



BEAUTY ACADEMY

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NOTE: This catalog is subject to changes in Bold Beauty Academy LLC's policies, rules, regulations, prices and economic conditions.

OWNERSHIP AND MANAGEMENT

Jason Priest - Owner

Jason has over 25 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 21 years of Administrative and Computer Experience. Nicole manages the Academy ensuring students receive a quality education and that the school remain in compliance with policies and procedures established by multiple governing bodies. She has 13 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 leads the Bold Beauty Academy instructor team using her 27 years of experience. She oversees the Academy Clinic Floor, the continued development of her educators, and supports administrative functions. Karyn trained in Seattle before establishing her successful salon where she built and maintained a large clientele 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 provides Bold Beauty Academy with the benefits of 15 years of customer service and computer skills. She graduated from the Dental Assistant program at Chattanooga College of Medical, Dental and Technical Careers in May, 2011. Sara assists in many areas such as; withdrawn students, file delays, imputing students' grades and Financial Aid. She loves the beauty industry and contributing her skills to the success of the Academy and students.

Rebekah Thomson – Analyst/Administrator

Bekah graduated from Rocky Mountain College with degrees in Business, Economics, and Equestrian Studies. She has been responsible for critical accounting functions, leading multi-disciplinary teams focused on customer service, accounting, and compliance. Her work experience includes managing complex data to support mission-critical decisions.

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**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 leads the Manicuring Program which is where her passion lies.

Candice Lynch – Cosmetology Educator

Candice is an Academy graduate. She has 11 years of beauty industry 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 maintains the Lesson Plan section of the Curriculum for the Educators.

Jessica Garza- Cosmetology Educator

Jessica completed the Cosmetology Program at the Academy in October 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 to be an educator. Jessica brings her enthusiasm for the always changing beauty industry and prides herself on embracing the latest trends and techniques in the industry to the benefit or her students.

Mimi Swecker – Barbering Educator

Mimi graduated from the Academy's barber program and is an expert in hair color techniques and a recognized expert in beauty products. She has worked in both corporate and entrepreneurial salon settings. In addition to the Academy, she attended Eastern Montana College.

Sonja Roy - Cosmetology Educator

Sonja is a Cosmetologist and graduated from a predecessor to the Academy. Prior to becoming an instructor, she built and maintained a strong clientele in full-service salons. She serviced many of her clients for years. She finds the beauty industry challenging and rewarding and

enjoys sharing her beauty and entrepreneurial experiences with her students.

Leah Angel – Esthetics/Manicuring Educator

Leah is a graduate of Bold Beauty Academy and holds licenses in Esthetics and Manicuring. She’s honed her customer-focused services in salons and in medical settings. She’s a life-long learner who brings a diverse educational and professional background to her classroom.

Catherine Petersen – Barbering/Cosmetology Educator

Catherine is a graduate of Bold Beauty Academy and has worked at some of the trendiest salons in Billings as both a cosmetologist and a barber. She shares her enthusiasm for providing customers with stylish haircuts and leading products with her students.

Every year, Bold Beauty Academy 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, ACCREDITATION, & LICENSING

BOLD BEAUTY ACADEMY, LLC ADDRESS:

928 Broadwater Avenue

Suite C

Billings, MT 59101

(406) 252-3232 for Admissions and Financial Aid Questions

(406) 294-3234 Fax

Expanded Campus location:

928 Broadwater Avenue, Suite 104, Billings MT 59101

BOLD IS ACCREDITED BY:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

BOLD IS LICENSED BY:

The Montana Board of Barbers & Cosmetologists

P.O. Box 200513

Helena, MT 59620-0513

(406) 841-2335

BOLD IS A MEMBER OF:

The National Coalition of Estheticians, Manufacturers, Distributors, & Associations (NCEA),
The National Cosmetology Association (NCA), and
The American Association of Cosmetology Schools (AACCS).

TITLE IV FUNDING AVAILABLE (for those who qualify)

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

MISSION STATEMENT

Bold Beauty Academy provides the latest training in Cosmetology, Barbering, Manicuring and Esthetics. Our goal is to furnish future professionals with the skills and knowledge to achieve 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:

	2015	2016	2017
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 and 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

Acceptance of transfer students will be evaluated on an individual basis. Credit will be allowed for any hours a student has received from another licensed school so long as the student is in good standing with that school. All transfer students must submit an hour and grade transcript/certification from their prior 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 and make 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 manicuring, esthetics, cosmetology, and barbering professions 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 Manicuring, Esthetics, Barbering, or Cosmetology profession.
6. To prepare manicuring, esthetics, barbering, and cosmetology students for the state exams qualifying them for their professional license and success in the workplace.

COURSE TITLE & LENGTH (in Hours)

Manicuring	400
Esthetics	650
Esthetics/Manicuring	1050
Barbering	1100
Barbering 150 (Barbering for Cosmetologists)	150
Cosmetology	1500

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 authorized 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>

For U.S Department of Labor's Standard Occupational Codes (SOC) for Training provided at **O*Net link** go to www.onetonline.org. Use the following SOC Codes:

- Nail Technician: 39-5092.00
- Esthetician: 39-5094.00
- Barbering: 39-5011.00
- Cosmetology: 39-5011.00

TUTION, FEES, AND KIT COSTS BY COURSE

Manicuring (400 hours)

Registration Fee	\$125
Books and Kit	\$1,270
<u>Tuition</u>	<u>\$2,700</u>
Total	\$4,095

Esthetics (650 hours)

Registration Fee	\$125
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Books and Kit	\$1,500
<u>Tuition</u>	<u>\$6,400</u>
Total	\$8,025

Esthetics/Manicuring (1050 hours)

Registration Fee	\$125
Books and Kit	\$2,112
<u>Tuition</u>	<u>\$9,100</u>
Total	\$11,337

Barber 150 (for Licensed Cosmetologists) (150 hours)

Registration Fee	\$125
Books and Kit	\$715
<u>Tuition</u>	<u>\$1,500</u>
Total	\$2,340

Cosmetology (1500 hours)

Registration Fee	\$125
Books and Kit	\$2,340
<u>Tuition</u>	<u>\$12,000</u>
Total	\$14,465

Barbering (1100 hours)

Registration Fee	\$125
Books and Kit	\$2,038
<u>Tuition</u>	<u>\$10,575</u>
Total	\$12,738

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

PAYMENT PLANS

THREE-MONTH PAYMENT PLAN FOR MANICURING STUDENTS

Students must pay Registration and Kit fee of \$1,395.00 prior to commencement of classes. The first monthly payment is due the first day of class. Tuition must be paid in three, equal monthly installments of \$900.00 and payments are due Tuesday before clocking in. **Any balance due must be paid prior to graduation.**

FIVE-MONTH PAYMENT PLAN FOR ESTHETICS STUDENTS

Students must pay Registration and Kit fee of \$1,625.00 prior to commencement of classes. The first monthly tuition payment is due the first day of class. Tuition must be paid in five, equal monthly installments of \$1,280.00 and payments are due Tuesday before clocking in. **Any balance due must be paid in full prior to graduation.**

EIGHT-MONTH PAYMENT PLAN for ESTHETICS/MANICURING STUDENTSE STUDENTS

Students must pay Registration and Kit of \$2,237.00 fee prior to commencement of classes. The first monthly tuition payment is due the first day of class. Tuition must be paid in eight, equal monthly installments of \$1,138.00 and payments are due Tuesday before clocking in. **Any balance due must be paid in full prior to graduation.**

NINE-MONTH PAYMENT PLAN FOR BARBER STUDENTS

Students must pay Registration and Kit fee of \$2,163.00 prior to commencement of classes. The first monthly tuition payment is due the first day of class. Tuition must be paid in twelve, equal monthly installments of \$1,175.00 and payments are due Tuesday before clocking in. **Any balance due must be paid in full prior to graduation**

TWELVE-MONTH PAYMENT PLAN FOR COSMETOLOGY STUDENTS

Students must pay Registration and Kit fee of \$2,4650.00 prior to commencement of classes. The first monthly tuition payment is due the first day of class. Tuition must be paid in twelve, equal monthly installments of \$1,000.00 and payments are due Tuesday before clocking in. **Any balance due must be paid in full prior to graduation.**

TWO-MONTH PAYMENT PLAN FOR BARBER 150 STUDENTS

Students must pay Registration and Kit fee of \$840.00 prior to the commencement of classes. The first monthly tuition payment is due the first day of class. Tuition must be paid in two, equal monthly installments of \$750.00 and payments are due Tuesday before clocking in. **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 \$15 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 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, 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.
- 8 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%
5.00% to 09.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% 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 prior to course completion are charged a cancellation or administrative fee of \$150.00. 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 Academic Progress, based on actual attended hours, as follows:

Cosmetology	450, 900 & 1200 hours
Barbering	450, 900 & 1000 hours
Barber 150 (for Licensed Cosmetologist)	75 hours
Esthetics/Manicuring	450 & 900 hours
Esthetics	325 hours
Manicuring	200 hours

Transfer Students will be evaluated at the midpoint of contracted hours, or the established evaluation periods, whichever comes first. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Evaluations 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 may not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	COURSE HOURS	MAXIMUM HOURS	MAXIMUM WEEKS
Cosmetology	1,500	1,995	58.65
Barbering	1,100	1,463	43.03
Manicuring	400	532	15.65
Esthetics	650	865	25.43
Esthetics/Manicuring	1,050	1,397	41.07
Barber 150 (barbering for licensed cosmetologists)	150	200	5.87

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.

PRACTICAL PROGRESS EVALUATIONS

The qualitative element used to determine practical progress is a reasonable system of grades applied to assigned practical learning. Practical skills are evaluated according to test procedures and set forth in practical skills evaluations criteria adopted by the school. Students are assigned practical learning curriculum and a minimum number of practical exercises are evaluated after each unit of study 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 student fails to meet the standards required, the evaluation must be repeated. Students will receive at least two comprehensive practical skills evaluations during the course of study. Students must maintain a written grade average of 75%. Numerical grades are considered according to the following scale:

ACADEMIC PERFORMANCE	NUMERICAL GRADE	LETTER GRADE
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 evaluation. 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. Satisfactory Academic Progress evaluation 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 \$150.00 termination fee.

HOLIDAY SCHEDULE

The following are Holiday School Closure Dates:

Easter Break	April 20, 2019
Memorial Day Break	May 25, 2019
4 th of July Break	July 4 - 6, 2019
Labor Day Break	August 31, 2019
Thanksgiving Break	November 28 - 30, 2019
Christmas/New Year Break	December 24, 2019 – January 1, 2020

Dates are subject to change by Bold Beauty Academy.

COURSE AND CURRICULUM OUTLINE

All training is under the direct supervision of an instructor.

The Montana Board of Barbers and Cosmetologists requires the following course-specific curriculum:

Manicuring – 400 Clock Hours

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction</i>
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 Manicuring curriculum must be taught in theory and the first 110 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Manicuring course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, apply for your license to practice as a professional manicurist. Other occupational

opportunities may include Salon Owner or Manager, Manufacturer Representative or Product Educator.

Esthetics – 650 Clock Hours

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction</i>
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 Esthetics curriculum must be taught in theory and the first 150 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Esthetics course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists’ written and practical examinations and, upon passing, 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 Barbering curriculum must be taught in theory and the first 225 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Barbering course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, 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 including: 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	95
Esthetics including: Skin care (including facials, cosmetics, makeup, massage, essential oils), skin exfoliation (including manual, chemical and mechanical exfoliation), waxing & tweezing, and electricity and light therapy	110
Shampooing (including scalp treatment) and hair styling (including 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 Cosmetology curriculum must be taught in theory and the first 300 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Cosmetology course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, 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.

**Barber 150 (Barbering for Cosmetologists) – 150
Clock Hours**

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction</i>
Clipper cuts (including proper use of implements)	125
Skin Care facial shaving (including proper use in razor and massage)	25
Total Hours	150

Not less than 15 hours of the above Barber 150 curriculum must be taught in theory and the first 25 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Barber 150 course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, apply for your license to practice as a professional non-chemical barber.

MANICURING/ESTHETICS (COMBO) – 1050 Clock Hours

The Manicuring/Esthetics (Combo) course is a composed of the Montana Board of Barbers and Cosmetologists' Manicuring and Esthetics

curriculum. There are no state or Academy-specific additional requirements for the combined course.

At the completion of the Combo course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, apply for your licenses to practice as a professional esthetician and manicurist. The Combo course leads to dual licensure and you must pass both the written and practical exams for both manicuring and esthetics.

Manicuring – 400 Clock Hours

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction</i>
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 Manicuring curriculum must be taught in theory and the first 110 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Manicuring course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, apply for your license to practice as a professional manicurist. Other occupational opportunities may include Salon Owner or Manager, Manufacturer Representative or Product Educator.

Esthetics – 650 Clock Hours

<i>Subject</i>	<i>Minimum hours of Technical and Practical Instruction</i>
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 Esthetics curriculum must be taught in theory and the first 150 hours are intensive basic training. Following a comprehensive evaluation, students will advance to the clinic/salon floor to perform services on customers/members of the public.

At the completion of the Esthetics course, you will be trained and prepared to take the Montana Board of Barbers and Cosmetologists' written and practical examinations and, upon passing, 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.

GRADUATION REQUIREMENTS

A student is awarded a diploma after:

1. Completing all hourly requirements,
2. Completing all of the Academy's written assignments and practical exams with a cumulative GPA of 75% or greater,
3. Completing all clinic and classroom experience required by Bold Beauty Academy, and
4. All Tuition and any other charges due to Bold Beauty Academy have been paid in full.

After graduation, all students are required to take and pass the Montana Board of Barbers and Cosmetologists' Written and Practical Examinations in order to receive a professional license. Tuition and fees paid to the Academy do not cover the cost of the License and Exam, costs which must be paid by the student.

MONTANA LICENSING REQUIREMENTS

In order to become professionally licensed by the Montana Board of Barbers and Cosmetologists', students must:

- Complete the appropriate application form found on the state's website,
- Submit the required licensing fee,
- Provide a record of student hours attended for graduation (Manicuring - 400 Hours; Esthetic - 650 Hours; Barbering - 1100 Hours; Cosmetology - 1500 Hours; Manicuring/ Esthetician - 1050 Hours; Barber 150 Hours,
- Provide a Graduation Diploma from Bold Beauty Academy,
- Provide evidence of a High School Diploma, GED or Equivalency, and
- Provide a copy of a 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 find gainful employment in their chosen profession.

STUDENT KIT LIST

Manicuring Students

E-books:

Milady's Mindtap Standard Nail Technology E-Book, E-workbook, State Exam review E-book and a Nail Technology Textbook

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, 11 pc Manicure & Pedicure, Young Nails Trial Acrylic & Gel kits, Manicure Bowl, Scrub Brush, Eyedropper, Acrylic Round Brush, Gel Brush, Dappen Dish & Cover, Aluminum Beauty Case, Universal LED/UV Light, Practice Hand

Esthetics Students

Textbooks:

Milady's Mindtap Standard Fundamentals for Estheticians E-Book, E-workbook, Exam review E-book and a Standard Esthetician Textbook
Apple I-Pad & Case w/ Logo

Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Extractor, Tweezers, Makeup Mannequin, Lash Out Loud Professional curved & straight tools, Mirabella Makeup Artistry Kit, Mirabella 8 pc Pro Essential Brush Set, BT Gear which include; Micro, Sonic, Vision I, Analyze and Zoom.

Barbering Students

Textbooks:

Milady's Midtap Standard Professional Barbering E-Book, E-workbook, State Exam review E-book and a Standard Barbering Textbook

Apple-I-Pad & Case w/Logo

Montana State Board of Cosmetologists Laws and Rules

Equipment bag includes:

Jacket, Cloth cutter cape, Chemical cape, Color Apron, Blow dryer, Curling Iron, Sharkfin Shear Set, Straight Razors & Blades, Trimmer, Clipper w/ Attachment Combs, 1 dozen Styling Combs, Hair pick, 1 dozen Tapering Combs, 1 dozen Tail Combs, 2 Flat Top Combs, 1 Pintail Comb, 1 Dozen Duck Bills, Mirror, Water Bottle, 3 Mannequins, Mannequin clamp, Rollabout, Color Bowl, Color Brush, Back Comb, 4 Styling Brushes, Extractor and Aluminum Barber case.

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 and Standard Cosmetology Textbook
Apple I-Pad & Case w/ logo
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, Sharkfin Shear/Thinning Set, Hair Shaper & Blades, Trimmer, Clipper/ Attachment Combs, 2 dozen Styling Combs, 1 dozen Tail Combs, 1 Pintail Comb, Hair Pick, 1 Flat Iron, 1.5 dozen Duck Bills, 1 dozen Butterfly Clamps, Mirror, Spray Bottle, 3 Mannequins, Back Comb, Rollabout, Manikin Clamp, Color Bowl, Color Brush, 4 Styling Brushes, Esthetic Kit includes: Tweezers, Extractor, Lashout Professional Eyelash Extension curved & straight tools, Mirabella Essentials Artistry make-up Kit. Nail Kit includes: Young Nails Trial Acrylic & Gel Kit, Universal LED/UV Light, Manicure Bowl, Scrub Brush, Eyedropper, Acrylic Round Brush, Gel Brush, 11 pc Manicure & Pedicure Set, One-cut Tip cutters, 2-Dappen Dish & Cover, Safety Glasses, Pedi-Rasp, 1 Septi- File Handle, Nail drill w/ bits, Aluminum Beauty Case.

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, (e.g. your home, a friend's home, etc). Practice must take place at 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 (Combo) 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 clothing. The required dress code is Black and White. Absolutely no shorts or skirts above the knee, sleeveless tops or hoodies will be permitted. Shoes must be black and white. Students should practice good personal hygiene and grooming and present themselves in a professional manner and appearance. Students are required to wear close-toed shoes. Jeans are permitted each Friday, but they must be free of holes and professionally appropriate. If you are not in jeans you must be in required dress code. As a reward for those students who follow the required Saturday attendance rule, you will be able to wear Jeans on Tuesdays as well. All students reaching the midpoint of their contracted hours, will be allowed to add gray to the black and white dress code. Students who deviate in any way from the Dress code rules will be 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 and professional. 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 violation of 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. Lockers 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, and on-street parking is available. **The first 5 spots are designated reserved for Students 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 daily duty and it is his/her responsibility to make sure it is completed 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 beauty products are not available through the Academy, they are not to be sold on school grounds.

PHYSICAL DEMANDS & SAFETY

The Cosmetology, Barbering, Esthetics, and Manicuring professions require the use of upper body and hands. Some people may experience problems with shoulders, arms, hands, leg and back pain. Approximately 95% of the Cosmetology, Barbering, Esthetics, and Manicuring service is administered while in the standing, sitting or walking position, depending upon the service. 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, Barbering, Esthetics, and Manicuring work is performed in close proximity to others, often for long periods of time. Clean and appropriate clothing, good grooming, and personal hygiene are necessary. Bad breath, body odors, and cigarette smoke may offend clients and reduce success in the beauty industry.

There are many requirements for the safe use of chemicals and equipment in the Cosmetology, Barbering, Esthetics, and Manicuring fields. You must be aware of these requirements at all times.

HOUSING

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

OPERATING HOURS & CLOCKING IN/OUT

All students must attend school full-time unless arrangements are made prior to registration. Full-time is 34 hours per week during the school's regular operating hours.

Students attend school Tuesday through Thursday from 9:30 a.m. to 4:30 p.m., Friday from 9:30 a.m. to 5 p.m., and Saturday from 9 a.m. to 5 p.m. Students get one half-hour lunch break.

Students are on the clinic/salon floor servicing clients Tuesday through Thursday from 10:25 a.m. to 4:30 p.m., Friday from 10:25 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 5:00 p.m. Students get one half-hour lunch break.

Attended hours are recorded 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

Any failure to clock in or out will result in loss of hours. There are no exceptions. Students will not accrue hours clocking in before, or remaining after, regular school hours.

A student may request time-off three days in advance by completing a time-off request form and may only leave with approval. If a student has submitted a time-off request form, and received permission to leave the school, but forgets to clock out, they will only be credited hours up to the end of their last verified salon/clinic floor appointment. Other than following the normal school hours and policies, if a student clocks-out without completing a time-off request form and receiving approval, a

three-day suspension will be imposed. Time-off requests for Saturday will not be approved.

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

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 Academy 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. If the student is tardy and theory class has already begun, the student may not clock in until the following day. A student may miss theory twice in one month if both absences have been pre-approved in writing one week in advance. If a student misses a Saturday without a prearranged absence, approved in writing one week in advance, the student may not return to school until the following Wednesday.

If a student takes a Leave of Absence for 14 days or more and 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 for up to fourteen (14) days, after which the Academy assumes no responsibility, and the items will be disposed of.

Each student is responsible for obtaining make-up work and assignments from an Instructor. If make-up assignments are not completed in the allotted time, the student will receive a zero. The following table includes homework deadlines by number of days missed:

<u>Days Missed</u>	<u>Make-Up Assignments Due (days after returning)</u>
1	2
2	3
3	4

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 about 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 provided 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 salon/clinic floor reception desk. Any changes or alterations must be approved and initialed by an Instructor. Students may not refuse to perform, or change, a service without an Instructor's written permission. If the student refused to perform a service, the student will be clocked-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 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 the service is needed to meet monthly requirements that cannot be performed on a mannequin or dowel.

STUDENT CONDUCT AND DISCIPLINE

Each student at the Academy is obligated to obey all rules and regulations and to respect and maintain all equipment provided as part of their education. 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 a 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 about any student, staff member, or the school in general on any social network,
7. Possession of drugs, alcoholic beverages or weapons on the premises, or
8. Theft.

DRUG AND ALCOHOL USE PROHIBITED

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 could result in one or more of 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, and/or
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 Academic Progress may result in permanent termination.

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

SCHOOL ADMINISTRATIVE OFFICES

The Academy Administrative Offices are open weekdays from 8 a.m. to 5 p.m. Students are permitted in the Administrative Office(s) unless an Academy Staff member is present.

JOB PLACEMENT

While we cannot guarantee employment, we are dedicated to providing employment assistance to graduates and students nearing graduation. Bold Beauty Academy is in frequent contact with salons, distributors, spas, and the medical profession. Any notification of openings will be announced in theory, posted for review on the bulletin board, and 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 or administrator.

LEAVE OF ABSENCE POLICY

Any Leave of Absence must be requested by the student in advance of the leave and 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.

A student may be granted a LOA for any of the following reasons and when 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, or
4. Incarceration.

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.

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.

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 (2017)

Completion Rate	77.92%
Licensure Rate	100.00%
Placement Rate	80.00%

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, the National Accrediting Commission of Career Arts and Sciences (NACCAS):

NACCAS
3015 Colvin Street
Alexandria, VA 22314
(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 provided in the administrative offices and attach any applicable documentation. Indicate which policy is being appealed on the form. The appeal will be reviewed by appropriate personnel and a final determination will be made. All decisions on appeal are final. Appeals regarding a Satisfactory Academic Progress evaluation must be made within 5 days of a negative determination.

Start your Career Today!