

# *Chrome*

**INSTITUTE OF COSMETOLOGY**

**STUDENT HANDBOOK**



## **CHROME INSTITUTE OF COSMETOLOGY**

2019 School Catalog  
ESTABLISHED: AUGUST 2018

Chrome Institute of Cosmetology  
1 Chelsea Parkway  
Suite 109  
Boothwyn, PA 19061  
(610)

I Hereby certify that this school catalog is current and lawful in content and policy.

Director Signature: \_\_\_\_\_

Johnny Chambers

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## *OUR MISSION STATEMENT:*

The Chrome Institute of Cosmetology is an **INCLUSIVE** Learning environment! We will educate the students in all the major color and product lines as well as all the latest techniques.

We will educate and produce the finest Cosmetologist in the Industry. Our Students will graduate from our program capable of joining a salon team right away!

### **SCHOOL FACILITIES:**

Chrome Institute of Cosmetology is a state-of-the-art facility located in Beautiful Boothwyn Pennsylvania. Our campus is easily accessible from Interstate 95, The Blue Route, Route 322 and Route 202. We are conveniently close to New Jersey and Delaware, making it possible to earn the required hours to be licensed to practice in Multiple States. Our 9,000 square-foot facility includes a student lounge / café, a beautiful salon clinic floor, 3 Learning centers, an Esthetician Learning Center, an Esthetic clinical room, Student Lockers, a Reception Desk, Managerial Offices and all Necessary Equipment needed to Create the Finest Learning environment.

### **OWNERSHIP/MANAGEMENT TEAM:**

Chrome Institute of Cosmetology, LLC (DBA) The Chrome Institute of Cosmetology is an independently owned and operated Cosmetology Institute. The institution is owned by: Johnny and Becky Chambers.

**BREIF HISTORY OF OWNERSHIP:**

The Chrome Institute of Cosmetology was founded in 2018 by notable precision hair cutter, stylist and salon owner Becky Chambers and her Husband Johnny Chambers who is a renowned colorist, licensed cosmetology instructor and salon owner. The Chambers opened the much-anticipated Chrome Salon of Media in November of 2012 and won best new business of Media in 2012 after being opened 2 short months. Becky put together an amazing team at Chrome and together with her team continued to grow the salon year after year becoming one of the most talked about salons in Delaware County. Johnny spent his day working at all the major Cosmetology Schools in the area. He did it all in the school setting from teach to school director and attended annual meetings for the American Association of Cosmetology Schools "AACS" and the National Accrediting Commission of Career Arts & Sciences "NACCAS". In March 2017 the Chambers opened their second salon location Chrome Salon of Chadds Ford. They grew the second location by instilling the same business practice that made them notable in their Media location. The Chambers saw while their salons had amazing talent, the new talent coming from Cosmetology school had to be re trained to the products and techniques used at the salon. They quickly discovered a need for a "Unique Cosmetology School", one that was inclusive and not exclusive, one that taught all major brands and techniques and not just singularly focused on one. Out of this The Chrome Institute of Cosmetology was born.

**PROGRAM/COURSE DESCRIPTIONS:**

(All programs/courses are instructed in English)

**Cosmetology:**

This Program consists of 1,250 hours to satisfy Pennsylvania State requirements and 1,500 hours to satisfy Delaware State requirements. The Program is designed to provide the finest instruction to the student to prepare them to pass the state licensing examination and prepare them to have a successful career in the Cosmetology industry. This includes but is not limited to, extensive instruction and practical experience in all types of Hair Cutting, Hair Coloring, Permanent Waving, Client Customer Service, Personal and Social Development, Retail Knowledge, Client Record Keeping, Business and Managerial Ethics, Proper Sanitation, State Laws and Regulations, Salon Administration, Job Readiness Interviewing and Resume Building.

**Cosmetology Instructor:**

This Program consists of 600 hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest education to the student to prepare them to pass the state licensing examination and prepare them to have a successful career as a Cosmetology Instructor. This includes but is not limited to, extensive instructional experience in Professional Practices, Learning Environments, Learning Types, Teaching Techniques, Communication, Coaching and Classroom Management.

The State of Pennsylvania requires 500 hours of education to become a licensed Cosmetology Instructor; however, we are approved by the state to offer a 600-hour Cosmetology Instructor course. By adding those additional 100 hours, the student instructor will be able to master the skills and techniques necessary to assure a successful career as Cosmetology Instructor through assisting and observing a licensed Cosmetology Instructor in the classroom and salon clinic area

#### Esthetics:

This Program consists of 400 hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest education to the student to prepare them to pass the state licensing examination and prepare them to have a successful career as an Esthetician. This includes but is not limited to extensive instruction and practical experience in Facials, Facial Massage Techniques, Make-Up Knowledge, Make-Up Application, Hair Removal and Customer Service. The State of Pennsylvania requires 300 hours of education to become a licensed Esthetician; however, we are approved by the state to offer a 400 hour Esthetics course. By adding those additional 100 hours, the student will be able to master the skills and techniques of an Esthetician through advanced instruction, which prepares the student for entry in to the salon and spa industry.

#### **PARKING:**

Students must abide by local (city and/or landlord) parking rules, which are announced during your initial tour, your initial meeting to complete your school enrollment paperwork and also on your first day of class.

**Chrome Institute of Cosmetology will not be responsible for parking violations and/or towing fees. Chrome Institute of Cosmetology does offer on-site parking.**

#### **NONDISCRIMINATION:**

The Chrome Institute of Cosmetology, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, color, age, race, religion, ethnic origin, disability, sexual orientation, or ancestry. The School does not condone or tolerate discrimination of any type, bullying, harassment, or hazing of any sort. If anyone, guest, student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, shape or form they are required to report the matter to the School Director, Johnny Chambers, in person or by calling 610-203-7596, by e-mail [johnny@chromesalonpa.com](mailto:johnny@chromesalonpa.com) or by US Postal Mail: 1 Chelsea Parkway, Suite 109, Boothwyn, PA 19061. If the school Director is not accessible, the report can be made to The Operations Director John Chambers Sr. or the Current School Supervisor. Upon receiving the report, immediate and appropriate action can be taken.

#### **GUEST ARTIST/SPEAKERS AND CAREER FAIRS:**

All Students will have the opportunity to be educated and introduced to both local and national guest artists, speakers, educators, industry experts, and various product manufacturers. Students who volunteer and willingly allow any guest artist, industry expert, or product specific employee to alter their appearance in any way, accept full responsibility and consent for any and all services performed.

#### **FIELD TRIPS:**

Field trips to local professional retail, salon, spa, school, resort, and or locations related to the on hand work our students are offered throughout the year. These events and field trips may take place during school hours, or after school hours, including but not limited to: evenings and weekends. In some cases, there may be additional travel and or entry expense occurred by the student. An example of this would be our yearly attendance to the IBC Show in New York City. Students are not required to attend this trip. If the Student does not attend the trip to the IBC Show or any other trip that requires an additional expense, the student will be provided daily instruction at our facility, if the trip occurs during normal enrollment time and/or normal operating hours. All students must complete a written consent form to participate in any and all Chrome Institute of Cosmetology field trips. In order to earn hours for any activities, trips or classes being held off campus, a Chrome Institute of Cosmetology Teacher or Representative must be

in attendance to validate your presence. For selected field trips that do not require an additional expense, if a student elects to not participate, they may not be able to attend school and accrue hours during that time.

### **GRADE AND HOUR TRANSCRIPT REQUESTS:**

Any Currently attending Student may request to view their records at any time. This will take place in the presence of the School Director or The School Supervisor. Upon the successful completion of the program and payment in full for initial tuition, and any possible overtime charges that may occur, Chrome Institute of Cosmetology will provide two copies of an official transcript. Any Additional requests for transcripts will be subject to a \$25 fee. Any request of records to send to or picked up by another individual must be authorized in writing by the student for each individual request. These requests must be made in writing, and signed and dated by the student. When a student requests records to be sent to another school, the Student must specify the institution to which the records will be sent. When the request for records is received, it will be processed Financial Aid Director, Operations Director or School Director. Any Copies of transcripts will not be released if a student is not considered financially current at the time of the request.

### **ADMISSION REQUIREMENTS:**

In order to qualify for admission into one of our programs, the potential student must either be a high school graduate, or a holder of high school graduation equivalency certificate. The Chrome Institute of Cosmetology does not accept Ability-To-Benefit (ATB) students.

### **ADMISSIONS PROCEDURES**

1. Complete an Initial Application: Complete the initial application form and submit it to the school. This form can be obtained by requesting it from the school, and are provided to any interested candidate during his or her prospective student tour.
2. Application Fee: Your initial application will not be processed until a non-refundable application fee of \$100.00 is received. The application fee can be submitted in the form of cash only if received in person. A receipt will be issued in the application fee is made in person. The fee may also be mailed into the school in the form of a check, or money order made payable to Chrome Institute of Cosmetology. PLEASE DO NOT MAIL CASH! This fee is not included in the tuition cost. This fee may be considered to be waived in the rare occurrence that a student is applying as a "Transfer Student", due to the fact of their current school suddenly closing without notice.
3. Submit a current 2x2 Photo: This photo should be a recent photo of the applicant in the size of passport photo. This photo will be placed in your student file and used as a second form of identification, when requesting access to your permanent student files.
4. Provide the following Documentation:
  - a. Identification: Photocopy of an official, signed social security card.
  - b. Additional Identification (please provide only one):  
Copies of a passport, a government-issued identification, a driver's license, or a birth Certificate.
  - c. Education Documentation: Provide either a copy of a high school diploma, a copy of high school transcripts or a High School Equivalency diploma.  
Foreign Diplomas or Transcripts: Chrome Institute of Cosmetology will accept a foreign diploma or transcript, but it MUST be equivalent to a U.S. high school diploma and must be translated into English and evaluated and certified by a credentialed evaluation service. It is the responsibility of the potential student to have the foreign diploma or transcript translated and evaluated and certified. Any cost occurred for this is to be paid for by the potential student. This fee is not included in the cost of tuition.



5. Student Essay: Each prospective student must complete an entrance essay as to why you choose the Cosmetology, Cosmetology Instructor or Esthetician field.
6. Personal Interview: Your personal interview will be conducted during your tour of the facility. The tour portion of the personal interview process may be waived if the student is reenrolling, or is a graduate returning for a different program of study.
7. References: All students wishing to use Title IV Funds must submit two references in order to complete the Master Promissory Note.
8. Cosmetology Instructor Documents: Anyone wishing to enroll in the cosmetology instructor program must meet the above requirements as well as provide a valid and current cosmetology license.

If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible so the school can review your request.

\*\*\*Any Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program. These hours are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution. Please refer to the school transfer policy for additional information. \*\*\*

### **ACCEPTANCE:**

Once all of the above mentioned has completed by the potential student, your enrollment application will be reviewed by the School Director and designated team. Once the decision has been made the enrollment team and director, the applicant will receive a written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process, this includes re-entry students (withdrawals) and transfer students.

### **RE-ENTRY STUDENTS:**

1. Any and ALL Outstanding tuition, fees, and overtime expenses must be paid in full before the student is eligible for re-enrollment.
2. Previous tuition payments will be credited towards the student's new balance.
3. Tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
4. Submit a \$100.00 re-entry fee.

\*\*\*The School WILL NOT deny re-admission to any member Serving our country if that was the reason for the current withdraw. The \$100.00 fee will be waived in this circumstance. \*\*\*

\*\*\*Any Re-admission is reserved to the sole discretion of The Chrome Institute of Cosmetology. \*\*\*

\*\*\*Re-admission for a student requires an additional personal interview with the School Director.

\*\*\* Touring the facility is not necessary for re-entry students. Students Re-enrolling will be placed on a 30-day evaluation period. During the 30-day evaluation period, the student must demonstrate that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress.

\*\*\*Students who withdraw from the course are required to empty their locker and remove all personal items. Any items left behind by the student will be stored for 30 days. After 30 days, any items left become the property of The School. \*\*\*

**TRANSFER STUDENTS: \*\*\*This Applies to our Cosmetology Program Only\*\*\***

Anyone wishing to transfer to The Chrome Institute of Cosmetology must submit a notarized or official transcript from your current Cosmetology School. Students wishing to transfer to The Chrome Institute of Cosmetology from an out-of-state cosmetology school must provide verification from the appropriate licensing authority in that state.

\*\*\*Chrome Institute of Cosmetology will accept transfer hours from other schools based on an evaluation of the student's comprehension of the specific course material. This evaluation will consist of a written and practical exam. The Maximum accepted Transfer hours is 600. All transfer students must attend a minimum of 650 hours at The Chrome Institute of Cosmetology. The Only exception to this, is if the student has completed 900 hours and has passed the Pennsylvania State Cosmetology Examination. \*\*\*

\*\*\*The current cost for transfer hours is \$13.00 per hour attended; this does not include the cost of a required complete and current student kit. \*\*\*

\*\*\*Please note that students transferring to another school may not be able to transfer all the hours they earned at The Chrome Institute of Cosmetology; the number of acceptable transferrable hours is at the discretion of the school you are transferring to, and depends on the policy of the receiving school. \*\*\*

\*\*\*A Notarized Transcript or official transfer hours Statement from other schools will be accepted. \*\*\* \*\*\*Transfer hours will not be accepted after a contract has been signed with the Chrome Institute of Cosmetology. \*\*\*

\*\*\*The number of accepted transfer hours will be determined by The School Director and Enrollment Team. \*\*\*

\*\*\*In extraordinary circumstance a student is enrolling from a school that has suddenly closed without notice. The Chrome Institute of Cosmetology may allow a student to transfer in more hours. The Chrome Institute of Cosmetology will still evaluate the prospective student via written and practical examination and credit them accordingly with the number of hours related to their course knowledge. \*\*\*

**STATE LICENSING DISCLAIMER:**

The state may refuse to grant a license to a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the State Board of Cosmetology to deny licensure. The State Board of Cosmetology may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. The Chrome Institute of Cosmetology is not responsible for students denied licensure.

**Eligibility for PA State License Early Testing:**

You may be eligible for EARLY TESTING (900 hours for Cosmetology, 400 hours for Cosmetology Instructor and 250 hours for Esthetician) If you meet the minimum requirements and submit your application prior to completion of the required hours to test early, you will be permitted to take the exam. The state will NOT ISSUE YOUR LICENSE until your school has submitted the transcripts VERIFYING that you have completed the required hours for the license (1,250 for Cosmetology, 600 for Cosmetology Instructor, 400 for Esthetics) and all of your financial obligations have been met.

**ENROLLMENT INFORMATION:**

1. *Enrollment periods:* The Chrome Institute of Cosmetology usually begins a new full-time cosmetology class approximately every 11 weeks, this is subject to space and availability. The Chrome Institute of Cosmetology usually begins a new part time cosmetology class approximately every 11 weeks, this is subject to space and availability. The Chrome Institute of Cosmetology usually begins a new cosmetology instructor class every 2 months (certain exceptions will be made for early enrollment before next scheduled start date for instructors' program). The Chrome Institute of Cosmetology usually begins a new esthetician class every 12 weeks, this is subject to space and availability. Please check our website, social media sites or contact the Admissions Director for exact starting dates.

2. Holidays and school closures: The Chrome Institute of Cosmetology will be closed for the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. This is subject to change yearly as extra days surrounding these holidays MAY be added. The actual dates will reflect the particular calendar year. We are closed the full week of the 4<sup>th</sup> of July for summer break and the week between Christmas and new year for Winter break. Additional holidays may be added to the schedule at the discretion of school administration. If a Holiday is added your contract will be addended to include the addition holiday, so that the hours missed for that day will not reflect on your missed time allotment. The school is open for business unless there is a declared State of Emergency. Inclement weather closures will be reported via The Chrome Institute of Cosmetology social media sites as well as 6abc and Fox 29.

3. Enrollment contract: The Chrome Institute of Cosmetology clearly outlines the obligation of both the school and the student in this contract. A copy of the enrollment contract will be provided to you upon enrollment of the school.

# EDUCATION GOALS:

The Chrome Institute of Cosmetology strives to provide a first-class education that prepares students to pass the state board licensing examination and gain employment. Our system includes a state-of-the-art facility, experienced instructors, and a curriculum developed in conjunction with the feedback from all area salons and spas. We are an inclusive school, which means we are dedicated to teach ALL MAJOR Product Lines and ALL MAJOR Color Lines as well as ALL the latest techniques.

## TUITION:

### ***Cosmetology Student:***

Tuition	\$16,250.00
Kit, Textbooks, and Lab Fees	\$2,200.00
Application Fee (nonrefundable)	\$100.00
PA Sales Tax (nonrefundable)	\$132.00

TOTAL INVESTMENT- \$18,682.00

\*\*\*Extra instructional charges- \$13.00 per hour. \*\*\*

### ***Cosmetology Instructor Tuition:***

Tuition	\$7,800.00
Kit, Textbooks, Lab Fees	\$400.00
Application Fee (nonrefundable)	\$100.00
PA Sales Tax (nonrefundable)	\$24.00

TOTAL INVESTMENT- \$8,324.00

\*\*\*Extra instructional charges- \$13.00 per hour. \*\*\*

### ***Esthetician Tuition:***

Tuition	\$5,200.00
Kit, Textbooks, Lab Fees	\$1,550.00
Application Fee (nonrefundable)	\$100.00
PA Sales Tax (nonrefundable)	\$93.00

TOTAL INVESTMENT- \$6,943.00

\*\*\*Extra instructional charges- \$13.00 per hour. \*\*\*

**PAYMENT OPTIONS:**

The Chrome Institute of Cosmetology offers several different ways to pay for tuition. We accept cash, check, money order, ACH transaction, and credit card. Our Financial Aid team can assist students in finding the best payment options if financing is required to meet the cost requirements. We have a relationship with several different local banks that are on board and ready to help with your needs.

**\*\*\*Tuition payments made by credit card may be subject to a 3% processing fee. \*\*\***

\*\*\*Financing is available for those who qualify. \*\*\*

**SCHOLARSHIP/FEE WAIVER POLICY:**

Applicants for our Cosmetology Instructor Program may be eligible for their tuition portion of the program to be waived, if they are offered a position with the school. In this circumstance the student would only be required to pay the application fee, kit fee and taxes. This would also require a 1-year commitment to The Chrome Institute of Cosmetology upon graduating the program.

**CONSTITUTION DAY:**

The Chrome Institute of Cosmetology celebrates Constitution Day each year. For more information, visit [www.constitutionday.com](http://www.constitutionday.com)

**VOTER REGISTRATION:**

Students are encouraged to register to vote in State and Federal Elections. Voter registration and election date information for the State of Pennsylvania can be found at [www.votespa.com](http://www.votespa.com)

**2020 CLASS START DATES:**

Cosmetology:

Full Time & Part Time – September 28<sup>th</sup>, 2020 December 14<sup>th</sup>, 2020 (Transfer students are eligible to start right away).

Cosmetology Instructor:

Full Time & Part Time - 1<sup>st</sup> Monday of every Month

Esthetician:

Contact Us, Enrollment Every Month.

**STUDENTS WHO WITHDRAW:**

Students wishing to transfer to another institution must pay all monies owed to The Chrome Institute of Cosmetology and all applicable academic requirements must be met before the student's official transcript can be released. Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, if they are not picked up within that time period those items will become the property of The Chrome Institute of Cosmetology.

**TERMINATION POLICY:**

The Chrome Institute of Cosmetology reserves the right to terminate a student's enrollment for improper or immoral conduct, receiving 6 coaching sessions, failure to comply with the educational requirements, and/or the terms as agreed upon within the enrollment contract. The student will be charged a termination fee of \$150.00.



## COURSE OVERVIEWS

## **COSMETOLOGY COURSE OVERVIEW:**

Course Hours: 1250 clock hours

This course is divided into classroom instruction and clinical service-learning experiences.

1. Classroom Instruction: The student is required to have a minimum of 300 Classroom hours before he or she can work on the public. During this time, you will have both hands-on instruction as well as theory instruction to prepare you to move to the next level.
2. Clinic Learning Experience: Once you have met all your requirements in the classroom instruction and have met or exceeded the 300-hour mark, you will advance to the next phase in your training. The remaining 950 hours are spent in our clinic learning area. Here you will work on the public daily. You will also have practical and theory training during this time.

### **COSMETOLOGY COURSE OUTLINE:**

This course will be divided into 3 experiences.

1. Classroom Theory: These classes will be instructed by a Licensed Cosmetology Instructor using Milady Cosmetology Textbooks. Weekly Testing will take place during this time.
2. Classroom Practical: These hands-on classes will be instructed by a licensed Cosmetology Instructor using Mannequins and other styling tools, chemical and styling equipment.
3. Clinic Learning Experience: These hands-on classes will be instructed by a licensed Cosmetology Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

Curriculum	Subject Hours	Total Hours
Orientation	5	5
History of Cosmetology, Cosmetology Opportunities, Professional Image, Communication and Life Skills	13	18
Properties of the Head and Scalp, Chemistry, Electricity, Anatomy, Physiology and Infection Control	107	125
Salon Business, Resume, Seeking Employment and Salon Readiness	42	167
Skin Education, Facial, Make-Up and Hair Removal	90	257
Nail Structure and Growth, Manicuring, Pedicuring and Advanced Techniques	80	337
Draping, Shampooing and Conditioning	49	386
Principles of Hair Design, Haircutting and Hairstyling	363	749
Braiding, Extensions, Wigs and Enhancements	93	842
Hair Coloring	159	1001
Chemical and Texture Services	205	1206
State Laws	45	1250

## **COSMETOLOGY INSTRUCTOR COURSE OVERVIEW:**

Course Hours: 600 clock hours

The course is divided into classroom instruction, classroom student teaching experience and clinical student teaching experience.

### **COSMETOLOGY INSTRUCTOR COURSE OUTLINE:**

This course will be divided into 3 experiences.

1. Classroom Theory: These classes focus on the different learning types, classroom setup, theory of instruction, etc.... using The Milady Master Educator textbook. Weekly testing will take place during this time.
2. Student Classroom Teaching: You write your own lesson plans and Teach actual students from your lesson plans. You will also assist a licensed Cosmetology Instructor during this time.
3. Clinical Student Teaching: During this time, you will assist a licensed Cosmetology Instructor in the hands-on live model portion of the Cosmetology Program.

Curriculum	Subject Hours	Total Hours
Orientation	5	5
Learning environment, styles and principles	30	35
Methods of Teaching and educational aids	45	80
Lesson Planning	60	140
Classroom Presentations	30	170
Assessment of student progress and advising students	40	210
Career Preparation and Professional Practices	90	300
Student Classroom Teaching	150	450
Student Clinic Teaching	150	600



## ESTHETICS COURSE OVERVIEW:

Course Hours: 400 clock hours

This course is divided into classroom instruction and clinical service-learning experiences.

1. Classroom Instruction: During this time, you will have both hands-on instruction as well as theory instruction to prepare you to move to the next level.
2. Clinic Learning Experience: Once you have met all your requirements in the classroom instruction you will advance to the next phase in your training. The remaining hours are spent in our clinic learning area. Here you will work on the public daily. You will also have practical and theory training during this time.

## ESTHETICS COURSE OUTLINE:

This course will be divided into 3 experiences.

1. Classroom Theory: These classes will be instructed by a Licensed Cosmetology Instructor using Milady Textbooks. Weekly Testing will take place during this time.
2. Classroom Practical: These hands-on classes will be instructed by a licensed Cosmetology Instructor.
3. Clinic Learning Experience: These hands-on classes will be instructed by a licensed Cosmetology Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

Curriculum	Subject Hours	Total Hours
Orientation	5	5
Professional Attitude and Best Business Practices	20	25
Sanitation	14	39
History of the Skin, Chemistry and Skin Disorders,	105	144
Product Knowledge	20	164
Facial Treatments, Facial Massage, Microdermabrasion and Electrotherapy/Light Therapy	186	350
Waxing and Tweezing	10	360
Make-Up	30	390
State Laws	10	400

## **COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE:**

The following tests and grading procedures are incorporated during the student's 1,250-hour course:

1. Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt, with a 5 point deduction, until they meet the score of 75% or more.
2. 300-hour Cutting Certification.
3. Approximately 600-hour written exam.
4. Approximately 900-hour final written exam and State Law final exam. \*\*\* Must pass these exams to be eligible to take your state board exam early at 900 hours. \*\*\*
5. Practical assessments.

## **COSMETOLOGY INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE:**

The following tests and grading procedures are incorporated during the student's 600-hour course:

1. Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt until they meet the score of 75% or more.
2. 150-hour skill evaluation test.
3. 300-hour written exam.
4. 400-hour final written exam and State Law final exam. \*\*\* Must pass these exams to be eligible to take your state board exam early at 400 hours. \*\*\*
5. Practical assessments.

Grading Letter	Score	Description
A	100-94	Excellent
B	93-87	Very Good
C	86-80	Passing
D	79-75	Needs Improvement
F	75-under	Failure

## ESTHETICS PROGRAM TESTING AND GRADING PROCEDURE:

The following tests and grading procedures are incorporated during the student's 400-hour course:

1. Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt until they meet the score of 75% or more.

2. 100-hour skill evaluation test.

3. 250-

final

exam

State

final

\*\*\*

pass

exams

eligible

Grading Letter	Score	Description
A	100-94	Excellent
B	93-87	Very Good
C	86-80	Passing
D	79-75	Needs Improvement
F	75-under	Failure

hour  
written  
and  
Law  
exam.  
Must  
these  
to be  
to take

your state board exam early at 400 hours. \*\*\*

4. Practical assessments.

## STUDENT PLEDGES:

### PROFESSIONALISM:

1. Have a positive, enthusiastic and mature attitude at all times.
2. Be professional at all times, so you will be sought out by salons for employment.

### ATTENDANCE:

1. Arrive at school on time.
2. Keep your attendance average high, this will insure you receive the proper education to be successful.

### MEASURABLE PERFORMANCE OBJECTIVES:

1. Complete the required number of clock hours of training.

2. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
3. Satisfactorily pass final written and practical exams.
4. Upon completion, receive a graduation certificate.
5. Pass state board exam.

#### **SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY:**

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

1. Protect clients' clothing by appropriately draping them.
2. Ask clients to remove any jewelry, hair accessories, glasses, etc.
3. Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water, and follow manufactures safety instructions.
4. Wear gloves when using chemicals.
5. Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

#### **GRADUATION REQUIREMENTS:**

1. Complete the required number of hours of training in your specific program.
2. Satisfactorily complete and pass all quizzes, projects and both written and practical exams.
3. Pay any outstanding tuition and or any outstanding financial balance to the school or make satisfactory payment arrangements. \*\*\*Please note that your diploma and transcripts will not be released to you until all financial obligations have been paid. \*\*\*

Once a student has met all these requirements, he or she will receive a Graduation Diploma and Official Final Transcripts.

#### **STATE LICENSURE AND TESTING PROCEDURES:**

As of November 24, 2014, the Pennsylvania State Board of Cosmetology no longer requires a hands-on practical portion of the state board examination for cosmetology, cosmetology instructor or an esthetician license. The examination now consists of a combined theory and theory practical computer examination.

\*\*\*As of December 24, 2014, the Pennsylvania State Board of Cosmetology now allows students to take the state licensing examination early while still attending school. Cosmetology students can take the examination once they have reached the 900-hour mark. Cosmetology instructor students can take the examination once they have reached the 400-hour mark. Esthetician students can take the examination once they have reached the 250-hour mark. Students that wish to take the examination early while still attending The Chrome Institute of Cosmetology must satisfactorily complete and pass all quizzes, projects and both written and practical exams. They must also be eligible to take and successfully complete the final written exam and State Law final exam for the particular program attending. All students must have completed the academic requirements and be up to date with their financial obligations before

any transcripts are sent to the states testing facility, Pearson Vue. If you choose to take your examination early, you will not be issued a license until your completed transcript has been submitted to Pearson Vue. Students who apply for early testing will not receive a temporary license.

## **GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES:**

There are several different career options for Cosmetologists. These include, but are not limited to:

- Hair Stylist
- Colorist
- Make-Up Artist
- Brand Educator
- Traveling Artist
- Celebrity Artist
- Nail Technician
- Salon Manager
- Platform Artist
- Esthetician
- Salon Owner
- Many more options

While the Chrome Institute of Cosmetology can not guarantee employment upon graduation, we take pride in our graduates and our placement rates. We work closely with all the local salons and major product lines and will absolutely work with every student to assist in employment placement. We keep an open line of communication with salons as they look to us to assist in helping to fill any open positions they may have. When a student is placed in a salon or a graduate is working in a salon, we send out surveys asking about the student or graduate so we can constantly improve our program to make sure our graduates are sought after by all the local salons.

### ***GRADUATES COMPLETING A PROGRAM AND REENROLLING IN A NEW PROGRAM:***

Any graduate of The Chrome Institute of Cosmetology that wishes to enroll in another program offered at our facility may be eligible for a partial scholarship. Consideration will be on a case by case basis.



## **STUDENT KIT:**

Cosmetology:

\*\*\*Please note that students are responsible for the purchase of stationary supplies. \*\*\*

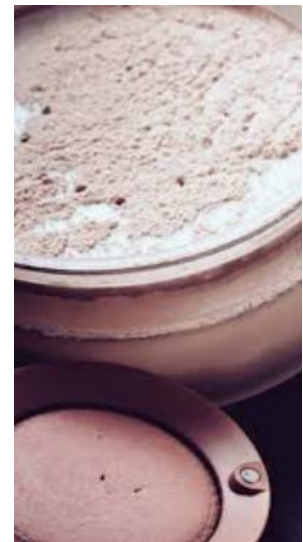
- Clippers: Andis Pivot Motor Combo
- Trimmers: Andis Pivot Motor Combo
- Blow Dryer: Babyliss Pro Nano Titanium
- Flat Iron: Babyliss Pro Nano Titanium 1"
- Marcel: Hot Tools Gold Barrel 3/4"
- Shampoo Cape
- Cutting Cape
- Chemical Cape
- Gator Clips
- Butterfly Clips
- Pin Curl Clips 80 X 2
- 10oz Spray Bottle
- Carbon Comb Style
- Carbon Comb Rat Tail
- Detangler Comb
- All Purpose Comb Set
- 3" Boar Brush

- 7pcs Thermal Brush Kit w/case
- 5pcs Color Brush Kit
- Tint Bowl
- Applicator Bottle
- Color Beaker
- Timer
- Personna Flare Razor
- Togatta Shears (Manikin)
- Olivia Garden Shear Kit
- 180pcs Cold Wave Rod Kit
- Tweezers
- Manicure Set
- Sam manikin X 2
- Tina Manikin (Ethnic)
- Phoebe Manikin (Long Hair)
- Hard Cover Milady Textbook
- Soft Cover Milady Workbook
- Nylon Elastic Smock
- Aluminum Kit w/Wheels



### **Mirabella Essential Artist Kit (Includes the following)**

- Brushes
  - Blush
  - Foundation
  - Kabuki
- Brow Pencil
- Eye Definer
- 2 Velvet Lip Pencils
- Perfecting Lip Definer
- Perfecting Concealer
- Lash Luxe Mascara
- 14 Eye Shadows
- 3 Pure Presses
- 2 Sculpt and 2 Blush DOU's
- Pencil Sharpener
- All In The Perfect On The Go Bag



### **Cosmetology Instructor:**

\*\*\*Please note that students are responsible for the purchase of stationary supplies. \*\*\*

- Milady's Master Educator Student Course Book
- Milady's Master Educator Exam Review Book





**Esthetician:**

\*\*\*Please note that students are responsible for the purchase of stationary supplies.\*\*\*

**Mirabella Pro Box Make-Up Kit (Includes the following)**

- Professional Artist Box
- Brushes
  - Detail
  - Dual Finish Blush & Powder
  - Pro Eye Blender
  - Sculpting/Serum
  - Wet/Dry Eyeshadow
- Contouring Kit Medium
- Dual Pencil Sharpener
- Essential Artist Kit Palette
- Eye Definer – Foil & Twig
- Flawless Silicone Blender
- Invincible V – Dark
- Lasting Lash Waterproof Mascara
- Lip Definer – Nude
- Luxe Advanced Formula – Angelic, Vintage, & Heartbreaker
- Mascara Wand (25pack)
- Perfect & Correct Finishing Powder
- Perfecting Lip Definer
- Prime for Face
- Skin Tint Crème – I C, III N
- SWAK – Berried Modern Matte & Rosy Rouge



- The Brow Pencil Medium
- Velvet Lip Penicl – Vice
- Wipe Out Makeup Wipes
- Milady Esthetics Textbook & Workbook
- Make-Up / Facial cape
- 36 PK. of Spatulas
- Slant Tweezer
- Facial Brush
- 4" Brow Scissor
- Blue Fine Tip Tweezer
- 4.5" Comedo Extractor
- Mixing Bowls

\*Dermalogica Esthetics Kit (Includes the Following) \*

- Calming Botanical Mixer
- Multi Vitamin Power Exfoliant
- Exfoliant Accelerator 35
- Colloidal Masque Base
- Massage gel cream
- Post Extraction Solution
- Multi-Active Toner
- Special Cleansing Gel
- Ultra-Calming Cleanser
- Daily Micofoliant
- Solar Defense Booster SPF50
- Multi Vitamin Power Recover Masque
- Pre-Cleanse
- Welcome Pack
- Dermalogica Masque Fan Brush
- Face Mapping Prescription Sheets
- Facial Sponges
- Carry Case
- "The Book"
- Scaling gel

## FEDERAL RETURN OF TITLE IV FUNDS POLICY:

\*\*\*THIS PORTION IS NOT YET APPLICABLE. THIS IS FUTURE INFORMATION\*\*\*

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program

1. Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.
2. For student who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
3. If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount for which he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame the institution will not make the post-withdrawal disbursement to the student.
4. The Federal Return of Title IV Funds formula dictate the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.
5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).
6. The amount to be returned is calculated by subtracting the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
7. If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
  - a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;
  - b. Official withdrawal applies when a student notifies the school in writing or in person.In both cases, the last day of attendance will be used in the return of Title IV calculation.

8. School scheduled breaks of five (5) or more consecutive days are excluded from the Return to Title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.

9. Title IV funds will be returned to the United States Department of Education within 45 days.

NOTE: A student who withdraws prior to completing 60 percent of the charging period may be required to repay some of the funds released to the student because of a credit balance on a student's account.

Refunds to Title IV programs will be made in the following order: 1. Federal Unsubsidized Stafford Loan

2. Federal Subsidized Stafford Loan

3. Federal PLUS Loan

4. Federal Pell Grant

#### INSTITUTIONAL REFUND/DROP POLICY:

For applicants who cancel enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except the non-refundable application fee.

b. 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 (3) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except the non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.

c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less the non-refundable application fee.

d. A student notifies the institution of his/her official withdrawal in writing.

e. A student is expelled by the institution.

f. For official cancellations as defined in paragraphs b, c, d, or e, 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.

g. Monies paid for the student kit is non-refundable unless the student cancels within three (3) business days of signing the enrollment contract or the student cancels prior to entering class.

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. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

3. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
5. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
6. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
7. A student's account may be sent to collections for nonpayment.
8. If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

\*\*\*All refunds are based on scheduled hours and monies paid to the Institution. Please See Chart Below\*\*\*

<b>% TIME OF TOTAL COURSE</b>	<b>TOTAL TUITION OWED TO SCHOOL</b>
<b>0.01% - 4.9%</b>	<b>20% + \$150.00 TERMINATION FEE</b>
<b>5% - 9.9%</b>	<b>30% + \$150.00 TERMINATION FEE</b>
<b>10% - 14.9%</b>	<b>40% + \$150.00 TERMINATION FEE</b>
<b>15% - 24.9%</b>	<b>45% + \$150.00 TERMINATION FEE</b>
<b>25% - 49.9%</b>	<b>70% + \$150.00 TERMINATION FEE</b>
<b>50% - 100%</b>	<b>100% OF TUITION OWED</b>

#### STUDENT FINANCIAL AID RELEASE:

\*\*\*THIS PORTION IS NOT YET APPLICABLE. THIS IS FUTURE INFORMATION\*\*\*

Any student contracted to complete a course at The Chrome Institute of Cosmetology agrees that the school can not guarantee the student loan process. A Federal Parent PLUS Loan requires a credit check and is based on the parent's credit rating. A Pre-Approval for a Parent PLUS Loan does not guarantee that the parent will receive a Federal Parent PLUS Loan. It is absolutely necessary for the parent to pass a satisfactory credit check when the loan is certified. The School has no control over the approval process. It is up to the student and or their parent to make sure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servers and Schools, as authorized.

#### POLICY FOR VERIFICATION OF TITLE IV FUNDING:

\*\*\*THIS PORTION IS NOT YET APPLICABLE. THIS IS FUTURE INFORMATION\*\*\*

The Chrome Institute of Cosmetology has policies and procedures that it must follow for verification of Title IV Funding. Verification is required by the U.S. Department of Education. Students are randomly selected to provide additional information. The Chrome Institute of Cosmetology provides students with a verification form so they can provide the necessary information. The Chrome Institute of Cosmetology gives the student 30-days to return the completed form to the financial. If verification documents are not submitted by the due date, the student will be required to make monthly cash pay status until verification is completed. FAME is the software that handles our student overpayments and will notify the school so it can make the corrections to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

#### LATE PAYMENTS:

If a student fails to make a scheduled tuition payment, the student may receive a communication from the operations director. All communications will be documented and placed in the students permanent file. If a student consistently fails to make scheduled payments, the student may be terminated from the program. Please refer to the tuition percentage chart for this information.

#### PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES:

#### MAKEUP WORK:

Students must complete all required assignments and tests. To accommodate students, makeup test days and assessment periods are scheduled. Students must complete makeup work at the scheduled time.

#### SATISFACTORY ACADEMIC PROGRESS POLICY:

Students enrolled in our programs must meet formal standards that measure their Satisfactory Academic Progress (SAP) towards graduation. These standards are set in place by NACCAS. The policy is consistently applied to all enrolled students. Satisfactory Academic Progress Evaluations are maintained in the students permanent file.

#### QUANTITATIVE AND QUALITATIVE FACTORS:

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A minimum cumulative Theory grade level of 75% or higher.
2. A minimum cumulative academic level of 75% or higher on practical assessments.
3. To determine whether a student meets the academic requirements for satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.
4. A minimum cumulative attendance of 75% of their scheduled hours.

\*\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date. \*\*\*

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable. \*\*\* The exception to this is, if the student is on warning or has prevailed upon appeal of the determination that has resulted in status of probation. \*\*\*

#### COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME:

Full time cosmetology students attend five days a week, Monday-Friday, 30 hours per week from 9:00 a.m. to 4:00 p.m. Part time cosmetology students attend four nights a week, Monday-Thursday, 20 hours per week from 5:00 p.m. to 10:00 p.m. Cosmetology Instructor students schedule may vary. Esthetician students will attend five days a week, Monday-Friday, 30 hours per week from 9:00 a.m. to 4:00 p.m. Part time esthetician students attend four nights a week, Monday-Thursday, 20 hours per week from 5:00 p.m. to 10:00 p.m.

The State of Pennsylvania requires 1,250 clock hours for the cosmetology course. Students are expected to complete the course in no more than 133.33% of the program length. If a student is never absent, he/she should complete the course within 41.67 weeks for a full-time student, 62.50 weeks for a part time student.

The State of Pennsylvania requires 500 clock hours for the cosmetology instructor course; however, The Chrome Institute of Cosmetology is approved for a 600-hour cosmetology instructor course. Students are expected to complete the course in no more than 133.33% of the program length. If a student is never absent, he/she should complete the course within TBD weeks.

The State of Pennsylvania requires 300 clock hours for the esthetics course; however, The Chrome Institute of Cosmetology is approved for a 400-hour esthetics course. Students are expected to complete the course in no more than 133.33% of the program length. If a student is never absent, he/she should complete the course within 13.33 weeks for a day time, part-time student, and 20.00 weeks for a night time, part-time student.

At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 133.33%-time frame allowed.

**MAXIMUM TIME FRAME:**

Students must complete the educational program within the maximum time frame which is based on attending at least 75% of the scheduled hours.

<b>Course</b>	<b>Program Length</b>	<b>Maximum Length</b>
<b>Cosmetology Full Time</b>	41.67 weeks	55.56 weeks
<b>Cosmetology Part Time</b>	62.5 weeks	83.33 weeks
<b>Cosmetology Instructor FT</b>	TBD	TBD
<b>Cosmetology Instructor PT</b>	TBD	TBD
<b>Esthetician Full Time</b>	13.33	17.78 weeks
<b>Esthetician Part Time</b>	20.00 weeks	26.67 weeks

**INTERRUPTIONS, COURSE IN-COMPLETES, AND WITHDRAWALS:**

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must drop from the program and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as they were at the time of withdrawal.

**LEAVE OF ABSENCE:**

The School does not have a leave of absence policy.

**TRANSFER HOURS:**

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program.

**DETERMINATION OF PROGRESS STATUS:**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress.

Warning:

\*\*\*THIS PORTION IS NOT YET APPLICABLE. THIS IS FUTURE INFORMATION\*\*\*

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

Probation:

Students who fail to meet the minimum requirements for attendance and academic progress after the warning period, will be placed on probation. The student will be required to maintain SAP during the probationary period.



#### TERMINATION APPEAL PROCEDURE:

If a student is terminated due to receiving the maximum amount of coaching sessions, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school director describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (only if the student is a dependent minor), the student's instructor, the Operations Director, and the School Director. A decision on the student's appeal will be made within 3 business days by the School Director and will be communicated to the student in writing. This decision will be final.

\*\*\*If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed. \*\*\*

#### STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY:

The Family Educational Rights and Privacy Act sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally give postsecondary students the right to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

Students (or parents or guardians, only if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$0.25 per page.

#### General Release of Information:

Except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's education records. The written consent must:

1. State the purpose of the disclosure.
2. Specify the records that may be disclosed.
3. Identify to whom the disclosure may be made.
4. Be signed and dated.

#### Record Maintenance:

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of 7 years. Transcripts of graduates are kept indefinitely.

#### Amendment to Student Records:

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

### STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES:

The following are a list of guidelines that all student must commit to and follow during their enrollment at The Chrome Institute of Cosmetology.

#### A. Attendance and Documentation of Time

1. The school records attendance in clock hours and give appropriate attendance credit for all hours attended or does not add or deduct attendance hours as a penalty. Attendance is calculated using computerized time clock and does not round hours to nearest whole hour. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours, they feel earned, the student must provide documentation to verify attendance on the missing time form.
2. The school is open from 9:00 a.m. to 4:00 p.m. Monday through Friday for full- time day students, and Monday through Thursday from 5:00 p.m. to 10:00 p.m. for part-time students.
3. The prescribed attendance schedule must be maintained throughout the program.
4. Students must be on time as tardiness and absences inhibit the learning process.
5. During the enrollment contract period, applicants must maintain a 90% attendance average each month in order to complete the program within the scheduled program length. The applicant is allowed to miss 10% of his/her scheduled hours before having to pay extra instructional charges. The applicant may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the applicant must attend additional program hours beyond his/her maximum scheduled program length due to attendance problems or to complete academic graduation requirements, the applicant will be charged an additional \$13.00 for each hour scheduled to complete after the scheduled program length is reached.

6. Students are required to be in attendance a minimum of: 6 hours per day, 30 hours per week for full-time Cosmetology and Esthetician. 5 hours per day, 20 hours per week for part-time Cosmetology and Esthetician. Cosmetology instructor student's TBD.

7. Lunches and breaks are scheduled for all students. All full-time students will receive 2- 15 minute breaks and a 1-hour lunch. Students should communicate with their Learning Leader if they have not had lunch by 1:30 p.m. Night students get 2- 15-minute breaks.

Documentation of time - Students may not leave the premises during regular hours (other than break time and lunch) without the permission of an instructor. Students who leave the school premises or leave early must document their time by:

- a. Clocking out.
- b. Signing the sign-out sheet.
- c. Having an instructor book them out.

\*\*\*Students may not clock in or out for another student. \*\*\*

\*\*\*Students may be suspended for failure to comply with these rules\*\*\*

B. Professional Image - A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

1. Students must wear only black head to toe. Students in our honors program must wear black, but may have white and/or grey accents.
2. Clothing must be professional, clean, and free of stains and tears.
3. Shoes should be black, professional, and comfortable.
4. Hair must be clean and styled prior to arriving at school.
5. Cosmetics must be applied, if you choose to wear them and applied prior to arriving at school.

6. The following is a list of unacceptable dress for students:

- Gym shoes, flip flops, sandals, or open toe shoes
- Jeans or clothing made of denim (This will only be allowed on dress down days or "Jean Days")
- Tank tops, sleeveless tops, or sheer clothing
- Sweatpants/sweatshirts
- Printed t-shirts other than those with a "CHROME" logo
- Short skirts/dresses that fall above the fingertips
- Shorts, spandex, or athletic apparel
- Yoga pants or athletic leggings

8. Students who fail to comply with this professional dress code will be asked to leave and return with appropriate attire.

#### C. Sanitation and Personal Services

1. Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.

2. Students must clean their station, including the floor, after each service.

3. Hair must be swept up immediately after a service is completed, before blow-drying.

4. Workstations must be cleaned at the end of the day.

5. Students may have their hair or other services done. To

receive service, students must do the following prior to starting the service:

a. Ask permission from their instructor

b. Pay for service supplies including perms, color, lightener, conditioning treatments, etc.

c. Personal services are considered rewards and scheduled for student who are up to date with all academic work. School assignments and successful learning are always the priority.

#### D. Communication Guidelines and Professional Conduct

1. Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, lunch room, or the clinic floor area.

2. Only emergency calls are permitted on the business phone. Future Professionals may use their personal cell phones while on break and lunch.

3. Cell phones are not permitted in the classroom or clinic classroom, unless the Instructor in that class has given approval.

4. Students may not visit with another Students who are working on a guest.

5. Students may not gather around the reception desk, the reception area, or the administrative offices.

6. Food or drinks are allowed only in the lunchroom.

7. Smoking is prohibited in the building or on the campus.

8. Stealing or taking school or another's personal property is unacceptable and is grounds for immediate termination.

#### E. Learning Participation Guidelines

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for immediate termination.

2. Students will be expected to maintain an average of 75% on all the theory tests and assignments.

3. Students may not be released from required theory class to take a client.

4. Only Front Desk Personnel may schedule or change client service appointments.

5. All service must be checked and signed off by an instructor.

6. Students are expected to be continuously working on school related projects, assignments, reading or test preparation during school hours.

7. Students will receive clock hours during the times they fully participate in their learning experience.

8. When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, the following may be focused on:

- a. Completion of monthly assessments
- b. Completion of theory review assessments
- c. Performing a service on another student
- d. mannequin drills, such as foiling, long hair designs, perm rod rolling, and speed drills

\*\*\*Students are responsible for his/her own equipment, and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. The Chrome Institute of Cosmetology is not responsible for any articles that are lost or stolen. \*\*\*

\*\*\*Parking is allowed in assigned parking areas only or cars may be towed at their owner's expense. \*\*\*

\*\*\*Students must always come to school prepared and have their full kit, books, writing utensils, etc.\*\*\*

\*\*\*Students will not be allowed in theory once the door is closed. The student will not receive theory credit or clock hours during this time. If a student chooses to leave theory class for any reason, he/she will not be allowed to return to theory. If there's a transition period during theory a student will be allowed to enter to receive credit for the remaining scheduled time in theory. \*\*\*

#### COACHING AND CORRECTIVE ACTION:

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon industry professional. The school team will coach all students to correct noncompliant or destructive behavior.

1. Attendance and Documentation of Time Guidelines: Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or receive a coaching session when they do not comply with guidelines.

2. Professional Image Standards: Professional Image standards were created to provide guidance and direction to students as they develop their professional image. Students may be clocked out and released for the day when they do not meet professional image standards.

3. Sanitation and Personal Service Procedures: Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

4. Communication Guidelines and Professional Conduct: It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience a coaching session or termination.

5. Learning Participation Guidelines: The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as “future salon industry professionals” and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may receive a coaching session or be terminated.

**Corrective Action Steps:**

Once a student has received 5 coaching sessions, the student may be suspended from school for 5 days. Suspended students may only be readmitted to school upon paying the administrative termination fee. If a student receives 2 more coaching sessions after readmission from a 5 suspension, the student’s attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/or immoral conduct.

**POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES:**

The Chrome Institute of Cosmetology complies with all provisions of section 504 of the rehabilitation act of 1973 in that no qualified, handicap person, because of the handicap or disability, will be excluded in enrolling in one of our courses.

## SEXUAL HARASSMENT POLICY:

The Chrome Institute of Cosmetology is committed to maintaining a learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities. Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt equitable and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The School shall respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible, consistent with The School's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred. Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliations. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

## HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY:

The Chrome Institute of Cosmetology is committed to maintaining a learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices. Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated at The Chrome Institute of Cosmetology. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by The Chrome Institute of Cosmetology. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The School shall respect the confidentiality of the complainant and the individuals against whom the complaint is filed as much as possible, consistent with The School's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred. Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliations. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary action up to and including termination.

#### SOCIAL NETWORKING POLICY:

The Chrome Institute of Cosmetology respects the rights of students to use social media during their personal time. Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with The School's culture.

#### GRIEVANCE POLICY:

In the event a student has a concern or grievance that can not be resolved with the student's Instructor, the student must file the concern in written form. The complaint will then be referred to The School's Management Team, which consists of the Director, the Operations Director and The Director of Admissions. The team will receive and attempt to resolve each complaint or concern within 7 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The School will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint.

#### ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY:

The School prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a School activity.



CHROME INSTITUTE OF COSMETOLOGY ADMINISTRATION AS OF JANUARY 2020

Owners: Johnny and Becky Chambers

Director: Johnny Chambers

Operations Director: John Chambers Sr.

Admissions Director: Joseph Chambers

Financial Aid Director:

School Supervisor / Director of Education: Tracy Tweed

Education Team: Tracy Tweed, Ryann Pilla, & Lori Evans

Front Desk Coordinator:

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