

Touched By An
Angel
Beauty School

2807 Highway 38

Jonesboro, GA 30236

470-399-5356

www.touchedbyalbanybeautyschool.com

Welcome Student!

The staff and faculty would like to welcome you to Touched By An Angel Beauty School. Our goal is to see every student succeed. We are dedicated to your education and will see to it that each student receives the highest possible education while in attendance. With our tools and educators and your passion and determination, together we will help build a foundation for your future. Congratulations on taking the first step towards turning your dreams into reality!

Best regards,

Touched By An Angel Beauty School Faculty & Staff

This student catalog is the official guide of the programs, requirements, and regulations of Touched By An Angel Beauty School and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of Touched By An Angel Beauty School without prior notice.

Touched By An Angel Beauty School complies with guidelines and regulations established by all appropriate governmental agencies.

Touched By An Angel Beauty School is an unaccredited institution.

NONDISCRIMINATION POLICY

Touched By An Angel Beauty School does not discriminate based on sex, age, color, race ethnic origin, religion, disability, veteran status or sexual orientation. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

Revised May 1, 2022

Table of Contents

Welcome and Policy statement	2
Completion, Licensure and Placement Information	4
Licensing, Approvals and Completions	5
Mission Statement, History, Facility Location and Police Protection Policy	6
Faculty & Staff, Student Advisory Services	7-8
Parking, and Housing/Childcare Facilities	9
Standards of Conduct	9-10
General Rules/Regulations /Policy	10-13
Admissions Requirements / Physical Demands	13-15
Student- teacher ratio	15
Graduation Requirements	15
Attendance Policy	15-19
Enrollment Policy	20
Holidays, School Calendar	20
Daily Schedule	21
Emergency School Closure Policy	21
Evacuation Procedure	21
Program Schedule	22-23
Standard of Progress	23-31
Tuition & Expenses	32-33
Cancellation / Refund Policy	33-36
Legal Matters	36-38
CO-OP Participation Policy	38-39
Programs Offered	39-47
VA Specific Information and Policies on pages 12-15,17-18, 25-26, 38	

COMPLETION, LICENSURE, AND PLACEMENT INFORMATION

The 2018 completion, licensure, and placement rates for the schools are as follows:

Location:	Completion	Licensure	Placement
2807 GA-138 Jonesboro, GA 30236	100%	100%	100%

Touched By An Angel Beauty School

Licensing & Approvals

Touched By An Angel Beauty School
is licensed by:
Georgia Professional Licensing Board
237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-2440

Touched By An Angel Beauty School Programs
are approved by:
U.S. Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

Touched By An Angel Beauty School Mission Statement

“TRANSFORMING LIVES THROUGH A QUALITY EDUCATION”

Touched by An Angel Beauty School is student focused. We are dedicated to providing our student with the knowledge, training, and confidence needed to succeed in the ever-changing cosmetology profession. Our graduates will be able to meet and exceed the expectations of the most discriminating salon owner. Throughout the training period, emphasis is placed upon essential salon services and techniques, and business strategies such as customer service, client retention, salon retailing, target marketing and people skills.

Touched by An Angel Beauty School does more than prepare students to pass the state licensure exam. We offer the ultimate educational experience so our students are equipped with the tools needed to become entrepreneurs who will open and operate successful businesses that will help enhance the economic structure of their perspective communities.

History

Touched By An Angel Beauty School was founded in 2014 by Patricia Thompson. The school is a family owned and operated private institute. Students can expect smaller sized classes for a personalized educational experience.

Facility Description (Location)

Touched By AN Angel Beauty School
2807 Highway 38 Jonesboro, GA 32306 –

Touched By An Angel Beauty School is in the heart of the City of Jonesboro, GA. It is easily accessible from highway 38. This location is approximately 6,000 square feet of floor space. The building is one story. The School contains the following: 1 clinic floor with 18 stations, 1 classroom with audio/visual equipment that will seat 18 students, 6 nail stations, 5 esthetics beds, 1 laundry room, 1 full breakroom, 6 bathrooms, and 1 administrative office.

Police Protection Policy

Law enforcement on and around the campus is provided by the Jonesboro Police Department. Should a situation arise where the presence of such authority is required on campus, the school management must be informed of the situation immediately. When school management has been made aware of the situation the police may be summoned using the emergency number 911.

TUTORING

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. Touched By An Angel Beauty School will attempt to provide suitable tutoring as needed.

GRADUATE PLACEMENT POLICY

The primary goal Touched By An Angel Beauty School is to assure all students become successfully employed in the field for which they have prepared. To achieve this, the institute provides placement assistance to students graduating. This assistance is not given as an incentive to enroll, and no guarantee or representation of placement is made or implied.

After graduation, the services of the job placement office are at the student's disposal. The Touched By An Angel Beauty School mission is not complete until the student is gainfully employed in the chosen field. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the administration office to assist in finding suitable employment. (No fees are associated with the placement assistance.)

LOCKERS

Touched By An Angel Beauty School has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. (Lockers are located in the back of the class room.)

REFERRAL SERVICES

Touched By An Angel Beauty School does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in child care, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need, and should not be misconstrued as an endorsement by Touched By An Angel Beauty School. The institute does not maintain any institution housing referrals.

RESOURCE CENTER

Students of Touched By An Angel Beauty School will have access to the resource center located near the student break area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

Parking

Student parking is available according to the plan given in orientation. Adequate parking is available for all students and staff.

Housing and Childcare Facilities

The school does not currently provide housing or child care facilities for its students or staff. These areas are the responsibility of the students and staff.

Standards of Conduct

Touched By An Angel Beauty School is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth.

GENERAL

All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

MISCONDUCT:

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

1. Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.
4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
5. Destruction, damage or misuse of school property.
6. Theft, burglary, accessory to the acts and/or possession of stolen property.
7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
8. The use or possession of alcohol or drugs.
9. The participation of gambling
10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
11. Disorderly conduct in any form.
12. Lewd, indecent, obscene behavior or profanity.

13. Unauthorized entry or trespassing on school property.
14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
15. Unauthorized possession of school keys.
16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
17. Libel or slander against the school or staff on any type of social media

GROUNDS FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition- thirty (30) days
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 75%

<h2>General Rules and Regulations</h2>

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.
4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Counselor.
5. Students are not allowed behind the desk unless given permission, or assigned desk duties.
6. The school assumes no responsibility for equipment or personal items.
7. Only emergency phone calls are allowed.
8. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home.
9. Students must exhibit a professional attitude and appearance while attending school.
10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang or gossiping will not be tolerated.
12. Smoking is permitted outside the building only. This includes VAPORES also.
13. Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
14. Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. Touched By An Angel Beauty School IS A DRUG- FREE ZONE.
15. No cell phones, pagers, radios, headphones will be permitted in school during class time.
16. Students are assigned a work station and are responsible for its sanitation and the sanitation of the school.

- 17.No student or personal beauty services allowed unless approved by the instructor.
- 18.No social visitor.
- 19.Bullying or harassment on any level.
- 20.Failure to bring your entire kit every day.
- 21.Failure to follow instructions given by instructors or staff members.
- 22.No type of libel or slander against the school or staff on any type of social media.
- 23.No personal relations with student / Instructor. Must report to director immediately

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY

All cell phones, mobile devices, pagers, and all media players are prohibited from being used in classrooms or clinic at any time during school hours. This includes all Bluetooth and/or hands free devices. All such devices must be placed in “silent” mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

STUDENT SELF SERVICES

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege, and are awarded only to students maintaining satisfactory progress for both attendance and grades. Services are not free to students. They are required to pay a fee for services. Fees are subject to change.

KITS, BOOKS AND SUPPLIES POLICY

Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items, you will sign a waiver, and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them.

DRUG FREE AWARENESS PROGRAM

Touched By An Angel Beauty School maintains a school and work place free from drug and alcohol abuse. The manufacture, possession, distribution, or use of any illegal substance or alcohol is prohibited on school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state, and/or federal criminal charges.

The institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance, or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse, or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

UNIFORM POLICY

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not

be permitted to attend classes, and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day, and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy you may address them during that time.

The dress code for students enrolled at Touched By An Angel Beauty School is as follows:

1. Cosmetology and Nail students (all black) and Esthetics (all white).
2. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you on the first day of class and must be worn every day. You will be given one. DO NOT lose it!
4. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal hygiene included.)
5. Hair should be groomed. Clean shaven (men).
6. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
7. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e. religion permitting.)
8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long sleeved shirt under your black scrub top as long as it is solid black or solid white and has no holes, stains or other markings.)

VA STUDENT CONDUCT

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft or damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

CLASSROOM & CLINIC BEHAVIOR

Touched By An Angel Beauty School is dedicated to providing superior educational services to its students, and a quality work environment for its employees. Student and staff are expected to act in a professional manner at all times while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any massage therapist. Graduates of Touched By An Angel Beauty School will exemplify this tradition.

Touched By An Angel Beauty School has a strict zero tolerance policy for certain behaviors such as:

- ◆ Profanity
- ◆ Gossip
- ◆ Bullying
- ◆ Verbal Abuse

- ◆ Fighting
- ◆ Yelling
- ◆ Negativity
- ◆ Poor Attitude

Students and staff members of Touched By An Angel Beauty School are trusted to behave in a respectful, professional manner at all times while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

Admissions Policy

NEW STUDENTS

Touched By An Angel Beauty School seeks students who possess the maturity, previous training and desire for success in the beauty industry. The school welcomes applications from any individuals who desire careers in cosmetology arts and sciences and/or related fields.

Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility.

Every applicant must provide:

- a picture ID,
- social security card,
- high school diploma or it's equivalent,

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

All applicants applying for the Cosmetology/Nails/Esthetics/Barber Refresher course must be 17 years of age and have a high school diploma or G.E.D.

All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application

ENROLLMENT REQUIREMENTS – INSTRUCTORS PROGRAM

All applicants applying for the Instructor program for Cosmetology must be 18 years of age and be a high school graduate or have the equivalency (G.E.D). The applicant must provide documentation of holding a current Georgia Master License.

After an interview with an admissions representative, the prospective student will tour the facility and complete a pre-enrollment checklist. The admissions process will then continue with the completion of various forms including an enrollment agreement. (All of which must be signed and dated prior to the student's scheduled enrollment date.) Upon being accepted into the program, each student will attend a mandatory "New Student Orientation". (The student must attend Orientation before his or her scheduled enrollment date.) The "New Student Orientation" will review all necessary information, including but not limited to, rules and regulations of the institute, safety precautions, evacuation procedures, uniform policy, program objectives, and desired student characteristics. Following

Orientation, each student must sign and date an Orientation Checklist confirming their compliance and understanding of the school's policies.

PHYSICAL DEMANDS

The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:

1. Standing – is a large part of these professions; may cause varicose veins in years to come;
2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.
4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.
5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

TRANSFER STUDENTS POLICY

It is up to the discretion of the school to accept any transfer credit/hours from another school. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved cosmetology school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director.

The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school.

Tuition for transfer students is based on the hourly rate of program at time of enrollment at Touched By An Angel Beauty School, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.

VA PREVIOUS EDUCATION & TRAINING

Policy for granting credit for previous education and training: GI Bill education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

RE-ENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not effect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

STUDENT TEACHER RATIO

STUDENT TEACHER RATIO IS ONE Teacher PER TWENTY STUDENTS (1:20).

Touched By An Angel Beauty School will not certify **VA students** in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

Graduation Requirements

The following must be completed before graduation from all programs:

1. Required clock hours. Master Cosmetologist = 1500 clock hours, Instructor = 750 clock hours, Esthetics =1000 clock hours, Nail Technician=600 clock hours, Refresher course = 600 clock hours, Hair Designer =1350 clock hours.
2. Required practical/clinical services (unit/credit hours).
3. Demonstration of theory and practical competency with final grade of 75% in said course.
4. Paid total school/student contract price and any additional fees in full.

DIPLOMA

Students are issued a diploma from Touched By An Angel Beauty School upon satisfactorily completion of the graduation requirements. There is a \$50.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the School for 5 years. Transcripts are kept indefinitely.

Attendance Policy

ATTENDANCE POLICY/PROGRESS

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

All Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and to complete the course within time allowed. The maximum time frame is equal to 133% times the published length of the course. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. All students must complete their course within the maximum time frame or be charged \$10.00 per hour for additional instructional hours to complete the course. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school. Any action to be taken would be determined by the school administration.

During the maximum time frame, a student would have to complete the following hours during the following months to remain in satisfactory academic progress:

Course	Total Hours	Hours per Week	Contracted Months	Maximum Timeframe
Master Cosmetologist F/T	1500	35	11	2250 hours = 16 mos.
Master Cosmetologist P/T	1500	16	24	2250 hours = 35 mos.
Hair Designer F/T	1350	35	10	2025 hours = 14.5 mos.
Hair Designer P/T	1350	16	21	2025 hours = 32 mos.
Esthetics F/T	1000	30	9	1500 hours = 12 mos.
Instructor F/T	750	30	7	1125 hours = 9.5 mos.
Instructor P/T	750	16	12	1125 hours = 18 mos.
Nail Tech/ Refresher Course	600	30	5	900 hours = 7.5 mos.

TARDINESS

A student is late if the student enters school one (1) minute after the beginning of scheduled session. Tardy students are not allowed into theory classes and must either leave the building or remain in the student break area until Theory classes are over.

Students arriving to class one (1) hour after the start time are considered not present for the day/evening.

Clock hours are rounded to the nearest quarter hour.

Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Official. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal.

If a student arrives more than fifteen (15) minutes late for three (3) days, the student will receive an absence equal to one (1) full day.

*****Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal.*****

ABSENTEEISM

Students receiving funds under any Federal Title IV Financial Aid Program(s) MUST maintain satisfactory attendance in order to continue to be eligible for such funds. Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation. If a student misses more than an average of 4 days per month, corrective action will be taken. Improvement will be expected immediately and must be maintained.

EXCUSED ABSENCES

The school reserves the right to require documentation for any and all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused.

Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.

Students' attendance records will be maintained and hours of daily attendance and credits will be reported to the State Board of Cosmetology and other appropriate regulatory and licensing organizations applicable on a regular basis.

All absences must be made up in order to receive a diploma. Absences may be made up within the contracted enrollment period without financial penalty. An unexcused absence without acceptable documentation, may be made up within the contracted enrollment period.

An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for the following actions:

- ♦ Calling his or her instructor to inform them of the absence; and
- ♦ Providing a written explanation for the absence (including but not limited to, a doctor's note for health issues).

Documented Excused absences that are acceptable to prevent unexcused absences are:

- Personal Sickness for immediate family. (Dentist or Doctor's note required).
- Death in immediate family member.
- Jury Duty.
- Documentation of court appearances.
- Documentation of Social Service appointments.
- Military reserve service/military job duties.
- Emotional trauma due to accident/injury or death to immediate family.
- In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

*Immediate family members consist of: mother, father, children, grandparents, spouse's mother, father, children and grandparents.

UNEXCUSED ABSENCES

An unexcused absence is one where the student misses school for a non-essential reason, and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without preapproval or proof of an emergency (see excused absence section above) will be considered unexcused.

If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school director. The instructor will also monitor the student's attendance and hold a meeting with the student to discuss the school's attendance policies.

VETERAN'S ATTENDANCE POLICY

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the

institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

VETERANS ATTENDANCE POLICY - continued

LEAVE OF ABSENCE POLICY

Any student who begins a period of leave of absence will be terminated from GI Bill education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI Bill education benefits and GI Bill education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

EXCUSED ABSENCES

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

VA students exceeding 3 unexcused absences in a month will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in then veteran's file for USDVA and SAA audit purposes.

MAKE-UP WORK/HOURS POLICY

Make-up work or make-up hours are limited and at the discretion of the Institution. Make-up hours can be completed on Saturdays.

Enrollment Policy

All programs at Touched By An Angel Beauty School begin monthly. New Student Orientations will be held the Tuesday before each class starts.

School Calendar

January - Every Tuesday	April - Every Tuesday	July - Every Tuesday	October - Every Tuesday
February - Every Tuesday	May - Every Tuesday	August - Every Tuesday	November - Every Tuesday
March - Every Tuesday	June - Every Tuesday	September - Every Tuesday	December - Every Tuesday

<h3>2022 Holidays</h3>

- January 1 - School Holiday
- January 17 - Martin Luther King
- February 18 - Staff Planning Day
- May 30 - Memorial Day
- July 4 week- Independence Day
- September 5 - Labor Day
- October 10 - Columbus Day
- November 24 & 25 - Thanksgiving Break
- December 24,25, 31- Christmas Break

Daily Schedule (Full and Part Time) “Schedule subject to change without notice.”

9:00am- 10:14am Theory/Practical
 10:15am - 10:30am Break (Optional)
10:30am CLINIC FLOOR OPENS
 10:31am - 12pm Demo/ Clients/Cont'd Theory
 12 -12:30pm 1st Shift Lunch
12:30-1pm PART-TIME SANITATION
 12:30 - 1pm 2nd Shift Lunch
NO LUNCH after 1pm unless you were servicing a client.
 1 - 4:30pm Clients/Practical/Demonstration
 4:30 -5:00pm FULL-TIME SANITATION

Emergency School Closure Policy

In the event of the school needing to be closed due to an emergency, i.e. tornado, flooding, fire, snow, death, etc., the school will follow the Clayton County District policy (if applicable) for closure and announce the message through means of radio/television giving students and customers full information for reopening dates.

EVACUATION PROCEDURE

During new student orientation, the student shall receive a diagram of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

SAFETY REQUIREMENTS

Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for your clientele. The following procedures will be part of your education and will be emphasized in your orientation.

- A) Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
- B) The rubber gloves will be used while handling chemicals, etc.
- C) Loose hair on the floor is unsanitary and could cause slipping.

- D) Containers must be properly labeled and closed.
- E) Improperly dressed – can cause damage to clothing.

Standards of Progress

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Touched By An Angel Beauty School. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Master Cosmetologist 450, 900, 1200 clocked (actual) hours, Hair Designer 450, 900, 1125 clocked (actual) hours, Instructor 375 clocked (actual) hours, Esthetics 450 clocked (actual) hours, Nails 300 clocked (actual) hours, Refresher 300 clocked (actual) hours.

An Academic year is 900 clock hours.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of

the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Total Hours	Hours per Week	Maximum Timeframe
Master Cosmetologist F/T	1500	30	2250 hours
Master Cosmetologist P/T	1500	16	2250 hours
Hair Designer F/T	1350	30	2025 hours
Hair Designer P/T	1350	16	2025 hours
Esthetics F/T	1000	30	1500 hours
Instructor F/T	750	30	1125 hours
Instructor P/T	750	16	1125 hours
Nail Tech/ Refresher Course	600	30	900 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. **VA will be promptly notified, normally within 30 days**, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

ACADEMIC PROGRESS EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic will be monitored on a weekly basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% average on academic work to take the final exam to pass the attempted course. The student must pass a FINAL written and practical exam prior to graduation. Cheating on an examination will result in dismissal from the program. Students must make up failed or missed tests and incomplete assignments. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic class \$100, advanced classes \$200) VA Education Benefits Numerical grades are considered according to the following scale:

Grading System	
90-100	A
80- 89	B
75-79	C
70-74	D
69 and Below	F

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive

a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation if applicable.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation (30 days) and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress after 60 days and not in good standing may be subjected to termination from the program.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The

appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be retained, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

To determine Satisfactory Progress for students who are attending the Cosmetology program are monitored for both academics and attendance monthly. The students attending the Cosmetology Instructor program are evaluated for both academics and attendance monthly. Students are advised of their academic and attendance status via a progress report.

GRADING OBJECTIVES

1. Students must attend classroom instructions in the arts and science of cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
2. Training and the opportunity for the practice of all manipulative skills required in cosmetology are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.
3. A blending of interest, motivation, training, and knowledge in the scientific study and practice of Cosmetology will help qualify students in their pursuit of either a Cosmetology or Barber license. A total of 1,500 hours or 750 hours are required by the Georgia Professional Licensing Boards to be eligible for the state examination depending on the program selected.
4. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the fields of Cosmetology.

Students receive a numeric grade in both their theory and practical work. An overall average of 75% is required. The following represents the equivalencies of grades assigned:

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

MONTHLY PROGRESS ASSESSMENTS

Each month students will meet with their instructor or program director to review academic progress towards completion of their program. This review is not the same as stated in the Satisfactory Academic Progress Policy or "SAP" Policy), but simply a review of the monthly and cumulative academic progress. During this review, students will be given information about their monthly and cumulative scheduled versus attended hours, grade average, and an opportunity to discuss any academic issues. If a student is struggling in any area, an academic plan will be created to assist the student in meeting the cumulative grade average and attendance requirements.

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation.

Determination of Progress Policy

- Definition of minimum requirements: accumulative 75% average on attendance, theory, and practical grades
- Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
- Students meeting minimum requirements at evaluation will be considered making satisfactory progress until next scheduled evaluation.
- Students failing to meet minimum progress requirements at time of evaluation will be placed on 1st time probation until next scheduled evaluation (one month later). During

- the 1st time probation period, students' financial aid funds will be dispersed upon eligibility. At the end of the 1st time probationary period, the student's progress will be re-evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on 2nd time probation.
- Second (2nd) time probation consists of a period of one month. During 2nd time probation financial aid funds are not disbursed. At the end of the 2nd time probationary period, the students' progress will be re-evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student's financial aid will be suspended until such grades and/or attendance are satisfactory.
 - If the student is still determined as making unsatisfactory progress, he/she can remain in school but is responsible for paying tuition until they achieve satisfactory progress.

VA Standards of Progress

Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Police Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Grading System

90-100	A
80-89	B
75-79	C
70-74	D
69 and below	F

VA APPEAL PROCEDURE

If a student is determined NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance with in 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

LEAVE OF ABSENCE POLICY

Leave of absence (LOA) can only be permitted to students with the following conditions:

- The leave of absence involves no additional charges by the School to the student.
- Multiple leaves are permitted, but the total of all LOAs are not to exceed 180 days in a 12-month period.
- The 12-month period begins the first day of the Leave of Absence.
- A request for a Leave must be submitted in writing through the Academic Advisor's office. Documentation for the reason for the leave is required. The Leave will be approved in writing if the reason is determined to be necessary and valid.
- The request must be made in advance of the leave start date unless unforeseen circumstances don't allow for advance request.
- The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if :
 - a. The institution documents the reason for its decision;
 - b. The institution collects the request from the student at a later date; and
 - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- Reasons for a Leave of Absence includes, but are not limited to: documented medical injury or procedures, financial need, personal issues
- A reasonable expected return date must be established and approved.
- The leave may extend the student's contract period and maximum time frame by the same number of days in the LOA. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
- Any payments owed to the school must continue being paid through the LOA.
- Any action of financial aid and credit/clock hours is put on hold until LOA is over.
- Student who was maintaining satisfactory progress and were granted a LOA will return in a Satisfactory Progress status. However, they will be evaluated at the next evaluation to determine if they are maintaining this status.

- Students who were on probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- A student granted an LOA in accordance with this policy is not considered to have withdrawn and that no refund calculation is required at Students who were maintaining probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

180-DAY RE-ENTRY

Re-entry within 180 days refers to students who withdrew from the course at one time and returned to school within 180 days of that withdrawal date. This student is considered to be in the same payment period he/she was in at time of withdrawal. The student retains his/her original eligibility for that payment period, and is treated as though he/she did not cease attendance. The Schools reserve the right to refuse re-entering of 180 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

DATE OF DETERMINATION (DOD) AND LAST DAY OF ATTENDANCE (LDA)

The actual last date of attendance (LDA) would be the last day the student was physically in attendance which would be determined by the time clocked in and out for that particular student on that day. A date of determination on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance.

RE-ESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 75% and
- 2) Increasing cumulative attendance to 75%

RE-ENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

STUDENT COMPLAINT/GRIEVANCE POLICY

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

**Note: The Student Grievance Policy has been outlined in a larger font to ensure it has been viewed accordingly.
If you have any questions regarding this policy please see your school administrator.**

Tuition and Expenses

FINANCIAL INFORMATION

***THE APPLICATION FEE IS \$150.00**

Location	Course	Application Fee	Books/Kit	Tuition	Total	Hours
Jonesboro, GA	Master Cosmetologist	\$150.00	\$1,000.00	\$20,000.00	\$21,150.00	1500
Jonesboro, GA	Cosmetology Instructor	\$150.00	\$1000.00	\$15,000.00	\$16,150.00	750
Jonesboro, GA	Esthetics	\$150.00	\$1000.00	\$20,000.00	\$21,150.00	1000
Jonesboro, GA	Nail Technician	\$150.00	\$1,000.00	\$15,000.00	\$16,150.00	600
Jonesboro, GA	Hair Designer	\$150.00	\$1000.00	\$15,000.00	\$16,150.00	1350
Jonesboro, GA	Makeup Artist	\$150.00	\$1000.00	\$15,000.00	\$16,150.00	1350
Jonesboro, GA	Barber Program	\$150.00	\$1000.00	\$20,000.00	\$21,150.00	1350
Jonesboro, GA	Refresher Course	\$150.00	\$1000.00	\$6,000.00	\$7,150.00	600

TERMS OF PAYMENT/ Financial Assistance

Individual financing and payment programs are available. The school offers funding options to assist students with tuition costs if available at the time. This payment program is a no interest loan in which payment arrangements are made to the school. The student is responsible for making the payment on a timely basis. If the payments are not received per contracted, the loan will go into default, the student shall be suspended from the course of study and in some cases a collection agency will be retained to further collect debt owed. If collection agency is used, the student is responsible for all debts incurred from collecting said debt. Monthly payments vary according to down payment and amount of time (months) student agrees to finance his/her balance. The school also accepts credit cards for tuition payments. Veteran's Education Benefits are also available to those who qualify.

EXTRA INSTITUTIONAL CHARGES

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$125.00 per month until completed. If a student must attend school for a longer period than initially contracted, and longer than the maximum allotted time frame for the course of study he/she is enrolled, there will be a required fee of \$125,00 per month needed to complete the course. (This does not include any students who have withdrawn and re-entered the course of study. It also exempts students who have been granted an official leave of absence.) Student who has withdrawn from the program and later decides to re-enter may do so under certain conditions. Any student wishing to re-enter the program in which they were previously enrolled will be charged a onetime re-entry fee of \$100.00.

ADDITIONAL STUDENT EXPENSES

When a student enrolls in the Cosmetology/Hair Designer/ Nails/Esthetics/Instructor/Refresher Course at Touched By An Angel Beauty School, the program necessities such as books, kits, and supplies (relating directly to the course of study), are included in the tuition & fees and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

- ◆ A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student, and may be used in The School.
- ◆ If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
- ◆ Each student is expected to wear the proper assigned uniform every day.
- ◆ Each student is expected to wear the appropriate footwear every day.
- ◆ Transportation costs.
- ◆ School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)

Please Note: These are examples of various fees and expenses, and are not limited to the above items listed. Expenses may vary upon the student's needs.

SCHOLARSHIPS

Scholarships are awarded but are limited based on available funds at the time for persons applying for entrance to Touched By An Angel Beauty School.

Cancellation and Refund Policies

1. Official Cancellation/Withdrawal - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant not accepted by the school, shall be entitled to a refund of all monies paid.
- b. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels the student's contract and demands the student' money back in writing, within three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- c. If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school **less and application, registration, or enrollment fee of \$150.00.**
- d. A student notifies the institution of his/her withdrawal.
- e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
- f. A student is expelled by the school.

- g. In type 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- 2. Any monies due a student who unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy.
- 3. When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.
- 4. All extra costs, such as books, equipment, etc., which are not included in the tuition price are nonrefundable items.
- 5. A withdrawal fee of \$150.00 will be charged.
- 6. For students receiving Title IV Funds, the new law specifies that when a student withdraws from the school the new formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on cost per payment period. If the student received more assistance than the student earned, the excess funds must be returned by either the school, or the school and student.
- 7. The refund calculation will comply with the Title IV calculation and the institutional refund policy per school/student contract.
- 8. 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 school.

COURSE CANCELLATION POLICY

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course

If a course and/or program is canceled subsequent to a student's 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; or . Provide completion of the course and/or program. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or program; or Participate in a Teach-Out Agreement; or Provide a full refund of all monies paid. _ If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option: Provide a pro rata refund; Participate in a Teach-Out Agreement.

TUITION REFUND GUIDELINES

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Completed school (Actual Hours)	Percentage of Tuition Owed to the school
---	---

0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

Students who withdraw or terminate prior to course completion will be charged a cancellation or administrative fee in the amount of \$150.00. This refund policy applies to tuition and fees charged in the Student Enrollment Agreement & Contract. Other miscellaneous charges the student may have incurred at The School will be calculated separately at the time of withdrawal/termination. All fees are identified in the Student Enrollment Agreement & Contract

If a student has questions or concerns regarding tuition and financing, please see the school director or administrative staff member to set up a meeting.

Please Note: All contracts signed by the student and Touched By An Angel Beauty School are binding with the terms set forth and agreed upon by both parties. No changes may be made to any contracts without approval. If a change must be approved, a new contract will be drawn up and both parties must sign.

SCHOOL CLOSURE POLICY

If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students must comply with the following requirements:

- a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.
- b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
- c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
- d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
- e. This school shall dispose of school records in accordance with state laws.

VA REFUND POLICY

Refund Policy. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment fee will also be pro-rated.

LEGAL MATTERS

ARBITRATION

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of Touched By An Angel Beauty School, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having jurisdiction.

LEGAL & COLLECTION FEES

In any legal action or arbitration between the parties arising out of this agreement, Touched By An Angel Beauty School, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Touched By An Angel Beauty School will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent account of the student.

LIQUIDATION DAMAGES

Touched By An Angel Beauty School and the student enrolled agree if the School is found to have breached, to the student's substantial detriment, a material provision of the Student Enrollment Agreement & Contract, then the School must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender (in the case of a loan), or appropriate government agency (in the case of a grant) as liquidated damages. Enrollment time is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in school. Any monies due to the student/applicant will be refunded within thirty days of formal cancellation by the student. If formal termination is made by the school (which shall occur no later than thirty days after the last day of physical attendance) all monies will be refunded within thirty days. In the case of a formal Leave of Absence, the scheduled date of return will take the place of the last day in attendance, and the student shall be refunded within thirty days of the student's scheduled return date. If a course is cancelled following the student's enrollment, the school shall provide a full refund of all monies paid, or provide completion of the course for which the student has enrolled.

CONFIDENTIALITY AGREEMENT

Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following:

The student agrees to all terms set forth below by Touched By An Angel Beauty School (hereafter known as "The School"). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential

and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as “Confidential Information”).

Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work.

The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law.

The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student of The School.

The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. All Confidential Information shall stay off any social media of any kind.

Career Planning CO-OP Participation Policy

LICENSING

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Georgia State Board of Cosmetology. Touched By An Angel Beauty School staff will assist graduates with completing the necessary paperwork to apply to take both sections of the state exam – Theory and Practical.

EMPLOYMENT OPPORTUNITIES

Job Demand Survey 2016 – Results for Georgia

Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2016, compiles data from 6,203 salons responding to a national survey.

The 2016 Job Demand Survey results indicate that salons in Georgia plan to hire 13,643 new employees in the next twelve months. The average annual salary for a salon professional in Georgia is \$34,712. This amount does not include tips and gratuities. Nationally, the average salon professional’s salary is \$35,973.

Most importantly, 77 percent of Georgia salon owners who attempted to hire new employees in 2016 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2016, there were 61,720 professionals employed at Georgia's 12,344 salons. 57 percent of salons in the state are employer-owned, and 12 percent are booth-rental salons. The other 31 percent are a combination of the two.

53 percent of Georgia salons are classified by their owners as full-service salons; 21 percent are listed as haircutting salons. Nationally, 58 percent of salons are listed as full-service, meaning that Georgia has a higher percentage of specialized establishments.

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Cosmetology Field. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Cosmetology.

In the Cosmetology field, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work hours, independence, and practice location and types. There are many variations . Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else.

Cosmetologists, Hair Designers, Nail Technicians, Esthetics and Instructors practice in a variety of setting and locations. Listed below are some examples:

- ◆ cruise ships
- ◆ clinics
- ◆ nursing homes
- ◆ hotels
- ◆ resorts
- ◆ office in home
- ◆ franchises
- ◆ resorts
- ◆ salons
- ◆ movie industry
- ◆ dermatologist offices
- ◆ hospitals
- ◆ private & public institutions
- ◆ spas

PLACEMENT/EMPLOYMENT

The school does not guarantee employment. This depends entirely upon each student. All graduates of our schools are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at these schools. The schools have constant telephone inquiries from employers about our graduates. Due to the ever increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position.

Programs Offered

Master Cosmetologist

MASTER COSMETOLOGIST PROGRAM EDUCATIONAL OBJECTIVE

The objective of the Cosmetology program is to train students in the basic skills required by the State Board of Cosmetology. After a Cosmetology student passes the examination given in Macon and Marietta Georgia he/she must apply to the state for a Master license and may become available for employment in Georgia in the beauty industry. The curriculum in this school for the master cosmetologist training course shall be completed within one (1) calendar year and 1500 clock hours of training as stated below:

CURRICULUM

The Master Cosmetologist course of instruction consists of 1500 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and professional practices. The remaining 1250 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of Georgia requirements for technical and practical criteria.

TOPIC	HOURS REQUIRED
Theory	350
Cutting/Shaping	125
Shampoo/Styling comb-out	280
Color/Bleach	140
Hair/Scalp Treatment	50
Permanent waving	180
Facial Make-up/ Arching	55
Charm Reception Ethics	50
Manicure	90
Relaxer	100
Laboratory	50
Hair Removal	<u>30</u>
Total Hours	1500

STUDENT BOOKS

1. Milady Cosmetology Standard Textbook and State Board Exam Review Book of Cosmetology
2. Milady Practical and Theory Workbook for Cosmetology

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

Cosmetology Instructor

COSMETOLOGY INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Instructor Program is to provide the cosmetologists with the knowledge of teaching principles of Cosmetology as a profession. Emphasis is placed on the aspects of theory and practice of cosmetology in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Cosmetology for the instructor training course shall be completed within one (1) calendar year and 750 clock hours of training as stated below:

COSMETOLOGY INSTRUCTOR PROGRAM REQUIREMENTS

The Cosmetology Instructor's course consists of 750 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 500 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia requirements for technical and practical criteria.

HOURS REQUIRED

Teaching Techniques and Audio Visual Aids

- * Curriculum development 45 clock/credit
- * Lesson plans and presentations 45 clock/credit

- * Classroom management and discipline 45 clock/credit
 - * Demonstration and lecturing 45 clock/credit
 - * Various methods of evaluation 45 clock/credit
- 225 clock/credit**

General Education

- * State Cosmetology Board
 - a. Laws, rules and regulations 25 clock/credit
 - b. Principles of teaching cosmetology 150 clock/credit
 - c. Principles of teaching nail care 37.50 clock/credit
 - d. Principles of teaching esthetics 37.50 clock/credit
- 250 clock/credit**

Practice Teaching

- To include all aspects of practical teaching of Skills needed for Cosmetology **275 clock/credit**

Total Curriculum Hours **750 clock/credit hours**

COSMETOLOGY INSTRUCTOR TRAINING SUPPLIES:

1. Milady Master Educator Training Manual
2. Milady Master Educator Exam Book
3. Current Edition of Milady Cosmetology Textbook and Workbooks
4. Lab Coat

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

Esthetics

COURSE NAME

Esthetics 1000 Hours

MATERIALS

Milady Standards Fundamentals Esthetics

Milady Standards Advanced Esthetics

COURSE DESCRIPTION

The Esthetics Program offered at Touched By An Angel Beauty School is a comprehensive study of basic principles and practices of the skin, skincare, cosmetics, products, and tools used by Estheticians. The program is designed to cover all aspects required by the Georgia State Board of Cosmetology. All Esthetics students will be supervised by a licensed instructor at all times. The curriculum in this school for the esthetics training course shall be completed within one (1) calendar year and 1000 clock hours of training as stated below:

The Esthetics Program is divided into two areas:

- ❖ Pre-clinic Freshman – 250 Hours
- ❖ Clinic Seniors – 750 Hours

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Esthetician Licensing Examination administered by the Georgia State Board of Cosmetology. Students successfully completing the course will have also acquired the following:

- ❖ A basic understanding of the theory and practice of professional skin care;
- ❖ A basic understanding of the chemistry, structure, and various disorders of the skin;
- ❖ The ability to provide a proper facial;
- ❖ An understanding of the various tools/machinery used, along with proper use of;
- ❖ The ability to apply proper sterilization and sanitation techniques;
- ❖ Basic comprehension of theory and procedures for skin, skincare, and cosmetics;
- ❖ The ability to perform the functions and services necessary for the lab/dispensary and professional receptionist responsibilities when operating the desk;
- ❖ An understanding of the Georgia State Board of Cosmetology's laws, rules, and regulations;
- and
- ❖ The ability to demonstrate professional, ethical conduct and maintain personal hygiene at all times.

❖ **COURSE FORMAT**

Teaching methods used in the Esthetics Program are as follows:

- ❖ Lecture
- ❖ Practical Demonstrations
- ❖ Audio Visual Materials
- ❖ Practical and Theory Assignments
- ❖ Illustrations and Diagrams
- ❖ Written and Practical Evaluations

CAREER OPPORTUNITIES

There are many things you can do as an Esthetician. Below are some of the career opportunities you will be qualified for upon completion of this course and passing the Georgia State Board of Cosmetology Esthetician Exam:

- ❖ Make-Up Artist
- ❖ Facials
- ❖ Salon or Spa Manager
- ❖ Brand Representative
- ❖ Cosmetics Consultant
- ❖ Writer/Blogger
- ❖ Spa Esthetician
- ❖ Product Educator
- ❖ Special Occasions Make-Up Artist

EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

Unit of Study

(In no particular order)

Theory

Introduction to the beauty industry, along with history of skincare and

Hours

250

- ❖ Pre-clinic Freshman: 0-250 Hours
- ❖ Clinic Seniors: 251-600 Hours

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Esthetician Licensing Examination administered by the Georgia State Board of Cosmetology. Students successfully completing the course will have also acquired the following:

- ❖ A basic understanding of the theory and practice of professional nail care;
- ❖ A basic understanding of the chemistry, structure, and various disorders of the skin;
- ❖ The ability to provide a proper manicure/pedicure;
- ❖ An understanding of the various tools/machinery used, along with proper use of;
- ❖ The ability to apply proper sterilization and sanitation techniques;
- ❖ Basic comprehension of theory and procedures for nails, nail care, and products;
- ❖ The ability to perform the functions and services necessary for the lab/dispensary and professional receptionist responsibilities when operating the desk;
- ❖ An understanding of the Georgia State Board of Cosmetology's laws, rules, and regulations; and
- ❖ The ability to demonstrate professional, ethical conduct and maintain personal hygiene at all times.

COURSE FORMAT

Teaching methods used in the Nail Technician Program are as follows:

- ❖ Lecture
- ❖ Practical Demonstrations
- ❖ Audio Visual Materials
- ❖ Practical and Theory Assignments
- ❖ Illustrations and Diagrams
- ❖ Written and Practical Evaluations

CAREER OPPORTUNITIES

As a Nail Technician you will be qualified to provide your clients with a beautifully unique experience individualized to their specification. Below are some of the career opportunities you will be qualified for upon completion of this course and passing the Georgia State Board of Cosmetology Nail Technician Exam:

- | | | |
|--|-----------------------|----------------|
| ❖ Professional Nail Artist | ❖ Private Nail Salon | ❖ Salon or Spa |
| ❖ Brand Representative
Writer/Blogger | ❖ Resort/Vacation Spa | ❖ |

EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

**NAIL TECHNOLOGY
COURSE OUTLINE**

Unit of Study <i>(In no particular order)</i>	Hours
Theory Introduction to the nail industry with detailed theory and practical instruction in all aspects of the program. Personal hygiene, ethics, sanitation, aids, EPA OSHSA, physiology and anatomy, art of massage, nail composition, chemistry, safety, business, salon development, client consultations, marketing ,career/ business planning, state board laws and rules. Written testing and evaluations from the textbook and workbook. After completion of 140 hours of level I theory students are allowed to work on service patrons.	190
Manicure 70 Teaching the basic skills for cleansing and caring of the hands including basic manicures, hot oil manicures ,spa manicures and massage techniques.	60
Pedicure Teaching the basic skills for cleansing and caring of the feet including basic pedicures, spa pedicures and massage techniques	90
Nail Sculpting Acrylic applications on forms or natural nails. teaches the technique of handling product	90

with consistency molding and forming the acrylic base on the nail, shaping filing, buffing.	
Artificial Tip	60
Teaches students how to apply acrylic to nail tips and handling of product to shape, file and buff.	
Nail Wrap	20
Teaches student how to apply nail wraps and /or fix broken nails.	
Fill In	30
Teaches student how to apply acrylic to the new growth of the previously enhanced nail.	
Artificial nail removal/nail repair	10
Teaches the correct techniques for removing artificial applications.	
Nail art techniques	10
The student will learn the various methods of decorating nails using paints, polishes applique, stones, foils, and their imagination	
Nail Drill	5
Students learn the use of the drill for filing and shaping the acrylic nails.	
Airbrush nail art	5
Nail art as a spray paint with an airbrush gun and compressor to create designs and artwork.	
Paraffin treatments on hands and feet	5
Use of paraffin treatments on hands and feet.	
Student competition	20
Student learn how to compete in competitions creating nail designs and art with all the different techniques they have mastered.	
Advanced Techniques	25
Color techniques, gel polishes and more advanced techniques for nail art and designs.	
<hr/>	
Total Hours	600

RATIONAL FOR ADDITIONAL HOURS

The nail technician program is 75 hours longer than the state requirements. The additional hours are put into theory, nail art and competition. The extra hours in theory are used for preparation for the state board exam, state board rules, laws and updates on the exam. The extra hours in nail art and competition are new techniques and designs and products that are constantly changing in this industry. State requirements - 525 Touched By An Angel Beauty School - 600

Refresher Course

COURSE NAME

Refresher 600 Hours

MATERIALS

Milady Cosmetology Standards workbook and textbook

COURSE DESCRIPTION

The Refresher Course Program offered at Touched By An Angel Beauty School is a comprehensive study of basic and advanced principles and practices of theory, practical and state board. The program is designed to cover all aspects required by the Georgia State Board of Cosmetology. All students will be supervised by a licensed instructor at all times. The curriculum in this school for the Refresher training course shall be completed within one (1) calendar year and 600 clock hours of training as stated below:

The Refresher Course Program is divided into three areas:

- ❖ Pre-clinic Theory: 0-200 Hours
- ❖ Clinic Practical: 201-400 Hours
- ❖ State board: 401-600 Hours

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Georgia State Board or if they already have license and need some more advanced techniques. Students successfully completing the course will have also acquired the following:

- ❖ Theory and practical testing with workbook and textbook
- ❖ Advanced techniques of chemical services, along with correcting procedures
- ❖ The ability to provide an advanced cutting techniques
- ❖ An understanding of the various tools/machinery used, along with proper use of;
- ❖ The ability to apply proper sterilization and sanitation techniques;
- ❖ Advanced comprehension of theory and procedures for skin, skincare, and cosmetics, nail;
- ❖ An understanding of the Georgia State Board of laws, rules, and regulations; and state board testing
- ❖

COURSE FORMAT

Teaching methods used in the Refresher Course Program are as follows:

- ❖ Lecture
- ❖ Practical Demonstrations
- ❖ Audio Visual Materials
- ❖ Practical and Theory Assignments
- ❖ Illustrations and Diagrams
- ❖ Written and Practical Evaluations

CAREER OPPORTUNITIES

You will be qualified to provide your clients with a beautifully unique experience individualized to their specification. Below are some of the career opportunities you will be qualified for upon completion of this course and passing the Georgia State Board Exam:

- ❖ Professional Artist
- ❖ Private Salon
- ❖ Salon or Spa
- ❖ Brand Representative
- ❖ Resort/Vacation Spa
- ❖ Writer/Blogger

EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student’s work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING

**REFRESHER
COURSE OUTLINE**

Unit of Study <i>(In no particular order)</i>	Hours
Theory	200
Detailed theory and practical instruction in all aspects of the program as guided by the text	

book and workbook. This will help you prepare for your state board exam.

Clinic Practical **200**

Detailed practical instruction in all aspects of the program in advanced techniques and Corrective chemical services

Clinic prepares you for the professional work environment and your licensing exam. This segment includes teaching the requirements necessary to manage a clean and sanitary spa/salon. Subjects include: customer service, front desk and reception managerial responsibilities, business skills, product control and disbursement. A salon project designed to provide the student with a business plan.

State Board **200**

State board practice testing on practical and written skills to prepare you for you licensing exam. Also you will learn how to pre pair your kit and supplies for your state board exam.

Total Hours **600**

Hair Designer Course

HAIR DESIGNER PROGRAM EDUCATIONAL OBJECTIVE

The objective of the Hair Designer program is to train students in the basic skills required by the State Board of Cosmetology. After a Hair Designer student passes the examination given in Macon and Marietta Georgia he/she must apply to the state for a Hair Designer license and may become available for employment in Georgia in the beauty industry.

CURRICULUM

The Hair Designer course of instruction consists of 1350 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and professional practices. The remaining 1100 hours are spent in the clinic area, where you gain practical experience. Here you have the opportunity to put your talents into practice, as you work with paying clientele under the close supervision of your instructors. The following is a list of the state of Georgia requirements for technical and practical criteria. Student Books:

1. Milady Cosmetology Standard Textbook
2. State Board Exam Review Book of Cosmetology
3. Milady Practical and Theory Workbook for Cosmetology

TOPIC REQUIRED	HOURS
Theory	350
Cutting/Shaping	125
Shampoo/Styling comb-out	280
Color/Bleach	140
Hair/Scalp Treatment	50
Permanent waving	180
Charm Reception Ethics	50
Relaxer	100
Laboratory	50
Hair Removal	25

Total Hours

1350

EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

GRADING SYSTEM FOR PRACTICAL AND THEORY:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	90-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	80-89%
C	Some standards were not met. Additional training in employability skills is recommended.	75-79%
D	No standards were met	Below 70-74 % NOT PASSING
F	Failed	69% and below NOT PASSING