

**Academy of Cosmetology, Inc.**  
**133 West Mendenhall**  
**Bozeman, Montana 59718**  
**[www.academycosmetology.com](http://www.academycosmetology.com)**  
**E-mail [vernadupuis@cs.com](mailto:vernadupuis@cs.com)**  
**Published February 2011**

CONTENTS SUBJECT TO CHANGE

This catalog and its content are subject to change without notice. The Academy of Cosmetology, Inc. reserves the right to change regulations, tuition, and fees. This catalog is issued to answer any questions a prospective student may have regarding our facility. This catalog does not establish a contract between the student and the school. The student will be subject to the policies and procedures listed in this catalog on the date the student signs the enrollment agreement. Application for enrollment can be found on our web site.

NON-DISCRIMINATION

The Academy of Cosmetology, Inc. does not discriminate on the basis of race, color, gender, sexual orientation, age, religious belief or practice, or national or ethnic origin.

We are very eager and excited to share our knowledge and experiences with those who will come to enjoy the Cosmetology profession and grow with it just as we have through the years. We strive to provide a quality education and great performance.

## **HISTORY- Owner**

~The Academy of Cosmetology, Inc. was established in 1983 under the ownership and operation of Verna Dupuis - sole proprietor.

~The Academy of Cosmetology, Inc. has been Montana licensed and bonded since 1983. Montana Board of Barbers and Cosmetologists PO Box 200513  
Helena, Montana 59620-0513 [www.cosmetology.mt.gov](http://www.cosmetology.mt.gov)

~The Academy of Cosmetology, Inc. has been accredited since 1989 by the National Accrediting Commission of Cosmetology Arts and Sciences --  
4401 Ford Avenue, Suite 1300, Alexandria, Virginia, 22302-1432.

### WHAT IS ACCREDITATION?

ACCREDITATION MEANS THAT A SCHOOL HAS MET NATIONAL STANDARDS OF EDUCATIONAL PERFORMANCE WHICH HAS BEEN ESTABLISHED BY AN IMPARTIAL NON-GOVERNMENTAL AGENCY. THROUGH THE YEARS, ACCREDITATION OF SCHOOLS HAS BEEN THE MOST AUTHORITATIVE AND RELIABLE INDEX OF A SCHOOL'S CONCERN FOR INTEGRITY TOWARD ITS STUDENTS AND QUALITY EDUCATION. A SCHOOL BECOMES ACCREDITED BY FORMAL ACTION ON INFORMATION SUBMITTED BY THE SCHOOL AND THE REPORTS OF A SPECIALLY APPOINTED TEAM, WHICH VISITS THE SCHOOL AND EVALUATES IT ACCORDING TO ESTABLISHED STANDARDS.

## **LOCATION**

The Academy of Cosmetology, Inc. is located in the heart of downtown Bozeman with plenty of eateries, shopping and housing nearby. The beautiful view of the Bridger Mountains provide an awesome ski area for local skiers. The Academy of Cosmetology, Inc. is approximately 4000 square feet with a large clinic floor (so students may serve clients), separate classrooms, a diverse library, and a computer lab. All facilities are ground level for easy access. There is plenty of free parking for students and a paved parking lot in the rear of the building for clients. We believe that students should receive a complete cosmetology education and we are small enough to help students on an individual basis. The students learn through lectures, demonstrations, and "hands-on" experience.

## **MISSION**

To exist as an educational facility devoted to preparing, developing and motivating graduates for careers in the field of Cosmetology.

## **ADMISSIONS REQUIREMENT**

1. Proof that the student is beyond the age of compulsory school attendance (17 or older)
2. A certificate of graduation from a school providing secondary education or the equivalent of such certificate (GED).
3. Copy of birth certificate or driver's license.
4. Application for admission, signed and completed, along with registration fee of \$165.00, typed essay, and sealed copies of high school/GED transcripts.
5. Two letters of professional recommendation. (i.e.: teachers, previous employers).
6. Signed notification to allow the school to order the student a tool kit.
7. Transfer students must submit a copy of their hours from the previous school attended and proof of being in good standing with the previous school's Satisfactory Progress Policy. Submit school transcript
8. The Academy of Cosmetology, Inc will conduct mandatory interviews with any prospective student who applies for enrollment before being accepted.

\*\*\*ALL PAPERWORK AND INTERVIEWS MUST BE COMPLETE AND DOCUMENTED IN THE STUDENT'S FILE BEFORE THEY WILL RECEIVE A LETTER OF ACCEPTANCE FROM THE ACADEMY.

## **AVAILABLE PROGRAM**

The Academy of Cosmetology, Inc. offers a **2000 hour** course in the field of **Cosmetology** to be completed in **15 months at 34 hours per week** (See School Closure schedule). Upon graduation and Licensure, the student has the opportunity to be employed in the field of Cosmetology choosing to do hair, skin, and nails as a licensed professional.

## **EMPLOYMENT ASSISTANCE**

**THE ACADEMY OF COSMETOLOGY DOES GUARANTEE EMPLOYMENT.** When students have completed their 2000 hour course in Cosmetology and become licensed, we offer employment assistance in the nature of referrals. Salons in the area are always willing to hire Academy of Cosmetology, Inc. graduates. Prospective employers are continually calling the school to let us know what their hiring needs are and to see how far along the next available graduate is. As students approach graduation, we refer them to the salon and require completion of a resume and cover letter. Once the referral is given, it is up to the student to apply for the job and schedule an interview. During our Salon Management portion of the course, salon owners and managers in the area perform mock job interviews that take place at the Academy. Many students have been asked to return to a salon through this process upon their graduation.

## **TRANSFER STUDENTS**

Transfer students will be responsible for paying the registration fee of \$165.00 upon enrollment. All transfer students must submit a transcript of existing hours and show proof of being in good standing with their previous school (See Admission Requirements). Transfer students will be charged \$10.00 per hour for the remaining number of hours they have to complete. Students will be contracted for a designated time frame to complete their 2000 hours of training. If a transfer student exceeds their contract period, they will be required to pay an over contract fee of \$12.00 per hour to complete their 2000 hours.

## **COURSE OF STUDY**

All students are contracted to complete a 2000 hour program in the course of Cosmetology. The following subjects will be covered in Practical and Theory during the course of study. Students will spend their first 300+ hours in Basics classes and the remaining 1700 hours on the clinic floor in all phases of the Cosmetology course of study.

MANICURING (includes hands and feet) .....	125 hours
ESTHETICS.....	150 hours
CHEMICAL SERVICES.....	530 hours
HAIR STYLING.....	260 hours
HAIR CUTTING.....	205 hours
SALON MANAGEMENT-LAWS & RULES.....	150 hours
INSTRUCTOR DISCRETION & THEORY.....	500 hours
CHEMISTRY, BACTERIOLOGY, SANITATION, FIRST AID	
DISEASE DISORDERS.....	80 hours

## **CLASS STARTING DATES**

A STUDENT MAY APPLY FOR ENROLLMENT ANY DAY OF THE SCHOOL CALENDAR YEAR. Our hours of operation are Tuesday through Friday from 9:00am to 5:00 pm, Saturdays from 9:00 am to 1:00pm. Classes begin in January, March or April, August, and October. **Orientation is held the first day of classes.** You will be notified of any changes. All accepted students must have their file in order by this time (see Admission Requirements). This gives the Academy the opportunity to register the student so their hours will begin the first day of classes. Visit our website for more information and availability: [www.academycosmetology.com](http://www.academycosmetology.com)

## **HOLIDAY/ SCHOOL CLOSURE**

- \*\*Saturday before Memorial Day
  - \*\*Fourth of July
  - \*\*Sweet Pea Festival Saturday
  - \*\*Saturday before Labor Day
  - \*\*Thanksgiving Day, the following Friday and Saturday
  - \*\*Christmas Eve at noon through January 1<sup>st</sup> -- returning on January 2<sup>nd</sup>
  - \*\*July – one week summer break TBA
- At the Academy's discretion, students will be notified of any other necessary closure dates.

## **EMERGENCY ANNOUNCEMENTS**

**Unexpected closure due to weather or other circumstances will be announced verbally or radio by 7:00am.**

## **FEES - Cosmetology**

TUITION.....	\$10,700*
REGISTRATION FEE (non-refundable).....	\$165*
EQUIPMENT KIT, BOOKS, AND LAB FEES	
(non-refundable) .....	\$1500*
Licensing fees not included	

**\*Prices are subject to change at school's discretion**

\*\*VA benefits available for Veterans

\*\*Financial Aid available for those who qualify

## **METHODS OF PAYMENT**

Upon enrollment, a prospective student will pay their registration fee totaling \$165.00. An application for enrollment will not be accepted until these fees are paid.

A student has these options to pay for school tuition:

Cash, check, or credit cards accepted.

1. Tuition may be paid in full the first day of classes.
2. Tuition may be paid in monthly installments, interest free.  
(unless payment is not made in a timely manner).
3. Tuition may be paid quarterly.
4. Tuition may be paid with Title IV funding. (If the student qualifies)
  - A. All funds will be applied to the tuition total until tuition is paid in full.
  - B. Funds for living expenses will not be dispersed until tuition is paid in full.

If a student must attend the Academy of Cosmetology, Inc. beyond their contract for the course of study, students will be charged \$10.00 per hour to complete their 2000 hour. Should a student not complete their 2000 hours within the second contract, a third (3<sup>rd</sup>) contract will be written at \$15.00 per hour.

## **GRADING SYSTEM**

Grades are averaged monthly on a cumulative basis in Practical (technical skill) and Theory (textbook knowledge). You must maintain a 75% cumulative grade average in both training areas.

### **Written Exams:**

Written chapter exams are given on Fridays, unless specified otherwise. Students missing the exam will be required to take a fill-in-the-blank exam upon their first day back in school. Should you not take your exam upon first day back in attendance you will receive a 0. Written tests are evaluated on a percentage point basis. Homework and final projects are graded on the amount of work completed.

You will be required to sign up and take a final written exam no sooner than 1900 hrs. of Cosmetology Training. You must receive a 75% or better on your final exam or you will be required to re-take the exam. Each written exam test score will be averaged together cumulatively to determine your final grade. Final written exams are scheduled the first Tuesday of every month unless notified otherwise.

### **Practical Exams:**

Each student will be assessed on their technical progress using the procedures and Rubrics from Pivot Point International Salon Fundamentals Textbook and Study Guide. Level 1 means you're still "in Progress." Level 2 means you're "getting better" and Level 3 means you've reached "Entry Level Proficiency" for the beginning Cosmetologist. It is the student's responsibility to sign up for their levels of testing. Should a student fail to complete all 3 levels of testing within their contract, they must return to the school for Tuesday/Thursday testing or on the last Wednesday of the month. This could take several weeks to months. Grading the level testing is done on a point system established by Pivot Point Int. Total Points earned are divided by Total available points. This will determine the % grade for the level and monthly grade. Required % for a student to go from Level 1 to a Level 2 is 80%, Level 2 to a Level 3 is 90% and to be eligible for Licensure testing, Level 3's must be completed at a 90%.  
LICENSURE SCORE MUST BE A 90% OR ABOVE IN ALL AREAS TESTED.

## **BASICS**

Students will spend their first 300 hrs in school learning their skills and levels. If a basic student misses an introduction or demonstration to a specific task for not being in attendance, they will receive a zero (0) for practical grading. Students will be graded at a Mock level 1 testing to obtain a monthly practical grade until they have reached 300 hours. Students may begin testing at a level 1 on the clinic floor. All mock grades will be on a point system with total points earned divided by total points possible.

## **ACADEMIC PROGRESS EVALUATION**

ATTENDANCE, THEORY, AND PRACTICAL are evaluated on a monthly cumulative basis to be sure the student is meeting satisfactory progress. Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Contract agreements with students will be based on 34 hours per week for 15 months (See Holiday/School Closure) to complete the 2000 hour course.

## **LICENSING REQUIREMENTS**

- Completion of 2000 hours of training.
- A certificate of completion from the Academy of Cosmetology, Inc.
- High school diploma or GED.
- Must be 18 years of age or older.
- Must be of good moral character.
- License application completed.
- Pass practical and written exams

## **STUDENT RECORDS**

All information in a student's file is considered confidential. Students (or parent/guardian if the student is a dependent minor) have the right to gain access to their records by appointment under the supervision of an instructor, owner, or administrative assistant. Instructors, administrative staff members, NACCAS or any other governing agencies will have access to student files. No information will be released to any third party without written consent from a student (or parent/guardian of a dependent minor).

## **GRADUATION REQUIREMENTS**

Upon completing the following requirements, the student will be considered a graduate and will receive their diploma.

- Students must complete and turn in 14 months of Practical/Theory hour sheets to successfully show their completion of 2000 hours in course study.
- Student must meet all financial obligations with the Academy of Cosmetology, Inc.
- Student must complete all necessary paperwork that is required by the Academy of Cosmetology, Inc.
- Return all checked out library books, equipment, or supplies.
- Student must be in good standing and making satisfactory progress.
- Student must complete a resume'
- Student must take and pass a final practical exam with a 90% or better – Application may be submitted at 1800 hours to take this exam.
- Student must take and pass a final written exam with a 75% or better. If the final written exam is not passed the first time taking it, the student's test scores will be averaged together until the student passed with a 75% or better

**A CERTIFICATE OF COMPLETION WILL BE AWARDED UPON GRADUATION FOR COMPLETION OF THE COSMETOLOGY PROGRAM**

## **THE FACULTY**

"Educators enjoy sharing the knowledge they have obtained through hard work and experience. They deserve admiration and respect"

C.L.I.C. International

- Verna Dupuis -- Owner, Educator, Financial Aid.

The career of Cosmetology has and is the most rewarding career that one could have. It has provided me dreams and ventures in my life that I didn't even know could exist. I started my venture over 40 years ago, growing into a stylist and educator full of energy. Adding to that dream of owning my own salon, I wanted to share these experiences with others. Education has always been my love and a necessity to keep me growing and excited. I am eager and anxious to share my experiences in the cosmetology field

- Tim Cummins -- Educator

"I have lived in the Gallatin Valley since 1988 and received my Cosmetology education in Billings, Montana. I have been in this industry for over 20 years and have worked for several salons in the area. I have owned my own salon and have been a licensed educator since 2000. I love the Cosmetology industry and specialize in hair cutting and hair coloring. You will never stop learning in this profession, it is ever changing. I love change and a good challenge!"

- Beth Young –Educator

"Montana Native- Received her Cosmetology Education at the Academy of Cosmetology. Currently teaches part-time and works part-time in a salon."

## **ADVISING**

Montana laws and rules require all students to be advised by their school. Advising is done when necessary or semi-annually. If therapeutic counseling is needed the student will be advised to seek therapeutic counseling. Students will receive a report of their grades monthly. Instructors are always available to discuss grade reports at any time with students.

## **HOUSING**

All housing and accommodations are the responsibility of the student. The Academy of Cosmetology, Inc. does not have a housing board. We will let students know of other students looking for a roommate and will post a list of that housing if necessary.

## **ATTENDANCE**

*Attendance is of extreme importance; it is to your benefit.* What you put into your education is what you will receive back. Lack of attendance shows in your performance, grades, and interest.

\*\*\*\*If you are going to be absent from school, pre-arrange it in writing to Administration. If this is not possible and you know that you are going to be absent, you must call the school by 9:00 am Tuesday through Saturday to avoid receiving a demerit (see discipline policy).

If we do not hear from you by 9:00am Tuesday through Saturday, we will assume you are not going to be in attendance that day. Your appointments will be moved and your request clients will be called to reschedule. This is not a good way to build a clientele or show responsibility.

\*\*\*\*The school will open its doors at 8:50 a.m., this is when students may enter the building. Theory starts promptly at 9:00 a.m. If you are not clocked in by 9:00 a.m. and we have not heard from you, you will be considered tardy. This will result in a demerit (see discipline system). Tardiness is not acceptable. There will be no exceptions to this policy.

9:01 a.m. is TARDY. If you are tardy for Theory, you will be allowed to clock in and independently study at your station, but you will not be able to attend theory or get credit for being in theory class that day, no exceptions.

\*\*\*\*If you leave school before 5:00pm Tuesday through Friday or before 1:00 pm Saturday without prior approval, this will result in a demerit.

\*\*\*\*It is your responsibility to tell instructors or Administration when you are leaving and when you are checking in. Should you forget to clock in, you will lose the time you missed on the time clock.

## **SATURDAY ABSENTEEISM**

\*If you know you are going to be absent on a Saturday and cannot turn in an excused note 24 hours in advance, please call the school by 9:00 a.m. to allow time to move your appointments on the book. However, you will not be allowed to return to school until the following Wednesday, no exceptions.

\*If you DO NOT call the school by 9:00 a.m. to let us know you will be absent, you will not be allowed to return to school until the following Thursday, no exceptions. You will also receive demerits for your lack of responsibility. It puts a hardship on your fellow students, instructors, and clients when you do not come to school.

\*If you or your children are ill, you must call the school by 9:00 a.m. in order to avoid receiving a demerit and to

allow the school to move your appointments. You may return to school on Tuesday PROVIDING you have a written doctor's excuse at 9:00 a.m. Tuesday morning, NO EXCEPTIONS.

\*You will be allowed to have 5 EXCUSED Saturday absences without penalty during the duration of your contract.

\*If a student excuses themselves for a portion of a Saturday, it will count as a full Saturday excuse.

\*If a student leaves before 1:00 pm on Saturday unexcused, it will count as a full Saturday absence.

\*If a student is not clocked in by 9:00 am on Saturday, they will not be allowed to clock in at all. Their appointments will be moved and the student will not be able to return to school until the following Wednesday, no exceptions, no excuses.

At the end of each month, an evaluation of attendance will be made by figuring 80% of the total contracted hours per month. All students must meet or exceed that number in order to stay within Satisfactory Progress in attendance. All students are contracted as a full-time student. Full-time at The Academy of Cosmetology, Inc. is defined as a 34-hour school week, Tuesday through Saturday. The contracted length of the course is 2000 hours and is to be completed in 15 months attending full-time at 34 hours per week. Any student who does not complete within their course contract will be charged an additional \$10.00 per hour to finish their schooling. The maximum time frame for course completion is 22 ½ months.

## **MAKE-UP WORK**

Theory instructors delegate Friday as being "test day". You will be notified if there is a change in exam time and day. Students missing the exam will take the exam upon their first day back in school after returning from their absence. It is the student's responsibility to ask the appropriate instructor for the exam; the instructor will not remind the student to take their exam. If the exam is not taken the first day back in attendance, the student will receive a zero (0) for a grade. Students in dispute over their grade must take it up with only the instructor who gave the exam.

## **SCHOOL CLOSURE**

If the Academy discontinues course instruction after the student has enrolled, the student shall be entitled to a refund based on the NACCAS refund policy. If the Academy discontinues course instruction prior to the student starting course instruction, all monies collected by the Academy shall be refunded.

## **INSTITUTIONAL REFUNDS**

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates that
  - An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception if a Registration fee.
  - A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded except a Registration fee. This policy applies regardless of whether or not the student has actually started training.
  - A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$165.
  - A student notifies the institution of his/her withdrawal;
  - 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 date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
  - A student is expelled by the school.
  - In the case of 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 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days)
3. If the student withdraws from the course in writing, after three(3) business days of signing this contract, and after starting course instruction, the Academy will refund an amount of the tuition paid by the student based upon the percentage of hours of course instruction completed by the student at the time of withdraw and the hours of course instruction remaining for the student to complete the course instruction as reserved for the

student by the Academy. The Academy will determine the hours of instruction completed by the student at the time of withdrawal according to student's time sheet record maintained by the Academy.

4. The Academy will use scheduled hours (hours that could have been completed) when calculating the Academy (institutional) refund.
5. The Academy will calculate the percentage completed using scheduled hours as a percentage of total hours.
6. After this process has been completed, the Academy will perform the calculation.

For Students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for pro-rate refunds.

#### TUITION ADJUSTMENT GUIDELINES\_

TOTAL COURSE COMPLETED	OWED TO ACADEMY AND RETAINED BY ACADEMY
.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%

7. School closure Policy: If the Academy of Cosmetology, Inc, permanently closed and ceases to offer instruction after the students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition, based on the Tuition Adjustment Guidelines.

## **LEAVE OF ABSENCE**

A leave of absence is a temporary interruption in a student's program of study.

LOA refers to the specific time period during a program when a student is not in attendance. A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. In order to qualify as an approved LOA, the student must submit in writing the LOA request form in advance (unless unforeseen circumstances prevent the student from doing so.) The LOA must clearly state the reason for the temporary interruption and be signed and dated. When the student returns from LOA they will resume at the same point of Academic that they left. LOA must not exceed 180 days in any 12 month period

## **TERMINATION POLICY**

The Academy of Cosmetology, Inc reserves the right to dismiss or terminate a student if that student is in violation of school policies, Montana State Laws and Rules, or has not successfully fulfilled all obligations of the Satisfactory Progress Policy. All students will be charged \$150.00 if the school terminates them or if the student drops from school. If a student has started training and the course was cancelled, the schedule below will apply. (See tuition adjustment guidelines)

## **CELL PHONES**

Cell phone use is prohibited on school grounds at all times whether you are clocked in or not.

Having or using a cell phone while on school grounds may result in immediate dismissal for the day.

NO EXCEPTION, NO EXCUSES

## **PERSONAL PROPERTY**

You are responsible for your personal property and equipment. We strongly recommend students refrain from bringing valuables and large amounts of money to school. The ACADEMY IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Borrowing and lending is strongly discouraged. The Academy cannot take responsibility for your personal property, nor accuse other students of theft should an item be missing.

## **CONDUCT POLICY**

Our policy for discipline is a demerit system. The system is very simple; if a student is following school policies, they will not receive any demerits. Every student is allowed 3 free demerits per month. Starting with demerit number 4, the student will be suspended from school for one hour; demerit number 5 will give the student one week day of suspension; demerit number 6 = one week of suspension. On the first of every month, all demerits are calculated and the suspension time is designated on the appointment book. The student will check out at the time of their suspension and return when time of suspension has expired. **If the student returns later than their designated time, the suspension time will not count and will be assigned for another day. If the student is having attendance problems the day of their suspension, the student's suspension will not be credited to him/her until he/she has initially checked in for that day.** Demerits can be received in the following ways:

- ~Tardiness
- ~Unexcused absence
- ~Taking longer than 30 minutes for lunch without an excused absence
- ~Clocking out without an instructor's approval
- ~Taking longer than a 15 minute break
- ~Taking more than 2 scheduled daily breaks
- ~Bringing a cell phone to school
- ~Failure to follow proper sanitation procedures
- ~Gum chewing
- ~Not completing assigned duties
- ~Tampering with the appointment book
- ~Refusing to do scheduled appointments or walk-ins
- ~Parking
- ~Insubordination
- ~Dress Code Violation

ANY STUDENT WITH A WEAPON, DRUGS, OR ALCOHOL WILL AUTOMATICALLY BE SUSPENDED.

\*Check school policies for more guidelines.

## **CHEATING**

**Cheating is unacceptable behavior in this school.** It will not be tolerated in any way. Students found cheating will be suspended or terminated from the program. The student has the right to appeal the decision to the School Administrator in which the Academy of Cosmetology, Inc has five (5) business days to accept. Administration will notify the student in writing of the time of their hearing.

## **PARKING**

Appropriate parking is located at least one block from school. There is plenty of free, on-street parking. Students should park out of private lots and two-hour parking areas; you may be ticketed or towed. Students are not allowed to park on North Grand next to the school or in the parking lot located directly behind the school; that is reserved for our clients.

## **PROFESSIONAL APPEARANCE**

Personal image and personal grooming are areas you may already be an expert in since you have chosen the Cosmetology profession. All students must present a positive, professional image at all times. Every effort must be made to maintain a diligent and professional attitude on the clinic floor and in class. Do not plan to do your hair and make-up when you arrive at school your professional appearance should arrive with you at 9:00am.

## **BLUE JEAN FRIDAY**

The Academy of Cosmetology, Inc. participates in a community fundraiser called Blue Jean Friday. This gives students the privilege of wearing blue jeans on the first Friday of every month with the purchase of a \$2.00 sticker.

The stickers are available through the school or The Bozeman Daily Chronicle. Jeans must be blue, clean with no rips or tears. **If they are not acceptable, you will be sent home to change.**

Blue Jeans cannot be worn for professional dress attire or at graduation. If the student is wearing jeans for graduation they will be sent home to change.

## **DRESS CODE / CLOTHING REQUIREMENTS**

- Students are required to wear a name badge that is provided in their student kit. Should the student lose their name badge, they will be responsible for replacing it by purchasing another one.
- All students will receive a lab jacket in their student kit. Your lab jacket must be cleaned weekly. Should the student want more than one jacket, he/she can purchase one through the school or a distributor with Administration approval. The lab jacket must be buttoned at all times. The school does not have lab jackets for rent. **Should a student forget their lab jacket at home, they will be clocked out and sent home to get it.**
- Chest exposure is not permitted.
- Armpits must be covered at all times.
- All shoes must be clean and comfortable with heels that do not deface the floor.
- No stripes, prints, dots, etc. until the student has reached 1500 hours
- Clean and pressed clothing is a must
- No shorts, sweats, or cutoffs of any kind
- Black shoes- closed toe
- Heels no higher than 2" No Spikes
- All clothing must be clean, pressed, professional, and SAFE (long pants that drag on the ground are prohibited)
- All clothing must be solid black (unless otherwise stated)
- Name tag must be worn at all times
- All shirts must have a sleeve that covers the armpit
- All socks, nylons or tights must be solid black
- Capri and ankle pants are acceptable. Dresses and skirts must fall longer than your lab jacket
- Ripped clothing, sweats, shorts and hats are unacceptable
- Chest, undergarment, belly and mid-drift exposure is not permitted, is considered unprofessional

Failure to follow these guidelines at any time will result in immediate dismissal for the day.

## **ADVANCEMENT**

When a student has reached 1500 hours and has successfully completed all level 2 testing, they may apply for advancement based on:

- DEPENDABILITY
- RESPONSIBILITY
- MOTIVATION
- INCREASED TECHNICAL SPEED
- ABILITY TO OBTAIN REPEAT CLIENTS
- DISPLAY OF PROFESSIONAL APPEARANCE AND CONDUCT AT ALL TIMES.
- MEETING ALL TERMS OF SATISFACTORY PROGRESS POLICY IN ATTENDANCE, THEORY, AND PRACTICAL WORK.

Advance students will receive a free student service every month and may wear black and white clothing.

Feel free to call the school during business hours with any questions, comments, or concerns you may have. Hope to see you soon!