

College Catalog

Strand College of HAIR DESIGN

The Cutting Edge in Education

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Myrtle Beach, SC 29572

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Strand College Face book page

**Accredited by National Accrediting Commission of
Career Arts and Sciences**

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Licensed By the SC Department of Labor, Licensing and Regulations

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US Department of Education

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Message from the Founder

Strand College of Hair Design (hereafter maybe referred to as the College) was founded because of our belief in quality education and bringing up the standards of the beauty industry. Our goal as staff and educators is to provide the education for you to become proficient and professional in your chosen career. Our primary goal is for your professional growth and success. What you become reflects on us here at Strand College of Hair Design. We want you to become the best you can be and to achieve your own personal and professional goals. During this particular economic downturn, professionals in our industry are still in demand to fill positions/jobs in all types of areas of the beauty industry. It is a fabulous industry and you can set your goals as high as you want and truly achieve them.

We are here to assist you and inspire you to achieve these goals. Our desire is for you to become a leader in the Beauty Industry. We look forward to you having a rewarding educational experience with us at Strand College of HAIR DESIGN.

**Nancy Poole
Founder/President**

HISTORY / OWNERSHIP

Jo Jo Inc. of Myrtle Beach, D/B/A Strand College of Hair Design was founded in March, 1993. Nancy Poole currently holds the position of the President and Founder of this corporation.

An advisory council consisting of professionals in all aspects of business meets annually to review the college's progression and make suggestions for improvements.

Strand College of Hair Design is a Redken Premier School, as well as an OPI Premier School and Cuccio Member School. Strand College of Hair Design uses various professional lines of products. To further increase the educational opportunities of the student, Strand College maintains a working relationship with various other manufacturers/professional lines. These manufacturers also provide platform educators to Strand College in order to give the student a better perspective of what this industry has to offer. Strand College uses technical tools, powerpoints, DVDs, videos, lectures, demonstrations and discussions as various methods to educate the students. Strand College is currently using the Milady textbooks, and various supplemental texts in our Cosmetology curriculum. Whether your interest is focused on hair, nails, or skin, Strand College of HAIR DESIGN has it all waiting for you.

MISSION STATEMENT

The mission of Strand College of HAIR DESIGN is to provide a quality education in the area of cosmetic arts so that the graduate is able to be successful in their chosen profession. Graduates will be knowledgeable in the methodology and have the practical skills necessary to be licensed by the South Carolina State Board of Cosmetology. Strand College is dedicated to improving the overall standards of our profession through structured education.

ADMINISTRATIVE STAFF AND FACULTY

Nancy J. Poole, RCI, BA, MA- Founder and President

Jordan Poole-Financial Aid Director

Christine Lacey, Admissions Director

Michael Poole-Business Manager

Laura Causey, RCI

Dana Ashley, RCI

Ashley Bonass, REI

1. To prepare the student for the State Licensure Exam
2. To assist the student in discovering and developing the skills required to obtain a means of monetary support.
3. To instill in the student a sense of competitiveness and professionalism.
4. To impress upon students the need for continuing education at the advance level to insure upward mobility within the profession.
5. To provide up-to-date information pertaining to the industry
6. Provide support services for students throughout the educational curriculum and past graduation.

CAREER ISSUES: OPPORTUNITIES, PHYSICAL DEMANDS, AND SAFETY

A variety of professional opportunities are available in the beauty industry. Hair designers, nail technicians, make-up artists, estheticians, instructors, platform artists, and careers in sales are just a few of the positions available for the licensed professional. You can have a lifetime of opportunities and success. A more detailed list of career opportunities is available in the admissions office. A career in the beauty industry will allow you to be creative and expressive. You can stay on top of fashion, style, and trends, by attending workshops and seminars. After proper training in business and management principles, you may own and operate your own business. Your success will be up to you. Your income is usually based on commission or percentage, which enables you to determine how much money you make. Visit websites www.redken.com, www.summitsalon.com, and www.opi.com for more information on careers in this occupation as well as www.bls.gov/OES, U.S. Bureau of Labor Statistics/Division of Occupational Employment Statistics for wage/salary information, and www.llr.state.sc.us Board of Cosmetology, regarding licensure and educational regulations.

Like any other field you might think about, there are certain aspects of this industry you should consider before making your decision. You may be standing on your feet for long hours. You may have to work longer than 8 hours per day and Saturdays. Some salons are even open on Sundays and at night. You will have to do your own janitorial work, (i.e., sweeping, cleaning, and washing towels, sanitizing implements). You must present a pleasant attitude at all times. You may or may not get a lunch break.

As with most industries that are physically demanding, you must practice safety measures and precaution. You will learn proper safety techniques associated with salon equipment. Using the required salon equipments is the liability of the student as well as the professional. In addition, you will study ergonomics and the necessity to practice proper posture and body position to minimize any long-term effects of the physical aspect of being in the beauty industry, particularly issues such as carpal tunnel syndrome.

Our staff is available to discuss in detail all aspects of a career in the wonderful, exciting, and ever-changing beauty industry.

ADMISSION REQUIREMENTS

Individuals wishing to apply and enroll in any course offered by Strand College of HAIR DESIGN must fulfill the following requirements to be considered for acceptance.

1. Fill out an application for admissions form. Fill out Application for federal Financial Aid if needing financial assistance for educational tuition/costs.
2. Furnish proof of your former education. High School Diploma or GED is required in order to be accepted into any program at Strand College. *Strand College* of HAIR DESIGN requires that each student provide a copy of their official certified transcript from their educational institution. All applicants must be at least 17 years of age. All transcripts must be received from the high school or the state office issuing the GED. The name on the Diploma/GED must correspond to applicant's name. Any variances in name must have legal documentation to verify name changes.
3. All perspectives must have an admissions interview with Admissions and Financial Aid. During this interview discussions will be geared towards the Industry, the perspectives desires and ability of the applicant to attend college and to see if this is a good fit between the perspective student and our institution.
4. An essay must be written by the applicant that includes why they want an education in the program chosen and why they want to attend Strand College for their education.
5. Two Letters for References: These references may not be family or just

friends. Must be professional in nature, former instructors, teachers, clergy, employers, guidance counselors, or a registered licensee in our profession.

All inquires are not automatically accepted. Strand College of Hair Design does not have an open door enrollment policy. High School Transcripts/GPAs are reviewed.

6. Pay 100.00 Registration Fee after acceptance for specific Class Start Date

Once all these requirements are completed, the college will inform the applicant of their acceptance to the school either verbally or written/email. Strand College of HAIR DESIGN does not discriminate on the basis of age, color, sex, race, ethnic origin, or religion or on any other prohibited basis. Due to the limited availability of class space, once the applicant has received notification of acceptance, the applicant must respond with their enrollment plans to the Admissions Office within 14 days. Enrollment fees shall be paid and enrollment contracts shall be completed during this same time span in order to ensure desired class start date. Our courses are only taught in the English language which is how the SC State Board exams are administered. Strand College of Hair Design does not recruit students already attending another school which offers a curriculum similar to that offered by Strand College. **NOTE:** Candidates for the Teacher Training program must have current license or taken exam to obtain a current cosmetology or esthetics license issued by the S.C. State Board of Cosmetology. Documentation of this is required during the interview process.

TRANSFER HOURS FROM OTHER INSTITUTIONS

Prospective applicants wanting to transfer and receive credit hours from another cosmetology college to Strand College of Hair Design must submit an official hour and grade transcript from the previously attended. Appropriate practical and theory tests will be given to the applicant in accordance to the transcript received. The President, Admissions Representative, and/or Educational Director will determine the test and review the results of the test along with the grades and hour transcript from the previous school attended. Admissions will inform applicant of hours that will be transferable to Strand College of Hair Design. NO Hours will be transferred in after a student has enrolled and is attending classes.

Transfer Examinations are given monthly or as scheduled by the Admissions Office. **ALL APPLICANTS ARE REQUIRED TO BRING THEIR OWN SUPPLIES IN ORDER TO TEST.** The testing fee will be the same as the enrollment fee, which is then waived upon enrollment, and is discussed by the Admission office.

CONDITIONS FOR RE-ENROLLMENT

A student whose enrollment in school is interrupted for either voluntary or disciplinary reasons may be considered for re-enrollment after a period of 30 days. The student must reapply to the college according to the Admission procedure.

Consideration of re-enrollment is a complete staff decision. A 60.00 enrollment fee is required in addition to any other fees that may be due to the school. The student will also be required to pay the difference between the original and the current rate per hour for the remaining hours needed for completion of the program. If a student is allowed to return after being dismissed, the student will return on the status at which the student left the college (i.e. Warning).

ENROLLMENT

Classes begin monthly (unless otherwise announced by Administration.) Orientation is held prior to class start date unless otherwise announced by Administration. An Enrollment fee of \$60.00 is required to hold a place in the requested class.

CLASS SCHEDULE

Strand College is open Monday through Friday 8:30 – 3:00pm. The college provides several class scheduling options. Below is listed the standard class schedule. Admissions office will provide other available class schedule options, such as part time hours.

Cosmetology:

30 hours a week: 8:30am - 3:00pm Monday through Friday

Esthetics:

24 hours a week: 8:30 – 3:00pm Monday through Thursday

NOTE: Class schedules are subject to change due to enrollments/needs.

Teacher Training:

Teacher Training schedule will be determined by the type of instructor license (Cosmetology, Nail-Tech, or Esthetics) the student is pursuing. The schedule will be based on individual basis.

NOTE: Class schedules are subject to change due to enrollment/needs.

Holidays:

Strand College is closed on the following holidays.

New Years Day	Good Friday &/or Easter Monday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day/& Friday
3 Days at Christmas or Christmas Week	
Martin Luther King Observed Birthday	

Additional holidays may be announced and posted.

Inclement Weather Schedule

Strand College usually follows closure with other local area colleges. Closure will be posted on college web site, www.strandcollege.com. Students may call Strand College for any further information. Also closure announcements may be posted on local radio and/or TV stations. During hurricane season Strand College follows state governed mandatory evacuations. The college will resume classes when conditions

are announced by state officials for businesses to resume operations or as other local universities/college classes resume.

Students that have children attending public schools has makeup time availability to accommodate times the public school system closes due to inclement weather if the college continues to have regular class schedule.

TUITION AND FEES

Cosmetology Course: 1500 Hours - SOC Code: - 39 – 5012.00

Registration Fee	\$ 100.00
Tuition	\$ 15000.00
Kit and Supplies	1337.00
Taxes on Kit	126.00
Milady Texts	
ISBN-13:97812857	\$ 138.00
ISBN-13:9781285769455	\$ 68.00
ISBN-13:9781285769479	\$ 68.00
ISBN-13:9781285778075	\$ 22.00
ISBN-13:9781285769707	\$ 41.00
Total	\$ 16,900.00

Esthetics Course: 600 Hours – SOC Code: - 39.5094.00

Registration Fee	\$ 100.00
Kit/Supplies Fees	\$ 1175.00
Taxes on kit	105.75
Tuition	\$ 7000.00
MiladyEsthetics Texts	
ISBN:13:9781111306892	\$ 175.00
ISBN:13:9781111306915	\$ 94.25
ISBN:13-9781111539597	\$ 75.00
ISBN:13-9781111539610	\$ 30.00
Total	\$ 8,550.00

Teacher Training Course: 750 Hours - SOC Code: 25-1194.00

(45 Hour Methods Course required by SC Board of Cosmetology is additional and added to this class – at no additional charge when taking 750 Course)

Registration Fee	\$ 100.00
Tuition	\$ 8000.00
Master Educator Text	\$ 225.00
ISBN139781133693697	
ISBN:13-9781133776598	\$ 54.00
Total	\$ 8,379.00

These are the total costs and fees of the courses offered at Strand College when the student purchases books and supplies through the college. The textbooks used at Strand may be purchased online at various places. A list of other supplies needed for each section is also available so the student may purchase their own at various places as well as online. There are no other required costs or fees by Strand College. The college will allow students to have a credit balance on supplies until financial aid is received should the student want to purchase needed supplies from the college. Over contract fees will occur if student does not graduate in the allotted time per their individual contracted course.

Each student will be required to sign an enrollment agreement before beginning school. This agreement is a contract stating the exact cost of the tuition of the course and Strand College refund policy (See Refund Policy). Students who are 18 and over may accept financial responsibility for their education. Students who are under 18 are required to have their parent, guardian, or sponsoring institution present for signing.

Course Schedule Change Fee

When a student requests a change in their schedule, they must sign a re-contracting form. There is a \$60.00 fee for re-contracting unless amendment due to LOA.

ALL TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

KITS/SUPPLIES

A list of texts and supplies needed for each class are given to the perspective student. The perspective student may purchase books and/or supplies through any source they choose to use. The College offers all texts and supplies that the student may choose to purchase. The student must bring to class all needed textbooks and supplies to work with during the class day.

Should the student purchase supplies through the College, and the student uses up supplies given in kit, it is the student's responsibility, not Strand College, to refurbish needed basic supplies in order to complete assignments and or clients. Strand College will provide chemicals in the Student Salon for all students to use on their client.

Strand College is not responsible for loss or stolen items taken from student's kit/books, or any personal property. The student is provided with a locker and recommend student to bring in lock. If the student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all damaged or lost items within a 2 week period. Tools are to be kept in working order, sanitary, and property marked for identification. All tools are to be brought to the college daily. **If student does not have their basic kit and supplies to complete assignments/clients, the student will be clocked out and sent home.** Electrical appliances come with a manufacturing warranty if purchased from the College (ie Sam Villa and Andes). After that is the responsibility of the student to replace any tools that may break.

Individual assigned kits are purchased through the College or other vendors at the beginning part of student matriculation, usually in first 45 days. Other supplies will be purchased by the student either through the college or other sources as they matriculate through each curriculum. The textbooks and/or project workbooks will be issued on first day in class along with a manniken and additional supplies according to each curriculum if purchased through the College. If purchased through other vendors by the student, the student needs appropriate textbooks/workbooks, the manniken as well as needed supplies to start class. A credit voucher will be given to the student that purchase through the college and the credit will remain til the student can pay for the books/supplies through their financial aid or personal means. After the initial purchase, subsequent tools/supplies needed or wanted would require monies to purchase through Strand or the student may purchase the additional supplies.

If a student withdraws charges will incur for all supplies, mannikens, texts purchased by credit. The student has 30 days to come and obtain any items left. The College is not responsible beyond 30 days to store or maintain items from kits.

The College will supply various items for Student Salon/Spa Clients such as but not limited to; hair color, permanent waves, relaxers, protein straighteners, various Facial products and masks and other treatment products.

Various additional kits/supplies are available to the students upon student request to purchase, which include but not limited to specialized nail, esthetic, and LEVEL/Board Examination Kits. **STUDENTS MUST PROVIDE THEIR OWN SUPPLIES FOR EACH LEVEL EXAM AND FINAL EXAMS. IF A STUDENT IS OBSERVED OR DEEMED TAKING COLLEGE PROPERTY FOR EXAM PURPOSE, STUDENT WILL NOT BE ALLOWED TO TAKE EXAM AND MAY BE DISMISSED**

From time to time various educators and platform artists are brought into the college by product manufacturers to conduct special classes. Most of these classes are provided at no extra cost to the student. A few of the hands on classes may require the student to purchase supplies in order to participate in the class. Any class that requires a fee is optional.

ATTENDANCE POLICY

Students are expected to attend class every day as per their contracted class schedule. Consistent class attendance is directly related to a student's academic progress in a positive manner. If a student is going to be absent or need to be absent from class, it is mandatory that the student contact administration before 8:30 am. Attendance will be monitored monthly as per SC Board of Cosmetology law. Students will be informed of their actual hours as well as hours missed, referred to as "lapsed hours". **Students use the computer hand clock to clock in and out verifying attendance hours. The student is responsible for clocking and in out appropriately. At the end of each month the hours are reviewed with each student.**

The hours are then sent to SC State Board of Cosmetology. If a student believes the hours are not correct or they have mispunched, it is their responsibility to notify their Instructor in WRITING by EMAIL prior to signing monthly hours reports. The Instructor will review the student's hours for the month per the request and notify the student of findings in WRITING by EMAIL. Once the student signs the hours in agreement NO further review will be done after submitting hours to the Board Office.

Attendance Overview:

1. A student may be dismissed due to obsessive absences, and not attending their contracted class schedule.
2. When the student has missed 10% of their contracted curriculum a student may be dismissed from the college.
3. Students must maintain a minimum of 85% attendance rate in order to be in Satisfactory Academic Progress (SAP). SAP is checked at various stages of each curriculum. (See SAP for more details).
4. Any student terminated from the college must reapply and pay all fees for re-admittance after a thirty (30) day period. Re-admission into the college is not guaranteed and will be at the college discretion.

FINANCIAL ASSISTANCE

Payment Plan

Generally, all fees are due on the day of enrollment. However, if the student is able to demonstrate that he or she is unable to pay the entire amount on the date of enrollment; payments may be able to be arranged to the satisfaction of the finance office and the student. Payments may be made by: cash, check, money order, debit or credit cards.

When the payment plan is agreed upon by the finance office and the student, there will be no finance or handling charges on this payment plan. If a payment is late (payment is considered late after 5 days.), the school will charge a late fee of \$20.00. If payment is not made by the 5th of the month, the student will be suspended until the account is paid to date. If a payment is more than 30 days late, the account is considered in default and the entire amount owed to the school becomes due. All payments are due on the first day of each month, unless prior arrangements are made and documented. A student more than 45 days in default of payment will be suspended or dismissed until tuition is brought current or paid in full.

Veterans Benefits

Strand College of HAIR DESIGN is approved for Veterans Benefits. Students enrolled in the Cosmetology program who qualifies for veterans benefits will be eligible for such benefits for all training provided on the college's premises provided they are enrolled in at least 25 clock hours per week. The Veterans Administration ultimately determines student eligibility and it is the student's responsibility to apply for such directly with the Veterans Administration office. The student is

responsible for paying the college's tuition fee according to their individual contract. The college is not paid directly by VA. The student will be responsible to pay the payments. Once the V.A. has paid student's tuition the contract is followed regarding refund calculations should a student withdraw. Any dispute regarding fees owed to V.A. is between the student and the Veterans Administration.

Federal Financial Aid Programs

Strand College of HAIR DESIGN does participate in Federal Financial Aid Programs, Title IV. Financial Aid is available for those students who qualify. Please contact the Admissions/Financial Assistance Office to obtain information regarding these programs. Further information and applications for Federal Financial Aid are available at www.fafsa.ed.gov or in the college's Financial Aid Office.

WITHDRAWAL, REFUND AND SETTLEMENT POLICY

Strand College maintains the following refund policy:

1. Strand College will not release to any licensing board or other schools, any certified hours or transcripts unless the student has met all financial and contractual obligations to the college.
2. If the college is permanently closed and no longer offering instruction after the Student has enrolled and instruction has begun, the Student shall be entitled to a "pro rata" refund of the tuition. Students on Title IV monies shall be refunded in accordance to the Department of Education requirements. Student will be notified of any teach-out agreement with another college and/or the related bond assigned to the State.
3. If the course and/or program is cancelled subsequent to a student enrollment and before instruction in the course and/or program has begun, the school shall at its option provide a full refund of all monies paid.
4. If the 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 full refund of all monies paid.
5. A Student that has withdrawn will receive a certified transcript of hours has been obtained by the student and the college has been compensated for within 10 working days of official withdrawal in writing received by the college from the Student. Any additional certified transcripts will cost \$20.00 each.
6. _____(initials) Student has reviewed a copy of Strand College Rules & Regulations. State Regulations are posted throughout the college. (This is on the enrollment agreement).
7. An application rejected by Strand College shall be entitled to a refund of all monies except nonrefundable application fee, if applicable.
8. If a Student (or in the case of a Student under the age of 18, his/her parent or guardian) cancels his/her enrollment and demands refund, in writing or in person, within 3 business days of the signing of an enrollment contract,

regardless if training has started or not, all monies collected shall be refunded minus application fee. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator in person.

9. If a student cancels her/his enrollment after 3 business days, but prior to entering classes, he/she shall be entitled to a refund of all monies less an administrative fee of \$150.00 which is non refundable.
10. For students who enroll in and begin classes, the following schedule of Tuition adjustments will apply:

<u>Time</u> <u>% Of Enrollment Time of Course</u>	<u>Amount of Total Tuition</u> <u>Owed to Strand College</u>
.01% to 4.9%	20%
5.00% to 9.9%	30%
10.00% to 14.9%	40%
15.00% to 24.9%	45%
25.00% to 49.9%	70%
50.00% or over	100%

11. Title IV recipients may be subject to a pro rata refund in compliance with 34 CFR 668.22 (See details pg. 13)
12. Enrollment Time" is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the college. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student or formal termination by Strand College .
13. All refunds are calculated based on the student's scheduled hours as of their last date of attendance. Unofficial withdrawals for clock hour students are determined by the school through monitoring every 14 days.
14. The above refund policy is effective for any termination by either student or Strand College (expulsion, failure to return from Leave of Absence, or unofficial withdrawal). For official withdrawals, the cancellation date is determined by the postmark on written notification, or the date said information is delivered to school in person.
15. Textbooks and kits are non refundable once the Student has received materials.
16. Strand College may terminate student for reasons listed in the Rules and Regulations listed in the catalog.
17. A student on a approved Leave of Absence notifies the school that he/she will not be returning, the date of withdrawal termination shall be the earlier the scheduled date of return from the LOA or the date of the student notifies the institution that the student will not be returning.

Kits/Manikins assigned to student remain property of the college until student graduates. These items will NOT be removed from the classroom nor student salon area, unless given permission by Instructor.

The student's rights hereunder may not be assigned, but the school may sell, assign or transfer its rights to payment hereunder. Both parties hereto are bound to the

faithful and earnest performance of the enrollment contract.

Return of Title IV Funds – (details of refunds Item 9 in Refund Policy)

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Stafford Loans, PLUS Loans. **Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):** The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not

completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

Return of Funds by the School

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs Strand College offers:

- 1. Unsubsidized FFEL/Direct Stafford Loan**
- 2. Subsidized FFEL/Direct Stafford Loan**
- 3. FFEL/Direct PLUS (Parent)**
- 4. Pell Grant**

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

VETERANS ADMINISTRATION

Refund policy for students under Title 38, US Code: Strand College of HAIR DESIGN has and maintains a policy for the refund of the unused portion of tuition fees and other charges in the event a veteran or eligible person fails to enter the program (course), withdraws, or is discontinued from the program at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for fees, kit, books, supplies and the tuition for the portion of the program completed shall not exceed the approximate "pro-rata" portion of the total charge for fees, kit, books, supplies, and tuition that the length of the completed portion of the program bears to the total length of the program enrollment time. Strand College must report any changes in attendance, satisfactory academic progress, as well as LOA's and consecutive absences to the Veterans Administration, per V.A. guidelines.

NOTE: Once a student begins classes, the Registration fee and the kit, books, and supplies charges are non refundable.

SATISFACTORY ACADEMIC PROGRESS POLICY

This satisfactory progress has been established for all students at Strand College of Hair Design, and in accordance with NACCAS and Title IV guidelines as revised in Federal Regulations dated October 29th 2010. The student in each curriculum, cosmetology, esthetics and teacher training will adhere to same standard in their program, to ensure their successful educational progress.

A student must have a minimum cumulative of 85% in attendance and 80% academics, as well as the practical grading sheet.

Calculation will be as follows:

Attendance -actual hours divided by hours the student could have received.

Academic -average of the written tests and practical work

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers. Some work may be graded Pass or Fail. Students have access to their evaluation of Satisfactory Progress at any time during their tenure as a student.

The cosmetology, esthetic and teacher training curriculums/programs are eligible to receive Title IV funds. Cosmetology students are assessed at periods/increments 450, 900, 1200 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Esthetics and Teacher Training are accessed for satisfactory progress at 300/375 actual clock hours. Pell Grant disbursements correlate with the student's satisfactory progress assessment for those receiving Title IV Financial-Aid. Students are notified in writing of any evaluations that impact a student's financial aid. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students not in satisfactory progress at any payment period/increment review will be placed on Satisfactory Progress Warning until the next pay period/increment review. Students may re-establish successful Satisfactory Progress by either increasing their GPA and/or attendance to the required 85%. If the student does not meet SAP requirements at the next review, they will not be eligible for more Title IV funding and may be dismissed from the college for failure to meet SAP requirements. Students losing financial due to not maintaining SAP may be allowed to stay based upon paying the financial amount that is lost from Financial Aid. Students can receive Title IV funding while on warning status.

A comprehensive theory and practical examination will be given at the 600 hours, 1000 and a final exam, approximately 1350 – 1400 hours. For further information review Level Exam/Final Exam.

All practical and theory work for each increment must be completed with a minimum academic average of 80% and a minimum of chapter tests of a grade of 75 in order to take a Level Examination, Mid term Exam, or Final Exam.

Incomplete course status, repetitions, non-credit or remedial courses do not apply and have no effect on satisfactory progress standards. Students who drop, are terminated, or on an approved leave of absence and return to the college will return in the same status as when they left.

The on time completion rate is based on the date on each student's contract, which has incorporated a 06% allowance for absences; which calculates to 90 hours, or 15 days on a 6 hour class day schedule. Five days or a total of thirty hours is the suggested maximum absences for each section of 500 hours. Students are allowed to make up hours missed due to absences based upon Strand College Make up Policy (See Make up Policy). If a student is absent 14 consecutive days without notification or LOA documentation, the student will be terminated from the college by written notice. The Maximum Time Frame (125%) in which a student must complete the educational course for which he/she is enrolled must be no longer than 1875 Lapsed Hours- Cosmetology, 937.5 Lapsed Hours Teacher Training, Esthetics 750 Lapsed hours. Transfer hours accepted from another institution are included in this calculation. Transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution. The contract period will be extended by the same number of days contained in any applicable leave of absence and maximum time frame by the same number of days.

ACCESS / RELEASE OF STUDENT RECORDS

Strand College of Hair Design abides by the US Dept of Education Family Education Rights and Privacy Act of 1974. In accordance with the Family Education Rights and Privacy Act of 1974, (FERPA), students have the right to review, inspect, and challenge the accuracy of the information kept in a cumulative file by the school. This act also insures that records cannot be released to any third party without the written consent of the student, or the parent/guardian of a

dependent minor. The release form is available from the Instructor or Administration. Senior students wanting a release of information or recommendation for future employment should sign a release prior to having each potential employer contact the college. This Act allows for information to be released without the student's consent to government agencies such as US Dept of Education, accrediting commissions (NACCAS), SC State Board of Cosmetology and their representatives, as well as any college employee in need of student records. The FERPA Act of 1974 is accessible on the Student Bulletin Board, in the Admissions Office, as well as the US Department of Education website, www.ed.gov.

TRANSCRIPTS OF STUDENT RECORDS

Request for copies of a student's record should be made in writing to the Admission Office and be accompanied by a remittance for each copy. No transcripts will be issued without the authorization of the student. No transcript will be issued for a student who has a financial obligation to the college. Transcripts older than 3 years are archived for a short period of time. A copy of the student's transcript may be received in 30 (Thirty) working days after withdrawing or being dismissed from the college or in case Title IV funds were drawn on student, 10 working days from college receipt of US Dept of Education Refund Calculation. This transcript will reflect hours the college has been compensated for financially. Cost of sending a second transcript or possible archived transcript is available by calling the administration office.

The grading system for theory, practical work is as follows:

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers. Some Sassoon may be graded Pass or Fail. The following constitutes the grading scale:

Excellent	5 points	No Errors in procedure
Very Good	4 points	1-2 Errors
Good	3 points	3-4 Errors
Needs Improvement	2 points	5-6 Errors
Failing	1 point	Major Errors

Examinations are given on all subjects and graded. All practical work whether it be class projects or salon work must be approved by an instructor before credit is given. Written and practical assignments/work may be made up under the approval and supervision of an instructor according to Make-up policy. All Exam grades and tests may be emailed to the student.

Cosmetology students that excel in Academics and Attendance (all grades and attendance 93%- or above - A on initial work/tests/attendance) will be evaluated and recommended by Instructors to Administration/President to be placed in the E.L.I.T.E. program at the 1100 Cos program; 450 Esthetics program; 500 Teacher



Training ;hour increment. E.L.I.T.E. (Excellence, Leadership, Integrity, Technical, Exceeds Expectations) is a program designed for the student who possesses superb qualities in the above areas as well as theory, practical, client/salon performance and an Instructor Recommendation. Grades and attendance averages are based upon all test, Level Exams and Practical work. These are initial grades. No makeup tests will be accumulated into Grade Point Average. These students will be in advanced classroom/client settings with educators from various manufactures as well as local Instructors in salons that are part of Strand College Advisory Council. In order to stay in this program the student must continue to display exceptional work ethics, attendance, technical skills, grades, leadership, integrity, positive attitude, and customer relations.

LEVEL EXAMINATION/FINAL EXAMINATION

Examinations and Final Examinations are administered monthly. Retakes are scheduled as needed. Examinations may be taken the month student is projected to obtain 600 hours, 1000 hours, and at 1300 hours for Final Exams in Cosmetology Program, Esthetics – Mid Level at 300 hours and Final at approximately 525 hours, Teacher Training – Mid Level at 375 Hours and Final Exam approximately 700. All chapter tests must have a passing score of 75 and cumulative GPA 80%. Also, all required practical work should have a minimum score of 3 in order to take comprehensive 600 level exam, 300 hour mid level, 375 mid level respectfully. These exams are discussed and scheduled during the month prior to the exam date with the student by their Instructor. A student may be allowed to reschedule their exam date to the following month in some circumstances. The student requesting to reschedule their exam must make the request in writing to their Instructor 10 days prior to examination date with all necessary documentation explaining the need attached to the request form. Forms can be obtained from student's Instructor. A decision will be made within forty-eight (48) hours to the student. The repercussion of student failing to attend a scheduled examination may be suspension until the next regularly scheduled examination date based upon documentation for absence.

A final practical and theory exam must be completed with a passing grade of 80 or higher on all sections of the exams. A minimum grade of 80% is required on all theory and Practical Level examinations. Failure on the 600 hour exam will require the student to remain in the Fundamental/Phase I area until the exam is passed. A student failing any aspect of the practical Final Exam will have the opportunity to retest the following month. No student can graduate from Strand College and/or receive any affidavit of completion or transcript to test without passing the Final Exam.

In order to be scheduled for Final Exam a student must have taken all tests and passed (minimum academic cumulative of 80% required), completed their assigned practical work, and have completed 1275/1300 hours in Cosmetology; 500/525 Esthetics and 700 hours Teacher Training; by the time of the test date. Also, all tuition is paid in full in order to take a Final Exam.

Students are responsible for having all supplies needed for any Exam. The student may request to purchase an additional kit for exams through Administration. Strand College does NOT provide all necessary items for the Practical aspect of any exam.

In the event of a failure on the level examination, the student will be placed on Academic Warning Status. A student failing any part of an exam for the third time may be suspended or dismissed from college. However, in situations where the student is allowed to retake any part of exam for the 4th Time, the student will be suspended (not allowed to accrue any more hours) until the exam. Failure for the 4th time on any part or full exam the student will be dismissed due to academic failure. These events will be reviewed and discussed in a staff meeting to determine the best procedure for each individual student and their personal academic progress and ability to be successful in completion of the curriculum and required exams for licensure.

GRADUATION REQUIREMENTS/Documents

- 1. Student must complete the required hours pertaining to their chosen program.**
- 2. Student must complete all practical and theory work with a cumulative GPA of 80 or higher as prescribed by Strand College of HAIR DESIGN by the contracted completion date.**

If all graduation requirements are not met by contracted completion date, student must re-contract to complete all educational requirements, which includes a Final Exam. The over contract must be PAID IN FULL or payment plan must be in place at the time of execution of contract.

- 3. Other requirements for graduation include: An Exit Interview with Financial Aid Department, a Salon Business Plan (minimum grade of 80%), and portfolio.**

All financial obligations to the school must be satisfied before a student is given the Final Exam and/or an application to attend the state board exam.

Scheduling Your Exam

In order to receive a transcript to schedule State Licensure Exam at 1350 Cos; 525 Esth; 700 Teacher Training; all requirements must be satisfied. Upon receiving the early transcript, an Affidavit of Completion is given when the required hours are completed for the student to send the testing company in order to receive their individual license to practice (SC State Board Requirement).

Upon completion of the required hours, settlement of all financial obligations, and satisfactory completion of all academic and practical requirements the student will receive a Strand College of HAIR DESIGN course diploma and a notarized copy of the cosmetology college transcript necessary for licensure exam application.

The state testing information/bulletin can be downloaded from www.nictesting.org.

A Graduation ceremony may be requested. A written request to the Administration office from the student is required by the first Friday of the month in order to schedule the ceremony.

CURRICULUMs
COSMETOLOGY COURSE
(1500 Hrs.)

COURSE DESCRIPTION

Cosmetology is a 1500 clock hour educational course, which provides systematic instruction, training, and demonstrations in all areas of the industry. The topics covered include Hair Designing (shaping and styling), Braiding, Updos, Chemical Reformation (permanent waving and straightening), Hair Color and Lightening, Lowlighting, Scalp and Hair Care Treatments, Shampoos and Rinses, Manicuring, Pedicuring, Artificial Nails, Skin Care (facials and make-up), Professional Ethics, and Salon Management.

Grading Scale

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers. Some Sassoon may be graded Pass or Fail.

The following constitutes the grading scale:

Excellent	5 points	No Errors in procedure
Very Good	4 points	1-2 Errors
Good	3 points	3-4 Errors
Needs Improvement	2 points	5-6 Errors
Failing	1 point	Major Errors

COURSE OBJECTIVES

The student will obtain knowledge through theory lectures, demonstrations, audio, visuals, & practice on mannequins, then clients.

The student will be able to demonstrate proficiency in all phases of cosmetology. The student will be able to understand, analyze, and combine their theory knowledge with practical skills, which will be performed in a controlled and supervised environment, on the general public. Evaluation of the student's progress will be judged by regularly scheduled theory exams and practical skills grading. Also, as the student completes each increment level of the course, they will be given a cumulative incremental level exam in both theory and/or practical skills. Upon successful completion of the curriculum, the student will be qualified to apply to the State Board of Cosmetology for the licensing exam and a successful career in the

cosmetology industry. In order to take any incremental level exam, a student must have completed all tests and assignments and all tuition fees paid in accordance with the enrollment agreement.

COURSE OUTLINE

SCIENCE OF COSMETOLOGY

- I. Sanitation and Sterilization (45 Hours)**
 - A. Bacteriology
 - B. Chemicals
 - C. Methods

- II. Hygiene and Good Grooming (30 Hours)**
 - A. Personal Hygiene
 - B. Public Hygiene
 - C. Poise
 - D. Personality Development

- III. Professional Ethics (35 Hours)**
 - A. Conduct
 - B. Attitude
 - C. Courtesy and Customer Relations

- IV. Public Relations and Salesmanship (50 Hours)**
 - A. Psychology
 - B. Salon Business
 - 1. Principles
 - 2. Business Law
 - 3. Advertising/Marketing

- V. Anatomy (45 Hours)**
 - A. Cells
 - B. Body Systems
 - C. Functions

- VI. Dermatology (25 Hours)**
 - A. Skin Functions
 - B. Skin Structure
 - C. Skin Glands
 - D. Skin Disorders and Diseases

- VII. Trichology (25 Hours)**
 - A. Composition of Hair
 - B. Hair Structure
 - C. Hair Analysis
 - D. Disorders and Diseases



- VIII. Nails (15 Hours)**
- A. Composition**
 - B. Structure**
 - C. Disease and Disorders**

- IX. Chemistry (100 Hours)**
- A. Matter**
 - B. Bonds**
 - C. PH Scale**
 - D. Shampoos, Conditioners, Rinses**
 - E. Permanent Waves**
 - F. Relaxers**
 - G. Hair Color**
 - H. Nail Products**
 - I. Skin Care Products**

- X. Safety Precautions (30 Hours)**
- A. Public Safety**
 - B. First Aid**
 - C. Chemical**

PRACTICE OF COSMETOLOGY

- I. Shampoos and Rinses (45 Hours)**
- A. Effects on Hair**
 - B. Types**
 - C. Draping**
 - D. Procedures**
 - E. Safety**

- II. Scalp and Hair Care Treatments (30 Hours)**
- A. Massage**
 - B. Moisturizers**
 - C. Reconstructors**
 - D. Types of Treatments**
 - E. Safety**

- III. Hair Shaping (150 Hours)**
- A. Terminology**
 - B. Implements**
 - C. Analysis**
 - D. Procedures**
 - E. Safety**

- IV. Hair Styling (325 Hours)**

- A. Designing Principles**
- B. Molding**
- C. Roller Placement**
- D. Pin Curls**
- E. Finger Waving**
- F. Thermal Curling**
- G. Thermal Pressing**
- H. Backbrushing and Backcombing**
- I. Blow drying and Air Waving**
- J. Wiggery**
- K. Styling Aids**
- L. Safety**

V. Manicuring (25 Hours)

- A. Equipment, Implements, and Supplies**
- B. Procedures**
- C. Massage**
- D. Nail Repair**
- E. Artificial Nails**
- F. Pedicuring**
- G. Safety**

VI. Chemical Reformation (225 Hours)

- A. Chemistry**
- B. Products**
- C. Hair Analysis**
- D. Procedures**
 - 1. Techniques**
 - 2. Processing**
 - 3. Neutralizing**
- E. Special Problems**
- F. Safety**

VII. Hair Coloring and Lightening (225 Hours)

- A. Chemistry**
- B. Classifications**
- C. Products**
- D. Procedures**
- E. Special Problems**
- F. Safety**

VIII. Skin Care (30 Hours)

- A. Electricity and Light Therapy**
- B. Theory of Massage**
- C. Facial Procedures**

- D. Packs and Masks
- E. Cosmetic Products
- F. Application
- G. Sanitation
- H. False Eyelashes
- I. Superfluous Hair Removal
- J. Safety
- K. Threading (10 Hours)

STATE LAW

- I. Rules and Regulations (15 Hours)
 - A. State Board
 - B. Local and State
 - C. Institution
- Unspecified (20 Hours)

TOTAL (1500 Hours)

ESTHETICS
(600 Hours)

COURSE DESCRIPTION

Esthetics is a 600 hour course which provides theory, practical, and clinical experience in skin analysis, massage techniques, facial treatments, makeup techniques, removal of unwanted hair, aromatherapy, color analysis, body wraps, skin disorders, and salon business.

Grading Scale

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers.

The following constitutes the grading scale:

Excellent	5 points	No Errors in procedure
Very Good	4 points	1-2 Errors
Good	3 points	3-4 Errors
Needs Improvement	2 points	5-6 Errors
Failing	1 point	Major Errors

COURSE OBJECTIVES



Students will obtain knowledge and practical skills through theory lectures, demonstrations, audiovisuals and practical experience. Evaluation of the learning process will be determined by scheduled theory testing, practical skills testing. Also, as the student completes each increment level of the course (300 hrs, 500 hrs), the student will be given increment level exams in theory and/or practical skills. In order to take any cumulative incremental exam, a student must have completed all required tests and assignments, and all tuition and fees must be paid in accordance with the enrollment agreement. The student will be able to recognize both healthy skin and skin disorders. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment used. The student will also be able to perform basic skin care, facial massage, makeup application, hair removal, and body wraps. Upon successful completion of the course, the student will qualify for graduation and an application for the state licensure exam. This exam is required by the State in order to be employed as an esthetician.

COURSE OUTLINE

I. PROFESSIONAL PRACTICES (100 Hours)

A. BACTERIOLOGY AND SANITATION

- 1. Personal hygiene**
- 2. Public health**
- 3. Methods**
- 4. Procedures**

B. BUSINESS PRACTICES

- 1. Management practices**
- 2. Salon development**
- 3. Insurance**
- 4. Client records**
- 5. Salesmanship**

II. SCIENCES (120 Hours)

A. Histology of Skin

- 1. Cell**
- 2. Tissue**

B. Dermatology

- 1. Structure of the skin and glands**
- 2. Functions of the skin and glands**
- 3. Conditions and disorders of the skin**
- 4. Characteristics of the skin**
 - A. Elasticity**
 - B. Color**

- C. Skin types
- 5. Nutrition
 - A. Nourishment of skin
 - B. Healthful diet
- C. Structure and Functions of Human Systems
 - 1. Skeletal
 - 2. Muscular
 - 3. Nervous
 - 4. Circulatory
 - 5. Cosmetic Chemistry

III. FACIAL TREATMENTS

(175 Hours)

- A. Facial Massage
 - 1. Benefits
 - 2. Analysis
 - 3. Preparation
 - 4. Types of Massage
 - 5. Manipulations
 - 6. Safety measures
- B. Electrical Current-facial treatments
 - 1. Types of current
 - 2. Purpose and effects
 - 3. Procedures
 - 4. Safety measures
 - 5. Equipment
- C. Other kinds of Facial treatments
 - 1. Purpose and effects
 - 2. Types and treatments
 - 3. Preparation
 - 4. Procedures
 - 5. Safety measures

IV. HAIR REMOVAL

(75 Hours)

- A. Depilatories
- B. Tweezing
- C. Waxing
- D. Threading

V. MAKEUP

(75 Hours)

- A. Purpose and effects
- B. Supplies and implements
- C. Preparation
- D. Procedures
- E. Safety measures

- VI. BODY WRAPS (40 Hours)**
 - A. Purpose and effects**
 - B. Types or treatments**
 - C. Supplies and instruments**
 - D. Preparation**
 - E. Procedure**
 - F. Safety measures**
- VII. STATE Law/Rules Regulations/codes (15 Hours)**

Total (600 Hours)

TEACHER TRAINING CURRICULUM

(750 Hours)

COURSE DESCRIPTION

Teacher Training is a 750 hour course of study which provides theory instruction, lectures, demonstrations, practical, and student teaching under direct Instructor supervision in Instructional Methods, Teaching Analysis, Program Development, Class Presentations, Clinic Supervision, Professional Development, and School Administration.

Grading Scale

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers.

The following constitutes the grading scale:

Excellent	5 points	No Errors in procedure
Very Good	4 points	1-2 Errors
Good	3 points	3-4 Errors
Needs Improvement	2 points	5-6 Errors
Failing	1 point	Major Errors

ADMISSION REQUIREMENTS

Current license in Cosmetology, Nail Technician, or Esthetics or letter showing passing their initial licensing exam is required. Other requirements include an

interview with Admissions and a second interview with President and/or Educational Director is required of all applicants. An essay stating the reason perspective wants to be an Instructor which further states the candidate's strengths and weakness in the area of licensure. A recommendation from at least one of the candidates Instructors as well as a recommendation from their salon employer or manager is required. A \$40.00 Application Fee with all documents is required to schedule second interview. The College follows all guidelines for this curriculum as set forth by SC State Board Statutes & Regulations. Please refer to SC State Board of Cosmetology Regulations: 35-4A for further information. Along with the required 750 hour curriculum, the SC State Board of Cosmetology requires an additional 45 hours in Methods of Teaching. Both the 750 hour course and the 45 hours additional at Strand College use the Milady Text, Master Educator.

COURSE GOALS/OBJECTIVES

The Student Teacher will obtain knowledge through lectures, demonstrations, and practical applications, formulating lesson plans, and student teaching. The Student Teacher will be able to understand and utilize course, curriculum, and subject outlines in order to prepare lesson plans. The Student Teacher will also acquire the professional and personality disciplines that will assist in successful class control through proper planning and preparation techniques. The Student Teacher will be capable of performing class lectures and presentations, demonstrations, student salon services supervision, student counseling and motivation, maintaining class records and reports, sanitation and sterilization procedures, utilizing equipment and resources and performing some administrative duties.

Evaluations will be determined by scheduled theory and/or practical exams along with cumulative incremental level exams at the end of each level of the course (375 hrs. 725 hrs.) Upon successful completion of the course and required hours, the Student Teacher will receive an Affidavit of Completion in order to apply for testing (www.nictesting.org).

COURSE OUTLINE

Instruction in the following areas:

(1.) Basic teaching methods, development of lesson plans, counseling techniques, SC Cosmetology laws and regulations.

This part of the curriculum will be taught from the Milady textbook "Master Educator", 3rd Edition and/or Pivot Point Mindful Teaching textbook. (125 Hours)

(2.) Theory, use of audio-visually equipment, evaluation techniques and instruments, classroom observation, practice teaching, and record keeping. (240 Hours)

(3.) Sterilization and sanitation, supervision of clinical activity, effective demonstration procedures, presentation of styling techniques, student/patron

relationships. (240 Hours)

(4.) State enrollment procedures and requirements, inventory control and purchasing, student scheduling, graduate records, licensure application forms. (120 Hours)

(5.) Unassigned – designated as needed on an individual basis. (25 Hours)

TOTAL 750 Hours

LEAVE OF ABSENCE

LOA's are available for extreme and unusual personal or medical reasons only. A minimum time frame for a LOA is 30 days. An approved LOA is based on extreme reasons that prevent the student from attending classes. The reasons must be documented by a lawyer/court, physician/Hospital or employer. All LOA's must be applied for in advance unless unforeseen circumstances prevent the student from doing so. The beginning date of the unforeseen LOA will be the first day the student was unable to attend school. The student who has an unforeseen LOA will be required to provide the necessary documentation to administration at a later date. All LOA's are approved by the discretion of Instructor, Financial Aid, and Administration. The contract will be changed when the student returns from the LOA. There is no additional charge for the contract change. A Leave of Absence will extend the Student's enrollment agreement by the number of days and maximum time frame in which the LOA was taken for. The maximum time allowed for a LOA in any 12 month period is 180 days. The enrollment agreement will be amended to extend the contract by the number of days taken in the LOA. The extension will be signed and dated by all parties and made a part of the enrollment agreement. If the student fails to return by the documented date on the LOA form or the 181st day, the student will be dropped from the college. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance. All student contractual school payments must be paid during the LOA. No Financial Aid from the US Department of Education can be drawn during a LOA period. Students who have been on a LOA are not guaranteed certain theory classes will revolve again when they return from the LOA. The curriculum/practical and theory is designed according to regular schedule of class attendance.

WARNING STATUS

SEE SATISFACTORY ACADEMIC PROGRESS FOR FULL INFORMATION:

Warnings are given for up to the next increment level in actual time (450hr, 900hr, 1200hr Cosmetology; 300hr Esthetics & 375 Teacher Training.) for the student to return to Satisfactory Progress. If student fails to obtain 80% in attendance and 80% academics (cumulative) at the end of the Warning period (next increment level), student will be dismissed from the college. Title IV monies may continue to be received for student's educational costs during the Warning period. Student

may not appeal dismissal based upon failure to meet Satisfactory Academic Progress.

MAKE-UP POLICY:

Students may make-up time until actual time is equivalent to lapse time, with approval of their Instructor. Students are given .06% (90 hours/Cosmetology, 36 hrs/Esthetics, 45 hrs/Teacher Training) in their contractual agreement for absences. Anything beyond that which is not made up will result in non-completion of the program in the contractual allotted time. A new contract will be written applying the over contract fees in order to continue as a student at the college. In some instances, there are no Title IV funds to pay for overage/additional hours on contracts due to lack of attending regular scheduled class. In these incidences, the student will have to arrange personal payments to pay for the cost of attending overage prior to attending the additional contractual time to complete the course. Class absences may be made up on Tues, Wed, and Thurs. Students may make up hours until they reach 100% in actual to lapse time. Make-up Time is for client or project work. Students arriving late for regular class, in accordance to college official time clock, will lose the ability to stay beyond contracted time on that day. Student is expected to make up any tests on the next day returning to class.

WEBSITE: www.strandcollege.com

Www.strandcollege.com offers potential students and current student, information regarding their Admission process, financial aid, curriculums and other important notifications. Please review, www.strandcollege.com for other student/consumer disclosures and information. Students need to be accessible to website for emergency information, closures, events, procedures, catalog, as well as disclosures, and additional information as required by the State Board of Cosmetology, NACCAS and US Dept. of Education.

STUDENT RULES AND REGULATIONS: Overview:

The following Student Rules, Regulations and Procedures are part of the Enrollment Contract.

SATISFACTORY PROGRESS: All students must maintain a minimum 85% attendance and 80% cumulative academic average. See Satisfactory Progress Policy for further details.

LUNCH: Students will have 30 minutes off the clock for their lunch. The students with clients will schedule their lunch with their instructor. No food or drinks allowed in classroom or on Salon Clinic Floor per South Carolina State Board of Cosmetology. Students are required to take lunch unless performing a client service as required by curriculum and their instructor.

TARDY POLICY: Punctuality for class is expected and required. Classes start at the contracted time 8:45. A student may not enter class after 8:45 without a timed excuse from official entity, ie: doctor's office, court, etc. Student is responsible for any materials that are missed due to absences or tardies.

NOTIFICATION of Absence: Students must notify their instructor if they are going to be tardy or absent from class. EMAIL should be received by 8:30 – 8:40am. Relaying the message through another student is not permissible. For further information see Make-Up Policy.

ABSENT ON TEST DAY: If a student is absent the day of a test without proper documentation, the student should plan to take the test on the first makeup day student returns to class. The student will be given a O for the test until it is made up.

ABSENT FROM THEORY: The student is held responsible for all information missed while absent from classes. Students who have been on a LOA are not guaranteed certain theory classes will revolve again when they return from a LOA.

THEORY POLICY: During the educational process the student may complete some theory twice. The second theory class on a topic will only be as a review if you have a test grade of 93% or higher on that chapter. You will be required to take the test a second time if your previous chapter theory test is below 93%. Determination of testing will be determined by prior grades and the instructor's conference.

CONSECUTIVE ABSENCES: If a student is absent for 10 consecutive days or 14 calendar days the student will be dropped from the roll, as per Federal – US Dept. of Education guidelines. Students are required to communicate with their instructors. Students receiving Veterans Benefits: Upon the 7th consecutive day of absences, the college has to notify Veterans Administration.

LEAVE of ABSENCES: The student is responsible for submitting the proper paperwork to support the request for the L.O.A., as dictated by the Federal guidelines. During a leave of absence the student is responsible for communicating with their instructors. No station or workspace is saved for a student while they are on a leave of absence. If a student does not return from their LOA the date designated and does not notify the college the student will be dropped. Procedures for requesting leaves are listed in the catalog under the LOA section. The College does not guarantee certain theory will revolve again upon student returning from LOA. (See Leave of Absences for further information in this catalog).

DISMISSAL: Strand College reserves the right to dismiss a student for: 1) Failure to adhere to the attendance or academic policy; more than four (4) failures on any Level Examination; 2) Breach of the Rules, Regulations and Procedures; 3) Failure

to make tuition payments when due; 4) Three written violations from staff; 5) Failure to adhere to college Code of Conduct; 6) For any cause Strand College deems necessary in order to maintain order and discipline, and preserve the educational process.

CODE of CONDUCT: Students must conduct themselves in a professional, alert, and orderly manner at all times. Loud talking, abusive language, profanity, disrespectful behaviors/speech, stealing, slander or detrimental remarks regarding staff or institution on social medias or verbally, fighting, attending class under the influence of alcohol or drugs or use of either on college campus or premises, or any other act causing disruption will not be tolerated. Students are expected to be professional, polite and respectful. Gossip or other negative actions against any staff member or the college as a whole will not be tolerated. Disrespect to any staff is NOT Tolerated. Our staff will maintain a positive educational environment at the risk of dismissing students.

FOOD AND BEVERAGES ARE NOT ALLOWED ON STATIONS/PRACTICAL WORK AREA. NO EATING/DRINKING OF BEVERAGES ARE ALLOWED DURING THEORY CLASSES/DEMOS/ETC. FOOD/BEVERAGES ALLOWED DURING BREAKS AND LUNCH TIME IN APPROPRIATE DISIGNATED AREAS ONLY.

OFF-CAMPUS EVENTS: the Rules, Regulations and Procedures of *STRAND COLLEGE* of HAIR DESIGN are in effect whenever a student participates in an off-campus event representing Strand College. Students are expected to be professional and follow college Code of Conduct when representing themselves as students of Strand College. Any breach of professional behavior will result in suspension or dismissal. All educational events scheduled outside of the contracted class schedule will be issued at the end of the last month prior to contract completion date.

SMOKING POLICY: Smoking will be permitted only in the designated area outside of the building (back). Littering (cigarettes butts) will not be tolerated. Everyone is responsibility for maintaining the cleanliness of the area.

SOLICITATION: Solicitation is prohibited in the college or on the premises.

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS are prohibited in the college or on the premises. A student under the influence of alcoholic beverages or drugs, or suspected of being under the influence, will not be admitted to class or client area and will be suspended or dismissed from the College, (See Policy for Drug Free Campus). **FIREARMS, KNIVES, OR WEAPONS OF ANY KIND ARE NOT ALLOWED ON THE PREMISES. REPERCUSSION – IMMEDIATE DISMISSAL.**

REGULATION SANITATION AND DISINFECTION ASSIGNMENTS: Student assignment regarding clean up, sanitation, and disinfection duties are based upon the same requirements in maintaining a clean and acceptable salon as required by Statutes and Regulations of the Cosmetology Board of South Carolina (See Laws and Regulations State Board of Cosmetology website; which includes sweeping hair, mopping, maintaining a clean and sanitary station/work area, general pick-up, etc. Sanitation practices/procedures are part of the state requirement in each curriculum. These assignments (Sanitation and Disinfection) are a required aspect of all curriculums. Failure to adhere to assignment a student is given a warning. Three warnings/write-ups may be grounds for dismissal from college.

TELEPHONE CALLS: Students will not be called away from a client, a class project, or lecture class in order to answer a personal telephone call, unless deemed a true emergency. A message will be taken and given to the student. The student may return the call during break time using their own cell phone or a public phone. A student cannot use the college's telephone to return a personal call unless it is an emergency and the student does not have their own cell phone. **THE USE OF CELL PHONES AND/OR IPODS ARE NOT ALLOWED DURING CLASS HOURS. Cell phones are not to be visible in classroom or clinic areas. Cell phones MUST be kept on vibrate/silent at all times.** Cell phone usage is limited to a student's break or lunch times. Students under NO circumstances may use their phone while working on a client or in the student salon area of the college. Class hours are defined by the student's contracted time.

EMERGENCY TELEPHONE CALLS: A staff member will answer all emergency telephone calls for students. If an emergency exists, the student will be called to the telephone immediately. The student will be allowed to use the college's telephone to make or return an emergency call. **NO CELL PHONES or IPODS ALLOWED IN CLASS OR CLINIC AREAS. Student's phone will be obtained by staff and kept in office until class is over. Consistant violations regarding cell phones may result in suspension and/or dismissal.**

ASSIGNMENT REFUSAL OF GUEST/CLIENT SERVICES:

After successfully completing/passing increments of the curriculum, the student will advance to perform those services/procedures on the public. These services provide the student an opportunity to improve their client relations and technical abilities for their future in the industry of choice. Students are encouraged to bring in models/clients to perform the required services. Refusal of an assigned guest/client service will result in student being written up and sent home for the rest of the day. Actions of refusal by the student may result in additional suspension of time and written warning reports to student. **Continued violation of refusing to perform any assignment may result in dismissal from college.**

VISITORS: Students are not allowed to have visitors in the classroom or in the clinic area without prior authorization. Visitors will be permitted to wait for a

student in the reception area for a brief time only.

CLASS PREPARATION: Students must be prepared for class with the proper equipment/kit, textbooks, notebooks/paper, pens and pencils and clean in required uniform when they clock in for class. Failure to participate in the class may result in loss of class time/hours. **Students who are not in required uniform or do not have all supplies will be clocked out and sent home.** Being professionally dressed, looking your best every day with a positive attitude and a smile on your face is a basis for becoming a professional in the beauty industry. Remember that you represent the beauty industry; be a great example of the industry you have chosen as well as our school.

DRESS CODE: 1. College assigned embroidered scrubs ONLY or College issued T Shirts with Black scrub pants.

Effective:

September 1, 2011

2. ONLY Solid plain black crewneck/turtle neck shirt under scrubs allowed.
3. **Shoes are Black or White tennis shoes or black or white Danskin enclosed toes and heels nursing shoes ONLY.**
4. Student Name badge.
5. No hats, bandanas, wraps, **no visible large piercing** (nose, lips, eyes, etc.) **NO large gauges/piercings.**
6. Students must present a professional neat and clean image when attending class and/or working on client floor. Student must adhere to legal gender as documented on FASFA (Dept of Ed) and SC Board of Cosmetology enrollment/application.

Students not in proper uniform or have required supplies will be sent home.

CLINICAL TRAINING: Students will be assigned client services on a non-discriminatory basis and **cannot refuse services assigned by the staff or the student receptionist. Refusal of assignments will result in student being sent home for rest of day.** Students will also be assigned to the dispensary and reception desk in the student guest/client salon.

STUDENT SERVICES:

Student services are a privilege. Students may receive a service under the following conditions:

1. Perfect attendance the previous week.
2. All theory grades are current
3. All practical grades are current
4. Obtain the Student Salon Supervisor's permission
5. Prepayment of service at the front desk.

6. Students will be charged student prices and the Student Salon Supervisor must initial before beginning the service.
7. No responsibility is assumed by Strand College for negligence, carelessness or lack of skill by one or more students or instructors while practicing any part of course upon one another.
8. No responsibility is assumed for injury or loss.
9. Violation of this rule may result in NO SERVICES until completion of student's program.

SALON READY: Every effort is made by our staff to prepare you for success in the salon throughout your curriculum. Success in the salon for our graduates is part of our mission at Strand College. Therefore, the instructors may assign your last 100 hours of cosmetology training based upon you needs for graduation and salon preparedness.
prices.

INSPECTIONS: Strand College reserves the right to inspect at any time the student's work areas, bags, lockers, or container of items to be used on the public.

GRADUATION CEREMONY: Strand College may hold a graduation ceremony monthly. The student will request the ceremony and the date of the ceremony in writing at a minimum of three (3) weeks prior to the date of the ceremony. A student is limited to 4 guests attending the ceremony unless provisions are pre arranged. All other requirements for graduating students refer to section – Graduation.

FAILURE TO COMPLETE THE TRAINING BY THE CONTRACTED COMPLETION DATE OR AMENDMENT TO THE CONTRACT: The contract allows for holidays and .06% of curriculum hours added determining contract end date (ex. .06% = 90 hrs in 1500 hr curriculum= 15 absences for entire program/5 days/30 hours each 500 hour segment is recommended for successful educational process and learning). If the student has not completed all graduation requirements by the original (or amended due to approved LOA or change of schedule) contract, the student will be required to complete a new contract for the number of hours required to complete their program. There will be a \$150.00 charge for the new enrollment contract. The student will also incur additional tuition based fees as stated at initial contract date. This charge is in addition to the full previous tuition charged. These charges must be paid in full at the signing of the new contract.

A student may request changes to the original contract during their course of study with Administration. Strand College reserves the right to deny any request for an amending the student's hours outside of regular class schedules. Amendment fee of \$60.00 is due at the time the contract is amended.

RE-ENROLLMENT: A student whose enrollment in school is interrupted for

either voluntary, academic or disciplinary reasons may be considered for re-enrollment after a period of 30 days. The student must reapply to the President for consideration of re-instatement on a space available basis. A \$60.00 enrollment fee is required plus any other fees due to the school. The prospective re-enrollee must write a statement as to how the problem that caused the withdrawal to occur has been resolved prior to the re-Admission appointments/interviews. The student will also be required to pay the difference between the original and the current rate per hour for the remaining hours needed for completion of the program.

NOTE: If a student is terminated for behavioral reasons from the college, they may not be allowed to reapply for Admission. The President will make the final determination on a case-by-case basis.

GRIEVANCE PROCESS: A student may file a grievance with the college by completing a grievance form. A decision on that grievance will be answered within 14 days. A hearing for the grievance may be necessary and the student will be notified of the date/time of the hearing.

APPEALS PROCESS: If a student is terminated from the college for not maintaining Satisfactory Progress the student does not have the right to appeal. If the student is terminated due to any other reason, they may appeal the decision in writing within 48 hours of the termination. The letter should explain the student's version of what caused their termination and why they should be allowed to continue in school. The college will consider all appeals within 14 days. A personal interview may be required prior to ruling on an appeal.

GRADUATION/COMPLETION REQUIREMENTS: Once all educational and financial obligations to the college are satisfied, the student will be awarded a diploma verifying program completion and graduation. Strand College will issue the student a completed cosmetology school training affidavit to attach with the South Carolina State Board of Cosmetology exam application (www.nictesting.org). Any and all fees incurred with the South Carolina State Board of Cosmetology by the student are the sole responsibility of the student.

REPERCUSSION POLICY

If a student violates the Rules or Regulations of *STRAND COLLEGE of HAIR DESIGN* a repercussion will occur. The Educational Director and/or President will determine the repercussion based on the severity of the infraction.

DISMISSAL FROM Strand College - NO EXCEPTIONS:

1. Satisfactory Progress is not maintained in Academics or Attendance, according to SAP guidelines.
2. Student is involved in fighting, which includes but not limited to: bullying, aggressive arguing, implied or spoken threats, loud outbursts, abusive/foul language, cussing, stealing, disrespect of any kind to Instructors/Staff.
3. Student brings or uses alcohol, illegal drugs, firearms, knives, or weapons of any kind onto the college premises or during hours of operation of college.
4. Student has three written violations by Staff.
5. Any actions that may cause disruption regarding staff or STRAND COLLEGE in a negative manner that will interrupt the educational process for the other students.
6. Four failures on any part of Level exams or final exams.

STRAND COLLEGE of HAIR DESIGN reserves the right to make any changes or additions to the Rules, Regulations, Procedures and Repercussions at any time. Strand College will notify the student by posting in the school area any changes or additions.

FACILITIES

Strand College of HAIR DESIGN occupies 2 buildings with offices, classrooms, practical clinic stations, client reception and waiting area, dispensary, student lounge, and supply storage rooms at 423-79th Ave. N. and at 419 79th Ave. N., Myrtle Beach, SC. The college maintains an inventory of modern and up-to-date equipment, including state-of-the art digital audio-visual training aids. Phase I classroom is located at 419 79th Ave. N., and Phase II Classroom and Student Salon area at 423 79th Ave. N. The Admissions, Financial Aid, and other administrative offices are located at 419 79th Avenue North, Suite 3, Myrtle Beach, SC.

CAMPUS SAFETY AND SECURITY

Strand College of Hair Design has implemented a phone system that alerts all phones when a 911 phone call is dialed. This alerts administration to an emergency and locks down the building as well as the secondary building (419) until the emergency has been identified and/or resolved. The College alarm system is connected to call Myrtle Beach Police Department.

VAWA – Violence Against Women Act - n accordance with the Violence Against Women Act, campus victims of sexual assault, domestic violence, dating violence and stalking are afforded additional rights and prompt institutional action. For

exact definitions of the types of violence listed above, please see administration. Strand College of Hair Design will comply with a student’s request in notifying authorities and can advise in the steps for filing a police report. A student or employee who reports to Strand College of Hair Design that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking—even if the offense occurred off campus has the right to a prompt, fair and impartial disciplinary proceeding in which the following apply:

- **Proceeding is consistent with Strand College of Hair Design’s policies and transparent to the accuser and the accused.**
- **Officials are appropriately trained and do not have a conflict or bias for or against the accuser or the accused.**
- **The accuser and the accused have equal opportunities to have others present, including an advisor of their choice in any meeting or Strand College of Hair Design disciplinary proceeding. *An advisor is any individual who provides the accuser or accused support, guidance or advice.* Strand College of Hair Design does not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. Strand College of Hair Design may remove or dismiss advisors who become disruptive.**
- **The accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures.**
- **The proceeding is completed in a reasonable prompt timeframe. The process allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.**
- **The accuser and the accused are given timely notice of meetings at which one or the other or both may be present**
- **The accuser, the accused and the appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.**

The proceeding must be one that lacks hidden agendas and conditions, makes appropriate information available to each party, and is fair and clear to all parties. “Proceeding” is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

All parties will be informed of their rights during an investigation. Generally, sexual misconduct investigations will be completed within 60 days and protected class discrimination and harassment investigations will be completed within 90 days. Should any delay occur, all parties will be informed in writing as soon as is practical, and will be notified when the results of the resolution process become final. The results will also be included in the college's annual crime report if necessary.

If the student feels they could benefit from counseling services from this type of event, Strand College of Hair Design will provide information to local support centers in the area.

STUDENT SERVICES

Counseling

Students are encouraged to request counseling with the staff as often as needed. The staff is available for advising in areas where they are qualified (school finance, attendance, progress, housing, job placement, etc.). Due to Privacy Law (FERPA) student meeting with any staff are strictly between the student and College Staff/Administration.

If further counseling is needed, the student will be referred to the appropriate agency.

Student housing is not offered by Strand College, but the staff will assist any student when necessary to find appropriate housing while attending the college.

Students with Learning Disabilities

Students with documented learning disabilities must disclose this at time of Admissions. Students will be evaluated by Instructional staff to analyze specific needs. The staff will meet with the student to set forth a plan to help the student obtain educational goals. In most incidences the student will be given increased time for testing as well as other individual one-on-one time as needed.

Job Placement Services

Strand College of HAIR DESIGN cannot and does not guarantee employment upon graduation from the college; however, the college does have a yearly placement record for its graduates available on our website and in the Admissions Office, as stated by our NACCAS yearly reports. Strand College maintains a network of salons, both locally and nationally. All graduates are encouraged to request our staff to assist them in securing employment in their respective field. You may visit www.redken.com and/or www.OPI.com, for further information on locations of Redken Salons OPI Salons throughout the country and abroad.

Policy for DRUG-FREE COLLEGE

The intent of this policy is to make certain that the college is in compliance with the Drug-Free Workplace Act and Section 86.210 of the Education Department General Administrative Regulations. This policy is stated in Rules & Regulations, Repercussion Policy, and the Employee Manual. The student/staff are prohibited from using, possessing, or distributing any illicit drugs or alcohol on the premises or any college sponsored activity. Any employee or student violating this policy will be

dismissed from the college and given a list of counseling, rehabilitation, or re-entry programs available in the area. Any student dismissed due to having or using alcohol or drugs on campus may reapply to attend with documentation of counseling and/or rehabilitation of issue that prompted the dismissal. For more information regarding alcohol/drug addictions go to www.wilmingtontreatment.com.

Internet:

Strand College does not provide any internet access on campus. Therefore peer to peer file sharing is not accessible on the campus or in classrooms.

Orientation:

Strand College Orientation is a detailed and required orientation reviewing policies and procedures for all students planning or interested in attending classes. A student is required to attend an orientation prior to starting classes at Strand College. Orientation may be done on an individual basis. Please contact the Admission Office for the Orientation schedule.

Strand College Disclosures:

NACCAS Compliance Disclosures: 2016

Graduation Rate: 80.43%

Placement Rate: 70.27%

Licensure Rate: 100%

Department of Education Disclosures

Median Loan Debt: \$9500.00

GE Template – On www.strandcollege.com until July 1, 2018

All disclosures as required by NACCAS and the Dept of Education such as: Placement rates, completion rates, licensure rates, and median loan debt are located as well on the college's website www.strandcollege.com. These rates are also available in the Admissions and Financial Aid Offices.

This manual is for the specific use and copyright in accordance to guidelines for private use of Strand College of Hair Design in accordance to guidelines are set for in NACCAS standards and regulations of US Department of Education.

STRAND COLLEGE of HAIR DESIGN reserves the right to make any changes or additions to the Catalog, Rules, Regulations, Procedures, and/or Repercussions at any time for the betterment of the educational process, which includes but not limited to: change textbooks, kits/supplies/products, uniforms, or as required by any governing entity. Strand College will notify the student by posting in the school area any changes or additions.

**This catalog is certified true and correct by Nancy Poole
October 2018**

