

Victoria's Academy of Cosmetology

Pivot Point Member School

Kennewick, Washington
2017-2018 Catalog



NACCAS
Accredited

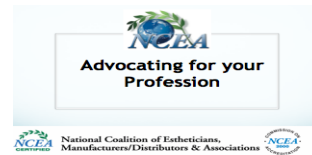


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WELCOME TO VICTORIA'S ACADEMY OF COSMETOLOGY

We are very proud of our training facility. We maintain an up to date, state of the art school with the latest equipment and products. Our facilities currently have over 16,000 sq. ft. of space used to enhance the learning experience of our students. We are located in historical downtown Kennewick, with ample parking for students and customers.

Victoria's Academy offers the choice of five different career paths in the field of Cosmetology Arts and Science. Cosmetology, Barber, Massage, Master Esthetics and Instructor. This catalog represents the efforts of professional Cosmetology instructors and program developers that have worked together to insure that our schools curricula meets or exceeds the state of Washington's industry and school standards.

Thank You,

David and Victoria Kile, Owners

ABOUT THE OWNER

Victoria Kile has over 35 years of instructional experience. Victoria is currently a member of the Washington State Education Committee, Lifetime Hair America, Cosmetology Educators of America and the National Cosmetology Association. Victoria is a nationally certified judge and multiple award winner.

Victoria Kile was the 1999 Washington state Technology and Industry Educators "Technical Instructor of the Year" and Past President of the Washington Association of Career and Technical Educators. She is currently serving on the Washington State Governor's Cosmetology Advisory Board.

OUR MISSION STATEMENT

VICTORIA'S ACADEMY'S MISSION IS TO TRAIN STUDENTS IN THE FIELD OF COSMETOLOGY, BARBERING, ESTHETICS, MASSAGE AND AS INSTRUCTOR'S FOR THE WORKFORCE OF TODAY.

Victoria's Academy of Cosmetology was founded in 2001 to provide students and the community with an excellent level of service to meet the strong needs of our profession. Our reputation in the Tri Cities and within the industry is unquestionable.

We strive to maintain an environment where creativity and growth are emphasized. To achieve our goals there is a commitment from staff members and students to teach and learn in the most professional manner.

The Academy has a commitment to train students for a career in Cosmetology, Barbering, Master Esthetics, Massage or as an Instructor. This includes living up to the expectations of potential employers regarding professionalism, appearance, safety and sanitation. Victoria's expects the same standards in the school as would be expected of the majority of the industry.

In July, 2009 we moved into a new building with over 16,000 sq. ft. of space for our students to learn in. We have three large classrooms, each with capabilities for teaching using the internet and overhead power point. Our Master Esthetics and Massage area has it's own classroom, 16 beds enclosed in their own cubicle with the latest Esthetic equipment available. Our Master Esthetics program meets NCEA and NACCAS standards. We have a student lounge/lunch and locker area with a kitchen. The dispensary is large and open overlooking the clinic floor. There are 62 new Cosmetology stations in the main lab with a separate beginning lab that will comfortably house 25 students. There are 8 shampoo bowls, a student demonstration area with bleachers and a separate Barber shop with seven stations.

Victoria's Academy of Cosmetology will continue to remain a leader in the field of Cosmetology Arts and Science by promoting a strong desire to achieve the best results possible. Our students and staff are encouraged to have a healthy curiosity for anticipating the rapid and progressive growth of our industry.

VICTORIA'S ACADEMY OF COSMETOLOGY, INC.

CORPORATE OFFICERS

Victoria Kile
President/CEO

Danae Heuett
V. President/CEO

Trpy Heuett
Secretary

ADMINISTRATIVE STAFF

VICTORIA KILE
Administration
Instructor

LISA ASHLEY
Academy Director
Attendance
Student Discipline

DANAE HEUETT
Financial Aid Administrator
Assistant Director

TRUDY MEINECKE
Dispensary
Inventory

LISA SKINNELL
Admissions
Enrollment

CATLIN CHALK
Client Services/Multi Media
Financial Aid

MONICA GONGALEZ
Client Services

INSTRUCTIONAL STAFF

VICTORIA KILE Cosmetology/Barber/Master Esthetician SUB

MARILYN BLAZON Cosmetology,/Barber

LAURA SAHAR Cosmetology

KYM SMITH Dedicated Theory Teacher /Cosmetology/Barber

PAM BISCONER Master Esthetics

JOANN BRETON Master Esthetics

VERONICA THURMAN Massage

IRENE PRATT Cosmetology

KAYLA HENNING Cosmetology /Tri Tech

INSTRUCTIONAL STAFF

VICTORIA KILE (sub)

45 Years Experience in the Cosmetology Industry

32 Years Instructional Experience

4 Year Financial Aid Experience

VERONICA THURMAN

4 Years in the Massage industry

1 year Instructional Experience

MARILYN BLAZON

40 Years Experience in the Cosmetology Industry

10 Years Instructional Experience

LISA ASHLEY

10 Years Experience in the Cosmetology Industry

6 Years Instructional Experience

1 Year Financial Aid Experience

KYM SMITH

36 Years Experience in the Cosmetology Industry

13 Years Instructional Experience

PAM BISCONEER

4 Years in the Esthetics Industry

1 Year Instructional Experience

JOANN BRETON

5 years in the Esthetics Industry

1 year Instructional Experience

LAURA SAHAR

11 Years Experience in the Cosmetology Industry

5 Years Instructional Experience

Graduate of Victoria's Academy Cosmetology program

IRENE PRATT

56 Years in the Cosmetology Industry

40 Years Instructional Experience

KAYLA HENNING

1 Year in the Cosmetology Industry

1 Year Instructional Experience

**Victoria's Academy of Cosmetology is proud to offer five programs of study
in the field of
"COSMETOLOGY CAREERS, ARTS and SCIENCES"**

**ALL OF THE PROGRAMS AT VICTORIA'S ACADEMY OF COSMETOLOGY EXCEED THE
STATE REQUIRED HOURS IN ORDER TO HAVE OUR STUDENTS BETTER PREPARED
FOR THEIR FUTURE IN THEIR CHOSEN INDUSTRY.
ALL OF VICTORIA'S ACADEMY'S POLICIES ARE WRITTEN ACCORDING TO NACCAS
STANDARDS**

**COSMETOLOGY PROGRAM 1700 hours
1700 HOURS**

This program is based on the Pivot Point Cosmetology curriculum. Our basic course covers 1600 hours of hair and chemical instruction, 100 hours of manicuring , 100 hours of esthetics and 100 hours of additional instruction. This program takes about 13 month to complete, full time, and about 18 months to complete part time.

BARBER PROGRAM—1100 hours

This program is based on the Milady curriculum. Our basic course covers 1000 hours of hair and hair removal, 100 hours of .additional instruction. This program takes about 10 months to complete, full time, and about 13 month to complete part time.

MASTER ESTHETICS PROGRAM 1250 hours

This program is based on the NCEA and Milady's curriculums. Our basic course covers 1200 hours of skin care, skin machines, laser training, medium depth peels and much more with 50 hours of additional instruction. This program takes about 11 month to complete, full time, and about 14 months to complete part time.

MASSAGE—750 hours

This program is based on the Milady curriculum. Our basic course covers, including but not limited to anatomy and physiology, kinesiology, pathology, massage practice and theory, safety and sanitation, business and first aid.

INSTRUCTOR—600 hours

This program is based on Milady's Mindful teaching. Our basis course covers 500 hours of all aspects of teaching with 100 hours of additional instruction.

COSMETOLOGY PROGRAM 1700 HOURS

• Theory, includes but is not limited to, Cosmetology history, general sciences, hair care, skin care, natural nail care, nail structure and diseases and disorders, business skills, anatomy and physiology professionalism and image, skin disorders and diseases, property of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, hair coloring, chemical texturizing, wigs and hair additions, braiding and extensions:

	HOURS ONLY	REQUIREMENTS
• Haircutting:	300 hours	225
• Hair styling:	160 hours	280
• Permanent waving:	180 hours	80
• Hair coloring:	250 hours	100
• Scalp treatments:	12 hours	12
• Artificial hair:	30 hours	3
• Chemical relaxing:	10 hours	3
• Pedicures and manicures:	78 hours	50
• Facials:	30 hours	20
• Hair removal:	10 hours	<u>10</u>
		783
• Theory	185 hours	
• Manicuring/pedicuring	100 hours	
• Esthetics	100 hours	
• First aid/CPR	5 hours	
• Sanitation/disinfection	150 hours	
• Electives	100 hours	

Safety, disinfection and sanitation. Includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace:.

BARBER PROGRAM

1100 HOURS

- Theory, includes but is not limited to, Barbering history, general sciences, hair care, skin care, natural nail care, business skills, anatomy and physiology professionalism and image, skin disorders and diseases, property of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, wigs and hair additions, braiding and extensions:

140 hours

	<u>HOURS ONLY</u>	<u>REQUIREMENTS</u>
• Haircutting:	505 hours	430
• Hair styling:	115 hours	100
• Scalp treatments:	30 hours	25
• Hair removal, temporary (Includes shaving)	55 hours	<u>30</u> 585
• First aid/CPR	5 hours	
• Sanitation/disinfection	150 hours	
• Electives	100 hours	

Safety, disinfection and sanitation. Includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace.

MASTER ESTHETICS

1250 HOURS

- Clinical Esthetics histology, regulations and skin analysis: 10 hours
- Skin Physiology, histology, diseases and disorders: 40 hours
- The role of Fitzpatrick scale: 5 hours
- Light skin peels, packs, masks, scrubs, body wraps and treatments: 50 hours
- Microdermabrasion, dry, wet and micro current treatments: 30 hours
- Aging and photo damaged skin: 10 hours
- Manual facials. includes, but is not limited to; cleansing, scientific manipulations, lymphatic drainage and acupressure: 55 hours
- Skin lightening: 15 hours
- Acne in advanced skin care: 15 hours
- Electrotherapy facials includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories and tinting of the eyebrows and lashes.: 60 hours
- Makeup. Includes, but is not limited to, skin analysis, basic and corrective make up applications and eyelash enhancements: 20 hours
- Neck and face manual advanced lymphatic drainage: 5 hours
- Exfoliation methods: 15 hours
- Anatomy and physiology. Includes, but is not limited to, human anatomy, human physiology, bacteriology, skin analysis and conditions: 25 hours
- Hands on laser training and medium depth peels: 60 hours
- Safety, disinfection and sanitation. Includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace: 150 hours
- First aid/CPR: 10 hours
- Hands on clinical training: 625 hours
- Advanced training and electives, orientation, WAC's, RCW's, and breaks. This curriculum is based on the National Estheticians, Manufacturers/Distributors Association (NCEA) job task analysis as well as Milady's Standard and Advanced curriculums: 50 hours

MASSAGE PROGRAM

750 HOURS

- Anatomy and physiology. 130 hours
- Kinesiology: 50 hours
- Pathology, including indications and contraindications: 60 hours
- Theory and practice of massage, to include but not be limited to, techniques, remedial movements, body mechanics of the practitioner and the impact of techniques on pathologies. A maximum of 50 hours may include, but not be limited to, time spent in a student clinic. Hydrotherapy is to be included when consistent with the particular area of practice: 310 hours
- Clinical/business practices, minimally to include, but not be limited to, hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, sexual misconduct, client interaction and state and local laws: 55 hours
- Test preparation: 40 hours
- Insurance billing, communication and ethics: 40 hours
- Sexual misconduct: 5 hours
- Safety, disinfection and sanitation. Includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace: 45 hours
- First aid/CPR: 15 hours

INSTRUCTOR PROGRAM

600 HOURS

TEACHING, includes but is not limited to, lesson planning, student learning principals, teaching methods, written and practical assessment, classroom setup, classroom management and Milady's four-step method. 40 hours

OCCUPATIONAL ANALYSIS: includes but is not limited to, develop systems for analysis, charting, categorizing, validating, organizing, topic and subject matter, materials and supplies, record keeping, project methods, and working with advisory committees, if possible. 40 hours

COURSE ORGANIZATION: Develop instruction from analysis, organize and prioritize, group and sequence learning units, test and evaluation teaching aids, lectures, demonstrations and develop questions and answers. 40 hours

STUDENT LEARNING LEADERSHIP: How to be effective in student leadership, give student's assignments, lead discussions, develop client relations, personality and conduct, interpersonal relationships. 40 hours

CLINIC SUPERVISION: Practical classroom and clinic services, dispensary, inventory, maintenance and supervision of student practical. 340 hours

ELECTIVE HOURS: Testing and rating, salon organization and management, audio visual materials, philosophy of career and technical education, techniques in individual instruction, reception and management, use of point of sale and telephone techniques. 100 hours

CAREER PATHS

There are many career paths associated with the Cosmetology industry. With the proper training and license you can become a stylist, barber, esthetician, instructor, massage therapist, owner or manager of a salon or spa, product and equipment sales representative, product educator, platform artist, a member of your state board of licensing, owner of a school, representative for NACCAS, skincare consultant, competitor, judge, the opportunities are endless.

OUR CURRICULUM FORMAT

Instructional performance objectives are developed for each competency in each of the programs offered by Victoria's Academy. Student learning objectives are used in all theory and practical applications, safety and sanitation practices and procedures, attendance and professionalism.

The instructional staff at Victoria's Academy use lesson plans that follow the most recent Pivot Point and Milady published textbooks and reference materials available. Instructors are also given the freedom to use their own instructional experience as well to be creative and motivational. Power Point is used for theory as well as an abundant amount of visual aids. Audio/visual aids, computer presentations, tapes, books, lectures and demonstrations will also be used as part of the learning experience for students. Theory is delivered in creative and interesting ways, in individual and group settings, each geared around every learning style. A dedicated instructor is on staff for theory and tutoring our students to insure they receive the best opportunity for learning.

STUDY AIDS

Students are welcome to take home any videos, software, laptop computers or equipment from Victoria's Academy for additional studying. Any item taken must be checked out by a staff member and returned to the school the next business day. Failure to return any item will result in the student being charged for the item.

ADMISSION REQUIREMENTS

Victoria's Academy requires for enrollment that all prospective students meet and provide proof, when applicable, of the following:

- Applicant must be at least 16 years of age before the desired class start date.
- Applicant must have completed secondary education and received a High School Diploma or a General Education Diploma (G.E.D.) Applicant must complete and submit an enrollment application.
- Applicant must pay the required one hundred (\$100.00) non refundable application fee.
- If enrolling in the Instructor Training program, applicant must hold a current Washington State Cosmetology, Barber or Master Esthetician license and have at least two years of experience in their field..
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HIGH SCHOOL

- High school program participants must be approved by their high school Principal or counselor, Tri Tech Skills Center Director and Victoria's Academy administration. High school students are allowed to attend school for Cosmetology, on a half-day basis, and receive high school credits. This arrangement varies from high school to high school.
- Victoria's Academy accepts seniors in high school or transfer students at summer school and each school semester or trimester. They will attend Monday through Friday from (AM) 8:00-11:00 or from (PM) 12:00-3:00 and follow Tri Tech's yearly school schedule. Once the student passes their written and practical finals, completes their cumulative project and graduates from high school or obtains a GED they will be considered for full time enrollment at Victoria's Academy. If accepted within ninety (90) days of graduation all accumulated hours will be credited. If longer than (90) days have passed the student will follow our regular transfer policy. If the student did not pass their written, practical or cumulative project they will follow our transfer policy. High school students will follow the same policies and procedures as regular students with the exception of our warning policy. High school students may be withdrawn if completing two complete sets of warnings.
- Victoria's Academy of Cosmetology does not accept anyone attending high school except through the Tri Tech Skills Center program.

TUITION AND KIT FEES

Each program offered by Victoria's Academy requires the purchase of a "Student Kit". The kit includes all equipment, books, supplies and materials that will be needed during training. Kit fees may vary according to current market value. The kit fee for each program must be paid before the student begins training. (Kit fees are not included in the down payment)

Transfer students will be required to have only the kit items used at Victoria's that were not included at the kit at the previous school (if any).

Cosmetology, Barber, Massage, and Master Esthetics programs require a minimum down payment of \$2,000.00. The Instructor training program requires a minimum down payment of \$1000.00. Down payments must be made before contract signing and will be applied to the total tuition cost. Awarded financial aid may qualify for the down payment.

Victoria's Academy offers a payment procedure to spread the cost of tuition out over the duration of each program. This procedure is explained in detail on the following page.

Monthly installments are due on the first business day of each month and are considered late if not paid in full by the closing of the third business day of that month. If tuition is not current by the close of the third business day of the month, late fees will be assessed on the unpaid balance at the rate of \$5.00 per day, until balance is paid in full.

If the full installment has not been received by the tenth business day of the month the student may not be allowed to attend school unless other arrangements have been made. Late fees will be assessed.

Acceptable forms of payment for tuition and other fees are: Cash, Check (Personal or Business), Cashiers Check, Money Order, or a Credit or Debit card. VISA, MC or American Express. No third party checks will be accepted.

TUITION AND KIT FEES

APPLICATION FEE (NON REFUNDABLE)\$100.00

Required for all programs, to be paid when application for enrollment is submitted, even if applying for financial aid. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

COSMETOLOGY PROGRAM 1700 hours

TUITION.....	\$15,460.00
KIT.....	(\$2762.29 + tax \$237.56) = \$ 2,999.85
LAB FEE.....	\$ 160.00
TOTAL.....	\$18,619.85

BARBER PROGRAM 1100 hours

TUITION.....	\$10,005.00
KIT.....	(\$2669.46 + tax \$229.57 = \$ 2,899.03
LAB FEE.....	\$ 160.00
TOTAL.....	\$13,064.03

MASTER ESTHETICS PROGRAM 1250 hours

TUITION.....	\$14,425.50
KIT.....	(\$3075.12 + tax \$264.46) = \$ 3,339.58
LAB FEE.....	\$ 160.00
TOTAL.....	\$17,925.08

MASSAGE PROGRAM 750 hours

TUITION.....	\$ 8,595.00
KIT.....	(\$1083.48 + tax \$93.18) = \$ 1,176.66
LAB FEE.....	\$ 160.00
TOTAL.....	\$ 9,931.66

INSTRUCTOR TRAINING PROGRAM 600 hours

TUITION.....	\$ 3,600.00
KIT.....	(\$723.25 +tax \$62.20 = ...\$ 785.45
TOTAL.....	\$ 4,385.45

ALL KIT FEES ARE SUBJECT TO CHANGE UNTIL CONTRACTS ARE SIGNED

The tuition cost for transfer students will be calculated by dividing the total tuition cost of the program by the number of hours needed to complete the program.

**FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY
VICTORIA'S SCHOOL FASFA CODE IS: 041272**

COSMETOLOGY PROGRAM

The \$2,000.00 down payment is applied to the total tuition of \$15,460.00. The tuition balance of \$13,460.00 will be payable in 11 monthly installments of \$1,223.64 beginning the 2nd month of training.

BARBER PROGRAM

The \$2,000.00 down payment is applied to the total tuition of \$10,005.00. The tuition balance of \$8,005.00 will be payable in 7 monthly installments of \$1,143.57 beginning the 2nd month of training.

MASSAGE PROGRAM

The \$2,000.00 down payment is applied to the total tuition of \$8,595.00. The tuition balance of \$6,595.00 will be payable in 8 monthly installments of \$824.37 beginning the 2nd month of training.

MASTER ESTHETICS PROGRAM

The \$2,000.00 down payment is applied to the total tuition of \$14,425.50.

The tuition balance of \$12,425.50 will be payable in 8 monthly installments of \$1,553.19 beginning the 2nd month of training.

INSTRUCTOR TRAINING

The \$1000.00 down payment is applied to the total tuition of \$3,600.00.

The tuition balance of \$2,600.00 will be payable in 3 monthly installments of \$866.67 beginning the 2nd month of training.

TRANSFER STUDENTS

Payments will be calculated by subtracting the appropriate down payment from the total calculated tuition costs.

The tuition balance will then be divided equally by the number of months included in their contract.

OTHER FEES

APPLICATION FEE.....	\$100.00
WITHDRAWAL FEE.....	\$150.00
N.S.F. CHECK FEE.....	\$ 40.00
EVALUATION (EXAMINATION) RETAKE FEE.....	\$ 50.00

Any check returned due to non-sufficient funds will require replacement by cash or cashier's check for the original amount plus \$40.00. Victoria's will continue to honor checks from the account holder, however, if another check is returned for NSF, the account holder will no longer have the privilege of using a check as a form of payment.

COPIES OF COMPLETION CERTIFICATES.....	\$ 5.00
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All students will be provided one copy of their completion certificate at no charge. There is a five dollar (\$5.00) fee for any additional copies needed.

REPLACEMENT I.D. BADGE.....	\$ 10.00
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One "Student ID Badge" will be included in each student kit.

TRANSFER STUDENT EXAM	\$100.00
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(refer to TRANSFER policy, page 9)

LATE FEE (per day).....	\$ 5.00
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OVERTIME HOURS (per hour)	\$10.00
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Students are responsible for the payment of any and all fees charged by the state of Washington's Department of Licensing (www.dol.wa.gov) or to any testing agency for application of the written and practical examinations and/or licensure.

LATE TUITION

If a student is on Victoria's payment plan and is 10 business days late on their tuition payments they may not be allowed to attend school until payments are made current or other arrangements have been made. Late fees will be assessed on the unpaid balance at the rate of \$5.00 per day until the unpaid balance is paid in full.

TUITION REFUND POLICY

(Revised 10/15/2015)

COSMETOLOGY, BARBER, MASTER ESTHETICS, INSTRUCTOR

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Any monies, except the application fee of \$ 100.00, due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Please note that state financial aid programs have distinct repayment requirements that can be found on pages 27 and 28.

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, less the application fee.
2. A student (or in the case of a dependent student under legal age, his or her parents or legal guardian cancels his/her enrollment in writing within five business days of signing the enrollment agreement. In this case all monies collected by the school, except the application fee, shall be refunded, regardless of whether or not the student has actually started classes.
3. 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.
4. A student is expelled by the school (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.
5. In type 2, 3 or 4, 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 administration, or owner, in person.
6. For students who enroll and begin classes but withdraw prior to course completion (after five business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours. If the Massage program is canceled subsequent to a student's enrollment, but before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or provide completion of the program. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall, at its option:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or
- Participate in a Teach-Out agreement; or
- Provide a full refund of all monies paid

% OF SCHEDULED HOURS

AVAILABLE
.01% to 04.9%
05% to 09.9%
10% to 14.9%
15% to 24.9%
25% to 49.9%
50% and over

% OF PROGRAM TUITION

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

TUITION REFUND POLICY

(CONTINUED)

MASSAGE

% OF SCHEDULED PROGRAM TUITION OWED % OF HOURS AVAILABLE

- One week or up to 10% 10%
(whichever is less)
- More than one week or up to 10% 25%
(whichever is less but less than 25%)
- 25% - 50% 50%
- More than 50% 100%

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This refund policy is mandated by Washington State Department of Health.

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. 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 catalog and in the enrollment agreement.

GRADING POLICY

On or about the first of each month all grades will be added to the previous month's average to determine whether the student is meeting satisfactory standards of the school. If a student falls below 76% in academic or practical, they will be counseled and allowed 30 days to raise their grades to a 76%. If after 30 days the average in all areas is not at 76% they will be referred for academic tutoring classes. Report cards will be issued every 455 hours for Cosmetology, Barber and Master Esthetics, every 375 hours for Massage and every 300 hours for Instructor. If a student is below 76% on report cards they will be subject to the Satisfactory Progress policy.

The following factors will be measured to determine academic and practical progress: Theory (test grades, class participation, homework) and all practical/clinical work.

All work, theory and practical, will be graded according to the following scale:

100% - 94% = A

93% - 85% = B

76% - 84% = C SATISFACTORY

0% - 75% = FAILING

OVERTIME HOURS POLICY

Overtime hours are defined as: Any and all hours that a student must attend the Academy which exceed the original contract term, in order to accumulate the required amount of hours needed to complete their program. If a student maintain 89% attendance no overtime charges will accumulate. If a student falls below 89% attendance they will be assessed overtime charges at the rate of **ten dollars (\$10.00) per hour**. Any charges due for overtime hours will be calculated upon completion of training or withdrawal and must be paid in full before student' is eligible to refer to testing with any Washington State testing agency.

SATISFACTORY ACADEMIC PROGRESS POLICY

November 2015

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is applied consistently to all students enrolled in a specific program and schedule. This policy complies with the guidelines established by the National Accrediting **Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States** Department of Education. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is applied consistently to all students enrolled in a specific program and schedule. This policy complies with the guidelines established by the National Accrediting **Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States** Department of Education. Please note that state financial aid programs have additional, distinct SAP requirements that can be found on pages 26 and 27.

EVALUATION PERIODS

Cosmetology 455, 910, and 1365 clocked hours
Esthetics 455, 910 clocked hours
Barbering 455, 910 clocked hours
Massage 375, 750 clocked hours
Instructor 300 clocked hours
State financial aid 300, 600, 900, 1200, 1500 clocked hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 89% 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 quantitative 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 89% 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 .

SATISFACTORY ACADEMIC PROGRESS

(CONTINUED)

MAXIMUM TIME FRAME

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. Please note that the State financial aid programs have distinct maximum time frame eligibility requirements that can be found on page 30.

COURSE	SCHEDULED HOURS	WEEKS	MAXIMUM TIME ALLOWED
Cosmetology (Full time, 35 hrs/wk)	1700 Hours	73 Weeks	2550
Cosmetology (Part time, 25 hrs/wk)	1700 Hours	102 Weeks	2550
Esthetics (Full time, 35 hrs/wk)	1250 Hours	54 Weeks	1875
Esthetics (Part time, 25 hrs/wk)	1250 Hours	75 Weeks	1875
Barber (Full time, 35 hrs/wk)	1100 Hours	47 Weeks	1650
Barber (Full time, 25 hrs/wk)	1100 Hours	66 Weeks	1650
Massage (Part time, 35 hrs/wk)	750 Hours	30 Weeks	1250
Instructor (Full time, 35 hrs/wk)	600 Hours	26 Weeks	900
Instructor (Part time, 25 hrs/wk)	600 Hours	36 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 1.50% of their maximum time frame.

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 earning 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. 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 grade average of 76% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94 – 100	EXCELLENT
85 – 93	VERY GOOD
76 – 84	SATISFACTORY
75 and BELOW	UNSATISFACTORY

SATISFACTORY ACADEMIC PROGRESS POLICY

(CONTINUED)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is applied consistently to all students enrolled in a specific program and schedule. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

SAP EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 455, 910, and 1365 clocked hours

Esthetics 455, 910 clocked hours

Barbering 455, 910 clocked hours

Massage 375, 750 clocked hours

Instructor 300 clocked hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 89% 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 89% 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.

SATISFACTORY ACADEMIC PROGRESS continued

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 of the 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE IN COMPLETES, 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 or a missed evaluation 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 and/or why they missed their evaluation, 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 as well as a reason to not be assessed the \$50.00 fee to retake. 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, no fees will be applied and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, course incompletes, 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

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.

SATISFACTORY ACADEMIC PROGRESS

(CONTINUED)

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. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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, of the 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

FINANCIAL AID

DIRECT LOANS

To be eligible for Direct Loans, undergraduate students attending a school that participates in the PELL Grant Program must first receive a determination of their eligibility for PELL Grants. Generally a student must be enrolled or accepted for enrollment in a certificate program to receive FSA funds. Financial aid is available for 750 hours for Massage as this program exceeds the state required hours of 505 hours by more than 50%.

Interest rates are variable, with a six (6) month grace period after graduation before repayments start. Repayment deferments are available, under certain circumstances, if not in a default status. The amount that can be borrowed for dependent students, per each loan, is dependent upon the course of study.

PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

Parent loans for dependent students enable the students' parents, who qualify, for financial aid or whose need cannot be met by other financial aid programs, to borrow directly from a bank, credit union or savings and loan associations. Students and their parents should contact the schools financial aid administrator for forms. pertaining to PLUS loans.

VETERAN'S ADMINISTRATION BENEFITS

Victoria's Academy of Cosmetology is approved by the Veterans Administration to enroll students that are eligible to receive VA benefits. Qualifications must be accomplished by filing the proper forms with the Veteran's Administration.

ASSISTANCE IS ALSO AVAIBLE IN COORDINATION WITH BENEFITS THROUGH PUBLIC ASSISTANCE, AID TO FAMILIES WITH DEPENDENT CHILDREN, DEPARTMENT OF VOCATIONAL REHABILITATION, WORKSOURCE AND OTHER SIMILAR PROGRAMS.

WASHINGTON STATE NEED GRANT (SNG) AND COLLEGE BOUND SCHOLARSHIP (CBS)

The Washington State Need Grant is available to Washington State resident students. Eligibility I based on financial need. Additional information is available through the schools financial aid office. To remain eligible for future disbursements of state financial aid, students must have completed 100% of the clock hours associated with the current disbursement period. No additional disbursements of state aid will be made prior to the student earning 100% of the hours associated with the current disbursement.

State Need Grant is awarded based off of priority filing of your FASFA on a first come first serve basis for students currently enrolled as of July 1st. Classes beginning after July 1st will be awarded based on when the class began and when the students application fee was paid to secure their enrollment. College Bound Scholars are always prioritized for the maximum State Need Grant award they are eligible for up to 65% MFI and are always awarded their full State Need Grant eligibility prior to the awarding of any remaining State Grant eligibility with College Bound Scholarship funds. Selected programs of study at Victoria's Academy of Cosmetology are approved by the Workforce Training and Education Coordinating Board's State approving agency (WTECB/SAA) for enrollment o those eligible to receive benefits under Title 38 and Title 10, USC.

FINANCIAL AID

Continued

You are being considered for a Washington State Need Grant. If you receive this grant, there are five conditions with which you must comply. If you have questions or find that you cannot comply with these conditions please see the Financial Aid Administrator at Victoria's.

- You do owe a repayment for any federal or state grant nor are you in default on a state or federal student loan.
- You must meet the minimum eligibility requirement of the program you are attending.
- If you drop your class you may owe a repayment of all or part of the award amount.
- The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. The Washington Student Achievement Council and the institution through which the grant is awarded reserve the right to withdraw, reduce or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program.
- You must maintain SATISFACTORY ACADEMIC PROGRESS (SAP) standards following Victoria's Academy's policies for state aid programs. You must not pursue a degree in theology or hold a bachelor's degree.

Evaluation periods for SAP are: every 300 hours of the program you are attending. (See page 22)

Victoria's Academy of Cosmetology does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entity engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

You may choose to voluntarily make financial contributions to the Washington Student Achievement Council in recognition of the assistance you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact financialaid@wsac.wa.gov for more information.

CBS eligible students are always prioritized for the maximum SNG award for which they are eligible for, up to 65% MFI and always receive first priority for any available SNG funding. CBS student prioritization within SNG for maximum SNG awards will not be impacted or reduced by institutional gift equity policies or by institutional SNG based prioritization policies, such as prioritization by MFI level.

Victoria's Academy ensures that award packages that include State Need Grant funding are subject to the programs 25% self help rule, where 25% of the students total cost of attendance must be covered with self help aid, such as work study, loans, EFC or scholarships. SNG self help requirements are waived for College Bound Scholarship students. The SNG self help requirement may be reduced to 12% for at home students to recognize the resulting lower costs incurred by these students.

Generally, Victoria's Academy of Cosmetology awards State financial aid in the following order (assuming the student meets all eligibility standards for the program in question).

- Foster care or College Bound
- Income
- Household size

FINANCIAL AID

Continued

STATE GRANT REFUND POLICY

GENERAL:

State Grant recipients, who withdraw from Victoria's Academy of Cosmetology, are expelled or otherwise complete zero credits/hours in any given term must repay State Grants on a prorated basis. For the purpose of this policy, "Award" is the amount of State Grant for which the student was eligible for during the enrollment level. All monies, whether disbursed to the student account or directly to the student shall be included in the repayment calculation.

AUTHORITY STATE NEED GRANT (WAC 250.20.054(4) KNOWN LAST DAY OF ATTENDANCE

- If a student's last day of attendance can be verified, and it is prior to or at 50% of the term, the State Grant repayment will be based on the percentage of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last day of attendance occurs after 50% of the term, the State Grant award is considered 100% earned and no State Grant repayment is due.

State Grant repayment formula: Known as last day of attendance date, prior to or on 50% of the term.

- If the last day of attendance occurs after 50% of the term, the State Grant award is considered 100% earned and no State Grant repayment is due.

State Grant repayment formula: Known last date of attendance prior to or on 50% of the term.

- The percentage of State Grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
- Subtract the percentage of State Grant earned from 100%; this equals the percent of unearned State Grant monies.
- Multiply the percent of the unearned State Grant by the grant amount.
- Multiply the amount from step 3 by 50% to determine the State Grant repayment due. Example:
Known last day of attendance, prior to or on 50% of the term: A student is awarded \$400.00 for a State Grant and completed 20% of the term prior to withdrawal. The State Grant repayment is calculated as follows:
 - The unearned percentage equals 80% (100% less 20% completed)
 - Unearned aid equals \$320.00 (80% of \$400.00 State Grant award)
 - The repayment equals \$160.00 (\$320.00 X 50% reduction)

Unknown last date of attendance

If a student attends a portion of a term and withdraws with no verified last date of attendance, the State Grant repayment will be 50% of the grant amount with no additional adjustments.

No Show Repayments

If a State Grant recipient never attends courses in the term for which they received a State Grant award, the State Grant repayment is 100% of the award. If a school is unable to distinguish between a no show and an unofficial withdrawal, the no show policy shall apply. General repayment policies:

- Repayments are based on the State Grant award amount, including enrollment and packaging adjustments
- Verified withdrawal dates after 50% of the term equate to 100% earned State Grant award
- Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the State Grant award
- No shows are 0% earned and equate to repayment of 100% of the State Grant award
- Official withdrawals or verified last date of attendance repayment calculation: State Grant award amount multiplied by the percent of unearned State Grant multiplied by the 50% reduction equals the State Grant repayment due
- The 50% reduction applied at the end of the repayment computation addressed un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
- Repayment of less than \$50.00 should not be returned to the Washington Student Achievement Council
- Private institutions that participate in the Electronic Fund Transfer process should return State Grant repayments directly to WSAC and collect from students

STATE GIFT/GRANT AID REPAYMENT POLICY REQUIREMENTS

State Grant recipients, who withdraw from the institution, are expelled or otherwise complete zero credits/hours, in any given term must repay State Grants on a prorated basis. For the purpose of this policy, "Award" is the amount of State Grant for which the student was eligible for during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation. State Grant Repayment Policy can be found on page 26 of the catalog.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>COURSE</u>	<u>SCHEDULED HOURS</u>	<u>WEEKS</u>	<u>TIME ALLOWED</u>	<u>MAXIMUM</u>
Cosmetology	(Full time, 35 hrs/wk) - 1700 Hours	61 Weeks	2125	
Cosmetology	(Part time, 25 hrs/wk) - 1700 Hours	85 Weeks	2125	
Master Esthetics	(Full time, 35 hrs/wk) - 1250 Hours	54 Weeks	1875	
Master Esthetics	(Part time, 25 hrs/wk) - 1250 Hour	75 Weeks	1875	
Barber	(Full time, 35 hrs/wk) - 1100 Hours	47 Weeks	1650	
Barber	(Part time 25 hrs/wk) - 1100 Hours	66 Weeks	1650	
Massage	(Full time, 25 hrs/wk) - 750 Hours	30 Weeks	1250	
Instructor	(Full time, 35 hrs/wk) - 600 Hours	26 Weeks	900	
Instructor	(Part time, 25 hrs/wk) - 600 Hours	36 Weeks	900	

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

TRANSFER POLICY

Victoria's Academy of Cosmetology welcomes transfer students, however, the Academy does not, and will not recruit students already attending or enrolled at another school offering similar programs of study.

A maximum of 50% of total earned hours from another school may be accepted as transfer credit. In order for 50% of the hours to be credited the student must take the Academy's exams and pass with a 76% or better on both the written and practical. Any score less than 76% will still allow 25% of the students hours, up to a maximum of 500 hours, to be credited. If a student chooses not to test they may still transfer 25% of their hours, not to exceed 500 hours. No elective, business or extra hours will be credited unless earned at Victoria's. The exam fee is \$100.00.

Withdrawn students from Victoria's Academy of Cosmetology are encouraged to re-enroll after (30) thirty days and all creditable hours will be accepted, as long as proper procedures were followed when they withdrew and it is within ninety (90) days of official withdrawal date. If longer than ninety (90) days, students may re-enroll but must follow the transfer policy. In the case that a student wishing to transfer decides, after taking the exam, not to attend Victoria's Academy they will forfeit the exam fee. Otherwise the exam fee will be considered the students \$100.00 application fee.

Transfer students must meet all general enrollment criteria in addition to the following:

- Hours previously earned must be documented and certified by the forwarding Washington State school.
- Student from Washington schools must be terminated in D L Roope school portal to have hours transferred, according to Washington State Department of Licensing.
- Hours must be creditable according to the Washington State Department of Licensing WAC's and RCW's.
- The Academy has the option to not accept any transfer hours
- No hours may be accepted from any state other than Washington State, per Washington State Department of Licensing WAC's.

Tuition costs for transfer students will be calculated on an individual basis, depending on how many hours are transferred. Purchase of a student kit may be required.

Enrollment applications are available at Victoria's Academy during business hours or at: **www.victoriasacademy.com**

WITHDRAWAL/TERMINATION POLICY

If a student wishes to withdrawal, he/she is required to complete the official withdrawal procedure. If the procedure is not followed completely, formal termination will be based on the monitoring of participation determined by the school. The following methods of determination will be used: Academic counseling or advising, class examinations, tutorials, computer assisted-instruction, other academically related activities. If a student is out of school for fourteen (14) consecutive days without contact they will be withdrawn.

The following procedure applies:

Student must complete a withdrawal form and return it to an instructor, the form must be filled out and signed. If turned in and not complete, the withdraw process may be delayed. A withdrawal form may be obtained from any staff member. The official withdrawal date is the date the completed form is received by the school administration. The student is responsible for seeing that the form reaches that point. Withdrawal is not considered official until a withdrawal form is completed and returned. Once the form is received by the administration, an exit interview will be conducted. At that time, the student and instructor(s) will review options, determine status and consider future educational goals. The financial aid administrator will advise the student of any financial obligations student may still have pending.

An "EXIT INTERVIEW" will be given to all students on or before program completion, withdrawal or termination. At that time a calculation will be done to determine whether or not the student has a refund due. Any monies due the student will be refunded within thirty (30) days of that calculation date. Any monies owed by the student are due before student exits. In the case of an unofficial withdrawal, a refund will be made within thirty (30) days of the drop determination date which will be within thirty (30) days of a students last day of attendance. If the student does not return from an approved leave of absence a refund will be made within thirty (30) days of the date of withdrawal which is the expected return date or the date that notifies the school in writing, (date of postmark) that they are not returning, whichever is earlier.

In the unlikely even that Victoria's Academy has to close its doors permanently, due to circumstances beyond their control, (fire, flood, etc.) or for some reason a program is cancelled, every student enrolled at the time of closure will receive a pro-rated refund for the tuition paid. If a program is cancelled subsequent to a students enrollment and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

NO FAULT ATTENDANCE POLICY

89% ATTENDANCE IS EXPECTED AND INCLUDED IN THE CONTRACT. TO MAINTAIN 89% ATTENDANCE AND NOT GO OVER CONTRACT THE FOLLOWING CRITERIA MUST BE MET:

Cosmetology students may have no more than **187 TOTAL hours of** absences.

Barber students may have no more than **121 TOTAL hours of** absences.

Master Esthetics students may have no more than **137 TOTAL hours of** absences.

Massage students may have no more than **82 TOTAL hours of** absences.

Instructor trainees may have no more than **66 TOTAL hours of** absences

IF ANY STUDENT IN ANY PROGRAM MEETS THESE MAXIMUM AMOUNTS THEY WILL BE OVER THEIR CONTRACT AND SUBJECT TO OVERTIME HOURS

Absences are calculated by hours. Any hours over the contracted completion date will be subject to overtime charges. If teacher in-service days are used those hours will not be charged to the student and added to the contracted completion date. All students follow their regular school days, (DAY) Tuesday through Saturday from 8:30am to 4:00pm, (EVENING) Monday through Friday from 12:30pm to 8:00pm, (MASSAGE) 3:00pm TO 8:00 pm. Day and Evening classes will have seven (7) hours of instruction available to them each day, Massage five (5) hours of instruction. One half hour lunch break and two fifteen minute breaks are allowed daily for full time. Additional breaks are optional but will be deducted from the hours for that day. An attendance of 140 clock hours per month is considered full time. 125 clock hours are the expected minimum allowed. An attendance of 100 hours per month is considered part time, 89 clock hours are the minimum allowed which is only offered in the day program. One fifteen minute break is allowed, no lunch. If a student registers for day, evening, full or part time class they must complete their program under that contract. Individual circumstances may be considered as long as the schools policies and procedures are not compromised.

FRIDAY ATTENDANCE POLICY

12/1/16

All students in every program at Victoria's Academy must follow this Addendum to Victoria's Academy's Attendance Policy.

Cosmetology students are allowed six (6) Fridays , Master Esthetics and Barber students are allowed four (4) Fridays Instructor Cadets are allowed two (2) Friday's and Massage students are allowed three (3) Fridays to miss **during their entire training, following current policy.**

If additional Friday's are taken, the student will be charged \$10.00 for each hour above their allowed amount. UNDERSTAND THAT IF YOU ARE ATTENDING SCHOOL USING TITLE IV FINANCIAL AID (PELL OR DIRECT LOANS) THIS MONEY CANNOT PAY FOR ANY OVERTIME CHARGES OR OVER FRIDAY CHARGES. YOU WILL BE RESPONSIBLE FOR THESE CHARGES.

NO FAULT TARDY AND ABSENCE POLICY

Theory is held from 8:30am to 9:30am on Tuesday's, Wednesday's and Thursday's. Part time, evening and Massage theory is held from 3:00pm to 4:00pm. Theory may last longer than the scheduled hour if special classes or presentations are scheduled. The time clock will be closed at 8:30am, 12:30pm and 3:00pm. Students must be in the classroom ready for class at that time. If the student is not clocked in and in class by 8:30am, 12:30pm or 3:00pm and **proper procedure WAS FOLLOWED**, the student will **NOT** be allowed to clock in until 9:30am, 1:30pm or 4:00pm but will **NOT RECEIVE** a violation warning. If the student is not in class by 8:30am, 12:30pm or 3:00pm and **proper procedure WAS NOT FOLLOWED** the student will **NOT** be allowed to clock in until 9:30am, 1:30pm or 4:00pm and **WILL RECEIVE** a violation warning. Special circumstances or emergencies must be verified and will be considered and dealt with on a case-by-case basis. Victoria's has the right to change the theory schedule when needed. All time missed over the contracted hours will be subject to the **OVERTIME POLICY**.

All students in every program at Victoria's Academy must follow this Addendum to Victoria's Academy's Attendance Policy.

Cosmetology students are allowed six (6) Fridays, Master Esthetics and Barber students are allowed four (4) Fridays Instructor Cadets are allowed two (2) Friday's and Massage students are allowed three (3) Fridays to miss **during their entire training, following current policy**.

If additional Friday's are taken, the student will be charged \$10.00 for each hour above their allowed amount. UNDERSTAND THAT IF YOU ARE ATTENDING SCHOOL USING TITLE IV FINANCIAL AID (PELL OR DIRECT LOANS) THIS MONEY CANNOT PAY FOR ANY OVERTIME CHARGES OR OVER FRIDAY CHARGES. YOU WILL BE RESPONSIBLE FOR THESE CHARGES.

If a pre-excused day off is required, for any reason, a written request is required at least two (2) business days in advance and verification may be required. No violation will be given when the student calls at least one half hour before their scheduled class begins in case of emergency or illness. A message may be left on the answering system, as the time of the call is recorded. When notifying the school of a late arrival a **specific time must be given** as to when the student will be arriving for the day. ("later" will not be accepted as a valid time). Documented circumstances (emergencies, pre-arranged absences, etc.) must be verified and will be considered and dealt with on a case-by-case basis. Students may call: (509) 586-9979 to leave a message or call or text (509) 342-8977.

WARNINGS WILL BE GIVEN FOR THE FOLLOWING REASONS:

- **Failure to call before 8:00am (day class), 12:00pm (night class), 2:30pm (massage class)**
- **Leaving school at any time, other than for lunch, or at the end of the day without notifying a staff member**
- **Violating ANY of the schools rules, policies or procedures**

LEAVE OF ABSENCE POLICY
Medical/Special Circumstance Leave of Absence Policy

Victoria's Academy of Cosmetology defines an authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

As a student in Victoria's Academy of Cosmetology an approved LOA must meet the below guidelines and Policy:

All requests for leaves of absence must be submitted in advance in writing (LOA request form). It must include the reason for the student's request, and include the student's signature, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.

1. There is an agreement of a reasonable expectation that the student will return from the LOA.
2. Administration approval must be signed off on the student's request for an LOA
3. Victoria's Academy of Cosmetology may not assess the student any additional institutional charges as a result of the LOA.
4. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
5. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
6. Victoria's Academy of Cosmetology will extend the student's contract period by the same number of 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.

VICTORIA'S ACADEMY DOES NOT RECOMMEND ANY LEAVE OF ABSENCE AS IT INTERRUPTS THE LEARNING PROCESS. LEAVE OF ABSENCES ARE APPROVED ONLY BECAUSE OF EXTREME CIRCUMSTANCES.

THEFT POLICY

A ZERO TOLERANCE policy is observed in regard to theft. Any student caught stealing may be immediately withdrawn and the authorities will be notified

STUDENT FILE PRIVACY POLICY

Victoria's Academy of Cosmetology is required by law, to keep records of academic progress, practical performance, attendance, financial transactions, counseling and other facts as may be deemed necessary while enrolled for each student. Inquiries for this information are strictly protected. The student (parent, guardian if student is a dependent minor) must give written consent to release any of the above information for each individual inquiry, a form for this is available. However, if required by law or for accreditation purposes, this information may be released without written consent of the student, parent or guardian.

ZERO TOLERANCE WEAPONS POLICY

A ZERO TOLERANCE policy is observed in regard to weapons of any type, objects capable of being used as weapons or that could be used in such a way to cause harm or threat. If a student or staff member is found to be in possession of any of the items above, the appropriate law enforcement agency will be contacted. The student or staff member will not be allowed back until the administration decides what, if any, disciplinary action will be taken. The student/staff member will be contacted, via US Mail, within ten (10) business days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled within the next ten (10) business days to determine if and/or when the student/staff member will be permitted to return to school or work.

Only law enforcement officers subject to emergency calls may possess weapons, authorized by law, on school premises.

MITIGATING CIRCUMSTANCE POLICY

When situations of mitigating circumstances occur, such as: health, death, personal, etc. it is the policy of the school to have the ability to deviate from the regular policy on a case by case basis. This can only happen with a minimum of two staff members agreeing, as well as the owner.

REPETITION

A student making SATISFACTORY PROGRESS at the time of their withdrawal may apply for re-enrollment in the school and will be considered to be making SATISFACTORY PROGRESS at the time of re-enrollment as long as all policies and procedures were followed.

A student failing to meet SATISFACTORY PROGRESS at the time of withdrawal will be placed on probation at the same point they were at when they withdrew.

WITHDRAWAL/PROGRAM INCOMPLETE

Any student who withdraws from his/her program or fails to complete his/her training will have a notice placed in their student file as to their Satisfactory Progress at the point of withdrawal.

Students will be withdrawn from their program if they have missed fourteen (14) consecutive days, regardless of the circumstances, unless on a Leave of Absence.

SUBSTANCE ABUSE POLICY

Victoria's Academy is a **DRUG AND ALCOHOL FREE** facility. Unlawful use, sale, possession, distribution, or being under the influence or association of alcohol or drugs while on the premises is strictly prohibited. Possession of any form of alcohol, illegal contraband or paraphernalia that would normally be associated with the use of narcotics and/or alcohol consumption, is strictly prohibited. Any student or staff member found to be in possession or under the influence of alcohol or illegal substance while on the premises will be asked immediately to leave and will not be allowed back until the administration decides, what, if any, disciplinary action will be taken. Victoria's Academy reserves the right to orally test any student or employee if suspected of being under the influence of drugs or alcohol. The student/staff member will be contacted, via US Mail, within ten (10) days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled to determine if and/or when the student/staff member will be permitted to return to school or work.

DRUG ABUSE PREVENTION PLAN

Victoria's has in place a policy that allows a student to be drug tested if suspected of recent use. If the test is positive it is the plan to counsel the student and refer them to an agency that has expertise in the area of concern. The student would be withdrawn, suspended or put on a leave of absence.

COUNSELING POLICY

Victoria's Academy offers support to all students in any possible way. If an issue arises that is out of our expertise, i.e.: medical, mental health, domestic violence or substance abuse, the student will be referred to the appropriate community resource. A current list of these resources and their phone numbers will be given to each student and posted in an area visible to all students

NON-DISCRIMINATION STATEMENT

Victoria's Academy of Cosmetology does not discriminate on the basis of sex, religion, color, ethnic origin, sexual orientation, age, disability, race, creed, financial status or area of origin or residence.

STUDENT FILE ACCESS POLICY

The student (parent, guardian if student is a dependent minor) will have access to their files and records at all times, with an instructor present. All student records will be maintained for a period of three years, as required by Washington State RCW's and WAC's. Massage transcripts will be kept for 50 years, as required by Washington State Workforce Board.

LANGUAGE POLICY

At Victoria's Academy all classes are taught in English. All students are required to speak the language their program is taught in at all times when in the school, per NACCAS requirements, unless performing services on a non English speaking customer. All students are required to take their Washington State Board exams in English. Applicants for whom English is a second language may be required to pass a test that demonstrates they have sufficient English language skills to successfully complete the training program, exams and obtain work in their field of interest.

CHEATING AND PLAGIARISM

Any student caught forging an instructors signature or initials, for any reason, will be subject to suspension or dismissal from their program. Clocking in or out for another student may also be grounds for dismissal. Cheating only hurts you, the student.

ACADEMIC WARNING POLICY

If a student fails to meet Satisfactory Academic Progress at :

Cosmetology, Barbering, Esthetics: 455 hours—910 hours—1306 hours

Massage: 375 hours—750 hours

Instructor: 300 hours

they will be placed on an academic warning until the next evaluation schedule. If at that time the student still is not meeting Satisfactory Academic Progress they will be placed on probation. At that time the student may appeal the probation if due to extreme extenuating circumstances. If no appeal is filed the students financial aid will be interrupted until the student again meets Satisfactory Academic Progress. The final decision to grant this appeal will be by the management and will be final. Appeal forms will be provided by the financial aid office.

THIS POLICY IS MANDATED BY THE DEPARTMENT OF EDUCATION AND NACCAS

ACADEMIC YEAR DEFINITION

COSMETOLOGY: 0-455 456-910 911-1305 1306-1700

BARBER: 0-455 456-910 911-1100

MASTER ESTHETICS: 0-455 456-910 911-1250

MASSAGE: 0-375 376-750

INSTRUCTOR: 0-300 301-600

COUNSELING POLICY

If a student falls below 76% in one area, academic or practical, at any time between scheduled evaluations they will be counseled and tutored to help raise that individual area to a 76%.

STUDENT DISCIPLINE POLICY

Disciplinary actions are taken with students when the Academy's written Policies and Procedures are not adhered to and when they do not follow the Student Code of Conduct. When these things happen, the instructor(s) will take the following course of action:

- First Offense - Student will receive an oral warning.
- Second Offense - Student will receive a written warning.
- Third Offense - Student will receive a second written warning and will be sent home for the remainder of the day.
- Fourth Offense - Student will receive a third written warning and will receive an automatic 3 day suspension.

Suspensions will be treated as absences and will be subject to the OVERTIME HOURS POLICY (page 18).

Written warnings and fourth offense write-up's will be explained to the student, signed by both the instructor and the student, and will then become part of the students permanent record.

Any student receiving a third 3 day suspension (third time/ fourth offense) will be automatically terminated from their program if they have reached a total of: 187 hours for Cosmetology, 121 hours for Barbering, 138 hours for Master Esthetics, 104 hours for Massage or 66 hours for Instructor. Re-enrollment may be allowed after 30 days, as a new student, and all fees and policies will apply.

MAKE UP HOURS POLICY

Victoria's Academy of Cosmetology allows student makeup for time missed on the third Saturday of each month from 8:30 am to 4:00 pm and on Monday, Tuesday, Wednesday, Thursday and Friday from 4:00 pm to 5:00 pm. It is up to the individual instructor as to make up work in academics.

PACKAGING POLICY

Packaging student aid, PELL's or LOANS, at Victoria's Academy will be determined by our third party servicer. Information for packaging will be gathered by Victoria's financial aid staff and forwarded to our third party servicer to do the awarding for the student. Victoria's Academy will distribute any excess credit balances to the student. Any student who receives a PELL grant while attending Victoria's will receive it as long as there is no balance due for tuition, kit or books. Please note that the state financial aid programs have additional, distinct packaging requirements that can be found on pages 25, 26, 27 and 28.

SCHOLARSHIP POLICY

Victoria's management reserves the right to grant a scholarship towards tuition to help a current student be successful and complete their program of study at Victoria's. The amount of scholarship is to be determined by the need, performance, grades, attendance and devotion to the industry of the student. The need, scholarship and amount are to be determined by no less than two staff members and the owner of the school.

VERIFICATION OF LOW INCOME POLICY

Victoria's Academy will require verification on any prospective student seeking financial aid assistance if the income they declare is below the IRS threshold, if they did not file federal income tax returns for the year prior to enrollment or are not selected by the department of education for verification.

PROFESSIONAL JUDGEMENT POLICY

If, in the opinion of the financial aid administrator, circumstances for a perspective student warrant professional judgment, a determination will be made by the financial aid administrator and the management. All decisions by the financial aid administrator are final. and not subject to appeal .

BORROW BASED YEAR

Victoria's Academy follows the borrower based year for all students on financial aid.

PARKING

Students are allowed to park anywhere in the school parking lot except in the first six spaces of each row or if a space is designated for another business. Parking is available on the west side of the building as well as on the street. Please do not park in front of the hardware store or in Basin Department stores parking lot. Please lock your car as Victoria's Academy is not responsible for damage in or outside of your vehicles.

WORK STATIONS AND SCHOOL PROPERTY

When a student completes their "freshman requirements" and moves to the clinic floor, a personal workstation will be assigned. Stations are rotated every two months. Work stations are the property of Victoria's Academy and are subject to a search by any staff member at any time. Each student is responsible for maintaining a clean and safe work area. Stations are to remain uncluttered and organized. Items allowed on stations are limited to the following:

- Approved products that are used for client services
- One 5x7 picture frame to display personal photo(s). Photos must not be offensive to clients, staff or other students

All areas are to be maintained in a clean and sanitary manner. No mannequin stands are allowed to be attached to stations. Students will be

assigned sanitation duties to be done on a daily basis and will be checked before class is dismissed, this will include personal work station. Duties will be assigned by area and month. Any defacing, vandalism or abuse of any school property will be grounds for immediate suspension or expulsion.

BREAK ROOM

A break room has been provided for students and staff. Microwaves and a refrigerator are available for use and it is expected that this area will be kept clean and neat. Please clean up after yourself; dispose of perishable items properly. Food and/or beverages are not allowed in the clinic area except for bottled water. Noise levels in the break room should be maintained at a reasonable level.

EMPLOYMENT ASSISTANCE

Students at Victoria's Academy will, throughout their training, learn various strategies for entering the workforce. Students in all programs at the Academy will receive Salon Management training. This will include lessons about ethics, professionalism, appearance and attitude, writing resumes, interviewing and several other valuable tools for finding employment.

Victoria's Academy does not and cannot guarantee employment to our students but we will help students in making the right choices and decisions where their future is concerned. We consistently have salon owners, managers, sales representatives and educators that give classes and presentations to our students. They speak about career opportunities and what they have to offer. They offer information to students about the things that will interest them in becoming a part of their teams. They leave their business cards and employment applications for their places of business. Students will also be encouraged to enter competitions and attend style shows. These events will give them confidence in their performance as professionals and great exposure to prospective employers.

We can, upon request, provide a list of salons and businesses that employ former Victoria's Academy graduates. These employers want more of the exceptional Cosmetologists, Barbers, Manicurists, Master Estheticians and Instructors that have received their training at Victoria's Academy. We receive an average of two calls per week inquiring about our graduates. We will post all inquiries on the student bulletin board in the lunch room and hallway.

APPEAL, COMPLAINT AND GRIEVANCE POLICY

In accordance with the institution's policies, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation , thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
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, if applicable.

REQUIRED EXAMS

Cosmetology students are in our Freshman classroom to learn all of their basics their industry until 325 scheduled clock hours.

Barber students are in our Freshman classroom to learn all of the basics of their industry until 200 scheduled clock hours.

Master Esthetic students are in their Freshman classroom to learn all of their basics of their industry until 325 scheduled clock hours.

Massage student have a practical evaluation at 150 scheduled clock hours.

At those times students are required to take their Freshman exam on everything that they have learned in order to be sure that they are competent and safe to work on clients. Once passing their exam they will be issued a station on the lab floor and, if all Freshman requirements are completed, they will begin working on our clients.

Students will then take their Midterm exams, Cosmetology at 910 scheduled clock hours, Barbers at 455 scheduled clock hours, Master Esthetics at 600 scheduled clock hours and Massage at 375 scheduled clock hours.. This exam is based on an introduction to what the expectations are for their State Board exams as well as what they have learned in their program.

Students will then take their Senior exams, Cosmetology at 1500 scheduled clock hours, Barbers at 900 scheduled clock hours, Master Esthetics at 1100 scheduled clock hours and Massage at 750 scheduled clock hours.

This exam is based on what the expectations are for their State Board exams.

For this exam students are expected to put together a “kit” that will get them through their exam. Once the exam is completed they can reuse this kit for their state board exam. There will be a \$100.00 fee added on to any student’s ledger if they choose to use any of Victoria’s property for their exam. Once they return all that was supplied to them the \$100.00 will be removed from their student ledger.

All exams are based on scheduled hours. You will receive dates once you have started school. All students are tested on their scheduled hours, not on the amount of hours they have at the time of the exam. Attendance is extremely important so the student can be at the required competence necessary to pass their exams. If an exam is scheduled and the student misses the exam, FOR ANY REASON, there will be a \$50.00 assessed charge to take it at a different time or for any retakes.

WHILE ON THE CLINIC FLOOR

- Clients always come first
- Always be courteous, respectful and patient with your clients and fellow students
- Refusing a client is not an option for anyone at any time (without a valid reason cleared with an instructor)
Refusing a client will result in an immediate three day suspension.
- Before any client service begins, students are required to consult with an instructor
- All client services will be checked and corrected, if needed, by an instructor. This is a learning environment and our clients are aware of this. We will always give you comments in both your strong and weak areas, thus helping enforce the learning process for you. You are expected to pay attention to this “constructive criticism” and know that it is never our intention to embarrass you. Victoria’s Academy has a high reputation within the community in regards to student services and our intention is to maintain this reputation. Students will be required to watch and ask questions while the service is being checked. It is your responsibility to make sure that an instructor checks all services performed on clients before they leave, unless other arrangements have been approved by an instructor
- Your client is your best form of advertising, make sure their appointment with you is a pleasant experience
- Students are responsible for keeping current with their daily appointment schedule. Schedules are subject to constant change, without notice
- Students will not congregate at stations, front desk, dispensary or reception area
- Students are to come to the front desk only for the purpose of picking up service slips, greeting or checking out clients. Students are not allowed behind the reception desk without permission
- No eating or gum chewing
- Students may have only water in bottles at their stations
- Students are not allowed to discuss matters with another student’s client
- The noise will be maintained at a professional level
- Students teaming together for services on one client must have permission from an instructor
- Students are expected to practice on their mannequins if there are no clients to work on
- Students are to give their clients their undivided attention. Students are not to interrupt other students when they are working on a client and are not to engage in conversation with other students while working on clients
- Students are not to change or move appointments without the permission of an instructor
- Cell phones should NEVER be used on the clinic floor. The use of cell phones during school hours, unless in the theory classroom for school purposes with the instructor’s knowledge, on a break or during lunch, is not permitted. NO EXCEPTIONS!!! A cell phone may be on vibrate while in the student’s pocket but must not be answered anywhere except in the student lunchroom or while on break. If this is not respected the cell phone will be taken and kept by a staff member until the end of the day
- Except to communicate with clients or in the case of an emergency, students are not to make or receive telephone calls at the front desk.
- Always remember, even when you are not at school, to watch your comments regarding your clients. You would be surprised at how small the world really is and how easy it is for distasteful comments to reach the ears of your clients. It is important to maintain your professionalism in school as well as out in public.
- The solicitation of gratuity is forbidden, however, if received it is the responsibility of the student to report to the IRS.

STUDENT SERVICES

Students are entitled to receive one \$25.00 chemical voucher per month, as long as the students previous months assignments and requirements were completed. Additional chemical services during the same month are half price. This includes, but is not limited to, any additional colors used. Any non-chemical service may be received with approval of an instructor as long as the previous months assignments and requirements were completed. If payment is required for a student service, payment must be received in full before service may begin. Student services may be received only on Tuesday, Wednesday and Thursdays at the discretion of the instructors. Only one service per day per student is allowed. All students giving or receiving services will do so remembering that our clients come first and always take the priority over any student services in progress. If asked by an instructor, students will be more than happy to help a client and continue the student service after the client has left.

STUDENT CODE OF CONDUCT

While enrolled at Victoria's Academy, students are expected to follow and respect the conduct code. Victoria's Conduct Code is mirrored in Washington State WAC's: WAC 495A-121-029, WAC 495A-121-040, WAC 495A-121-041, WAC 495A-121-042, WAC 495A-121-043, WAC 495A-121-044

Disciplinary action will be taken with any student that violates these codes in any manner (see STUDENT DISCIPLINE POLICY).

A student may be dismissed for conduct which, in the opinion of the management, disrupts the learning environment in an unfavorable way. Students will not be reinstated unless management is assured that the cause for dismissal has been corrected. Examples are: Being disrespectful to staff, clients or other students, inappropriate appearance, repeated unsafe practical procedures, fresh alcohol consumption, drug use or emotional instability. Unprofessional conduct will not be tolerated. This includes, but is not limited to, swearing, name-calling, gossiping, fighting, and/or yelling. Behavior that is mature, tactful and courteous is expected at all times when dealing with fellow students, staff and clients. All staff and students will treat one another equally, fairly and respectfully at all times.

PERSONAL PROPERTY

Victoria's Academy will provide each student with a locker for storage of personal items and supplies. However, it is the students responsibility to provide their own lock. It is required that a key or combination be provided to the administrative staff, these will be placed in the student's file in a locked cabinet.

Stealing will not be tolerated. If a student is caught doing so they will be subject to immediate suspension or expulsion. Students are advised to label, in some manner, all items included in their student kit. Remember, everybody has the same equipment and unlabeled items are prone to be mistaken for somebody else's property. When you are missing something, keep this in mind before accusing another student of stealing. Always check with a staff member and make sure that what you are missing has not already been found. Victoria's Academy reserves the right to search students bags, purses, lockers and/or jackets if warranted.

Victoria's Academy of Cosmetology is not responsible for the loss or theft of students personal property, this includes student kit items. Lock any valuables in your locker.

SMOKING

Smoking is permitted in designated areas only. Always wash your hands after you smoke and before you work on a client. Smokers are expected to keep the ash trays empty and the smoking area clean and fire free.

COURSE COMPLETION REQUIREMENTS

Students must meet the following criteria in order to be considered for graduation from their program:

- Must complete the program curriculum requirements.
- Total time of attendance must equal the required amount of hours for the program in which they are enrolled.
- Must take both the written and practical final exams given by the Academy and score no less than 76%.
- All financial obligations must be met.

Once the specified criteria is met, the student will receive a certificate of completion. The student's final hour sheet will then be certified and their application to sit for the state board practical exam will be signed.

STUDENTS ARE ENCOURAGED TO REMAIN IN SCHOOL UNTIL TAKING THEIR STATE BOARD PRACTICAL AND WRITTEN EXAMS.

If the student has completed all hours of their program, their curriculum, passed their finals and satisfied their financial obligations there will be no charge for this time in school.

FAMILY DISCOUNTS

Immediate family members of students (parents, grandparents, spouses, significant others and children) will receive 50% off all salon services. The following services will be free to those family members:

- Haircuts for Cosmetology and Barbering students
- Manicures for Manicuring students
- Manual Facials for Esthetics students
- Massages for Massage students

All other family members will receive a 10% discount

THESE DISCOUNTS APPLY ONLY IF THE STUDENT PERFORMS THE SERVICE ON THEIR OWN FAMILY MEMBERS

EXTERNSHIPS

STUDENT CRITERIA FOR EXTERNSHIP

Victoria's Academy of Cosmetology has the following criteria for students who want to participate in the externship program at a salon or spa and have passed their senior testing.

- The student must have completed at least 1540 hours for cosmetology, 1130 hours for esthetics, or 990 hours for barbering and passed their senior written and practical exams. Esthetics students must have passed their NCEA exam for certification.
- The student must maintain SAP in practical, theory, and attendance for the entire time enrolled at Victoria's Academy.
- The student must set up an interview with the perspective salon they are interested in. It is suggested to take a cover letter, resume, and portfolio with you to the interview.
- The student is required to attend any and all theory classes at Victoria's.
- The student is allowed to extern on Tuesday, Wednesday and Thursday. Friday or Saturday may be an option, depending on salon hours and requirements.
- Students are not allowed to attend school, the salon or a combination of both for more than 8 hours a day.
- The student must turn in a weekly, signed hour sheet from the salon showing what they have done during the week and the hours they were at the salon. The student must also write a brief report weekly of how the externship has benefited them.
- The student's attire for the externship will be determined by the salon. When in school the student must wear their scrubs according to the school dress code.

IF THE ABOVE CRITERIA ARE MET AND THE PARTICIPATING SALON OR SPA MEETS OUR REQUIREMENTS AND ACCEPTS YOU AS AN EXTERN AFTER THE INTERVIEW, YOU WILL BE ELIGIBLE FOR EXTERNSHIP.

STUDENT RIGHTS AND RESPONSIBILITIES

Admission to Victoria's Academy of Cosmetology carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

These are :

- Assume the major responsibility for self-directed learning
- Complete in a pre-determined sequence of theory and practical courses, taken concurrently
- Retain and integrate beginning knowledge with subsequent learning
- Achieve the program objectives within the given time frame
- Retain all course materials and textbooks for reference throughout the entire program
- Share information obtained during an analysis with instructors prior to client services
- Act as professionals while representing Victoria's Academy and the Cosmetology industry, misconduct reflects on all students, staff and school
- Participate and attend classes regularly in order to complete the programs curriculum, competencies and required hours in a timely manner
- Be recommended by their teacher

Please note: It is the responsibility of the student to provide written notification to the school administration of any changes in address or telephone numbers. Having your correct and current address and phone number enables us to contact you if the need arises.

ATTIRE/DRESS CODE

December 2014

- Victoria's expectations of their students are to **DRESS PROFESSIONALLY**, as if you were going to work, every day. You will be representing the beauty industry, yourself and our school.
- Black or white, or combination of: blazers, tops (no cleavage), pants, shorts, capris, dresses or skirts are allowed. Dresses, shorts and skirts must be no more than 2 inches above the knee unless opaque tights or leggings are worn
- Leggings are allowed as long as the length of your top is no shorter than where your fingertips hit with your arms at your sides while standing straight
- Colored accessories; belts, scarves, head bands (cannot cover more than 1/3 of the head) and jewelry are acceptable and encouraged. Color may show at the bottom of the shirt or blouse only
- No hats or visors are allowed on the clinic floor or in the theory rooms
- Shoes must be closed toed, any color, no spike heels
- Socks or pantyhose must be worn everyday
- Absolutely no sweats, workout attire, sleeveless, midriff or spaghetti strap tops are allowed
- Lab coat and aprons are optional but must be solid black and approved by Victoria's for consistency
- Must present professional appearance, hair styled, nails manicured, makeup applied, if applicable, before arriving at school
- Victoria's student ID badge must be worn and be visible to clients and staff members at all times
- Esthetics and Massage students must wear appropriate scrubs for their program

If you have a question or not sure if something is acceptable...**ASK!** Students that arrive in attire not compliant with the dress code will be sent home to change and given a warning.

PERSONAL HYGIENE

All students are expected to present themselves with a professional image, well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable. Students whom offend in this manner will be asked to leave the clinic area. Makeup should be fashionably applied. Hair and nails should be clean and styled.

SCHOOL DAYS

School days are Monday through Friday from 8:30am to 4:00pm, 35 hours per week for full time or 8:30am to 1:30pm , 25 hours per week for part time.

School days for Massage students are Monday through Friday from 3:00pm to 8:00pm, 25 hours per week. Massage classes are scheduled two times per year, the first Wednesday of September and March, seated time equals 40 weeks.

Cosmetology classes are scheduled the first Wednesday of January, March, May, July, September, and November, seated time equals 52 weeks.

Barber classes are scheduled the first Wednesday of January, March, May, July, September, and November, seated time equals 34 weeks.

Master Esthetics classes are scheduled four times per year, The first Wednesday of January, April, July, and October, seated time equals 38 weeks.

Instructor classes are open enrollment, seated time equals 18 weeks.

BREAKS AND LUNCH

ALL students are to clock in and out for breaks. The morning 15 minute break is taken at 11:15am for all students. Lunch is from 11:30am to 12:00pm. The afternoon 15 minute break is whenever the student is not busy. During the beginning of training, until the student moves to the clinic floor, these times may vary.

2017, 2018 HOLIDAYS AND CLOSURE DATES

Victoria's Academy is open on a continuous basis throughout the year except for the following holidays. If the Academy will be closed due to bad weather, fire, etc., on any day scheduled to be open, every possible effort will be made to notify students by phone, text, voicemail or through the media. (radio, television and Facebook)

New Years.....	January 2, 2017
Memorial Day	May 29, 2017
Summer Break.....	July 3-July 7, 2017
Labor Day	September 4, 2017
Thanksgiving.....	November 23-24, 2017
Christmas.....	December 25 & 26-,2017
New Years.....	January 1 & 2, 2018
Memorial Day.....	May 28th, 2018
Summer Break.....	July 2nd-July 6th, 2018
Labor Day.....	September 3rd, 2018
Thanksgiving.....	November 22nd –24th, 2018
Christmas.....	December 25th-26th, 2018

LICENSING

Victoria's Academy is licensed by the State of Washington
Business and Professions Division - Cosmetology Section

P.O. Box 9026
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(360)664-6626
www.dol.wa.gov
License Number: 20903 0001958

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Workforce Board, 128 10th Ave. SW, Box 43105
Olympia, WA 98504
360-753-5662
wtecb@wtb.wa.gov

Washington State Department of Health
P.O. Box 47830
Olympia, Washington 98504-7830
360-236-4700

CERTIFICATIONS

NCEA (National Coalition of Estheticians, Manufacturers/Distributors and Associations)



ACCREDITATION

Victoria's Academy of Cosmetology is nationally accredited and recognized by the National Accrediting Commission of Career Arts and Science (NACCAS), an agency founded by the educational industry to uphold high standards and principles.

NACCAS is recognized by the United States Department of Education as a national accrediting agency for Cosmetology schools which allows Victoria's Academy to offer federal financial aid for those who qualify.

NACCAS

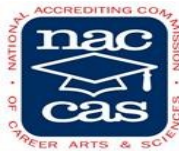
National Accrediting Commission of Career Arts and Science
4401 Ford Avenue • Suite 1300 • Alexandria, Virginia 22302
(703)600-7600

FINANCIAL AID

Financial aid is available to those who qualify through the Department of Education. You must complete the current years FASFA on line at:

www.fasfa.ed.gov

Victoria's Academy's school code is: **041272**



CONTACT INFORMATION

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I certify that this catalog is true and correct for content. All the information contained within the pages of this catalog, including, but not limited to; dates, policies, procedures and prices, are subject to change without notice.

Victoria Kile

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