



School Catalog 2022-2023

www.theacademyofbeauty2020.com

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PHILOSOPHY, OBJECTIVES, AND MISSION

Statement of Philosophy

The Academy of Beauty offers an excellent education in the fields of Cosmetology, Nail Technology, and Esthetics. We will prepare each individual student to be employable in the job market.

Objectives of Programs

Students will be trained in the skills necessary to meet the South Carolina State Board of Cosmetology and the South Carolina State Board proficiency standards for the board examination.

Students will satisfactorily complete all required theory and practical work.

Students will complete necessary contract hours in each subject area to meet South Carolina State Board of Cosmetology requirements.

Mission Statement

The Academy of Beauty will prepare each student for a career in Cosmetology, Nail Technology, Esthetics, and Instructor Training.

To prepare the student with all the skills needed to pass the South Carolina State Board examination.

To prepare students with not just the basics of Cosmetology, Nail Technology, Esthetics, and Instructor Training but the most advanced techniques available in their field.

To prepare students to be employable in the job market.

LICENSING

The Academy of Beauty is licensed by:

South Carolina Department of Labor, Licensing,
And Regulation Board of Cosmetology

110 Centerview Drive
Columbia S.C. 29210

P.O. Box 11329
Columbia S.C. 29211-1329

Phone: 803-896-4588

Licensure is displayed outside the office facility.

School rules are found in the Student Handbook.

FACILITIES

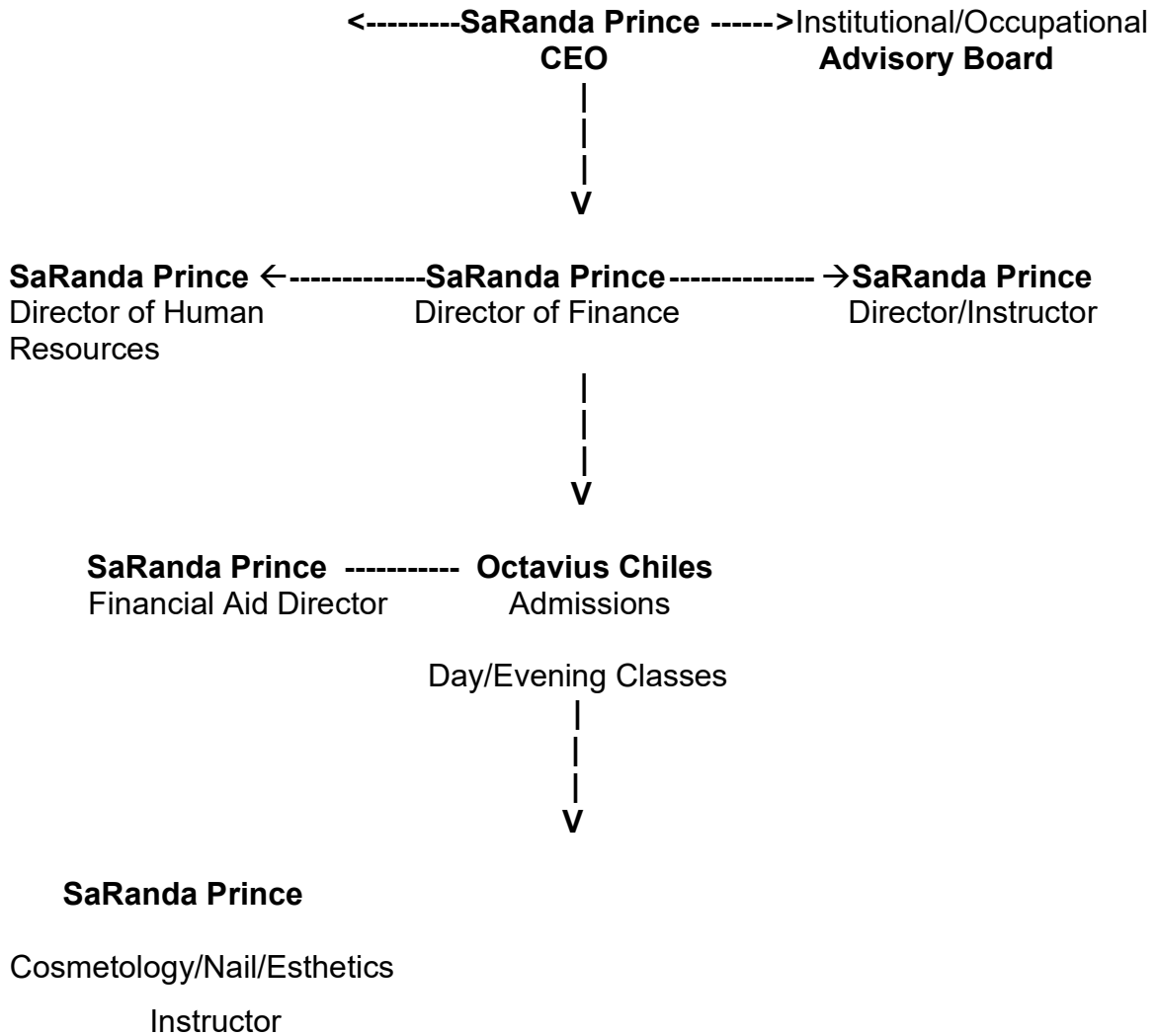
The Cosmetology, Nail Technology, and Esthetics Programs have a large clinic floor area with 29 stations, 1 classroom, 1 unisex restroom, 1 admissions office, and a dispensary. Client and student parking is available. Campus housing is not available.

The facility is a single story, one level building with ample space for maneuverability for the handicap needing such accommodations.

FACULTY

SaRanda Prince	Owner Licensed Cosmetology/Nails/Esthetics Instructor
SaRanda Prince	Financial Aid Director
Octavius Chiles	Admissions

ORGANIZATION STRUCTURE



ACADEMIC CALENDAR

The school is open year-round Monday through Saturday.

Tuesday- Saturday from 9:00 am to 5:00 pm for **full time day class**.

Monday – Thursday from 5:00 pm to 10:00 pm and every other Saturday 8am-3pm for **night class**.

Official holidays are New Year's Day, Martin Luther King, Spring Break, Memorial Day, Independence Day, Summer Break, LaborDay, Thanksgiving break and Christmas break.

The school is closed for a week during spring break corresponding with the public-school scheduling.

The school is closed for Thanksgiving break Thursday - Sunday.

The school is closed for the week of July 4th and the week between Christmas and New Year's Day.

The Academy of Beauty is a clock hour school. An **academic year is 900 clock hours** which equals 30 weeks.

ADMISSIONS REQUIREMENTS

Admission to The Academy of Beauty is open to all persons without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

The Academy of Beauty admits as regular students only persons who:

For Cosmetology, Nail Technology, and Esthetics:

- Must be sixteen (16) years of age as required by the South Carolina State Board of Cosmetology.
- Must furnish proof of high school diploma, GED certificate, or proof of at least a 10th grade education.
- Valid driver's license or picture ID
- Social Security Card
- Must schedule an interview with the administrator.

For Instructor Training:

- High School diploma, GED certificate
- Current Valid Cosmetology, Nail Tech, Esthetics
- Valid driver's license or picture ID
- Social Security Card
- Must schedule an interview with the administrator.

At the present time we do not admit students with the Ability to Benefit.

ACADEMIC PROGRAMS

COSMETOLOGY

- Complete program covers hair, skin, and nails.
- 1500 clock hours
- The student receives a school diploma.
- Upon graduation, the student will be eligible to be licensed by the state as a Cosmetologist.

NAIL TECHNOLOGY

- Complete program covers manicuring, pedicures, and all aspects of artificial Nails.
- 300 clock hours
- The student receives a school diploma.
- Upon graduation, the student will be eligible to be licensed by the state as a nail technician.

ESTHETICS

- Complete program covers skin care, facial massage, and make-up application.
- 450 clock hours
- The student receives a school diploma.
- Upon graduation, the student will be eligible to be licensed by the state as an Esthetician.

INSTRUCTOR TRAINING

- Complete program covers Instructor Training.
- 750 Clock Hours
- The student receives a school certificate.
- Upon completion of this program the student will be eligible to be licensed as an instructor (SC requires 45-hour methods of teaching).

MISSION OF PROGRAM

COSMETOLOGY

Our mission is to teach and prepare each student in the career of Cosmetology. We prepare each student to function as a cosmetologist by teaching the basics of cosmetology as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Examination.

NAIL TECHNOLOGY

Our mission is to teach and prepare each student in the career of Nail Technology. We prepare each student to function as a nail technician by teaching the basics of nail technology as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Nail Technology Examination.

ESTHETICS

Our mission is to teach and prepare each student in the career of Esthetics. We prepare each student to function as an Esthetician by teaching the basics of esthetics as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology Esthetics Examination.

Instructor Training Program

Our mission is to teach and prepare each student in the career of Instructor Training. We prepare each student to function as an Instructor by teaching the basics of teaching as well as the most advanced techniques, and to prepare each student for the South Carolina Board of Cosmetology

REQUIREMENTS FOR COMPLETION OF COURSE

COSMETOLOGY

- The student must complete 1500 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive a school diploma and to be eligible for the StateBoard Examination.
- All learning components and written examinations and practical examinations must be completed satisfactorily.
- The student must pass the schools final examination.
- All fees must be paid before the student completes the 1500-clock hour course.
- The State Board requires that the student take and pass a written and practical exam to become licensed as a cosmetologist. The fee for this exam is currently \$122.

NAIL TECHNOLOGY

- The student must complete 300 clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive a school diploma and to be eligible for the State Board examination.
- All learning components and practical/written examinations must be completed satisfactorily.
- The student must pass the schools final examination.
- All fees must be paid before the student completes the 300-clock hour course.
- The State Board requires that the student take and pass a written and practical examination to become licensed as a Nail Technician. The fee for this exam is currently \$122.

ESTHETICS

- The student must complete 450 hours clock hours of training.
- The student must maintain a passing score of 75% on written and practical exams to receive a school diploma and to be eligible for the State Board examination.
- All learning components and practical/written examinations must be completed satisfactorily.
- The student must pass schools final exam.
- All fees must be paid before the student completes the 450-hour course.

- The State Board requires that the student take and pass a written and practical examination to become licensed as an Esthetician. The fee for this exam is currently \$122.

Instructor Training

- The student must complete 750-clock hours of training.
- The student must maintain a passing score of 75% on written and practical items to receive a diploma and to be eligible for the State Board Examination.
- All learning components and written examinations and practical examinations must be completed satisfactorily.
- All fees must be paid before the student completes the 750-clock hour course.
- The State Board requires that the student take and pass a written and practical examination to become licensed Instructor. The fee for this exam is currently \$122.

ENROLLMENT DATES

Cosmetology, Nail Technology, Esthetics, and Instructor Training Classes begin every month. Contact the school for exact starting dates.

CLASS SCHEDULE

***COSMETOLOGY:**

FULL TIME

- 40 hours per week
- School hours are Tuesday through Friday 9:00am – 5:00pm, Saturday 8am-4pm.
- 30-minute lunch break

***NAIL TECHNOLOGY**

PART-TIME: EVENING

- 10 hours one week
- 17 hours one week
- School hours are Mondays & Wednesdays 5:00pm – 10:00pm. Every other Saturday 8:00am – 3:00pm.
- 15-minute lunch break

***ESTHETICS**

FULL-TIME: DAYS

- 10 hours one week
- 17 hours one week
- School hours are Tuesday & Thursday 5:00pm – 10:00pm. Every other Saturday 8:00am – 3:00pm.
- 15-minute lunch break

APPROXIMATE COMPLETION OF COURSE

Cosmetology Full Time	12-14 months
Esthetics	7-8 months
Nail Technology	5-6 months

COSMETOLOGY CURRICULUM = 1,500 HOURS **SUBJECT = HOURS**

Sanitation, Sterilization = 45

Hygiene and Good Grooming = 30

Professional Ethics = 35

Public Relations/ Psychology /Salesmanship = 50

Anatomy = 45

Dermatology = 25

Trichology = 25

Nail Structure = 15

Chemistry = 100

Safety Precaution (Public Safety) = 30

Shampoos and Rinses = (Safety) = 45

Scalp and Hair Care - Treatments (Safety) = 30

Hair Shaping (Safety) = 150

Hair Styling (Safety) = 325

Manicuring and Pedicures = 25

Chemical Wave / Chemical Straightening = 225

Hair Coloring = 225

Facial Treatment and Makeup = 30

Rules, Regulations, Code = 15

Threading = 10

Unassigned = 20

ESTHETICS CURRICULUM = 450 HOURS
SUBJECT = HOURS

Professional Practices = 50

Sciences = 150

Facial Treatment = 175

Hair Removal = 25

Makeup = 50

NAIL TECHNOLOGY CURRICULUM = 300 HOURS
SUBJECT = HOURS

Sanitation and Safety Measure = 65

Anatomy and Physiology = 50

Manicuring and Pedicures = 160

Artificial Nail Application = 20

Unassigned = 5

Student Instructor Curriculum-750 HOURS
Subject=Hours

SUBJECTS	CREDIT IN HOURS
Basic Teaching Methods	
Counseling Techniques	
Development of Lesson Plans	
SC Cosmetology Laws & Regulations	125
Instruction of Theory	
Use of Audio-Visual Equipment	
Evaluation Techniques & Instruments	
Classroom Observation	
Practice Teaching	
Record Keeping	240
Sterilization & Sanitation	
Supervision of Clinical Activity	
Student Counseling and Evaluation	
Records Documentation	
Effective Demonstration Procedures	
Presentation of Styling Techniques	
Student/Patron Relationship	240
Federal & State Enrollment Procedures & Requirements	
Financial Aid Requirements	
Inventory Control & Purchasing	
Student Scheduling	
Graduate Records	
Licensure Application Forms	120
Lesson Plan	<u>25</u>
Total	750

COST OF EDUCATION

COSMETOLOGY:

Tuition, Books and Kits = \$17,000.00

Tuition=\$16,100

Books=\$200

Kits=\$700

Registration Fee = \$100.00 **(NON REFUNDABLE)**

Scholarship/Fee Waiver=\$12,000(Deducted) (Qualified Students Only)

ESTHETICS:

Tuition, Books and Kits = \$3,500.00

Tuition=\$2,700

Books=\$300

Kits=\$500

Registration Fee = \$100.00 **(NON REFUNDABLE)**

NAIL TECHNOLOGY:

Tuition, Books and Kits = \$2,700.00

Tuition=\$1,800

Books=\$300

Kits=\$600

Registration Fee = \$100.00 **(NON REFUNDABLE)**

INSTRUCTOR TRAINING

Tuition and Supplies =\$5,000.00

Registration Fee = \$100.00 **(NON REFUNDABLE)**

All students in all courses are required to maintain a minimum 67% attendance average.

The school allows all students to miss two weeks of their contracted time at no penalty.

These hours are figured into the total time to determine the graduation date.

Any student extending **past the graduation penalty date** will incur a penalty fee of **\$10.00** per hour in additional tuition until all hours are clocked.

***Additional fees for fashion show t-shirts, competitions and hair shows are not included in tuition.**

SATISFACTORY PROGRESS, GRADING AND ATTENDANCE

Instructors keep daily progress records for each student and students receive copies of monthly summaries of the progress report. Periodic examinations are part of the evaluation procedures in all courses. The Academy of Beauty uses the following grading system:

Excellent = 90 – 100 (A)
Good = 80 – 89 (B)
Passing = 75 – 79 (C)
Unsatisfactory = Below 75 (D)

All grades, services, and hours are recorded, kept on file and forwarded to the South Carolina State Board of Cosmetology upon completion of training. All full-time students are expected to attend school Tuesday through Saturday from 9:00am – 3:00 or 5:00pm, except for the evening students who must attend Monday – Thursday evenings from 5:00pm – 10:00 pm. Any student who has 10 consecutive unexcused absences may be dropped from the program. Students must achieve at least **75% (C average)** on all work attempted (written and practical exams) and satisfactorily complete a minimum of 67% of all scheduled hours.

The maximum time frame for a full time (40 hours per week) student to complete the Cosmetology program is 57 weeks. The maximum time frame for a full time (30 hours per week) student to complete the Cosmetology program is 75 weeks. The maximum time frame for a part time (20 hours per week) student to complete the Cosmetology program is 113 weeks.

Satisfactory academic progress will be checked at the 750-clock hour increment. To be considered making SAP, a full-time student must complete 750 clock hours in 19 weeks with a minimum of 50% of the training completed and achieve at least a “C” average. A part time student must complete 750 clock hours in 38 weeks with a minimum of 50% of the training completed and achieve at least a “C” average.

When a student is found to not be making SAP, he/she will be placed on probation for a one-month period. During this time, the student will have the opportunity to re-take the exams.

All programs will be evaluated at the mid-point of the course. Leaves of absence, withdrawals, and other official interruptions of training are not computed in the maximum time frame. Course incompletes, repetition, and non-credit remedial

courses do not apply and will have no effect on satisfactory progress. If a student takes a leave of absence or has been suspended and is not in satisfactory progress at that time, he/she must re-establish satisfactory progress prior to receiving any subsequent payments.

TRANSFER STUDENTS

Students with previous training may transfer into the program provided if they have certified transcripts of hours and grades from their previous institution, provided they meet the guidelines set forth in our catalog for admissions. Those students are required to adhere to minimum satisfactory academic and attendance policies just like all other students. All transfer students must meet minimum requirements at least once by the mid- point of their course in order to be considered as having satisfactory progress and attendance.

STUDENT TRANSFER POLICY

For a student to transfer to The Academy of Beauty, the following procedures will be followed:

- Normal enrollment procedures including presentation of proper identification documents, and completion of enrollment form, and personal information data sheet.
- Student must submit their official transcripts and letter of recommendation from their prior school, as well as official documents showing hours completed. Documents certifying hours must come directly from the state board or school issuing the hours.
- Per the director's discretion, The Academy of Beauty will only accept transfer hours for cosmetology, nail technology, and/or Esthetics. The student must complete the freshman program before advancing to the clinic floor. For the nail technology training, 100 transfer hours will be accepted. For the esthetician course, 100 transfer hours will be accepted, and the student must enter at beginner's level. For the cosmetology course, 600 transfer hours will be accepted. There is no transfer of hours between programs.
- Students will pay the cost of education on a monthly basis.
- There is no transfer of hours between programs within The Academy of Beauty due to the South Carolina State Board of Cosmetology and the South Carolina State Board of Barber Examiners Regulations.

RE-ENROLLMENT POLICY

A student may apply for re-enrollment with The Academy of Beauty. Normal enrollment procedures including presentation of proper identification documents and completion of enrollment form and personal information data sheet. The student must have satisfied their previous contractual obligations and re-enrollment must be approved by the director.

STUDENT SERVICES

The staff at The Academy of Beauty is always eager to help. Prospective students are given information packets regarding the school and tours of the facilities. Students are encouraged to request counseling with any staff member as often as needed.

The Academy of Beauty cannot guarantee employment upon graduation. However, we do have an excellent placement record. All graduates are encouraged to request assistance in placement. The school offers continued assistance in placement throughout the graduate's professional career.

Expected annual incomes vary nationwide for the Cosmetologist, Nail Technician, Esthetician, and Instructor. Contact the school office for current rates.

RULES AND REGULATIONS FOR CONDUCT

Students are expected to conduct themselves in a professional manner befitting the industry. Rules for conduct are contained in the Student Handbook and are presented during student orientation. High standards of integrity and character are expected. **A student will be asked to leave if their conduct is becoming or in discord with any rules of the school.** Students must treat each other, the staff, and the customers with **respect**. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

LEAVE OF ABSENCE

A student may request an **emergency leave of absence**. The student prior to the start of the leave must request the leave **in writing**. This leave is granted at the discretion of the administrative staff. The request for leave must be signed and accompanied by documentation supporting the need for the leave of absence. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave of absence. See the Rules and Regulations for further explanation. Financial hardship cases will be determined by the finance office.

A student who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. In a 12 month period, the school may grant no more than 60 days personal of leave of absence or 180 days of a medical leave of absence to a student. The leave of absence involved does not incur additional charges by the school to the student.

The contract will be extended the length of the absence (minimum 2 weeks maximum 60 days) and the student agrees to re-enter on the designated date. The student will be dropped as of the last day of attendance should the absence exceed 60 days. The schools refund policy will be in effect, and any outstanding balance due the school will be due immediately.

OFFICIAL WITHDRAWAL PROCEDURE

Notification of withdrawal: student must notify administration office of intent to withdrawn in writing or in person. Notification to administration office must be within 10 days of last day of attendance or student will automatically be dropped after 10 consecutive absent days.

Refunds will be calculated by the percentage of enrollment time versus the amount of total tuition. See school/student contract for graph.

There will be a **\$100 withdrawal fee** for early termination of training.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with federal guidelines regarding Family Educational rights, please note the following information:

- The procedure for notifying parents and students of their rights is found in the school handbook.
- Procedure for inspection of educational records by parents or students is available upon request after submitting to the school administrator a written request.
- A record will be maintained of disclosures.
- A description of personally identifiable information designated as directory information will be available from the school's administration office.
- An appeal process through which a record may be changed must begin with a written request followed by an administrative conference.

An institution must annually notify parents and students that they have the right to:

- Inspect and review student's educational records.
- Request amendment to student's educational records.
- Provide consent to disclosure of personally identifiable information.
- A hearing to contest file information and right to place a statement in their record.

Parents and students have a right to inspect educational records specifically pertaining to the student. An institution, however, does not have to permit a student to review records that are financial records of his or her parents.

The disclosure of information to third parties must be monitored, and unless certain circumstances exist, information must only be released with the written consent of a parent or eligible student. The following are the most common circumstances which would permit the release of information without consent:

- Release is to other institutional officials with legitimate educational interests in the information.
- Release is to another school where the student wishes to enroll.
- Release is to federal or state authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT CONTINUED

- Release is to organizations conducting studies on behalf of institution or educational agencies.
- Release to alleged victim of a crime of violence, information relating to disciplinary hearing.

REFUND POLICY

If an applicant is rejected by the school or decides to cancel his/her enrollment within three business days of the signing of the contract, regardless of whether classes have begun, the school shall refund all monies collected.

If an applicant decides to cancel his/her enrollment after the three business days of signing the contract, but before starting any classes, all monies paid to the school, less the enrollment fee shall be refunded by the school within 30 days. Cancellation date will be determined by the postmark of written notification, or the date said information is delivered to the school administrator/owner in person. This policy is applied regardless of whether the student has actually started training.

For students who enroll in and begin classes and do not cancel their enrollment within the three business days, the following policy shall apply: The enrollment fee is non-refundable. **There will be a charge of \$100 withdrawal fee for early termination of training.** The money paid or charged for tools, books, and supplies that have been received is non-refundable. Tuition will be adjusted based on the percentage of enrollment time.

Tuition adjustments are calculated as follows:

Percentage of Enrollment Time	Amount of Total Tuition Owed to School
.01%-10%	20%
10.01%-25%	50%
25.01%-50%	75%
Over 50%	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to applicant or student shall be refunded within 30 days of formal cancellation by said student or formal termination by the school, which shall occur no more than thirty days from the last date of attendance, or in the case of a leave of absence, no more than thirty days from the documented date of return. **Students that have not visited the school prior to enrollment can withdraw without penalty within 3 business days following attendance of a regularly**

scheduled orientation or following a tour of the facilities and inspection of the equipment. In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school shall make a settlement, which is reasonable and fair to both. If the school is permanently closed and no longer offering instruction, after the student has enrolled, the student shall be entitled to a pro- rata refund of tuition. If a course is cancelled subsequent to a student enrollment, the school, at its option, will either provide a full refund to the student of all monies paid or provide completion of the course.

In the event the school does not meet these responsibilities, all students have the right to seek relief for pre-paid tuition monies from the bonding agent with whom the school contracts for this purpose. The amount of such relief shall not exceed the amount of tuition fees that are prepaid and would be distributed according to an agreed upon settlement policy between the SC Department of LL R, State Board of Cosmetology and the South Carolina State Board of Barber Examiners, the School owner, and the insurance/bonding company. A copy of the bond is on file with the SC Department of Labor, Licensing and Regulation.

Financial Aid

The Academy of Beauty offers in house financing. Weekly, Bi- weekly, and/or monthly payment plans are offered to those students who cannot afford to pay the full tuition upon registration. Financial aid isn't offered at this time. Payments are received according to the payment plan agreed to on their School Contract.

Thank You

Thank you for choosing The Academy of Beauty to “Pursue your Passion”. Our goal is to help you achieve your goal as a licensed professional Cosmetologist, Nail Technician, or Esthetician. It is my goal for you to receive the best education possible because “Education is Our Commitment”.

Sincerely,

**SaRanda G. Prince
Owner**