

College Catalog

Strand College of HAIR DESIGN

The Cutting Edge in Education

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Accredited by National Accrediting Commission of

Career Arts and Sciences

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Catalog revised August 15, 2014

This catalog is certified true and correct by Nancy Poole

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Message from the Founder

Strand College of Hair Design 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.

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 Sassoon Academy School Connection, Nuts and Bolts, Redken Premier School, as well as an OPI Premier 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 the College in order to give the student a better perspective of what this industry has to offer. 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.

EDUCATIONAL GOALS

- 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 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. Return with all paperwork and Application Fee of \$50.00 (cash, credit card or check certified funds).**
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.**
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 to attend college at this time, And to see if this is a good fit between the perspective and our institution.**

Once all these requirements are completed, the school 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.

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 Instructor Training program must have or taken exam to obtain a current cosmetology, manicuring, 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. Students who have completed an entire program in another state and only obtaining hours to be able to test in S.C. may be exempt from practical examinations. This is determined on an individual basis.

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 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 Educational Director and/or President for consideration of re-instatement on a space available basis. A \$100.00 re-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. A Registration fee of \$60.00 is required to hold a place in the requested class.

CLASS SCHEDULE

The 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

Nail Technology:

Each class is scheduled according to the specific class needs.

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

Esthetics:

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

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

Instructor Training:

Instructor 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:

The 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	Martin Luther King Observed Birthday

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 the 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

Application Fee	\$ 40.00
Registration Fee	\$ 60.00
Tuition (basic materials/supplies)	\$15,700.00
Total	<u>\$15,800.00</u>

Nail Technology Course: 300 Hours

Application Fee	\$ 40.00
Registration Fee	\$ 60.00
Tuition (basic materials/supplies)	\$ 2,900.00
Total	<u>\$ 3,000.00</u>

Esthetics Course: 600 Hours

Application Fee	\$ 40.00
Registration Fee	\$ 60.00
Tuition (basic materials/supplies)	\$ 6,900.00
Total	<u>\$ 7,000.00</u>

Instructor Training Course: 750 Hours

Application Fee	\$ 40.00
Registration Fee	\$ 60.00
Tuition (materials/fees)	<u>\$ 7,400.00</u>
Total	<u>\$ 7,500.00</u>

These are the total costs of the courses offered at Strand College of HAIR DESIGN. These fees also include all the textbooks and basic supplies that the student will need to complete the course. There are no other required costs or fees by the College. However, if student uses up certain supplies given in kit, it is the student's responsibility, not the College, to refurbish needed basic supplies. The College is not responsible for loss or stolen items taken from student's kit/books, etc. The student is provided with a locker and recommend student to bring in lock.

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.

Individual assigned kits will be distributed near 500 actual hours based upon student being in compliance of Satisfactory Progress at 451 hours and personal payments and/or Title IV Disbursements.

Each student will be required to sign an enrollment agreement before beginning school. This agreement is a contract stating the exact cost of the course and the College's 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.

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.

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

Course Schedule Change Fee

When a student requests a change in their schedule, they must sign a re-contracting form. There is a \$150.00 fee for re-contracting unless amendment due to LOA.

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.

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.

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.

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.

Scholarship and Fee Waiver Policy

Any scholarships or waiver of fees is at the discretion of the President of the College and is considered on a case-by-case basis.

WITHDRAWAL, REFUND AND SETTLEMENT POLICY

The College maintains the following policies for the unused portion of the tuition fees.

1. The College will not release to any licensing board or other schools, any certified hours or transcripts unless all financial and contractual obligations have been met.

2. When a student withdrawals and financial-aid is returned to the Department of Education only the hours paid for will be released. The hours earned will be released to the student licensing board or other schools within ten days of the receipt of the payment.
3. If the College is permanently closed and is no longer offering instruction after the Student has enrolled, the Student may be entitled “pro-rata” refund of the tuition. Student will be notified of any existing teach-out agreement with another college and/or the related bond assigned to the State. The teach-out agreement and students’ records retention and disposition plan will follow the NACCAS and South Carolina state guidelines.
4. Student will receive a certified transcript of hours for which the College has been compensated within 30 working days of official withdrawal in writing received by the College from the Student. Any additional certified transcripts will cost \$30.00 (Thirty) Dollars each.
5. _____(initials) Student has reviewed a copy of College Rules & Regulations included in the College Catalog (on website or requested a printed copy). State Regulations are posted throughout the College. (This is on the enrollment agreement).
6. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates that:
 - A. An applicant is not accepted by the COLLEGE. The applicant shall be entitled to a refund of all monies paid with the exception of the application fee.
 - B. A student (or in the case of a student under the age of 18, his/her parent or guardian) cancels his/her enrollment contract and demands refund, in writing or in person, within three working days of the signing of an enrollment contract, all monies collected shall be refunded with the exception of the application fee. This policy applies regardless of whether or not the student has actually started training.
 - C. A student cancels his/her enrollment contract after three business days after signing, but prior to entering classes. The student shall be entitled to a refund of all monies paid less the application and enrollment fees of \$100.00.
 - D. A student notifies the College of his/her withdrawal.
 - E. A student on an approved leave of absence notifying the College that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence of the date the student notifies the College that he/she will not be returning.
 - F. A student is expelled/dissmised by the College.
7. For any cancellations or withdrawals reflected in #6 above, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the College administrative staff or owner in person.

8. Any monies due a student who unofficially withdraws from the College shall be refunded within 30 days of determination by the College that the student has withdrawn without notifying the College. To determine unofficial withdrawals, the school will monitor each student's completion of class participation in learning activities (attendance, assignments, exams, etc.) Unofficial withdrawals are monitored according to US Department of Education which is based on absences for 14 consecutive calendar days without notification.
9. When situations of mitigating circumstances are in evidence, the College may choose to consider refund calculations where, as a result, the student may receive a larger refund or the school may be entitled to a lesser amount of tuition. This calculation is rarely considered and by no means will ever conflict with the US Department of Education 484B (Reg. 668.22) guidelines.
10. The College reserves the right to cancel classes due to reduced enrollment at any time. If class is in progress and further classes are canceled due to Instructor availability, monies will be refunded as on contracted basis.
11. For students who enroll in and begin classes, the following schedule of Tuition adjustments will apply:

<u>Time</u>	<u>Amount of Total Tuition</u>
<u>% Of Enrollment Time of Course</u>	<u>Owed to the 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 VI recipients may be subject to R2T4 refund in compliance with Federal guidelines Section 484B of the HEA (Reg. 668.22).
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 the school, which shall occur no more than 30 days from the last day of physical attendance.
13. If the College is permanently closed and no longer is offering instruction after a student is enrolled, the student shall be entitled to a “pro-rata” refund of the tuition.
14. If a course is canceled subsequent to a student's enrollment, the school shall at its option:

(1) Provide a full refund of all monies paid or,

(2) Provide completion of the course.

15. 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.

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. The 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 enrollment 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/or nail technology will adhere to same standard in their program, to ensure their successful educational progress.

A student must have a minimum of cumulative 80% in attendance, 80% in academics, as well as the practical grading sheet (see grading criteria).

Calculation will be as follows:

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

Academic -average of the written unit tests.

Practical -based on the NACCAS grading criteria.

The cosmetology, esthetic and teacher training curriculums/programs are eligible to receive Title IV funds. Cosmetology students are accessed at periods/increments 451, 901, 1201 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Esthetics and Teacher Training are accessed for satisfactory progress at 450 hours. Pell Grant disbursements correlate with the student's satisfactory progress assessment for those receiving Title IV Financial-Aid.

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. If the student does not meet SAP requirements at the next review, they will not be eligible for more Title IV funding and will be dismissed from the college for failure to meet SAP requirements. Students can receive Title IV funding while on warning status. There is no appeal for dismissal due to failure to maintain Satisfactory Progress Review.

A comprehensive theory examination will be given at the 600. At 1200 hours Mock Board Exams will be taken monthly til graduation. 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% in order to take a Level Examination. However, all tests must be a passing grade.

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 allowed absences for each section of 500 hours. Students are allowed to make up hours missed due to absences based upon the 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 in which a student must complete the educational course for which he/she is enrolled must be no longer than 2250 Lapsed Hours- Cosmetology, 1125 Lapsed Hours Teacher Training, Esthetics, 900 Lapsed hours. The contract period may be extended by the same number of days contained in any applicable leave of absence.

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 unless the student waives this right. 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 release of information or recommendation for future employment should sign a release prior to having potential employers 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 achieved for an additional time. A copy of the Students 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.

GRADING PROCEDURE/CRITERIA

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 85-78 / D 77-69 / F Below 69). All practical work is performed according to progress

sheet, mannequins, and customers, based on the NACCAS approved criteria. The level exams are graded on a yes/no procedure format. The following constitutes the grading scale further according to NACCAS:

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 for excused absences under the approval and supervision of an instructor according to Make-up policy. All Exam grades and tests will 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 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 and integrity.

LEVEL EXAMINATION/FINAL EXAMINATION

Examinations and Final Examinations are administered monthly. Retakes are scheduled as needed by the Examiner. Examinations may be taken the month student is projected to obtain 600 hours and starting at 1200 hours for Mock Boards/finals. These examinations are scheduled monthly from 1201 until graduation. All chapter tests must have a passing score and cumulative GPA 80 and all practical a minimum score of 3 on all required work in order to take comprehensive 600 level exam. 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 minimum grade of 80% is required on all theory 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 an affidavit of completion without passing the Final Exam.

Students are responsible for having all supplies needed for the Mock Board/Final Exam. The student may request to purchase an additional kit for exams through Administration. The 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 may be placed on Academic Warning Status. (See section- Satisfactory Academic Progress). Any student failing their level for the second time at Retake Exam date 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 until the scheduling of the exam.

GRADUATION REQUIREMENTS

Students must complete the required hours pertaining to their chosen program. Each 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 recontract to complete all educational requirements, which includes a Final Exam. The over contract must be PAID IN FULL at the time of execution of contract.** A final practical and theory exam must be completed with a passing grade of 80 or higher on all sections of the exams. The Final Exam is given monthly. 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 1200 clock hours by the time of the test date. Other requirements for graduation include: An Exit Interview with Financial Aid Department, a Salon Business Plan (minimum grade of 80%), and a student portfolio. All financial obligations to the school must be satisfied before a student is given the College Final Exam and/or an application to attend the state board exam. 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.

DOCUMENTS

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.nicetesting.org.

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.

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 incremental 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)	

MANICURING / NAIL TECHNICIAN COURSE **(300 Hours)**

COURSE DESCRIPTION

The Manicuring / Nail Technician is a 300 hour course which provides theory instruction, demonstration, and practical training in Manicuring and Pedicures, Artificial Nails, Nail Art, Professional Practices, Sanitation and Sterilization, Safety, Salon Management, Anatomy and Physiology. The Manicuring/Nail Technician Course is approved for SC state licensure. There are no Title IV Funds available to students for this 300 hour course.

COURSE OBJECTIVES

The student will have the knowledge and practical skills obtained through theory lectures, demonstrations, audio-visuals, practice on mannequin hands, and assignments on clients. Evaluation of the learning process will be determined by scheduled theory testing and practical skills grading. Also, as the student completes each increment level of the course (150hrs, 250hrs), they will be given a cumulative incremental level exam in both 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 nails, disorders of the nail and related skin areas. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment. The student will also be able to perform manicures, pedicures, nail repair, and artificial nail services. 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 a Manicurist/Nail Technician.

COURSE OUTLINE

- I. DECONTAMINATION AND SAFETY MEASURES (75 Hours)**
 - A. Sanitation, Safety & First Aid**
 - 1. Bacteriology**

2. Chemical Agents
3. Methods & Procedures
4. Grooming, Hygiene & Personality
5. Decontamination Methods and Procedures

II. ANATOMY & PHYSIOLOGY (30 Hours)

A. Nail Shapes, Structures & Growth

1. Nail Irregularities
2. Nail Diseases

B. Bones, Muscles & Nerves

1. Bones of Arm, Hand & Foot
2. Muscles of Arm, Hand & Foot
3. Nerves of Arm, Hand & Foot

C. Skin

1. Histology
2. Functions

D. Blood Circulation

1. Blood Vessels
2. Blood Supply

II. NAIL TECHNOLOGY (hands and feet) (105 Hours)

A. Preparation

B. Equipment, Implements

C. Supplies

D. Procedures

1. Basic Nail Technology
2. Oil Nail Technology
3. Nail Analysis
4. Hand and Arm Massage

E. Pedicure

F. Polish Application

G. Specific Needs

C. Artificial Nails (50 Hours)

1. Sculptured (liquid and powder brush on)
2. Nail Tips
3. Nail Wraps & Repairs
4. Maintenance

D. Power Equipment (25 Hours)

E. State Law (15 Hours)

TOTAL (300 Hours)

ESTHETICS / SKIN CARE COURSE
(600 Hours)

COURSE DESCRIPTION

Esthetics/Skin Care 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.

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.

ADMISSION REQUIREMENTS

Current South Carolina 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. 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.

COURSE GOALS

The Student Instructor will obtain knowledge through lectures, demonstrations, and practical applications, formulating lesson plans, and student teaching. The Student Instructor will be able to understand and utilize course, curriculum, and subject outlines in order to prepare lesson plans. The Student Instructor will also acquire the professional and personality disciplines that will assist in successful class control through proper planning and preparation techniques. The Student Instructor 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 Instructor 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. (120 Hours)

(2.) Theory, use of audio-visuals 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 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.

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. 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 (451hr, 901hr, 1201hr Cosmetology; 451hr Esthetics & Teacher Trg.) 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, 18 hrs/nail tec, 36 hrs/Esthetics, 45 hrs/Teacher Trg) 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's 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:

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

SATISFACTORY PROGRESS: All students must maintain a minimum 80% 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 class or salon area as per NACCAS Regulations. **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 (ex. 8:30 promptly). Tardy is considered anytime different than contracted class schedule. **Once a theory lecture has begun, a student may not enter class nor clock in until 10:00am/or the class breaks.** 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.** 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 day student returns to class.

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 your educational process you may complete some

theory twice. The second 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 chapter theory 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: The 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 the 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.

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 the 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.**

CLEANUP DUTIES: Students are required to assist in maintaining clean, neat, and orderly classroom, restroom, station/clinic/work areas, and the general premises, including smoking areas of the COLLEGE. Duties are based upon the same requirements in maintaining a clean and acceptable salon as required by Statues of the Cosmetology Board of South Carolina; which includes sweeping hair, mopping, maintaining a clean and sanitary station/work area, general pick-up, empty trash, etc. Additional duties may be assigned as needed. Sanitation practices/procedures are part of the state requirement in each curriculum. **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. 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 clinic 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 Students are encourage 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 be neat and clean in required uniform. 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. Students are to be neat, clean, and professional in appearance and actions at all time.

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 (See Refusal of Assignments). Students will also be assigned to the dispensary

and reception desk in the student guest/client salon.

SALON READY: Every effort is made by our staff to prepare you for success in the salon throughout your curriculum. Nuts and Bolts is part of our curriculum that address the salon, customer service, retail, salon management beyond the standard textbook. 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.

STUDENT SALON SERVICES: On the assigned service day, a student may request clinic services when they have received their Instructor's permission, and have paid for the service (receipt required). Students with excessive absences/tardies or behind in their practical performance may not be permitted the privileges of Student services. Student must pay for their service prior to receiving it. Services are assigned and approved/monies collected by Instructor or Staff only. Students who abuse this policy will lose the right to receive salon services at student prices.

INSPECTIONS: The 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: The COLLEGE may hold a graduation ceremony for each student. The student will request the ceremony in advance with the Strand College Administration. A student requesting a particular date should request the date in writing. All 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. The COLLEGE reserves the right to deny any request for an amending the student's hours outside of regular class schedules. Amendment fee of \$150.00 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 \$100.00 re-enrollment fee is required plus any other fees 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.

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.

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. The 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 THE COLLEGE - NO EXCEPTIONS:

- 1. Satisfactory Progress is not maintained in Academics or Attendance, according to SAP guidelines.**
- 2. Student is involved in fighting.**
- 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.

STRAND COLLEGE of HAIR DESIGN reserves the right to make any changes or additions to the Rules, Regulations, Procedures and Repercussions at any time. The 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. Freshman classroom is located at 419 79th Ave. N., and Senior Classroom and clinical 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.

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.). 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. The 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, Nuts and Bolts website, 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.

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.

Disclosures:

NACCAS Compliance Disclosures: 2012

Graduation Rate: 56.10%

Placement Rate: 60%

Licensure Rate: 94.74%

Median Loan Debt: \$6571.00

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. The COLLEGE will notify the student by posting in the school area any changes or additions.

