

Amina's Beauty College

**48 West 67th Place
Merriville, IN 46410**

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Amina's Beauty College
48 West 67th Place
Merriville, IN 46410

219-472-8175
aminasbeautycollege@gmail.com

Licensed By: Indiana Professional Licensing Agency
Attn: State Board of Cosmetology and Barber Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-3031
Fax: (317) 233-4236
Email: pla12@pla.in.gov
Website: www.PLA.in.gov

NACCAS: The school is in candidate status
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Amina Taylor- Owner, Instructor, Cosmetology, Barber
Jennifer Cottrell- Instructor, Barber, Esthetics
Bilnesha Tillman- Cosmetology, Student Instructor
Ashley Evans- Manicurist License, Student Instructor
Jada Cross- Admissions Rep, Student Affairs Coordinator

Revised December 2023

WELCOME

We would like to welcome you to Amina's Beauty College.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the beauty industry. We are pleased to offer you a quality education.

The Amina's Beauty College maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and service to help you succeed.

We challenge you to take advantage of all the valuable programs available to you and we wish you success as you work toward your career.

Written in the English language

Mission Statement

Amina's Beauty College is a post secondary school providing a positive learning environment where students are provided quality instruction, both in theory and practice which will prepare them for graduation and employment thereafter. It is our sincere desire that each student will enter the work environment with confidence and enthusiasm, ultimately obtaining gainful employment in the following fields of Cosmetology, Barbering, Manicurist, Teachers Training and Esthetics for success in the workplace.

The Amina's Beauty College maintains a commitment to excellence in its programs.

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, Nail Salon, School, shop manager or shop owner.

Educational Goals

Cosmetology, Manicurist, Teachers Training and Esthetics, Barbering:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, Nail Salon, School, shop manager or shop owner.

Facilities and Equipment

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the student's practice "hands on" customer service.

New Class Starting Dates

Class start dates are the first Tuesday of each month.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY

CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
HAIR SHOWS

Admissions Requirements

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following:: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. A student only needs to provide one of the requirements such as verification of a high school diploma, or speak English, or be at least 16 years of age or sign a contract. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date. Amina's Beauty College will accept hours at other institutions provided that such are accepted by the Indiana Professional Licensing Agency. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn. The school does not admit Ability-To-Benefit Students.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the Indiana Professional Licensing Agency. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Registering Hours with the Indiana Professional Licensing Agency

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID/birth certificate or driver's license and High School Diploma or GED.

Non-Discrimination Policy

As an equal opportunity beauty school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished textbooks, workbooks, and kits.

Tuition Payments

The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Refund Policy

Refund and Cancellation Policy

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

Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

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

All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME
ENROLLED TO TOTAL COURSE/PROGRAM**

0.01% to 04.9%
5% to 09.9%
10% to 14.9%
15% to 24.9%
25% to 49.9%
50% and over

**TOTAL TUITION
SCHOOL SHALL
RECEIVE/RETAIN**

20%
30%
40%
45%
70%
100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- o a full refund of all monies paid OR
- o completion of the course/program.

- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- o a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- o provide completion of the course OR
- o participate in a Teach-Out Agreement OR
- o provide a full refund of all monies paid

- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- o a pro rata refund of tuition to the student OR
- o participate in a Teach Out Agreement.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement and in this catalog.

Cosmetology, Manicurist, Teachers Training, Barbering and Esthetics

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

<u>Cosmetology, Barbering</u>		<u>Teachers Training</u>		<u>Esthetics</u>		<u>Manicurist</u>	
450	Hours	450	Hours	350	Hours	225	Hours
900	Hours	900	Hours				
1200	Hours						

Evaluation periods are based on actual contracted hours completed at the institution.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 hours. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be terminated and then can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below

COURSE	MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS	
Barbering, Cosmetology		
(Full time, 26 hrs/wk) - 1500 Hours	87 Weeks	2250
Teachers Training		
(Full time, 26 hrs/wk) - 1000 Hours	57 Weeks	1500
Esthetics		
(Full time, 26 hrs/wk) - 700 Hours	40.5 Weeks	1050
Manicurist		
(Full time, 26 hrs/wk) - 450 Hours	25.5 Weeks	675

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	ABOVE AVERAGE
70 - 79	AVERAGE
0-69	BELOW SATISFACTORY PROGRESS

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 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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress 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 days 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.

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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;

2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;

3. We will not assess the student any additional institutional charges as a result of the LOA;

4. The student must follow the school's policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;

5. We will approve a student's request for a LOA in accordance with the school's policy;

6. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.

7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Cosmetology

1500 hour Cosmetology Program Subject Totals

Subject:	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Orientation	8	0	8
Anatomy & Physiology	12.25	0	12.25
Chemistry	13	0	13
Electricity	5	0	5
Facials & Makeup	30	45	75
Hair Trichology	14.5	0	14.5
Hair Coloring	75.5	150	225.5
Hairstyling	77.25	210	287.25
Perms/Chemicals	70.75	250	320.75
Sanitation (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	41.5	0	41.5
Laws & Rules	11	0	11
Shampooing	11	30	41
Scalp Treatments	10	10	20
Manicuring	23.5	25	48.5
Pedicuring	13.25	15	28.25
Haircutting	100.75	175	275.75
Salesmanship	11.5	5	16.5
Management	21	0	21
Skin	15.5	0	15.5
Hair Removal	9.75	10	19.75
Total	575	925	1500

Teaching Methods:the clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

Barbering

1500 hour Barbering Program Subject Totals

Subject	Theory & Demonstration Practice	Actual Practice	Total Hours
Sanitation, bacteriology & sterilization	40	0	40
Laws & rules	20	0	20
Salesmanship	5	10	15
Management	10	0	10
Skin	10	0	10
Hair	10	0	10
Facials	20	25	45
Hair styling (includes air waving, fingerwaves, and thermal curling)	100	150	250
Electricity/light therapy/High frequency/UV/infrared	10	0	10
Chemistry	10	0	10
Shampoo/massage	20	50	70
Scalp treatment	10	25	35
History of barbering	10	0	10
Shaving/shaping (includes mustache & beard)	30	25	55
Honing and stropping	15	0	15
Personal hygiene/professional ethics	10	0	10
Equipment care	10	0	10
Hair coloring (Semipermanent/Permanent)	60	80	140
Permanent waving & chemical relaxing	60	210	270
Haircuts	110	290	400
Anatomy & physiology	15	0	15
Hairpieces (Full, partial, facial)	50	0	50
Total	635	865	1500

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1000 Hour Teachers Training Program Subject Totals

Subject	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Orientation & Review Curriculum	50	100	150
Intro to Teaching	60	0	60
Course Outline & Development	160	170	330
School Administration Records/Laws	30	20	50
Teaching/Assisting	0	410	410
Total	300	700	1000

Teaching Methods:the clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

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GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

700 Hour Esthetics Program Subject Totals

Subject	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Orientation	8	0	8
Chemistry of Skin	15.25	25	40.25
Physiology Dermatology	30	30	60
Bacteriology (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	15	20	35
Machines	20.25	30	50.25
Skin Facials	68.75	120	188.75
Make-up	28.25	40	68.25
Hair Removal	15	55	70
Safety	5	15	20
Professional Development	20.75	0	20.75
Management/Salesmanship	25	20	45
Intro to Advanced Spa Safety	20	15	35
Statues	10	0	10
Intro to Skincare	18.75	30	48.75
Total	300	400	700

Teaching Methods:the clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

450 Hour Manicurist Program Subject Totals

Subject	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Orientation	8	0	8
Sanitation (includes practical training on cleaning techniques, salon laundry service, and disinfecting salon stations and common areas)	40	0	40
Anatomy & Disorders	25	0	25
Statutes	11	0	11
Nail Techniques	44	160	204
Manicuring	24.75	50	74.75
Pedicuring	13.5	25	38.5
Chemistry	10	0	10
Salesmanship	8.75	10	18.75
Electric Drill/File	10	10	20
Total	195	255	450

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SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM TUESDAY THRU FRIDAY AND 9AM TO 2PM ON SATURDAY 9AM TO 3PM. BARBER PROGRAM TUESDAY THRU FRIDAY 5PM TO 10PM AND SATURDAY 9AM TO 3PM.

2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGNOUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGNOUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.

3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.

4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.

5. THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOESHOES FLIP FLOPS, SANDALS OR ECT.

6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK.

7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. INDIANA PROFESSIONAL LICENSING AGENCY REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.

8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NON COMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS: IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL: WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN STUDENTS FOR CLINICAL SERVICES. PATRON MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 9:15AM WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

***All full-time students must attend 104 hours per month.**

Missed test can be made up on Tuesday.

Missed hours can be made up during the following times:

Tuesday – Friday 9am to 2pm.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented. Grounds for Termination: The school reserves the right to modify the Rules & Regulations at any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: 1) Failure to maintain a satisfactory progress percentage of 70% in academics and 67% attendance 2) Missed fourteen (14) consecutive days 3) Did not return from a Leave of Absence 4) Breach of school standards. There is a \$100 termination/drop fee that may be applied.

Tuition Schedule

Program	Clock Hours	Full-Time	Application Fee	Tuition	Books/Kit	Total Tuition
Cosmetology	1500	58 wks	\$100.00	\$9,264.00	\$1,236.00	\$10,600.00
Barbering	1500	58 wks	\$100.00	\$8,889.00	\$1,611.00	\$10,600.00
Manicurist	450	17 wks	\$100.00	\$3,015.00	\$799.50	\$3,915.00
Teachers Training	1000	38 wks	\$100.00	\$6,002.00	\$498.00	\$6,600.00
Esthetics	700	27 wks	\$100.00	\$6,580.00	\$920.00	\$7,600.00

Student and sponsor (if applicable) agree to pay Amina's Beauty College (herein after referred to as "The School") Tuition and Fees for the program selected according to the approved payment plan stated below. A Minimal monthly payment for your balance will be accepted, the student will be responsible for remaining balance at the completion of the program. The School may, at its options without notice, prevent the student from attending class until any applicable unpaid balance of payments are satisfied. The School will charge \$10 per hour for hours remaining after the contracted end date. The School may charge a \$25.00 Transcript Fee for transcript requests. The School will charge an Application Fee for students enrolling in The School of \$100.00 (Non-Refundable). The School will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$50.00. The current Tuition rates at the time of re-entry will apply to the balance of training hours needed for students returning 30 days after the formal withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Student Enrollment Agreement; Application Fee paid at the time of signing the Student Enrollment Agreement with the balance paid prior to the start date or through an approved payment plan stated herein. Payments may be made in the form of cash, check, money order, or credit card. Non-federal agency or loan programs may be accepted as well. Students are responsible for paying the Total Tuition and Fees for reimbursing any applicable loans in addition to interest.

Completion, Licensure and Placement Rates

The 2022 completion, licensure and placement rates for the school are as follows: Completion NA Licensure NA Placement NA