRAM

Instruction is divided into theory (taught in a classroom setting), hands on training, and instructor shadowing. Glitz School of Cosmetology uses Milady's Standard Professional Instructor book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training is delivered by certified instructors who have been approved by the New Mexico Board of Barbers and Cosmetologists.

GRADING PROCEDURES

A. PRACTICAL SKILLS

Students are observed by their instructors on all services learned to determine their aptitude level. Skills are graded based off a checklist used to ensure all the necessary steps are being completed for the different services offered. Grades are determined by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the New Mexico Board of Cosmetologists.

B. ACADEMIC PROGRESS

Tests, quizzes, and written assignments will be administered during the course. Test scores will be determined by dividing the number of correct answers by the number of questions on each assessment. Written assignments will be graded by the instructor based on the relevance of the response and demonstration of material understanding.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

C. ATTENDANCE GRADES

Attendance is determined by dividing the number of hours attended by the number of hours scheduled.

POSSIBLE ATTENDANCE SCORES

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

Incomplete Grades: Students who withdraw from Glitz School of Cosmetology will receive an “I” (Incomplete) grade. Students can re-enter the school a second time and will do so in the exact same academic status as when they left. Students who wish to re-enter the school a third time will need to go through a board review process and, if accepted, must pay for the remainder of their education in full prior to graduation. Re-entering students must fill out a new application and pay applicable fees to Glitz as well as the New Mexico Board of Barbers and Cosmetologists.

BARBER PROGRAM 1200 Clock Hours

BARBER PROGRAM DESCRIPTION

Our 1200 clock hour barbering program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including straight edge razoring, shampoo and haircutting, tapering, scissor cutting, hot towel service, facials for men, perming, and much more. Students will also be taught how to start and run a successful business.

BARBER PROGRAM EDUCATIONAL OBJECTIVES

Our barber program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In

addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

BARBER PROGRAM GRADUATION REQUIREMENTS

GRADES REQUIRED TO GRADUATE

To successfully complete the barber program students must have a grade of 70% or better in both practical and theoretical knowledge. Students who have a 69% or less at the time of graduation will be required to review and redo tests, quizzes, assignments, and practical examinations. Extra-instructional charges will apply.

ATTENDANCE REQUIRED FOR GRADUATION

Students in the barber program must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If a student's attendance grade is below 80% by the 25th calendar day of their program start date the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation. Students who do not complete the required 1200 hours by the end of their maximum allowed time frame will incur a charge of \$25 per hour for all hours attended beyond their graduation date. Charges will be added to the student's remaining balance after graduation.

ATTENDANCE POLICY FOR VA STUDENTS

For VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

CLOCK HOURS REQUIRED TO GRADUATE

To graduate from the barber program students must also complete a minimum of 1200 actual clock hours.

FINANCIAL ARRANGEMENTS MUST BE REWORKED UPON GRADUATION

Students who have an outstanding balance upon graduation must make financial arrangements. Glitz School of Cosmetology will not release proof of graduation documents to the state until this step is complete. Graduates will not be able to take their licensing examinations without these documents. Students who are 30 days late on two or more occasions will be required to pay in full before their graduation documents are released.

BARBER PROGRAM CURRICULUM OUTLINE (All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

- (1) THEORY: **75 hours**
 - (a) Orientation- Welcome to Glitz
 - (b) State laws and regulations
 - (c) professional image
 - (d) first aid

- (e) chemistry
- (f) electricity
- (g) job seeking
- (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
 - (a) related theory and safety
 - (b) preparation, procedures and practice
 - (c) products, materials and implements
 - (d) public sanitation
 - (e) methods of sanitation and sterilization
 - (f) chemical agents
 - (g) types and classifications of bacteria
 - (h) bacterial growth
 - (i) infections
 - (j) infection control and safety standards
- (3) **SHAMPOO, RINSES, SCALP TREATMENTS: 75 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation
 - (e) procedures and practice
 - (f) products, materials and implements
 - (g) hair analysis
 - (h) disorders of the hair and scalp
 - (i) hair and scalp treatments
 - (j) related chemistry
 - (k) client record keeping and safety
- (4) **CHEMICAL REARRANGING - PERMS AND RELAXERS: 200 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) client record keeping and safety
- (5) **HAIRSTYLING: 150 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) wet styling
 - (i) blow drying
 - (j) finger waving
 - (k) air waving

- (l) hair pressing
- (m) hair extensions
- (n) hair weaving
- (o) braiding
- (p) corn rowing
- (q) client consultation and recommendations
- (r) client record keeping and safety
- (s) care of wigs and hair pieces
- (6) **HAIR COLORING - BLEACHING: 125 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) temporary, semi-permanent, and permanent applications
 - (i) bleaching, tinting, toning, frosting, special effects and problems
 - (j) client consultation and recommendations
 - (k) client record keeping and safety
- (7) **HAIR CUTTING AND BEARD TRIMMING: 250 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) shaving, honing and stropping
 - (e) preparation, procedures, and practice
 - (f) use of scissors, shears, razor and clippers
 - (g) products, materials and implements
 - (h) client consultation and recommendations
 - (i) client record keeping and safety
- (8) **FACIALS: 175 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) theory of massage and facial treatments
 - (g) makeup application
 - (h) use of electrical appliances, currents and specialized machines for treatments
 - (i) artificial eyelashes
 - (j) removal of unwanted hair
 - (k) eyelash and brow tinting
 - (l) light therapy
 - (m) client consultation and recommendations
 - (n) client record keeping and safety
- (9) **REQUIRED HANDS-ON-TRAINING – instructor approved procedures**
 - (a) 40 facial shave

- (b) 30 shaving around ears and neck
- (c) 25 lady's haircuts
- (d) 75 men's haircuts
- (e) 25 hairstyling
- (f) chemical texturing
 - (i) 7 permanent waving
 - (ii) 7 permanent relaxing
- (10) SALON BUSINESS, RETAIL SALES: **50 hours**
 - (a) related theory
 - (b) opening a salon and business plan
 - (c) written agreements
 - (d) regulations and laws
 - (e) salon operation, policies, practices, personnel, compensation, payroll deductions
 - (f) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
 - (g) salon safety
- (11) MISCELLANEOUS: **25 hours**
 - (a) to be applied by the Instructor to strengthen student performance in curriculum related areas
 - (b) Supervised field trips, resume development, interview preparation, job Search skills

INSTRUCTIONAL METHODS USED FOR THE BARBER PROGRAM

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Professional Barbering book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training is delivered by certified instructors who have been approved by the New Mexico Board of Barbers and Cosmetologists.

GRADING PROCEDURES

A. PRACTICAL SKILLS

Students are observed by their instructors on all services learned to determine their aptitude level. Skills are graded based off a checklist used to ensure all the necessary steps are being completed for the different services offered. Grades are determined by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the New Mexico Board of Cosmetologists.

B. ACADEMIC PROGRESS

Tests, quizzes, and written assignments will be administered during the course. Test scores will be determined by dividing the number of correct answers by the number of questions on each assessment. Written assignments will be graded by the instructor based on the relevance of the response and demonstration of material understanding.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

90 - 100 Excellent

80 - 89 Very Good
70 - 79 Satisfactory
69- 0 Does not meet standards

C. ATTENDANCE GRADES

Attendance is determined by dividing the number of hours attended by the number of hours scheduled.

POSSIBLE ATTENDANCE SCORES

96 - 100 Excellent
92 - 95 Very Good
90 - 91 Satisfactory
89- 0 Does not meet standards

Incomplete Grades: Students who withdraw from Glitz School of Cosmetology will receive an “I” (Incomplete) grade. Students can re-enter the school a second time and will do so in the exact same academic status as when they left. Students who wish to re-enter the school a third time will need to go through a board review process and, if accepted, must pay for the remainder of their education in full prior to graduation. Re-entering students must fill out a new application and pay applicable fees to Glitz as well as the New Mexico Board of Barbers and Cosmetologists.

COSMETOLOGY PROGRAM

1600 Clock Hours

COSMETOLOGY PROGRAM DESCRIPTION

Our 1600 clock hour cosmetology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including shampoo, haircutting/styling, perming, braiding, coloring. Manicuring, pedicuring, acrylic tips, sculpted nails, facials, waxing, make up, are also part of our curriculum. Students will also be taught how to start and run a successful business.

COSMETOLOGY PROGRAM EDUCATIONAL OBJECTIVES

Our cosmetology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

COSMETOLOGY PROGRAM GRADUATION REQUIREMENTS

GRADES REQUIRED TO GRADUATE

To successfully complete the cosmetology program students must have a grade of 70% or better in both practical and theoretical knowledge. Students who have a 69% or less at the time of graduation will be

required to review and redo tests, quizzes, assignments, and practical examinations. Extra-instructional charges will apply.

ATTENDANCE REQUIRED FOR GRADUATION

Student's in the cosmetology program must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If a student's attendance grade is below 80% by the 25th calendar day of their program start date the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation. Students who do not complete the required 1600 hours by the end of their maximum allowed time frame will incur a charge of \$25 per hour for all hours attended beyond their graduation date. Charges will be added to the student's remaining balance after graduation.

ATTENDANCE POLICY FOR VA STUDENTS

For VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

CLOCK HOURS REQUIRED TO GRADUATE

To graduate from the cosmetology program students must also complete a minimum of 1600 actual clock hours.

FINANCIAL ARRANGEMENTS MUST BE REWORKED UPON GRADUATION

Students who have an outstanding balance upon graduation must make financial arrangements. Glitz School of Cosmetology will not release proof of graduation documents to the state until this step is complete. Graduates will not be able to take their licensing examinations without these documents. Students who are 30 days late on two or more occasions will be required to pay in full before their graduation documents are released.

COSMETOLOGY PROGRAM CURRICULUM OUTLINE

(All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lessons hours and services:

- (1) THEORY: 75 hours**
 - (a) Orientation
 - (b) State laws and regulations
 - (c) professional image
 - (d) first aid
 - (e) chemistry
 - (f) electricity
 - (g) job seeking
 - (h) ethics

- (2) STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
 - (a) related theory and safety
 - (b) preparation, procedures and practice
 - (c) products, materials and implements

- (d) public sanitation
- (e) methods of sanitation and sterilization
- (f) chemical agents
- (g) types and classifications of bacteria
- (h) bacterial growth
- (i) infections
- (j) infection control and safety standards
- (3) SHAMPOO, RINSES, SCALP TREATMENTS: 75 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation
 - (e) procedures and practice
 - (f) products, materials and implements
 - (g) hair analysis
 - (h) disorders of the hair and scalp
 - (i) hair and scalp treatments
 - (j) related chemistry
 - (k) client record keeping and safety
- (4) CHEMICAL REARRANGING - PERMS AND RELAXERS: 200 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) client record keeping and safety
- (5) HAIRSTYLING: 150 hours**
 - (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) wet styling
 - (i) blow drying
 - (j) finger waving
 - (k) air waving
 - (l) hair pressing
 - (m) hair extensions
 - (n) hair weaving
 - (o) braiding
 - (p) corn rowing
 - (q) client consultation and recommendations
 - (r) client record keeping and safety
 - (s) care of wigs and hair pieces

- (6) HAIR COLORING - BLEACHING: 125 hours**
- (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) hair analysis and client consultation
 - (g) related chemistry
 - (h) temporary, semi-permanent, and permanent applications
 - (i) bleaching, tinting, toning, frosting, special effects and problems
 - (j) client consultation and recommendations; and
 - (k) client record keeping and safety
- (7) HAIR CUTTING: 200 hours**
- (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures, and practice
 - (e) use of scissors, shears, razor and clippers
 - (f) products, materials and implements
 - (g) client consultation and recommendations
 - (h) client recordkeeping and safety
- (8) FACIALS: 175 hours**
- (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) theory of massage and facial treatments
 - (g) makeup application
 - (h) use of electrical appliances, currents and specialized machines for treatments
 - (i) artificial eyelashes
 - (j) removal of unwanted hair
 - (k) eyelash and brow tinting
 - (l) light therapy
 - (m) client consultation and recommendations
 - (n) client record keeping and safety
- (9) MANICURING/PEDICURING: 175 hours**
- (a) related theory;
 - (b) anatomy;
 - (c) physiology;
 - (d) preparation, procedures and practice;
 - (e) products, materials and implements;
 - (f) theory of massage;
 - (g) advanced nail techniques;
 - (h) client consultation and recommendations
 - (i) client record keeping and safety
- (10) REQUIRED HANDS-ON TRAINING: instructor approved procedures:**

- (a) 75 lady's haircuts
- (b) 25 men's haircuts
- (c) 25 hairstyling's
- (d) 30 coloring
- (e) chemical texturing:
 - (i) 7 permanent waving; and
 - (ii) 7 permanent relaxing
- (11) SALON BUSINESS, RETAIL SALES: 50 hours**
 - (a) related theory
 - (b) opening a salon and business plan
 - (c) written agreements
 - (d) regulations and laws
 - (e) salon operation, policies, practices, personnel, compensation, payroll deductions
 - (f) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
 - (g) salon safety
- (12) MISCELLANEOUS: 300 hours**
 - (a) to be applied by the Instructor to strengthen student performance in curriculum related areas or
 - (b) Supervised field trips, resume development, interview preparation, job Search skills

INSTRUCTIONAL METHODS USED FOR THE COSMETOLOGY PROGRAM

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Cosmetology book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training is delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

GRADING PROCEDURES

A. PRACTICAL SKILLS

Students are observed by their instructors on all services learned to determine their aptitude level. Skills are graded based off a checklist used to ensure all the necessary steps are being completed for the different services offered. Grades are determined by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the New Mexico Board of Cosmetologists.

B. ACADEMIC PROGRESS

Tests, quizzes, and written assignments will be administered during the course. Test scores will be determined by dividing the number of correct answers by the number of questions on each assessment. Written assignments will be graded by the instructor based on the relevance of the response and demonstration of material understanding.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

90 - 100 Excellent

80 - 89 Very Good

70 - 79 Satisfactory

69- 0 Does not meet standards

C. ATTENDANCE GRADES

Attendance is determined by dividing the number of hours attended by the number of hours scheduled.

POSSIBLE ATTENDANCE SCORES

96 - 100 Excellent

92 - 95 Very Good

90 - 91 Satisfactory

89- 0 Does not meet standards

Incomplete Grades: Students who withdraw from Glitz School of Cosmetology will receive an “I” (Incomplete) grade. Students can re-enter the school a second time and will do so in the exact same academic status as when they left. Students who wish to re-enter the school a third time will need to go through a board review process and, if accepted, must pay for the remainder of their education in full prior to graduation. Re-entering students must fill out a new application and pay applicable fees to Glitz as well as the New Mexico Board of Barbers and Cosmetologists.

NAIL TECHNOLOGY PROGRAM

420 Clock Hours

PLEASE NOTE: The Nail Technology Program at Glitz School of Cosmetology requires 20 more hours than mandated by the New Mexico Board of Barbers and Cosmetologists. The additional hours are set in place to ensure our students graduate with the most knowledge, experience, confidence, and ability to excel in their particular field.

NAIL TECHNOLOGY PROGRAM DESCRIPTION

Our 420-clock hour nail technology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including manicuring/pedicuring, gel manicures, tips with acrylic, tips with gel, sculpted nails, 3-D artwork, and whatever the latest trends may be at the time in the nail industry. Students will also be taught how to start and run a successful business.

NAIL TECHNOLOGY PROGRAM EDUCATIONAL OBJECTIVES

Our Nail Technology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced,

professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

NAIL TECHNOLOGY PROGRAM GRADUATION REQUIREMENTS

GRADES REQUIRED TO GRADUATE

To successfully complete the Nail Technology program students must have a grade of 70% or better in both practical and theoretical knowledge. Students who have a 69% or less at the time of graduation will be required to review and redo tests, quizzes, assignments, and practical examinations. Extra-instructional charges will apply.

ATTENDANCE REQUIRED FOR GRADUATION

Students in the nail technology program must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If a student's attendance grade is below 80% by the 13th calendar day of their program start date the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation. Students who do not complete the required 420 hours by the end of their maximum allowed time frame will incur a charge of \$25 per hour for all hours attended beyond their graduation date. Charges will be added to the student's remaining balance after graduation.

ATTENDANCE POLICY FOR VA STUDENTS

For VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

CLOCK HOURS REQUIRED TO GRADUATE

To graduate from the nail technology program students must also complete a minimum of 420 actual clock hours.

FINANCIAL ARRANGEMENTS MUST BE REWORKED UPON GRADUATION

Students who have an outstanding balance upon graduation must make financial arrangements. Glitz School of Cosmetology will not release proof of graduation documents to the state until this step is complete. Graduates will not be able to take their licensing examinations without these documents. Students who are 30 days late on two or more occasions will be required to pay in full before their graduation documents are released.

NAIL TECHNOLOGY PROGRAM CURRICULUM OUTLINE

(All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

- (1) **THEORY: 75 hours**
 - (a) Limited to orientation
 - (b) State laws and regulations
 - (c) Professional image
 - (d) First aid

- (e) Chemistry
 - (f) Electricity
 - (g) Job seeking
 - (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
- (a) related theory and safety
 - (b) preparation, procedures and practice
 - (c) products, materials and implements
 - (d) public sanitation
 - (e) methods of sanitation and sterilization
 - (f) chemical agents
 - (g) types and classifications of bacteria
 - (h) bacterial growth
 - (i) infections
 - (j) infection control and safety standards
- (3) **MANICURING/PEDICURING: 175 hours**
- (a) related theory
 - (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) theory of massage
 - (g) advanced nail techniques
 - (h) client consultation and recommendations
 - (i) client record keeping and safety
- (4) **REQUIRED HANDS-ON TRAINING: instructor approved procedures**
- (a) 45 manicures;
 - (b) 45 pedicures; and
 - (c) 20 acrylic nail sets
- (5) **SALON BUSINESS, RETAIL SALES: 70 hours**
- (a) Related theory
 - (b) Opening a salon and business plan
 - (c) Managing tips
 - (d) Building Clientele
 - (e) Written agreements
 - (f) regulations and laws
 - (g) salon operation, policies, practices, personnel, compensation, payroll deductions
 - (h) Use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
 - (i) salon safety
 - (j) Resume writing and interviewing
- (6) **INNOVATIVE TECHNIQUES: 160 Hours**
- (a) Gel Overlay
 - Nail stamping
 - Nail dipping system
 - Nail art and design

- (7) MISCELLANEOUS: **45 hours**
 - (a) to be applied by the Instructor to strengthen student performance in curriculum related areas
 - (b) Supervised field trips, resume development, interview preparation, job Search skills

INSTRUCTIONAL METHODS USED FOR THE NAIL TECHNOLOGY PROGRAM

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Nail Technology book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training is delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

GRADING PROCEDURES

A. PRACTICAL SKILLS

Students are observed by their instructors on all services learned to determine their aptitude level. Skills are graded based off a checklist used to ensure all the necessary steps are being completed for the different services offered. Grades are determined by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the New Mexico Board of Cosmetologists.

B. ACADEMIC PROGRESS

Tests, quizzes, and written assignments will be administered during the course. Test scores will be determined by dividing the number of correct answers by the number of questions on each assessment. Written assignments will be graded by the instructor based on the relevance of the response and demonstration of material understanding.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

C. ATTENDANCE GRADES

Attendance is determined by dividing the number of hours attended by the number of hours scheduled.

POSSIBLE ATTENDANCE SCORES

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

Incomplete Grades: Students who withdraw from Glitz School of Cosmetology will receive an “I” (Incomplete) grade. Students can re-enter the school a second time and will do so in the exact same academic status as when they left. Students who wish to re-enter the school a third time will need to go through a board review process and, if accepted, must pay for the remainder of their education in full prior to graduation. Re-entering students must fill out a new application and pay applicable fees to Glitz as well as the New Mexico Board of Barbers and Cosmetologists.

ESTHETIC PROGRAM

700 Clock Hours

PLEASE NOTE: The Esthetics Program at Glitz School of Cosmetology requires 100 more hours than mandated by the New Mexico Board of Barbers and Cosmetologists. The additional hours are set in place to ensure our students graduate with the most knowledge, experience, confidence, and ability to excel in their particular field.

ESTHETICS

PROGRAM DESCRIPTION

Our 700-clock hour esthetician program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including facials, microdermabrasion, chemical peels, waxing, eyelash extensions, spray tanning, makeup applications, and much more. Students will also be taught how to start and run a successful business.

ESTHETICS PROGRAM EDUCATIONAL OBJECTIVES

Our esthetician program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. These programs are also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

ESTHETICS PROGRAM GRADUATION REQUIREMENTS

GRADES REQUIRED TO GRADUATE

To successfully complete the Esthetics program students must have a grade of 70% or better in both practical and theoretical knowledge. Students who have a 69% or less at the time of graduation will be required to review and redo tests, quizzes, assignments, and practical examinations. Extra-instructional charges will apply.

ATTENDANCE REQUIRED FOR GRADUATION

Students in the esthetics program must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If a student's attendance grade is below 80% by the 25th calendar day of their program start date the student will be terminated from Glitz School of Cosmetology. A

grade of 90% or better is required for student graduation. Students who do not complete the required 700 hours by the end of their maximum allowed time frame will incur a charge of \$25 per hour for all hours attended beyond their graduation date. Charges will be added to the student's remaining balance after graduation.

ATTENDANCE POLICY FOR VA STUDENTS

For VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

CLOCK HOURS REQUIRED TO GRADUATE

In order to graduate from the esthetics program students must also complete a minimum of 700 actual clock hours.

FINANCIAL ARRANGEMENTS MUST BE REWORKED UPON GRADUATION

Students who have an outstanding balance upon graduation must make financial arrangements. Glitz School of Cosmetology will not release proof of graduation documents to the state until this step is complete. Graduates will not be able to take their licensing examinations without these documents. Students who are 30 days late on two or more occasions will be required to pay in full before their graduation documents are released.

ESTHETICS COURSE CURRICULUM OUTLINE

(All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lessons hours and services:

- (1) **THEORY: 75 hours**
 - (a) limited to orientation
 - (b) state laws and regulations
 - (c) professional image
 - (d) first aid
 - (e) chemistry
 - (f) electricity
 - (g) job seeking
 - (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
 - (a) related theory and safety
 - (b) preparation, procedures and practice
 - (c) products, materials and implements
 - (d) public sanitation
 - (e) methods of sanitation and sterilization
 - (f) chemical agents
 - (g) types and classifications of bacteria
 - (h) bacterial growth
 - (i) infections
 - (j) infection control and safety standards
- (3) **FACIALS: 350 hours**
 - (a) related theory

- (b) anatomy
 - (c) physiology
 - (d) preparation, procedures and practice
 - (e) products, materials and implements
 - (f) theory of massage
 - (g) facial treatments and makeup application
 - (h) use of electrical appliances, currents and specialized machines for treatments
 - (i) artificial eyelashes
 - (j) removal of unwanted hair
 - (k) eyelash and brow tinting
 - (l) light therapy
 - (m) client consultation and recommendations and
 - (n) client record keeping and safety
- (4) SALON BUSINESS, RETAIL SALES: **50 hours**
- (a) related theory
 - (b) opening a salon and business plan
 - (c) written agreements
 - (d) regulations and laws
 - (e) salon operation, policies, practices, personnel, compensation, payroll deductions
 - (f) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance and
 - (g) salon safety
- (5) REQUIRED HANDS-ON TRAINING: **instructor approved procedures:**
- (a) 50 basic facial procedures
 - (b) 25 machine facial procedures
 - (c) 25 waxing procedures
 - (d) 10 makeup procedures
- (6) MISCELLANEOUS: **150 hours**
- (a) to be applied by the Instructor to strengthen student performance in curriculum related areas; or
 - (b) Supervised field trips, resume development, interview preparation, job Search skills

INSTRUCTIONAL METHODS USED FOR THE ESTHETICS PROGRAM

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Esthetics book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training is delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

GRADING PROCEDURES

A. PRACTICAL SKILLS

Students are observed by their instructors on all services learned to determine their aptitude level. Skills are graded based off a checklist used to ensure all the necessary steps are being completed for the different services offered. Grades are determined by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the New Mexico Board of Cosmetologists.

B. ACADEMIC PROGRESS

Tests, quizzes, and written assignments will be administered during the course. Test scores will be determined by dividing the number of correct answers by the number of questions on each assessment. Written assignments will be graded by the instructor based on the relevance of the response and demonstration of material understanding.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

90 - 100 Excellent

80 - 89 Very Good

70 - 79 Satisfactory

69- 0 Does not meet standards

C. ATTENDANCE GRADES

Attendance is determined by dividing the number of hours attended by the number of hours scheduled.

POSSIBLE ATTENDANCE SCORES

96 - 100 Excellent

92 - 95 Very Good

90 - 91 Satisfactory

89- 0 Does not meet standards

PROGRAM COMPLETION AND LICENSURE

Upon meeting the above requirements for their selected program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams. Students must schedule their own State tests and cover the associated fees. Our administration will be glad to assist any graduates who request assistance with this process in advance. After passing the required tests graduates are licensed to provide services for direct or indirect compensation.

TYPE OF LICENSE:

PROGRAM

Cosmetology Program

Barber Program

Esthetics Program

Nail Technology Program

Instructor Program

LICENSE OBTAINED

Cosmetologist License

Barber License

Esthetician License

Manicurist/Pedicurist License

Instructor License

ISSUING AGENCY: Regulation and Licensing Department
 Board of Barbers and Cosmetologists
 2550 Cerrillos Rd
 2nd Floor
 Santa Fe NM, 87505
 505-476-4622

DURATION: Renewable/Permanent.

OCCUPATIONS AVAILABLE TO GRADUATES

BARBER PROGRAM	COSMETOLOGY PROGRAM	ESTHETICS PROGRAM	NAIL TECHNOLOGY PROGRAM	INSTRUCTOR PROGRAM
Hair Stylist	Hair Stylist	Esthetician	Nail Technician	Instructor
Esthetician	Esthetician	Salon Owner	Salon Owner	
Salon Owner	Nail Technician	Makeup Artist	Sales Representative	
Makeup Artist	Salon Owner	Dermatologist Assistant		
Dermatologist Assistant	Makeup Artist	Makeup Representative		
Makeup Representative	Dermatologist Assistant			
	Makeup Representative			

EMPLOYMENT ASSISTANCE

Glitz School of Cosmetology does not guarantee job placement. However, as part of their training students are instructed how to write resumes and prepare for job interviews. Every possible effort will be made by Glitz School of Cosmetology to expose our students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Students who display the utmost professionalism and dedication during their training will receive priority with employment assistance.

STUDENT RESOURCES

CAREER COUNSELING

Glitz School of Cosmetology is committed to the success of our students and graduates. Our staff is always available to provide assistance with career exploration, searching for employment, planning for the future and business startup.

HEALTH AND WELLNESS

Pamphlets for mental and physical health assistance programs are available in our restrooms and breakroom.

STUDENT ACADEMIC ADVISEMENT

PROGRESS RECORDS

Students are provided with a copy of their Monthly Progress Reports (if any) and SAP results. Students are also provided with a copy of their test scores, practical evaluation results, and transcripts upon request. All originals are kept by Glitz School of Cosmetology for at least 7 years.

MONTHLY PROGRESS REPORTS

All Students will be advised in career goals and challenges. In some instances, and at the instructor's discretion, students may receive progress evaluations on attendance, academic learning, and practical skills on the last day of every month during the course of their schooling. The staff is required to assist you with any educational and professional concerns whenever possible.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are evaluated periodically to determine if they are meeting the minimum academic progress requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

EVALUATION PERIODS FOR ATTENDANCE AND ACADEMIC (PRACTICALS/WRITTEN TESTS) PROGRESS:

EVALUATION PERIODS:

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted. SAP will be assessed at each of the following times:

Cosmetology Program – 1600 clock hours

Evaluation Period

1	450 Hours/13 weeks
2	900 Hours/26 weeks
3	1250 Hours/36 weeks

Barber Program- 1200 clock hours

Evaluation Period

1	450 Hours/13 weeks
2	900 Hours/26 weeks

Esthetics Program – 700 clock hours

Evaluation Period

1	350 Hours/10 weeks
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Nail Technology Program- 420 Clock hours

Evaluation Period

1 210 Hours/6 weeks

Instructor Program – 1000 clock hours

Evaluation Period

1 500 Hours/14 weeks

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

POSSIBLE ATTENDANCE SCORES

96 - 100 Excellent

92 - 95 Very Good

90 - 91 Satisfactory

89- 0 Does not meet standards

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology Program (Full time, 35 hrs/wk) - 1600 clocked Hours	53.81 Weeks	1776
Barber Program (Full time, 35hrs/wk) – 1200 clocked Hours	40.36 Weeks	1332
Esthetics Program (Full time, 35hrs/wk) – 700 clocked Hours	23.54 Weeks	777
Nail Technology Program (Full Time, 35hrs/wk) – 420 clocked Hours	14.12 Weeks	466.2
Instructor Program (Full Time, 35hrs/wk) – 1000 clocked Hours	33.63 Weeks	1110

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe allowed will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student’s remaining balance after the student graduates.

QUALITATIVE PROGRESS EVALUATIONS

Subject Knowledge progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary.

POSSIBLE ACADEMIC AND PRACTICAL SCORES

90 - 100 Excellent

80 - 89 Very Good

70 - 79 Satisfactory

69- 0 Does not meet standards

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students who are placed on warning are at risk of losing in-house financing assistance or title IV funding if applicable. Students will be notified in writing if they are at low, moderate, or high risk at the same time they are placed on warning. If the student has still not met both the attendance and academic requirements by the end of the warning period he/she may be placed on probation and, if applicable, students may be deemed ineligible to continue their program.

PROBATION

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation status if they meet the following requirements:

1. Glitz School of Cosmetology evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning period.
2. The student successfully appeals the negative progress determination prior to being placed in probation.
3. Glitz School of Cosmetology determines that satisfactory academic progress can be attained by the subsequent evaluation period.
4. Glitz School of Cosmetology develops an academic plan that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the student's maximum time frame.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to

achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of hours taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

REMEDIAL COURSES AND REPETITIONS

Remedial courses do not apply to this institution. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

REPETITIONS FOR VA STUDENTS

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

EXTRA-INSTRUCTIONAL CHARGES

Students who fall below the state mandated 90% attendance for the entire course will be required to pay \$25.00 per hour for all hours attended after the maximum allowed time frame. The additional cost will be added to the student's remaining balance after graduation.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours. Evaluation periods for transfer students will be based on the amount of hours contracted with the student. The first evaluation point will be conducted by the mid-point of the contracted hours or the school's (Glitz) established evaluation point, whichever occurs first.

SATISFACTORY ACADEMIC PROGRESS EVALUATION RESULTS

All students are provided with a copy of their evaluation results. Students who wish to review their past assignment can request to review their file.

TITLE IV FINANCIAL AID FUNDING

Glitz School of Cosmetology is not currently eligible to participate in TITLE IV Financial Aid Funding.

REPORT CARD

Student Status Report

Date of Review _____

This form is used for recording academic counseling sessions with students whether performed routinely or as needed. In addition, it serves as a written Report Card to be issued at last two times during a program of study. Check the appropriate purpose(s) for each session.

____ Academic Counseling ____ Report Card

Student Name: _____ Course _____

Cumulative Attendance Percentage ____% Cumulative Written Grade Average ____%

Practical Skills Performance ____%

Professionalism/Attitude

____ Excellent ____ Very Good ____ Satisfactory ____ Development Opportunity

Identify Development Opportunities and Create an Action Plan for Improvement as follows:

____ Practice skills in _____

____ Attend academic and practical learning classes regularly and on time.

____ Complete more practical skills experiences in: _____

____ Adhere to Standards of Conduct and School Policies at all times.

____ Increase speed by completing time projects in: _____

____ Disciplinary Probation, Suspension, or Dismissal (explain in comments)

____ Other: _____

Comments:

Student Signature

Date

SATISFACTORY ACADEMIC PROGRESS EVALUATION FORM

Student Name _____ **Date** _____

Start Date _____ **Evaluation Period** _____

Scheduled Hours		Cumulative Attendance %	
Actual Hours		Cumulative Academic Grade	

Student is making satisfactory academic progress?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Notice of Warning/Probation provided to student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Reason for Warning/Probation:	<input type="checkbox"/> ATTENDANCE	<input type="checkbox"/> ACADEMICS	<input type="checkbox"/> N/A

Warning

When placed in warning status a student will have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

Probation

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student MUST APPEAL the satisfactory academic progress decision within the next 10 days and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible for payment of all

tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Additional Comments:

Student Signature **Date**

Accepted by School Official **Date**

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 15 days of the negative determination.

_____ Financial Aid Package _____ SAP Determination _____ Extra Instructional Charges

Other: _____

Attention Campus Director:

I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Supporting Documentation Attached: _____ YES _____ NO

Student Signature

Parent or Guardian (If applicable)

OFFICE USE ONLY
_____ APPEAL _____ APPEAL DENIED
EXPLANATION OF DECISION:

REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

Campus Director

Date

STUDENT ACCESS TO RECORDS

Each student has the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office’s schedule. At no time may a student remove any items/articles from their file. The School Administration is the official custodian of the records. All records will be maintained for a period of 7 years from the date of graduation or termination from the school. The School Director may request other school personnel to assist in answering any questions that students may have regarding interpretation of the records.

In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student. The School Director, upon receipt of this request, will provide access to review the records at a date and time no more than 3 working days after the request has been made. The student or anyone the student duly authorizes shall examine the file in the presence of the School Director and/or other person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$1.00 per page.

STUDENT INFORMATION RELEASE POLICY

Glitz School of Cosmetology will disclose personal, identifiable information from the records of a student without written consent of the student to the following parties:

- a. School employees who have a “need to know”.
- b. Schools to which a student is transferring.
- c. Annual Reporting to Accrediting Agencies.
- d. Appropriate parties in connection with financial aid (when applicable)
- e. Organizations doing authorized studies or reports for the school.
- g. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.
- h. State and local authorities to whom disclosure is required by state laws.
- i. Parents/Legal guardians of dependent minors are provided access to student records. Parents/Guardians are also allowed to release the student’s records to third parties.
- j. Glitz School of Cosmetology will also provide access to student and any other records as required to any accreditation process initiated by Glitz or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the commission.

If a request from an outside agency (other than listed above) for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature.

Only the School Director or his/her designee will be allowed to release information.

Documentation of any correspondence will be placed in the student's file.

_____ Student Signature	_____ Date
_____ Parent/Guardian Signature (If Applicable)	_____ Date

STUDENT GRIEVANCE PROCEDURE

Glitz School of Cosmetology will make every attempt to resolve any student complaint that is not frivolous or without merit. Students are allowed to submit a complaint at any time. Evidence of final resolution of all complaints will be retained in school files. 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 10 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director (Eric Madrid).
3. The complaint will be reviewed by 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 management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with 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 corporate 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. Corporate 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.

STUDENT GRIEVANCE FORM

NAME _____

ADDRESS _____

Student ID # _____ 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 please use a separate sheet.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward 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 Complainant

Date

SCHOOL STANDARDS AND REQUIREMENTS

A. Breaks & Lunches:

All full time students must take at a 30 minute lunch. Lunch times for all students will vary depending on their booking.

Food and Drinks are only permitted in the school's *designated* break/lunch area. Food and Drinks are not permitted anywhere else in the school.

B. Phone Calls:

No personal calls on the school business phones without express permission from the School Director. Students are allowed to check their cell phones during breaks or between clients. Students who use their cell phone excessively during theory or while working on a client will lose all cell phone privileges.

C. Smoking:

Smoking is not permitted within our premises or within 50 feet from any of our entrances. Smokers should dispose of their cigarette butts in designated containers.

D. Cheating:

Students caught cheating could be subject to termination from the program.

E. Leaving During Hours of Scheduled Attendance:

Student's may not leave the school installations during scheduled hours without their instructor's consent. Students who leave during scheduled hours without permission might not be allowed to return for the day and could be written up depending on the circumstances. If a student receives their instructor's permission to leave during scheduled hours he/she must clock out.

F. Alcohol and Drugs:

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of illegal drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity could result in immediate expulsion. Students who need professional help can find referrals for counseling in our restrooms.

G. Make-up Work and Exams

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

H. Appearance, Dress Code, Uniforms:

1. Proper attire in the school is mandatory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Attire considered to be too revealing will not be allowed. Shorts, sweat pants, and joggers will not be allowed.
2. Excessive facial piercing jewelry or excessive make-up will not be worn while in school. “Theme” contact lenses, other than normal colored, will not be allowed.
3. Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor. We strongly suggest showering/bathing before coming to school.
4. At no time during the day (unless designated by the curriculum) are students allowed to work on themselves. Hair, nails, and make-up are to be done before arriving at school. A professional appearance in these areas is essential to the overall image of today’s cosmetologist, esthetician, nail technician, or barber.
5. Students in violation of the dress code will be asked to clock out and return after correcting their attire. The Faculty or Administrative Staff will have the final decision on any questionable dress code or appearance violations.
6. PURSES- Only clear handbags or purses are allowed on the premises. Regular purses must be placed in the student’s locker or left in the car.

I. Personal Belongings and Kits:

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up. Your personal belongings should to be stored in your locker or your vehicle.

The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

J. Personal Supplies and Services:

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies and services must be paid for. It is considered stealing for students to receive services or take supplies for personal use without permission. Students who are caught stealing will be terminated immediately.

K. Duties:

A duty roster will be made monthly for all classroom/clinic duties/front desk duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day.

L. Dispensary and Supply Room:

Students are responsible for the proper up-keep of the clients' chemical service files and for all supplies. Towels must be clean and ready for use at all times.

M. Student Services:

No student is to do another student's hair, nails, etc. without first getting permission from their Instructor. If a client comes in while you are having your own service done and there is no one else available, ***you must service the client. Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal.***

N. Client Services:

Students are ***never*** to leave a client unattended – it could be dangerous to the client and is unprofessional. If a student refuses to do a service on a client the student will be asked clock-out and leave for the rest of the day.

O. Weapons in School:

Weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school.

P. Plagiarism:

Students shall not submit someone else's ideas, processes, or words as their own. Students are required to reference the author when quoting or paraphrasing on all assignments and projects.

Q. Tardiness:

Excessive lateness or overstaying allotted break time could lead to disciplinary action. Students who show up after theory has started may not be allowed to enter the classroom until theory has concluded in order to avoid interruptions. The student will not be allowed to clock in and the missed time will count against the student's attendance rate. It is the student's responsibility to make up the work. The student must ask the instructor for the homework.

R. Attendance and Absenteeism

1. Attendance Days

Students are required to attend class based on the days stated on their enrollment agreement. Students are not allowed to show up on their days off to make up missed clock hours.

2. Unexcused absences

The student should be aware that absenteeism for more than 14 consecutive days without contacting the school can result in the student being terminated from the program.

Being late or missing school excessively could result in disciplinary action.

No call/no show absences are considered unexcused absences. Extreme circumstances will be reviewed by the school board for determination.

3. Excused Absences

Students are required to notify the school prior to their absence at all times.

Students are allowed to schedule time off on a first come/first serve basis. Students are still required to meet the 90% attendance requirements after the time off is calculated in.

Documentation shall be submitted for all unexpected absences.

S. Every Instructor is your instructor:

Students are expected to receive and follow instructions from every instructor as well as all members of the staff. Failure to follow directions from any instructor or administrative officer is considered a violation of our policy.

T. Creating a Hostile Environment:

It is strictly forbidden for students to behave in a manner that creates or promotes a hostile environment. This includes any actions or comments directed at other classmates, instructors, members of the staff, or clients. These rules apply at any given time on and off campus. There is a zero tolerance policy for the following actions whether directly or indirectly:

1. Bullying
2. Gossip
3. Harassment
4. Demeaning commentaries
5. Provocation

NOTE: Physical altercations will result in immediate termination and the local authorities will be contacted.

U. Clock-in procedures.

Students are allowed to clock in prior to the start of class. Once a student is clocked in he/she must inform their instructor and begin their training. No student shall, under any circumstances, clock another student in or out. Students who are caught using the clock for another student, or allowing another student to clock them in or out, could be suspended or expelled from the school. Students have up to ten days to question any clocked hour discrepancies. For that reason, we recommend that all students print and review their clock hours at the end of every week. Students who forget to clock-in must pay a \$5.00 clock adjustment fee.

V. Theft

Students who are caught stealing on school property will be terminated immediately. This rule applies to all forms of theft regardless of who the victim is.

W. Suspensions

Suspensions apply to active days (days of attendance) only. Suspensions do not extend the contract time allotted.

Violation of the above rules and standards may result in disciplinary action up to and including termination from the school. The school reserves the right to terminate any student whose personal conduct towards school staff, clients, or fellow students is deemed unsatisfactory. Re-admittance to the school will be at the School Board's discretion.

Leave of Absence Policy:

Leaves of Absence can be granted in cases of emergency or extreme circumstances, which cause attendance to be impossible or impractical. A student who is **granted** a Leave of Absence by **Glitz School of Cosmetology**, is not considered to have withdrawn from Glitz. A Leave of Absence will extend the student's graduation date and maximum allowed time frame for completion by the same amount of days granted in the leave of absence.

In order to be placed on leave of absence a student must:

- A. Have reasonable expectation that the student will return.
- B. Submit a written leave of absence request in advance unless unforeseen circumstances prevent the student from doing so.
 - a. In the event that a student is unable to provide the request prior to the LOA due to unforeseen circumstances Glitz will collect the information from the student at a later date, reach a decision based on the information provided, and document the reason for the decision in the student's file. If the school approves the LOA then the LOA would begin on the first date the student was unable to return to Glitz School of Cosmetology due to the unforeseen event.
- C. Include the reason for the request.
- D. The leave of absence request must be signed by the student.
- E. The request must be approved by the School Director.
- F. The leave of absence together with any other additional leaves of absence must Not exceed a total of 180 days in any 12 month period.
- G. The student will not incur any additional charges as a result of a leave of Absence.
- H. A student who is granted an LOA is not considered to have withdrawn and No refund calculation will be completed.
- I. The student's contract period and maximum allowed time frame will be extended by the same number of days taken in the leave of absence. The enrollment agreement will be changed via addendum to show the contract extension. The addendum must be signed and dated by all parties.

Students may not arbitrarily decide to "take" a leave of absence

If a student is unable to return to Glitz School of Cosmetology at the expiration of an approved leave of absence the student will be considered to have withdrawn. The date the LOA began will be used as the student's withdrawal date.

The withdrawal date used for the refund calculation will be the student's last day of attendance.

*Exceptions to this policy due to extenuating circumstances may be accepted.

AMMENDMENTS

Glitz School of Cosmetology is an ever-changing institution. Therefore, it is impossible to create rules and regulations that apply to every possible instance. For that reason, it will sometimes be necessary to add, delete, or change some of the rules listed in this catalog. The school administration will meet regularly to update rules and regulations in a manner that is fair to everyone.

TERMINATION

Student termination will be determined based on the type of violation as well as the severity and/or frequency of the offense.

CONDUCT

Glitz School of Cosmetology is a place of business and both staff and students alike are expected to behave in a professional manner. All forms of offensive language are prohibited. Students will be asked to cover abrasions, excessive bruising, and bite marks both for sanitary and etiquette reasons.

In training to be a professional cosmetologist, esthetician, barber, or nail technician, you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.

Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent.

Glitz School of Cosmetology maintains a low student to instructor ratio to ensure the highest quality education possible. For that reason, there are several instructors present at any given time. It is necessary that you understand that every instructor is your instructor, including those from another department.

Public sanitation is part of your curriculum as well as a state requirement. Students are expected to maintain a clean work station throughout the day. Students are also required to clean other areas (including restrooms) as part of their daily and closing duties.

By signing below I acknowledge that I have received, read, and understood the 2017 Glitz School of Cosmetology Student Catalog:

Student Name Signature Date