

Table of Contents

Ownership and Management	2
Faculty and Staff	2
Licensing and Accreditation	5
Financial Aid	5
Mission Statement	5
Non-Discrimination Policy	5
Disabled Students	5
Report of Crime on Campus	5
Admission Requirements/ Transfer Students	6
Facilities	6
Course Goals	6
Course Title and Length	7
Gaiful Employment	7
SOC Codes	7
Course Costs	7
Payment Plans	8
Extra Instructional Charges	9
Failure to Pay/ Collection Policy	9
Cancellation and Refund Policy	10
Satisfactory Academic Progress Policy	11
Grounds for Termination	14
Course Format	14
Course and Curriculum Outline	14
Graduation Requirements	17
Montana Licensing Requirements	17
Student Kit List	17
Dress Code	18
School Phone, Student Lockers	19
School Parking	20
Smoking	20
Dispensary, Monitor Duties	20
Advising Procedures	20
Soliciting	20
Physical Demand & Safety, Housing	22
Class Schedule	22
Absenteeism, Tardiness, Makeup Assignments	22
Student Information Confidentiality	22
Services Performed, Student Services Policy	23
Student Conduct and Discipline	23
Drug and Alcohol	23
Conditions and Readmission	24
School Offices	24
Job Placement	24
Leave of Absence Policy	24
NACCAS Annual Report Outcomes	25
NACCAS Job Demand Survey	25
Internal Grievance Policy	25
Appeal Policy and Procedure	25

NOTE: This catalog is subject to changes in Bold Beauty Academy's policies, rules, regulations, prices and economic conditions. Revised **May 1, 2018**

OWNERSHIP AND MANAGEMENT

Jason Priest - Owner

Jason has over 20 years of experience founding and managing successful companies. He is an experienced financial manager and operational manager and has served as the VP of Finance and Chief Operating Officer for small and mid-size companies alike.

Nicole King - Senior Administrator

Nicole has 19 years of Administrative and Computer Experience. Nicole handles all aspects of the school; assuring that Bold Beauty Academy staff and students are on track with a successful track record in compliance. She has 10 years' experience working in the Academy's Recruiting and Financial Aid Department. Nicole has completed The Fundamentals of Title IV training with the US Department of Education as well as earning her certificate for completion of the NACCAS Accreditation Workshop and Evaluator Training.

Karyn Wood- Director of Education and Cosmetology/Barbering Educator

Karyn comes to Bold Beauty Academy with 27 years' experience and over see's the Academy Clinic Floor and Educators. Karyn has trained and worked in Seattle where she owned her own Salon there for seven years. Karyn is certified in several color lines with advanced training in specialty wraps and color techniques as well as certified in Lash Out Loud Eye Lash Extensions. Karyn moved to Montana and pursued her strong desire to teach the profession she loves.

FACULTY AND STAFF

Sara Green - Administrator

Sara comes to Bold Beauty Academy with 15 years of customer service and computer skills. She completed the Dental Assistant program in May of 2011, graduating from Chattanooga College of Medical, Dental and Technical Careers. Sara assists in many areas such as; withdrawn students, file delays, imputing students' grades and Financial Aid. She loves and enjoys the beauty industry and is glad to be in the business.

Autumn Bergen- Administrator

Autumn comes to us with experience in Finances and Customer Service. She graduated from Montana State University- Billings in April of 2011, where she completed her degree in Criminal Justice. Along the way, Autumn has completed many tasks allowing her to pursue a career in Finances. Responsibilities of Autumn include; imputing student grades, student time sheets, daily deposits, and graduating students. Autumn looks forward to learning all aspects of the beauty industry.

Savannah Klein - Sales and Service Coordinator

Savannah has 13 years in Customer Service. Her responsibilities consist of scheduling appointments, maintaining the front desk and organizing of the dispensary and student's schedules.

Sherri Farwell – Sanitation Engineer

Sherri's responsibilities consist of cleaning and maintenance of the facility. She is responsible for the ordering of supplies, maintaining a clean and clutter free environment and general maintenance of the school.

EDUCATORS

Raquel Oppenborn – Cosmetology Educator/Floor Manager

Raquel comes to Bold Beauty Academy with 11 years' experience in the Cosmetology Field. She has been a licensed Instructor since 2010. Raquel has worked for Loreal Professional, Regis Corporation and Booth rented for 9 years in Seattle, Washington. Raquel is also Certified in Microdermabrasion and Global Keratin Systems.

Teresa Zier – Cosmetology Educator

Teresa comes to Bold Beauty Academy as an experienced Educator. Teresa has had extensive training in advanced coloring and cutting classes. Teresa's main focus as an Educator is the Nail Program which is where her passion lies.

Candice Lynch – Cosmetology Educator

Candice is an Academy graduate. She has 11 years' experience and has been a licensed Educator for 7 years. Candice has a passion for nails, and has received her Master Education Certificate from CND in Acrylic, Gel, Spa Manicure and Spa Pedicure. Candice also helps out with the Lesson Plan side of the Curriculum for the Educators.

Anne Stetler – Cosmetology Educator

Anne comes to us with Extensive knowledge of the Beauty industry as a professional from California. Anne has always wanted to teach her passion and now here she is.

Jessica Garza- Cosmetology Educator

Jessica attended the Cosmetology Program here at The Academy in Oct. 2008. Upon graduation she worked for Regis Corporation in Billings for 5 years. She then moved home to Havre in 2014 to be closer to family and booth rent until she made the moved back to billings when the opportunity arose to be an Educator. Jessica wanted to become and Educator because in this industry, it is a never-ending learning experience. There is always something new coming out.

Every Year, Bold Beauty Academy and Individual Instructors receive qualified continuing education from a variety of sources. These sources include conventions, seminars, outside educators, and other Montana-approved programs. They typically focus on teaching methodology, up to date trends, equipment techniques, State Board Meetings, and Product Knowledge.

ADDRESS:

Bold Beauty Academy
928 Broadwater Avenue, Suite C
Billings, MT 59101
(406) 252-3232
Admissions and Financial Aid Questions
(406) 294-3234
Expanded Campus location:
928 Broadwater Avenue, Suite 104, Billings MT 59101

ACCREDITED BY:

National Accrediting Commission of Career Arts and Sciences
(NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

LICENSED BY:

The Montana Board of Barbers & Cosmetologists
P.O. Box 200513
Helena, MT 59620-0513
(406) 841-2335

MEMBERS OF:

National Coalition of Estheticians, Manufacturers, Distributors, &
Associations (NCEA)
National Cosmetology Association (NCA)
American Association of Cosmetology Schools (AACS)

TITLE IV FUNDING AVAILABLE: **for those who qualify**

Pell Grants and Direct Loans are available for any course of 650 hours or more. Parent loans for dependent students are available for any course of 650 hours or more based on creditworthiness. **The Manicuring 400 clock hours and Barber 150 clock hour Courses are not eligible for Financial Aid.**

MISSION STATEMENT:

Bold Beauty Academy is committed to providing the latest training in all phases of Cosmetology and Barbering with in depth training in Nails, Esthetics, and Hair. Our goal is to furnish men and women the ability and knowledge to pursue a rewarding career in a professional manner. We are interested in the total development of the individual.

NON-DISCRIMINATION POLICY:

Bold Beauty Academy does not discriminate on the basis of race, religion, sex, color, age, or ethnic origin. This policy prevails in all areas of operation.

DISABLED STUDENTS:

Bold Beauty Academy may enroll a disabled individual who can benefit from the training offered by the Academy and who has a reasonable potential for placement following graduation. However, all students must be able to safely operate all equipment and perform all procedures that are required of the course.

REPORT OF CRIME ON CAMPUS:

As of June 1, 2016 the number of occurrences for each of the following crimes was reported:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses- Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Additionally, there were 0 arrests on school property for the following crimes:
Liquor Law, Drug Abuse & Weapons Possession Violations

ADMISSION REQUIREMENTS:

All students seeking admission must have a high school diploma or a GED, a copy of Driver’s License or Birth Certificate and must be 18 years of age. Upon completion of a pre-entrance interview, students are eligible for enrollment. A copy of high school diploma, high school transcript or GED must be received prior to starting with Bold Beauty Academy. All students registering for 150 hour Barbering Course must have a current Cosmetology License. **All students with special circumstances are advised to contact The Montana Board of Barbers and Cosmetologists prior to enrollment.**

RE-ENTRY STUDENTS:

All students who wish to re-enter must meet current admissions requirements; pay off any previous balance for prior enrollment period; pay a new registration fee; and pay the current rate of tuition per hour for the hours needed to complete the program. Additionally, all students must have been meeting SAP; been in good standing, and not left on bad terms at time of withdrawal. Bold Beauty Academy will charge a re-entry fee to students who have withdrawn and wish to re-enroll.

TRANSFER STUDENTS:

Will be evaluated on an individual basis. Credit will be allowed for any hours a student has received from another licensed school and is in good standing. All transfer students must submit an Hour and grade transcript/certification from another institution.

FACILITIES:

Bold Beauty Academy is comprised of several different areas: reception, retail, clinic, dispensary, lunchroom, hairstyling, manicuring, pedicuring, facials, waxing, body wraps, eyelash extensions, classrooms, laundry and administrative offices. The Academy's equipment is very modern and up to date. Our clinic areas are bright, making the clinic training more enjoyable. Prospective students are invited to tour Bold Beauty Academy any time.

COURSE GOALS:

1. To provide training in all phases of the nail/esthetic/cosmetology/barbering profession in compliance with the Montana Board of Barbers & Cosmetologists.
2. To create a learning environment that develops students into progressive, professional nail technicians, estheticians, barbers, or cosmetologists.
3. To create an atmosphere of growth, recognition, and achievement for the students.
4. To make learning creative, exciting, and above all, enjoyable.
5. To prepare the student for a successful and rewarding career in the Nail, Esthetician, Barber, or Cosmetologist profession.
6. To prepare the students for the work place and examination qualifying them for their initial license as a nail technician, esthetician, barber or cosmetologist.

TITLE & LENGTH OF COURSE

<i>Course Name</i>	<i>Hours</i>
Manicuring Course	400
Esthetics Course	650
Esthetician/Nail Technician Course	1050
Barbering Course	1500
Barbering Course (for Licensed Cosmetologist)	150
Cosmetology Course	2000

GAINFUL EMPLOYMENT

In accordance with the U.S. Department of Education final regulations published October 29, 2010, for institutions that participate in student financial assistance programs authorize under Title IV of the Higher Education Act of 1965 that lead to Gainful Employment in a recognized occupation, links to Program Disclosures providing this information will be provided on the Bold Beauty Academy's website at <http://www.boldbeautyacademy.com>
U.S Department of Labor's Standard Occupational Codes(SOC) for Training Provided

O*Net link to access SOC Codes: www.onetonline.org

Nail Technician: 39-5092.00

Esthetician: 39-5094.00

Barbering: 39-5011.00

Cosmetology: 39-5011.00

TUITION AND FEES – COURSE COSTS:

Manicuring Course Length	<u>400 Hours</u>
Registration	\$125.00
Books/Kit	\$1270.00
Tuition	\$2,700.00
Total Fees & Tuition	\$4095.00

Esthetics Course Length	<u>650 Hours</u>
Registration	\$125.00
Books/Kit	\$1500.00
Tuition	\$6,400.00
Total Fees & Tuition	\$8025.00

Esthetician/Nail Technician Course Length	<u>1050 Hours</u>
Registration	\$125.00
Books/Kit	\$2,112.00
Tuition	\$9,100.00
Total Fees & Tuition	\$11,337.00

Barbering Course (for Licensed Cosmetologist)	<u>150 Hours</u>
Registration	\$125.00
Books/Kit	\$715.00
Tuition	\$1500.00
Total Fees & Tuition	\$2340.00

Barbering Course Length	<u>1100 Hours</u>
Registration	\$125.00
Books/Kit	\$1,235.00
Tuition	\$10,575.00
Total Fees & Tuition	\$11,935.00

Cosmetology Course Length	<u>1500 Hours</u>
Registration	\$125.00
Books/Kit	\$2,340.00
Tuition	\$12,000.00
Total Fees & Tuition	\$14,465.00

Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs.

PAYMENT PLANS:

Ten-Week Payment Plan for Manicuring Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1395.00. First week's payment will be due the first day of class. Tuition may be paid in equal installments of \$270.00 per week. Payments are due every Tuesday before clocking in. Any balance due must be paid prior to graduation.

Monthly Payment Plan for Esthetics Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$1625.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1600.00 per month. The first payment will be due before commencement of the first day of class. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Esthetician/Nail Technician Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$2237.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1517.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Barbering Students

Students must pay Registration, and Kit fee prior to commencement of classes totaling \$2410.00 Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1175.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

Monthly Payment Plan for Full Time Cosmetology Students

Students must pay Registration and Kit fee prior to commencement of classes totaling \$2465.00. Monthly payment will be prorated to the 1st of each month. Tuition may be paid in equal installments of \$1200.00 per month. The first payment will be due before the first day of class begins. Subsequent payments are due the first Tuesday of each month thereafter until paid in full. Any balance due must be paid in full prior to graduation.

EXTRA INSTRUCTIONAL CHARGES

School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10 per hour, or any part thereof, payable in advance until graduation. The contract end date is calculated by adding how long it takes to complete the program at 100% attendance rate, plus an additional amount of hours equal to 10% of the program length to allow for absences, plus all legal holidays and school closures.

FAILURE TO PAY – COLLECTION POLICY

In the event a student fails to pay an installment when due, whether or not the student is then currently enrolled in Bold Beauty Academy, the Academy shall be entitled, at the sole discretion of the Academy, to declare the entire balance then due under the payment agreement immediately due and payable. In the event and at that time, the student or guarantor/co-signer shall be obligated to pay that existing balance in full.

The failure of Bold Beauty Academy to insist upon the timely payment of any installment shall not be construed as a waiver of the Academy's right to insist upon timely payment of any subsequent installment.

In the event legal action is required to enforce payment of the sum due to Bold Beauty Academy, the student and guarantor/co-signer shall be responsible for all costs of collection including collection agency charges, fees, or reasonable attorney's fees, whether or not the matter is litigated. All monies due Bold Beauty Academy must be paid in full, or contracts brought current, before graduation. This includes, but is not limited to, completion records needed for state board examinations, diploma, and requests for records from other schools

Should the student or guarantor default in the payment of their contract, and Bold Beauty Academy must turn the contract over to the Credit Bureau, or any other collection service, or attorney for collection, the student or guarantor agrees to pay:

1. The balance of the contract then due, plus
2. Any other costs that Bold Beauty Academy might incur to collect the contract, such as collection agency fees, attorney fees, accountant fees, court costs, and filing fees.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from 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.

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund, less the non-refundable registration fee of \$125, regardless of whether or not the student has actually started classes.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved Leave of Absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the Leave of Absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
- 7 In type 2,3,4,or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE OR PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$50.00. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a

copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours
Barbering	450, 900, 1000 clocked (actual) hours
Barbering (for Licensed Cosmetologist)	75 clocked (actual) hours
Nail Technician/ Esthetician	450, 900 clocked (actual) hours
Esthetics	325, clocked (actual) hours
Manicuring	200 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluation periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered to be maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 34 hrs/wk) - 1500 Hours	58.5	1995
Barbering (Full time, 34 hrs/wk)-1100 Hours	43.0	1463
Barbering (Part Time, 20 hrs/wk)-150 Hours	9.97	199.5
Nail Tech/Esthetician (Full time, 34hrs/wk) - 1050 Hours	41.07	1396.5
Esthetics (Full time, 34hrs/wk) - 650 Hours	25.41	864.5
Manicuring (Full time, 34hrs/wk) - 400 Hours	15.64	532

The Maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic

learning and a minimum number of practical experiences Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least to comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluations criteria adopted by the school. Students must maintain a written grade average of 75%. Numerical grades are considered according to the following scale:

Excellent	90-100	A
Good	80-89	B
Satisfactory	75-79	C
Unsatisfactory	70-74	D
Failing	0-69	F

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress The student will be advised in writing of the actions required to attain satisfactory academic progress by the evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be

advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

GROUNDS FOR TERMINATION

A student's enrollment may be terminated for noncompliance with School Policies and Rules, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Students who are terminated by Bold Beauty Academy will be charged a \$50.00 termination fee.

COURSE FORMAT

Our Educator team-teaches our curriculum Tuesday – Thursday 9:30 a.m.- 4:30 p.m., Fridays 9:30 a.m. – 5:00 p.m. and Saturdays 9:00 a.m. to 5:00p.m. Students will get one half hour lunch break.

Except for the following School Closure Dates Holiday Seasons:

Easter Break	March 31, 2018
Memorial Day Break	May 26, 29 & 30th 2018
4 th of July Break	July 3,4, 2018
Labor Day Break	September 1, 2018
Thanksgiving Break	November 22, 23, 24, 2018
Christmas Break	December 25 26, 27, 28, 29, 2018 January 1, 2019

Dates are subject to change by Bold Beauty Academy. Our courses begin monthly. Please call for exact dates.

All training is under the direct supervision of an instructor. Basic training involves 110 hours nails, 150 hours esthetician, 225 hours barbering, and 300 hours cosmetology. Following a comprehensive evaluation, students will advance to the clinic floor for work on the public. Practice on clients for students will begin at 10:25 a.m. Tuesday through Thursday and end at 4:30 p.m. Fridays will begin at 10:25 and end at 5:00 p.m. and on Saturday's clinic floor starts at 9:00 a.m. and ends at 5:00 pm.

GRADING PROCEDURES

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least to comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluations criteria adopted by the school. Students must maintain a written grade average of 75%. Numerical grades are considered according to the following scale:

Excellent	90-100	A
Good	80-89	B
Satisfactory	75-79	C
Unsatisfactory	70-74	D
Failing	0-69	F

COURSE AND CURRICULUM OUTLINE:

Montana State Board of Barbers & Cosmetologist establishes our curriculum as follows:

Manicuring – 400 Clock Hours

Subject

Minimum hours of Technical and Practical Instruction

Salon management, business methods, customer service, appointment book, professional ethics and current state laws and rules	70
Bacteriology, sanitation and sterilization, safety, anatomy and physiology, diseases and disorders of skin and nails, manicure chemistry, and nail care	70
Manicures (including water, oil, hand and arm massage, polish, paraffin wax treatments), pedicures (including foot, ankle and lower leg massage), polish applications, paraffin wax treatments, and the proper use of manicuring implements including the electric nail file	55
Application of artificial nails, sculptured nails, nail tips, nail wraps, tip overlays, fills, repairs (including fiberglass, gel and acrylic)	120
School Discretion	85
Total hours	400

Not less than 40 hours of the above curriculum must be taught in theory.

The course is 400 hours; the first 110 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examinations and apply for your license to practice as a professional nail technician. Other occupational opportunities may include Salon Owner or Manager, Manufacturer Representative or Product Educator.

Esthetics – 650 Clock Hours

Subject

Minimum Hours of Technical and Practical Instruction

Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy	70
Massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils and skin exfoliation (including manual, chemical, and mechanical exfoliation)	300
Waxing (face, neck, hands, and superfluous hair anywhere on body, including tweezing)	50

Salon management, business methods, appointment book, customer service, professional ethics and current state board laws and rules 70

School Discretion 160
 Total hours 650

Not less than 65 hours of the above-designated curriculum must be taught in theory. The course is 650 hours; the first 150 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examinations and apply for your license to practice as a professional Esthetician. Other occupational opportunities may include Salon/Spa Manager or Owner, Dermatology/Plastic Surgeon Offices, Manufacturer Representative or Product Educator.

Barbering – 1100 Clock Hours

<i>Subject</i>	<i>Minimum Hours of Technical and Practical Instruction</i>
Haircutting (including proper use of implements, e.g., shears, razors, clippers, and thinning shears),	185
Shampoo, scalp treatment, and hair styling (thermal and air styling, finger waving, hair pieces to include weaves and extensions)	165
Skin Care (including facial shaving, facials, massage, essential oils, facial masks),	45
Chemical Services (waving, relaxing, hair coloring, and lightening)	295
Chemistry, bacteriology, sanitation, sterilization, safety, skin, hair, and scalp anatomy, physiology, blood spill procedure, and diseases and disorders of skin, hair, and scalp	60
Shop management, business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics and personal grooming,	75
School Discretion	275
	Total hours 1100

Not less than 150 hours of the above-designated curriculum must be taught in theory.

The course is 1100 hours; the first 225 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional Barber.

Cosmetology – 1500 Clock Hours

<i>Subject</i>	<i>Minimum Hours Of Technical and Practical Instruction</i>
Manicuring,	95
Manicures (including water, oil, hand and arm massage, paraffin wax treatments, and polish) Pedicures (includes foot, ankle and lower leg massage, paraffin wax treatments, polish) Application of artificial nails (including sculptured, nail tips, nail wraps, fills, repairs, tip overlays, fiberglass, gel and acrylic) and the use of manicuring implements including the electric nail file.	

Esthetician - skin care (including facials, cosmetics, makeup, massage, essential oils) skin exfoliation- (including manual, chemical and mechanical exfoliation) waxing and tweezing; and electricity and light therapy.	110
Hair -shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, wet setting),	195
Chemical Services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening)	395
Hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears),	155
Salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules,	115
Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails	60
School Discretion	375
Total hours	1500

Not less than 200 hours of the above curriculum must be taught in theory.

The course is 1500 hours; the first 300 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examinations and apply for your license to practice as a professional Cosmetologist. Other occupational opportunities may include Salon Owner or Manager, Platform Artist, Makeup Artist, Hair Stylist, Dermatologist Assistant, Plastic Surgeon Assistant, Esthetician, Manufacturer Representative or Product Educator.

Esthetician/Nail Technician – 1050 Clock Hours (combo program)

Nail Technician Subjects

Minimum hours of Technical and Practical Instruction

Salon management, business methods, customer service, appointment book, professional ethics and current state laws and rules	70
Bacteriology, sanitation and sterilization, safety, anatomy and physiology, diseases and disorders of skin and nails, manicure chemistry, and nail care	70
Manicures (including water, oil, hand and arm massage, polish, paraffin wax treatments), pedicures (including foot, ankle and lower leg massage), polish applications, paraffin wax treatments, and the proper use of manicuring implements including the electric nail file	55
Application of artificial nails, sculptured nails, nail tips, nail wraps, tip overlays, fills, repairs (including fiberglass, gel and acrylic)	120

School Discretion 85

Total hours 400

Not less than 40 hours of the above curriculum must be taught in theory.

The nail technician portion of the course is 400 hours; the first 110 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examinations and apply for your license to practice as a professional nail technician. Other occupational opportunities may include Salon Owner or Manager, Manufacturer Representative or Product Educator.

Minimum Hours of Technical and Practical Instruction

Esthetician Subjects

Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy	70
Massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils and skin exfoliation (including manual, chemical, and mechanical exfoliation)	300
Waxing (face, neck, hands, and superfluous hair anywhere on body, including tweezing)	50
Salon management, business methods, appointment book, customer service, professional ethics and current state board laws and rules	70

School Discretion 160

Total hours 650

Not less than 65 hours of the above-designated esthetician curriculum must be taught in theory.

This portion of the course is 650 hours; the first 150 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examinations and apply for your license to practice as a professional Esthetician. Other occupational opportunities may include Salon/Spa Manager or Owner, Dermatology/Plastic Surgeon Offices, Manufacturer Representative or Product Educator.

Barbering – 150 Clock Hours

The 150 hours for Training Courses for Barbering shall be distributed as Follows:

- (a) 150 hours of training, of which at least 15 hours of theory, distributed as follows:
 - (i) Clipper cuts (including proper use of implements) , 125 hours;
 - (ii) Skin Care facial shaving 25 hours: (including proper use in razor and massage)

Not less than 15 hours of the above-designated curriculum must be taught in theory. The course is 150 hours. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional Barber.

GRADUATION REQUIREMENTS:

A student is awarded a diploma after:

1. Completion of the required hour's requirements.
2. Completion of all Academy's written assignments and practical exams with a cumulative GPA of 75%.
3. Completion of all clinic and classroom experience required by Bold Beauty Academy.
4. Tuition and all the charges due the Bold Beauty Academy are paid in full.

After graduation, all students are required to take and pass the Montana State Board Written and Practical Examinations to receive their license to work. Tuition and fees do not include the cost of the License and Exam.

MONTANA LICENSING REQUIREMENTS:

- 1) Appropriate License Fee
- 2) Student Hour Records Received – Manicuring –400 Hours; Esthetics – 650 Hours; Barbering – 1100 Hours; Cosmetology – 1500 Hours; Nail Technician Esthetician – 1050 Hours; Barbering 150 Hours
- 3) Graduation Diploma from Bold Beauty Academy
- 4) High School Diploma, GED or Equivalency
- 5) Copy of Birth Certificate or other verifiable evidence of birth

Disclosures: Please see the Montana Code Annotated, Chapter 1 General Provisions, Part 2 Licensure of Criminal Offenders, Part 3 Uniform Professional Licensing and Regulation Procedures (Unprofessional Conduct) for reasons why an individual may not be permitted to be licensed as a Barber, Cosmetologist, Esthetician, Manicurist, or Instructor and therefore gainful employment in their chosen profession.

STUDENT KIT LIST:

Manicuring Students

E-books:

Milady's Course Mate Standard Nail Technology

Apple I-Pad & Case w/Logo

Montana State Board of Cosmetologists Laws and Rules

Equipment bag Includes:

Jacket, Drill with bits, Locking Polish Remover Bottle, Pedi-Rasp, One-Cut Tip Cutter, 1 Septi-File, Spray Bottle, Safety Glasses, V-Cuticle Nippers, CND Student Tech Pack kit (contents) Enhancements, 4 different Acrylic colors, Spa Manicure, Spa Pedicure, Essentials (treatments, files, buffers etc.), Manicure Bowl, Cuticle Nippers, Scrub Brush, Curette/Cuticle Pusher, Eyedropper, Portion Pallet, Round Brush, Toenail Clipper, Nail Colour, Dappen Dish & Cover, Enhancements USB Drive, CND Duffle Bag. CND Brisa Lite Sculpting Kit (contents), Base Coat, Top Coat, Sculpting Gel Neutral Pink & Pure White, Scrub Fresh, Gel Oval Brush, UV Gel Workbook, & DVD and UV Lamp, Smoothing Gel, Practice Hand

Esthetics Students

Textbooks:

Milady's Mindtap Standard Fundamentals for Estheticians E-Book, workbook
Apple I-Pad & Case w/ Logo
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Equipment Bag, Extractor, Tweezers, Client Wrap, Spray Bottle, Facial Sponges, Esthetic Brushes, Makeup Mannequin. Skin care kit includes: Cleanser, Exfoliant, Mask, Eye Creamer, Toner, and Moisturizer. Cosmetic Kit Mirabella Artistry Kit (includes: Complete line of Makeup and Brushes) Hedlux Student Starter Airbrush kit, Lash Out Loud Professional Lash Extension Kit

Barbering Students

Textbooks:

Milady's Standard Professional Barbering Textbook and Workbook
State Exam and Review Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Equipment Bag, Cloth cutter cape, Chemical cape, Color Apron, Blow dryer, Curling Iron, Shear Set, 2 Razors & Blades (1 Straight), Trimmer, Clipper w/ Attachment Blades, 1 dozen Styling Combs, Hair pick, Tapering Combs, 1 dozen Tail Combs, 2 Flat Top Combs, 1 Pintail Comb, 1 Dozen Duck Bills, Mirror, Water Bottle, 3 Mannequins, Rollabout, Color Bowl, Color Brush, Back Comb, Hair Pick, 4 Styling Brushes and Men's Skin Care Kit and Extractor.

All students are responsible for items that are lost or stolen, so please mark all of your supplies and put in locker when not in use. If items are missing, you will have to repurchase them. The Academy will supply client product. According to Montana State Law, you may not work in an unlicensed establishment, i.e. your home, a friend's home, etc. Practice is to be done in The Academy under supervision. Therefore, kits are to remain in the Academy until graduation. Textbooks and kit equipment are subject to change.

Cosmetology Students

Textbooks:

Milady's Mindtap Standard Cosmetologist E-book, Theory E-book, and Practical E-book, State Exam Review E-Book
Apple I-Pad & Case w/ logo
State Exam Review E-Book
Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Equipment Bag, Cloth Cutting Cape, Chemical Shampoo Cape, Color Apron, Curling Iron, Blow Dryer, Shear/Thinning Set, Razor & Blades, Trimmer, Clipper/ Attachment Combs, 2 dozen Styling Combs, 1 dozen Tail Combs, 1 Pintail Comb, Hair Pick, 1 Flat Iron, 1 dozen Duck Bills, 1 dozen Butterfly Clamps, Mirror, Spray Bottle, 3

Mannequins, Back Comb, Rollabout, Manikin Clamp, Color Bowl, Color Brush, 4 Brushes, Esthetic Kit (includes: Tweezers, Extractor, Clinical Care Skin Care system. Lashout Professional Extension Kit, Cosmetics Kit includes: Mirabella make-up Essentials Artistry Kit and Brushes. CND Student Tech Pack Nail Kit (contents) Drill with bits, Brisa, LED Lamp, Spa Manicure, Spa Pedicure, Essentials (treatments, files & buffers etc.) Manicure Bowl, Cuticle Nippers, Scrub Brush, Curette/Cuticle Pusher, Eyedropper, Portion Pallet, Round Brush, Toenail Clipper, Nail Color, Dappen Dish & Cover, Enhancements USB Drive, & CND Rolling Bag, Brisa Gel Intro Pack: Brisa Paint, Gloss Clear, Bond, Gel Brush, One-Cuts, Safety Glasses, Pedi-Rasp, 1 Septi- File Handle.

All students are responsible for items that are lost or stolen, so please mark all of your supplies and put in locker when not in use. If items are missing, you will have to repurchase them. The Academy will supply client product. According to Montana State Law, you may not work in an unlicensed establishment, i.e. your home, a friend's home, etc. Practice is to be done in The Academy under supervision. Therefore, kits are to remain in the Academy until graduation. Textbooks and kit equipment are subject to change.

Nail Technician/Esthetician Students receive the same equipment and books as the Manicuring and Esthetician Students as stated above.

DRESS CODE:

Bold Beauty Academy requires students to be in appropriate dress at all times. Students are required to wear an Academy jacket and nametag, (which are provided as part of the kit) over their clothing. The required dress code is Black and White. Absolutely no shorts or skirts above the knee, sleeveless tops or hoodies will be permitted by either male or female students. Shoes must be black and white. Students are required to be aware of personal hygiene, grooming and present themselves in a professional manner and appearance. Students are required to wear closed toed shoes. We have Jeans day on Fridays, however please be aware that the jeans must be hole free and appropriate for a professional image. If you are not in jeans you must be in required dress code. As a reward to those students who follow the required Saturday attendance rule, you will be able to wear Jeans on Tuesdays as well. Again these jeans must be hole free and appropriate for a professional image. All students reaching the midpoint of their contracted hours, will be allowed to add gray to the black and white dress code. Any defiance to the Dress code rules will result in being written up and clocked out for the day. After three write ups, the student will be suspended for three days. In order to be successful, you must look successful. This is an industry of beauty and hygiene.

SCHOOL PHONE:

The school phone is not to be used for personal calls by students except in emergency situations. Students will not be called to the phone during class time or while working with clients except in an emergency. A message will be taken for incoming calls. Please alert your family and friends to this policy. Cell phones are to be used in lunchroom, outdoors or with an Instructor's permission, and never in classrooms or on the clinic floor. Any disregard to this rule will result in being written up and clocked out for the remainder of the day. After three write ups, the student will be suspended for three days.

STUDENT LOCKERS:

A locker and key will be assigned to you. They are to be maintained in a professional manner. If a key is lost, there will be a \$5.00 charge for a replacement key.

SCHOOL PARKING:

Students are not allowed to park in front of the building. Student parking is restricted to the area in back of the building. West of the drive through, or on street parking is available. **The first 5 spots are designated reserved for Student of the Month which are clearly marked in the parking lot.**

SMOKING:

Bold Beauty Academy is a non-smoking establishment. Smoking is **only** allowed in the rear of the building away from the doors.

DISPENSARY:

Students will be assigned desk, dispensary, laundry and greeter duties, which will be monitored by staff members to prevent waste.

MONITOR DUTIES:

There is a specific list of duties to be completed every day by students after 4:00 p.m. Each student is assigned a duty and it is his/her responsibility to make sure it is done daily and properly. When you have completed the duty, you must initial the chart and notify an instructor. If you are busy with a client and cannot get your assigned duty done you must find someone to do it for you.

Student equipment shall be in a clean and sanitary condition and in working order at all times. Keeping our Academy clean is part of your training on how to keep your place of employment or business clean and presentable to the public. Only pre-cleaned and disinfected equipment/implements may be used.

ADVISING PROCEDURES:

Any student wishing to speak to an Instructor or Administrator may do so, as long as it is not during theory time. All meetings are documented and placed in the student's file. A referral list will be provided to those students seeking professional help or advice.

NO SOLICITING

Bold Beauty Academy will not tolerate soliciting in any form. If the products are not available through the Academy they are not to be sold on school grounds.

PHYSICAL DEMANDS & SAFETY:

The Cosmetology and Barbering profession requires use of upper body and hands. Some may experience problems with shoulders, arms, hands, leg and back. Approximately 95% of the cosmetology and barbering work is administered while the technician is in the standing, sitting or walking position, depending on the branch of the industry. Anyone who suffers from the physical irregularities of the back, arms, hands or feet such as arthritis, varicose veins, or lower back problems, may find they are unable to train in this field.

Other irregularities may be sensitivity to the standard chemicals used in the day-to-day work. If one has allergies, one should investigate which, if any, of the chemicals one cannot tolerate before applying for entrance in a course.

Cosmetology and Barbering work is performed in close proximity to others, often for long periods of time. Clean appropriate clothing, good grooming and personal hygiene are necessary. Bad breath, body odors, cigarette smoke may offend clients and reduce success in the field of cosmetology and barbering.

You will need to be aware of the many safety requirements for the chemicals you are using, hazards of these chemicals and the safety use of all equipment used in the cosmetology field. Your performance needs to take these facts into consideration as you do your work.

HOUSING:

Bold Beauty Academy is located in the largest city in Montana, and can refer a variety of housing options.

CLASS SCHEDULE:

Full time Class hours are from 9:30 a.m. to 4:30 p.m. Tuesday through Thursday and 9:30 a.m.-5:00 p.m. on Fridays, and 9:00 a.m.-5:00 p.m. on Saturdays.

Hours are monitored by a bio-metric fingerprinting time clock system. Students are required to:

- ◆ Clock in when entering school
- ◆ Clock in/out for lunch
- ◆ Clock out when leaving school

Lunch will be one half hour. Any failure to clock in/out will result in loss of hours. No abuse will be tolerated. *Students will not earn time before 9:30 a.m. or after 4:30 p.m. Tuesday through Thursday and after 5:00 p.m. on Fridays or before 9:00 a.m.- or after 5:00p.m. on Saturdays.

If a student leaves school without clocking out, with no permission to do so, or notifying the front desk, they will only receive hours from their Last appointment on record. A student is not allowed to clock themselves out for any reason. Doing so will result in a three day suspension, all time off must be pre-approved.

It is the student's responsibility to keep track of their total hours and check the accuracy prior to signing their Satisfactory Academic Progress Evaluation. Your signature denotes acceptance of the total number of hours being recorded.

All students must be full time unless arrangements are made prior to registration.

Premises are monitored by recording surveillance cameras.

ABSENTEEISM, TARDINESS, MAKEUP ASSIGNMENTS:

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. Habitual absences or tardiness will be cause for suspension and/or cancellation of student contract.

Absences should be prearranged at least one week in advance. However, if a student must be absent for any reason, he/she is to call the office before 9:30 a.m. Tuesday through Friday or before 9:00 a.m. on Saturdays and speak with a staff member, or if necessary, leave a message. Otherwise it will be an unexcused absence. If the student is tardy and theory class has already begun, the student will not be allowed to clock in until the following day, unless a missed theory has already been prearranged. If a student misses two approved theory classes in a month, the third theory they cannot return to school for the day. If a student misses a Saturday without a prearranged absence, the student cannot return to school until the following Wednesday.

If a student takes a leave of absence 14 days or more up to 180 days, after notifying the Academy in writing, he/she must vacate their assigned locker. A new locker will be assigned upon his/her return to school. Personal belongings may be stored up to fourteen (14) days, after which the Academy assumes no responsibility, and the items will be disposed of.

Make Up Assignments:

Missed

1 day

2 days

3 days

Homework

2 days after returning

3 days after returning

4 days after returning

Each student is responsible for obtaining make up work and assignments from an Instructor. If make-up assignments are not made up in the allotted time, the student will then receive a zero.

STUDENT INFORMATION CONFIDENTIALITY:

Students wishing access to their files may do so by contacting, in writing or in person, an Academy administrator. A student may access their files only when accompanied by an Academy official. Bold Beauty Academy will not release any personal information on a student without his or her written consent. If the student wants certain information to be released, the student must sign a release form specifying what information is to be given and to whom. We reserve the right to print the following information in our directory: student name, address, phone number, date and place of birth, course taken, dates of attendance, degrees, awards, date of graduation, previous school(s) attended, date of graduation from previous school(s). Any student not wishing this information to be printed may make a request in writing and turn it in during Orientation. We will permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

The institution complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

SERVICES PERFORMED:

Students will be assigned clients through the reception desk. Any changes or alterations must be approved and initiated by an Instructor. No services may be refused or changed without an Instructor's permission. If a service is refused, the student will be clock out and suspended for three days.

STUDENT SERVICES POLICY

The student service policy pertains to all services and all courses. In order to be eligible to receive student services a student must have a 90% or better Attendance and 90% or better GPA. A student must not have had any write ups or Suspensions in the previous 30 days and all tests must be current. Students that are ineligible to receive student services may perform student services on an eligible student if it is needed for a monthly requirements and cannot be performed on a mannequin or dowel.

STUDENT CONDUCT AND DISCIPLINE:

Each student at the Academy assumes an obligation at the time of enrollment to obey all rules and regulations, all property provided will be taken care of. All students are expected to conduct themselves both in and out of class in a socially acceptable and professional manner. The Academy reserves the right to place student on probation, or to dismiss him/ her from school for any of the following reasons:

1. Failure to maintain acceptable academic records.
2. Failure to maintain acceptable attendance records.
3. Disrespect to staff, client, or another student.
4. Refusal to accept assignments.
5. Conduct, which is found by our administration to be detrimental to other students, our school or clientele.
6. Making derogatory statements toward any student, staff member or the school in general on any social network.
7. Possession of drugs, alcoholic beverages or weapons on the premises
8. Theft

DRUG AND ALCOHOL:

Drug and Alcohol use is prohibited. Please refer to our Drug and Alcohol Abuse Policy located in our libraries regarding the possession, use or sale of alcohol and illegal drugs along with a list of drugs and alcohol counseling rehabilitation or reentry programs available in our area. All students will conform to civil law at the local; state and federal levels, violations of any rules and/or regulations will make the violator liable for the following penalties:

1. Reprimand
2. Specific restrictions may be imposed on the violator.
3. Disciplinary probation, and further infractions, may result in suspension if they occur within the specified probation period.
4. Suspension
5. Dismissal

All violations of Academy rules and regulation and the disposition thereof, will become a part of his/her permanent record.

CONDITIONS AND READMISSION:

Students who have been terminated for unsatisfactory progress and/or poor attendance may be readmitted on a probationary basis, on a case by case basis, and only at the approval of the school administration. Failure to maintain satisfactory progress may result in permanent termination.

Readmitted students will be reinstated with all the hours they completed satisfactorily prior to their withdrawal.

SCHOOL OFFICES:

No students are allowed in the office(s) unless an Academy Staff member is present. Administrative/Financial Aid Offices are open Monday through Friday from 8:00 a.m.-5:00 p.m.

JOB PLACEMENT:

While we cannot guarantee employment, we are dedicated in employment assistance. Bold Beauty Academy is in frequent contact with salons, distributors, spas, and the medical profession. Upon notification of an opening it will be announced in theory and will be posted for review on the bulletin board as well as posted on the Academy's social media sites. If you need any assistance or have concerns at any time do not hesitate to ask an instructor/administrator.

LEAVE OF ABSENCE POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence.

A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship.
2. Medical Issues.
3. Personal or Family Related Matters.
4. Incarceration.

All Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The Leave of Absence must be approved by the school in order for it to be official. In addition, the student is required to list the reason for the LOA and provide their signature on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the Academy and a refund calculation is not required.

The combined number of Leaves of Absence days may not exceed 180 Days in an enrollment period starting on the first day of the first Leave of Absence and not be less than a period of 14 days.

Students not returning on the 180th day of an official leave of absence will be considered withdrawn from the school. The school is required to take attendance and therefore the date of withdrawal will be considered the last day the student was in attendance. A refund calculation will be completed and any refunds due to the USDE Title IV Funding and/or the student will be returned.

On the day the student returns from a LOA the student is required to complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. This policy may affect any grace periods relative to federal student loan repayment schedules.

NACCAS ANNUAL REPORT OUTCOMES (2016):

Completion Rate – 69.00%

Licensure Rate – 100.00%

Placement Rate – 71.01%

NACCAS JOB DEMAND SURVEY:

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in Montana plan to hire 1,018 new employees in the next twelve months. The average annual salary for a salon professional in Montana is \$34,693. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 74 percent of Montana salon owners who attempted to hire new employees in 2006 said they were unable to find properly trained applicants. This means that jobs would be immediately available for salon professionals.

INTERNAL GRIEVANCE POLICY:

Should any student, instructor or interested party wish to file a complaint against Bold Beauty Academy, they must request a complaint form. A representative of our Academy will meet with the Complainant within 10 days of receiving the written complaint.

If the allegation cannot be resolved, the complaint will be forwarded to our Complaint Team, which will meet within twenty-one days of receipt. If all information is complete, the team will send the Complainant their findings in writing within fifteen days and if applicable, any steps taken to correct the problem. If the information is not complete a letter will be sent outlining additional information needed.

After the above process has been completed and if the Complainant wishes to pursue, student may request a complaint form from our accrediting agency, National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

(703) 600-7600

www.naccas.org

The complainant must first try to solve the problem through our Academy's complaint process prior to filing with NACCAS.

Complaints will be kept in school records for two accreditation cycles.

APPEAL POLICY AND PROCEDURE:

Anyone wishing to appeal a school policy or determination must do so using the appeal form as provided in the administrative offices and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a final determination will be made. All decisions on appeal are final. Indicate which policy is being appealed on the form. Appeals regarding a Satisfactory Academic Progress evaluation must be made within 5 days of the negative determination.

Start your Career Today!