

Revised June 2004

SCHOOL OFFICIALS AND INSTRUCTIONAL STAFF

New Creations Academy was established in November 1988 and is a corporation.

Board of Directors: President: Carla Robinson Secretary: La Shawn Barnes Treasurer: James Claggett Jr.

**Director: Carla Robinson Asst. Director/General Manager: James Claggett Jr
Financial Aid Supervisor Donna Stephens
Financial Aid Asst. Brandi Smith**

INSTRUCTIONAL STAFF: Carla Robinson Day / Evening
James Claggett Day Class
Juanita Scarboro Day Class
Rebecca Lynch Evening Class

This institution is approved by:

**Maryland Higher Education Commission
839 Bestgate Road Suite 400
Annapolis, MD. 21401-3013
(410-260-4500)**

Accredited by

**National Accrediting Commission of Cosmetology Arts & Sciences
4401 Ford Avenue Suite 1300
Alexandria, Va. 22302
(703-600-7600)
U.S. Department of Education**

MISSION STATEMENT

Our mission is to train students in developing proficiency and mastering skills in the beauty culture field. The course will enable the student to get theoretical and technical knowledge to become competent and creative cosmetologists. The students can achieve excellence in performance by applying the principles and practices learned.

COSMETOLOGY COURSE OBJECTIVES

We teach basic theory and practical curriculum, derived from Milady Standard Text books. The course covers basic and advanced hair cutting, hairstyling (Caucasian and Ethnic), hair coloring, cold waving, and permanent waving as well as (Curly/JerriCurls), manicuring /pedicuring, facials and make up; sculptured nails and tips; mending and wrapping: chemical relaxing, thermal curling and waving; use of all current equipment and irons; blow drying, styling and pressing. Students are required to work with sharp tools and hot equipment and tools. Completing this training will equip the graduate with the ability to acquire employment as a Licensed Cosmetologist. The cosmetology license qualifies a licensee for the following career choices, Hair Stylist, Manicurist, Esthetician as well as Make Up artistry.

The hourly breakdown and schedule of fees are as follows:

Theory and Demonstration	350 hours
<u>Lab/Clinic</u>	<u>1150 hours</u>
TOTAL HOURS	1500 HOURS

ENROLLMENT DATES

Perspective students can enroll for school any time during school hours, if the perspective student needs to arrange a specific time for enrollment please call for an appointment. Classes will begin on the first Monday of each month for the Evening Class, or the first Tuesday of each month for Day Class.

PHYSICAL DEMANDS OF THE PROFESSION & SAFETY REQUIREMENTS

To become a Licensed Hair Stylist, the State of Maryland requires the student to complete 1500 hours of training within an approved school of Cosmetology, and pass the Maryland State Board Licensing Exam. As a part of this profession you may have to stand on your feet for approximately seven to eight hours per day. To ensure a safe and clean environment at the school the students may be required to clean mirrors, bathrooms, sinks, Salon equipment, sweep floors and keep the training area or salon in a clean and sanitary at all times. The cosmetology profession requires that the students work with chemicals such as permanent wave solutions, relaxers, hair color, hot material such as wax, curling irons, pressing combs and other heated equipment, In addition, the student will be required to work with sharp implements such as scissors, razors and clippers. It is the student's responsibility to handle all items properly and with care. It is imperative that you have the physical and mental ability to complete the course and strive in the cosmetology profession.

ATTENDANCE POLICY

Often one of the first questions a prospective employer asks concerns student attendance, because hiring often depends on good attendance. Once on the job, employers expect employees to report to work promptly and regularly. Recognizing this New Creations Academy believes students should follow a policy of 100% attendance and punctuality to receive the maximum benefit of their educational experience and to develop the work habits and personal qualities highly valued by employers. We define attendance time as the time elapsed between the starting date and the date on which the student formally ends enrollment. Students are required to attend all classes and demonstrations as scheduled throughout the program contract time. Attendance is monitored daily and recorded from the time card monthly. If the student must be absent (meaning not present in class; including late arrivals and early departures) from school he or she must notify a school official, as follows, Day students must call in by 8:30 am and Night student must call in by 4:30pm. If the student must be absent for more than two (2) consecutive days, the student is required to bring a written excuse or doctor's note, although this documentation does not remove the absence from attendance records. If the student does not notify the Academy of any absence of two or more days the said student would receive a written warning and this is considered the first occurrence. The second occurrence the student will be placed on attendance probation for thirty (30) days. If the student is absent during the probationary period, we will suspend the student for five (5) days. Regrettably, if the student is again absent with **no valid** written excuse we will have no other recourse than to terminate that student and notify the appropriate agencies funding your course of study. Any student missing **(10)** consecutive days will be automatically withdrawn from the program on the 10th day.

Maximum Time To Complete a Course

The cosmetology course of study consists of 1500 hours of attendance with a maximum student to teacher ratio of one instructor for every twenty-one students. School attendance is calculated from the time clock cards, which are given to each student upon enrollment. The student is required to attend all schedule classes according to the contract signed. The student is required to maintain an 80% attendance rate, however, every student should strive to be in attendance 100% of the time, in the event, that a student is absent he or she must make up all missed assignments, exams, and hours. However, if the student misses 21% of the required classes resulting in less than 80% attendance, the student is required to make up the missed assignments and hours. The **40 Hour** per week course is to be completed in not less than **9.5 months** or more than **11.9 months** and student must attend a minimum of **128** hours each month to maintain an 80% attendance rate. The **30 Hour** per week course is to be completed in not less than **12 months** or more than **15 months** and student must attend a minimum of 96 hours each month to maintain an 80% attendance rate. The **20 Hour** per week course is to be completed in not less than **18 months** or more than **22.5 months** and student must attend at least 64 hours each month to maintain an 80% attendance rate. Each of the units of instruction will cover theory, demonstration and clinic work. Hours for oral, written and practical tests are included in the total hours within each unit of instruction. The student will be evaluated at **350-hour** mark; **750-hour** mark and the **1150-hour** mark for academic and attendance compliance.

***NOTE:** Satisfactory progress in attendance and academics is a requirement for all students enrolled in this school. . Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next schedule evaluation.*

The following factors will be measured to determine academic progress: Theory and Practical work will be graded as follows:

GRADING AND EVALUATION

THEORY

95 - 100 = A
85 - 94 = B
75 - 84 = C
74 - 0 = **failure**

PRACTICAL

P = Pass (75%-100 %)
F = Fail (0%-74.9%)

I = Incomplete. This converts to a 0% if not made up.

All students are required to maintain at least a C (75%) average on all exams. All students are required to make-up any exams missed. Constant scores of 74% or below during the first month of attendance, will result in a consultation to aid the student in recognizing their weakness. If **NO** improvement has been made in theoretical or practical scores by the first evaluation period, the student will be placed on probation for thirty (30) days, if still no improvement, the student will be terminated. However, if the student shows some improvement, but, not at the 75% range, we will grant the student a second probationary period, to allow adequate time to accomplish the 75% goal. **While the student is on probation the student is deemed eligible to received Title IV funds.** If the student shows improvement during the first probationary period, but fails the second probationary period the student will be terminated. An ongoing record is kept of all grades and hours of attendance achieved by each student. We will evaluate and counsel each student at least (3) times during the 1500-hour program. This means, 350-scheduled hour completion, 750 scheduled hours and 1150 scheduled hours; the student will be evaluated for his/her progress. A copy of all grades and comments will be given to the student at the time of the evaluation. Should the student need an additional copy of his/her grades, and it will be made available as soon as possible.

Determination of progress includes evaluations for attendance and academic progress to be conducted at the scheduled completion of 350 hours, 750 hours and 1150 hours mark whether the student has achieved the hours or not.

Satisfactory:

Students with a minimum Grade Point Average of 75% in theory work and in practical/clinic work, and at least 128 hours per month for 40-hour program, at least 96 hours for the 30-hour program and at least 64 hours monthly for the 20-hour program is considered as making satisfactory progress.

Unsatisfactory:

If the student is not making satisfactory progress in the first month of attendance, the student will be counseled and receive a written warning. During the second month of attendance, if still no improvement in attendance or academics, the student will be placed on probation for 30 days. At the end of the probationary period, if still no improvement the student will be terminated from the school. However, if the student shows some improvement by the end to the 1st probationary period in attendance and/or academics, the student will be given until the next evaluation period to bring attendance and/or academics where then need to be. The student is considered to be making satisfactory progress and financial aid funds will be dispersed.

Repetition

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment. Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The Director of Education must receive this appeal within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five (5) days of receipt of the written appeal. The student, parents/guardian (if student is a dependent minor), the student's instructor, and the Director of Education must be in attendance at the hearing. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically reentered in the course and financial aid funds will be

reinstated to eligible students. A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.

LEAVE POLICY

An "Official Leave of Absence" is defined as a maximum of a leave of absence from school in any twelve-month period. The student must request in writing a Leave for a maximum of (180) cumulative days. After the cumulative (180) day period, if the student does not return, on the one hundred eighty- first (181) day, the student will be terminated, and a refund will be given, if applicable based on the last day of attendance. We provide an additional **(30) days** in the contract with no additional cost to the cosmetology student. To be used for the Academy's scheduled Closings and absences or circumstances beyond the students or The Academy's control. Examples of sufficient reason include third party written documentation of illness, medical or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals and family emergencies. This will enable us to help him/her and notify the proper agencies that may be involved. A leave of absence may extend the students contract period and maximum time frame by the same number of days in the leave of absence.

LATE ARRIVALS AND EARLY DEPARTURES

Attendance becomes a part of each student's permanent record. Students are encouraged to call the Instructor if they will be late for class. Being late or leaving class early is counted as absent time. Tardiness is student arrival after class has begun. Late students are not allowed to disrupt the class. Once the class has begun, at the Instructors discretion, entrance to the class may be denied until a class break. Therefore, the student should wait for the okay of the Instructor before entering the class. An Early Departure is leaving prior to class dismissal and will be counted as absent. If the student leaves early, they must clock out and have the instructor sign the time card. No student will be allowed an early departure without a written letter, stating the time of departure. Students must submit their request upon arrival to school. Advanced notice is preferable.

MAKE UP WORK

All students are required to make up all work missed. Exams missed due to absence must be made-up with the instructor at an arranged time. Failure to make up missed exams will result in 0% that will be added into your GPA. If the student fails an exam, you must make an appointment to retake that exam.

MAKE UP HOURS

The student **may** be allowed to make up hours missed. The Director and Manager of the Academy will decide on a case-by-case need. The student must fill out the request for Extra Hours form, including the dates they wish to attend and submit the form to the Office. If approved, the Director or Manager will notify the student. **The student cannot accelerate the course by using this method.**

SCHOOL CALENDAR

NEW CREATIONS ACADEMY OF HAIR DESIGN accepts students continually through out the year.

The Academy observes the following holidays:

New Years Day and the day after

Martin Luther King Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the day after

Christmas Day and the day after

SUMMER BREAK

*The Academy is closed for summer break the **third week of July.***

These scheduled closing total 15 days per calendar year, the student is not charged for these days.

INCLEMENT WEATHER POLICY

In the event of hazardous weather conditions, school closing or late opening schedules. The Academy will notify the students through News Channel 9. WUSA

GRADUATION & LICENSING REQUIREMENTS

In order to graduate, the student is required complete 1500 hours for Cosmetology and maintain a minimum of at least seventy-five percent (75%) gpa in all examinations, practical assignments and clinic work, and must have a minimum rate of attendance of 80%. The student must pay all monies that are due the Academy. Upon meeting the requirements, the student will be awarded a certificate of completion. To become licensed, the student must complete the above stated requirements, and pass the State Board Exam for Cosmetologist according to the Code of Maryland Regulations published by the State of Maryland.

GRANTING CREDIT FOR PREVIOUS TRAINING

Any student that has accumulated hours of training in the field of cosmetology and desires to enroll in this Academy will be required to take an evaluation examination upon entry. The evaluation will be used as a basis of determining the student's acquired knowledge and experience related to cosmetology. All students are required to submit legal documentation of previous education and experience from the last institution attended. Upon receiving the above stated documents and favorable evaluation of the student, we will grant credit accordingly. If beginning in the junior program you're previous hours accumulated will not be applied until the student has completed all requirements of the junior program. Tuition charges will be based upon the refund policy; in accordance with the percent of time the student has left to complete the program.

RELEASE OF STUDENT INFORMATION

NEW CREATIONS ACADEMY guarantees the student (parent/legal guardian if under age) access to their records anytime within reason. However, the Academy will not release student records to third parties unless the student provides written authorization at the time of the request. This written request must be given to the Director before the third party request. **This does not apply to Governmental or Accrediting Agencies, whose sole purpose is to audit the school's records.**

STUDENT CONDUCT

New Creations students are considered responsible adults and are expected to maintain the standards of conduct appropriate to an academic and business environment. It is the student's responsibility to: *Conform to policy, procedures, and regulations; Maintain academic integrity and security; Maintain academic progress and satisfactory attendance; Submit course work on time; Pay tuition as schedule.* NOTE: Students may not eat, drink, or smoke, except in designated areas

DRESS AND GROOMING

Personal appearance and good grooming are essential to success in the business world. As a student at New Creations Academy you are to wear a white uniform, and comfortable closed toed shoes for working, and standing for long periods. You may wear tennis shoes, if they are clean and presentable. You will be issued a student I.D. that must be worn during school hours. **Your uniform must be clean at all times.**

MESSAGES/PERSONAL PHONE CALLS

NEW CREATIONS ACADEMY OF HAIR DESIGN cannot accept personal phone calls for students unless it is an emergency. Callers will be asked about the nature of the emergency. A student may not under any circumstances leave class or the clinic floor to make a phone calls. Phone calls must be made during breaks or lunchtime. Cell phones are not to be used during school hours or in the building.

DRUG/ALCOHOL POLICY

NEW CREATIONS ACADEMY, does not tolerate illicit drugs or drug paraphernalia or alcohol on the premises, and the use or possessions of such substances on the school's property is sufficient causes for termination of a student's enrollment as well as referral of the case to appropriate legal authorities. Students will be informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use or distribution of drugs and alcohol; a clear statement of the specific sanctions to be imposed on students (consistent with local, state, and federal law); and a description of these sanctions, up to and including expulsion or termination and referral for prosecution for violation of the standards.

Students that may have a drug/alcohol problem, which affects their progress, should see the Director (instructors can refer the student to the Director if they feel the student is having a problem) for advising, and she will refer them to one of the community health agencies for counseling. However, it is not our place to counsel students having these or any other personal problems. Nevertheless, we can give the student a referral, upon the student's agreement to his/her problem or addiction.

SEXUAL HARASSMENTS AND ASSAULTS

Students are legally protected against sexual harassment and assault you have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others. Report any instance of sexual harassment to the Director or Staff member immediately. If you are physically sexually assaulted in school, on the property of or the surrounding area (meaning the parking lot area or bus stop) of New Creations Academy, notify a staff member immediately to assist you, do not attempt to wash or destroy evidence until Police arrive.

CAMPUS SECURITY

Report any crime to a school official immediately. Please ask for a copy of the Campus Crime Report, located in the Directors Office. Never leave the school at night alone.

TERMINATION POLICY

New Creations Academy of Hair Design, reserves the right to terminate a student's enrollment on the following grounds:

- X Nonconformity with the school's policies and regulations;
 - X unsatisfactory academic progress and attendance;
 - X Failure to submit course work as scheduled;
 - X Nonpayment of tuition;
 - X Possession or use on the school's premises of any firearm or other dangerous weapon Or incendiary device or explosive.
 - X Conduct damaging to the facilities, instructors, fellow student, or patrons;
 - X Disruption of academic processes;
 - X Theft of property belonging to the school, instructors, fellow students, or customers.
- Note: Disruption of academic processes includes wrongly taking credit for work or possessing unauthorized materials during tests or examinations.

Note: There will be an extensive investigation to determine a possible theft before termination.

Refunds, if applicable, will be made by the terms explained in the Refund policy.

There are **two types of terminations:** Permanent (no re-entry) and Conditional, student can return **after 60 days** from the date of termination. A student applying for reentrance after a conditional termination must prove to a review board a reasonable likelihood of maintaining satisfactory progress. The student must comply with Polices and Regulations of the Academy and show the ability to pay tuition. We will test the student for theoretical and practical knowledge to determine the level which you can begin training. A student wanting to appeal any negative decisions can do so using the appeal process.

REFUND POLICY

An applicant rejected upon enrollment by the Academy will be entitled to a refund of all monies paid to the Academy. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the Academy within (7) calendar days after having signed a contract. If a student, (or parent, or legal guardian, in cases where the student is under legal age) chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the non-refundable enrollment fee of **\$100.00**.

In regard to withdraws after the (7) days cancellation period expires and after instruction has begins, refunds shall be based on the total contract price for the course and shall include all fees, except the non-refundable enrollment fee and any charges for materials, supplies or books which have been purchased by, and are the property of the student.

If the Academy closes, cancels, or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees. However, with the approval of the Maryland Secretary of Higher Education/ U.S. Secretary of Education and the **student**, instead of refunding monies to a student, the Academy may arrange for the student to complete his or her educational program at another approved school offering a similar program. It is the student's option to receive the refund or to accept the transfer to another school.

A student who ceases attendance at an institution that is required to take attendance, including a student who does not return from an approved leave of absence, the students withdrawal date is the last date of academic attendance as determined by the institutions attendance records. Any monies due the student will be refunded within thirty days of the date of last physical attendance according to the attendance records.

Refunds are based on the following conditions:

1. **Refunds after the first day of instruction will be based on the total contract price for the program.**
2. **The refund will include all fees except the enrollment fee and any charge for materials, supplies, or books purchased by, and is the property of the student.**
3. **The refund schedule will be as follows, less the student kit; enrollment fees; any other charges or fees incurred:**

<u>Portion of program by date of withdrawal</u>	<u>Amount of Total Tuition Owed to the School</u>
Less than 10%	10% owed to School
10% up to but not including 20%	20%
20% up to but not including 30%	40%
30% up to but not including 40%	60%
40% up to but not including 50%	80%
More than 50%	100% (Full amount Due)

! All refunds due will be paid within **thirty (30)** days from the date of last date of physical attendance, or withdrawal. For a student who does not return from an approved leave of absence the withdrawal date will be the last date of academic attendance. In other cases, such as not returning to school for a period of ten (10) days with out notification of the students intent, termination will occur upon the student's last day of physical attendance, in this case, a refunds will be issued thirty days from the termination date.

RETURN OF TITLE IV FUNDS

A student withdrawing during the first academic year which is the first 900 hours, the tuition charges refunded by the Academy shall be equal to the portion of the enrollment period for which the student has been charged that remains on the withdrawal date, rounded downward to the nearest 10% of the period, less any unpaid student charges. No refund is due to a student if the student has attended more than 60% of the scheduled academic year.

Refunds will be credited in the following sequence:

1. **To outstanding balances on unsubsidized Federal Direct Loans;**
2. **To subsidized (Direct Loans);**
3. **To Federal Pell Grant Awards;**
4. **To other Title IV student assistance;**
5. **To Institutional Aid**
6. **To the student**

KIT AND BOOKS

The **kit and books** become the property of the student when issued. The student is **totally** responsible for the cost and/or any items missing once possession occurs, regardless whether they complete the program. The kit and books **will not** be issued to any student until the first day of class. The Kit and Books are considered non-returnable to the Academy if purchased from the school. The student is welcome to purchase the Kit and/or Books on the open market as long as you purchase the required items and have these items the first day of class. The student can request a copy of the Kit list.

GRIEVANCE POLICY

Any student having a problem or an unmanageable situation occur concerning this Academy, should immediately report the matter to the Instructor in charge, if no resolution occurs, you are to ask for a grievance form from the office and put the matter in writing to the director, if upon, counseling with the director, you are still dissatisfied, you may bring the matter before the Student Board of New Creations Academy. The Students elect the Student Board, along with two Instructors and their duty is to resolve matters concerning the Director and Students. If you are still not satisfied with the Boards decision feel free to contact the Secretary of the Maryland Higher Education Commission 839 Bestgate Rd-Suite 400- Annapolis, Md 21401-3013. Phone: 410-260-4500 or 1-800-974-0203, www.mhec.state.md.us.

PLACEMENT POLICY

NEW CREATIONS ACADEMY OF HAIR DESIGN does not guarantee job placement. However, we are in close contact with salons in the area and will assist our students in every way possible in their search for employment.

FINANCIAL AID

The Federal Pell Grant and the Direct Loans program is available to those who fill out the FAFSA and qualify for these Funds. **The prospective student must make an appointment and bring all required documentation upon request to the Academy before enrollment.**

Note: Students should keep all documents concerning Financial Aid Matters. There is no charge for completing the FAFSA.

Cosmetology-COURSE OF STUDY

The cosmetology course of study consists of 1500 hours of attendance with a maximum student to teacher ratio of one instructor for every twenty-five students. School attendance is calculated from the time clock cards given to each student upon enrollment. The course is to be completed as follows:

- (40) hours per week to be completed in not less than 37.5 weeks, not more than 50 weeks.
(Equal to 9.5 months not more than 12.5 months)
- (30) hours per week to be completed in not less than 50 weeks, not more than 60 weeks
(equal to 12.5 months not more than 15 months)
- (20) hours per week to be completed in not less than 75 weeks, not more than 90 weeks
(equal to 18.5 months not more than 22.5 months)

Each of the units of instruction listed below will cover theory, demonstration and clinic work. Hours for oral, written and practical tests are included in the total hours within each unit of instruction.

<u>Subject</u>	<u>Theory (hours)</u>	<u>Demonstration (hours)</u>	<u>Clinic (hours)</u>	<u>Total (hours)</u>
Anatomy	55	0	0	55
Chemistry	40	0	0	40
Cold waving	15	5	200	220
Chemistry (5 hrs)				
Dermatology	15	0	0	15
Facials & Make-up	5	1	4	10
Finger Waving	6	1	100	107
Hair Cutting (wet)	6	2	100	108
Hair Cutting (dry)	4	2	95	101
Hair Styling	9	4	110	123
Hair Straightening	15	5	65	85
Chemistry (5 hrs)				
Pressing	15	5	65	85
Hair Coloring/lightening	20	5	170	195
Chemistry (5 hrs)				
Hygiene Personal/Public	5	1	35	41
Manicuring	30	10	70	110
Professional Ethics	5	2	35	42
Scalp & Hair	5	1	8	14
Shampoo & Rinse	5	1	8	14
Salesmanship	5	2	35	42
Sanitation/Sterilization	5	2	35	42
Safety Precautions	10	0	0	10
State Rules & Regulations	10	0	0	10
Wiggery	15	1	15	31
Total	300	50	1150	1500

Final Exam Theory and Practical Turn In Work Books

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

STATEMENT OF NON-DISCRIMINATION

NEW CREATIONS ACADEMY is an equal opportunity school with regard to education and employment. The schools program and policies are consistent with federal and state laws on nondiscrimination based on race, color, religion, age, sex, sexual preference, ethnic origin and marital status. No qualified disabled person because of disability will be excluded from enrollment.

GENERAL RULES/REGULATIONS, RIGHTS & PRIVILEGES

Students may obtain performance information of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and pass rate, and pass rate of

graduates on any licensure examination. Contact Maryland Higher Education Commission 839 Bestgate Rd-Suite 400-Annapolis, MD 21401-3013. Phone: 410-260-4500 or 1-800-974-0203, www.mhec.state.md.us.

All students are entitled to a clean and safe environment while attending classes at NEW CREATIONS ACADEMY OF HAIR DESIGN.

All students are permitted a thirty (30) minute lunch break and one (1) fifteen minute break each day.

ABSENCES - Day students must call in by 8:30a.m. if you are going to be late, you will not be allowed to attend class if you arrive after **9:30a.m.**, whether you have an excused tardy or not. **Night students must call in by 4:30 p.m.**, if you are going to be tardy, no night student will be permitted in class after 6:30 p.m. with an excused tardy. **You are not to disturb the class by punching in or entering the classroom.** Wait on the clinic side until the Instructor permits you to enter.

Saturdays all students must report to class no later than 9:30 a.m. with an excused tardy.

Make-up Work: All students are required to make up all work missed. Failure to make up missed exams will result in a 0% which will be added into your GPA. If you fail an exam it will have to be made up at the convenience of the instructor.

Assigned **Duties** are apart of the every day salon, You will be responsible for the care and cleaning of the school.. **The students are required to do a daily duty to assist in keeping the school clean. Every one is assigned a duty, and it must be completed before leaving the school for the day.**

All students must attend theory class and all demonstrations.

Students are required to attend all classes and complete all assignments.

Dress Code: Students must wear a **full white uniform**, including a white lab jacket; ID Card must be worn; **No** open toed shoes. Uniform must be clean at all times.

The school phone is not for personal use. There is a pay phone in the school that students can use. **ONLY EMERGENCY CALLS OR MESSAGES WILL BE RELAYED TO THE STUDENT.**

The school will not be responsible for lost or stolen items. If any student is caught stealing anything from another student, teacher, patron or property of the school you will be **TERMINATED IMMEDIATELY with NO REFUND.** NOTE: The student will also be responsible for replacing the item, and monies owed to the school.

No student is permitted to sit or prop feet on the stations, walls, desk etc. Chairs are for sitting.

All implements and equipment must be cleaned and sanitized. If you drop something on the floor it must be sanitized before using it again. **NO EXCEPTIONS. DO NOT USE DIRTY IMPLEMENTS ON PATRONS.**

Students must take the patron assigned to them, and always be courteous. NO EXCEPTIONS. Patrons will not be able to request any student.

After THREE (3) WARNINGS (verbal and/or written) or (2) suspensions YOU ARE SUBJECT TO TERMINATION

ANY negative comments about the school, staff, or other students will result in your immediate dismissal.

ALL TUITION PAYMENTS ARE DUE IN THE OFFICE ON THE 10TH OF EACH MONTH, NO EXCEPTIONS. A LATE FEE will be added to your monthly fee on the *11th*, which will be **\$18.75**. Any payment on the *15th* will be subject to a **9% late charge** (of the *monthly payment* + \$18.75 charge. Any payment after the *16th* the student will be subject to termination.

No use of cell phones will be permitted during school hours. Leave your phone outside the building. Can be checked at break and on lunch, not in the School.

Students are not permitted to have their children in school while attending class. The children are welcome to receive a service, but they must be picked up in 30 minutes after the service or after arrival to school for any other reason.

If a student is **absent two (2) Saturdays in one month, you will be placed on probation for thirty (30) days.** If absent or tardy during the probationary period, or if your absences continue. You will be **TERMINATED.** **Extenuating circumstances are considered.**

Any late or absence during any probationary period can result in your termination.

If a student wants the school to release information from their file a written authorization must be given to the Director prior to the time of the third parties request. **Students have access to their files at any time within a reasonable time frame.**

GENERAL LAB SAFETY RULES: No smoking on the clinic floor; No food or drinks while in the clinic area. (Use Lunch Room); No bare feet; or slipper type shoes; all personal equipment not being used must be kept in your kit; all combs and brushes are to be kept **CLEAN**; **DO NOT** leave class/clinic without **permission**; Clean all work areas when finished; Know where the fire extinguishers and first aid kit are located; Report all accidents immediately to instructor; **Must wear your ID card at all times.**

PATRON SAFETY: Always drape the client; **Protect** the clients skin from chemicals with Vaseline and cotton; Do the skin sensitivity test when required; Never leave client unattended during a chemical service. Always check the client while under the dryer(frequently). If you are assigned a client you must complete all services for that client. **Do Not ask other students to complete your work.** If there is a problem notify the Instructor.

EQUIPMENT AND SUPPLIES: Follow manufacturers instructions; Must follow the Teacher's instructions; make sure you understand before proceeding; Clean and return all equipment used to the instructor; You are responsible for returning equipment borrowed.

Report all accidents involving Clients/Students, to instructors immediately.

Report any defective or malfunctioning equipment to instructor.

CHEMICAL SAFETY: Follow manufacturers/teachers instruction; Discard any discolored or expired chemicals; **WEAR YOUR PROTECTIVE GLOVES**; Mix chemicals in the **dispensary ONLY.**

CONGRATULATIONS!!

You are about to become involved in the wonderful and exciting world of BEAUTY CULTURE. The beauty industry is one of the largest in the world and is growing rapidly. Three main factors will determine your success in the field of cosmetology or manicuring: Your willingness to learn, your attitude, and your ability to strive to be the best you can be at anything you do in life. Cosmetology can be a lifetime or part time career. It is a career that you can always depend on once you have completed the requirements. In the salon a cosmetologist can perform many services, including manicuring, sculptured nails, pedicuring, facials, make up artistry, and a variety of creative hairstyles and colors for others. We can become Instructors, consultants, platform artist, and list goes on. Cosmetology is the most rewarding profession to me. To make the appearance of a person change in an instant or the smile your receive when your client loves their style. How you can change unhappiness into Joy. The possibilities are endless. Strive for it!

This Catalog is " Certified true and correct " as to content & policy, by the Director.
Carla Robinson

New Creations reserves the right to change or add/delete rules, policies that affect the program at any time. However you will be inform in writing of any such changes.

I understand and accept these rules, regulations and policies of NEW CREATIONS ACADEMY, and will abide by them. I understand that I am to follow the policies set in the School Catalog.

Signature of Student

Date

These rule/regulations were explained by: _____

TEAR THIS PAGE AND TURN IN TO INSTRUCTOR