



# **SCHOOL CATALOG**

**April 29<sup>th</sup>, 2021**

**Bold Beauty Academy, LLC reserves the right to change this catalog.**

# Table of Contents

|   |           |
|---|-----------|
| <b>1. OVERVIEW OF BOLD BEAUTY ACADEMY .....</b>   | <b>4</b>  |
| 1.1. MISSION STATEMENT .....  | 4         |
| 1.2. ADDRESS, OPERATING HOURS & HOLIDAY SCHEDULE .....                                      | 4         |
| 1.3. ACCREDITATION, STATE LICENSING, ASSOCIATIONS, TITLE IV FUNDING, GI BILL® FUNDING ..... | 5         |
| 1.4. FACILITIES .....   | 5         |
| 1.5. THE ACADEMY TEAM .....   | 6         |
| <b>2. ADMISSION AND LEAVES .....</b>  | <b>7</b>  |
| 2.1. ADMISSION REQUIREMENTS .....   | 7         |
| 2.2. TRANSFER STUDENTS .....  | 7         |
| 2.3. RE-ENTRY STUDENTS .....  | 7         |
| 2.4. LEAVE OF ABSENCE POLICY .....  | 8         |
| <b>3. OFFERED COURSES AND LICENSING REQUIREMENTS .....</b>                                  | <b>9</b>  |
| 3.1. COURSE TITLES AND LENGTH .....   | 9         |
| 3.2. COURSE GOALS .....   | 9         |
| 3.3. COURSE AND CURRICULUM OUTLINE .....  | 10        |
| 3.4. STUDENT KIT LIST .....   | 15        |
| 3.5. GRADUATION REQUIREMENTS .....  | 17        |
| 3.6. MONTANA LICENSING REQUIREMENTS .....   | 17        |
| <b>4. COURSE COSTS AND FINANCIAL TERMS .....</b>  | <b>17</b> |
| 4.1. TUITION, SUPPLIES (BOOKS/KIT), AND FEES COSTS BY COURSE .....                          | 17        |
| 4.2. PAYMENT PLANS .....  | 18        |
| 4.3. REFUND POLICY .....  | 19        |
| 4.4. EXTRA INSTRUCTIONAL CHARGES .....  | 21        |
| 4.5. FAILURE TO PAY – COLLECTION POLICY .....   | 21        |
| 4.6. INSUFFICIENT CHARGES .....   | 22        |
| 4.7. STOP PAYMENT FEES .....  | 22        |
| 4.8. VETERANS BENEFITS AND TRANSACTION ACT OF 2018 .....                                    | 22        |
| <b>5. SATISFACTORY ACADEMIC PROGRESS (“SAP”) POLICY .....</b>                               | <b>22</b> |
| 5.1. EVALUATION PERIODS .....   | 22        |
| 5.2. ATTENDANCE PROGRESS EVALUATIONS .....  | 23        |
| 5.3. MAXIMUM TIME FRAME .....   | 23        |
| 5.4. PRACTICAL/WRITTEN PROGRESS EVALUATIONS .....   | 23        |
| 5.5. DETERMINATION OF PROGRESS STATUS .....   | 24        |
| 5.6. WARNING .....  | 24        |
| 5.7. PROBATION .....  | 25        |
| 5.8. APPEAL PROCEDURE .....   | 25        |
| 5.9. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS .....                               | 26        |
| 5.10. INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS .....                              | 26        |
| 5.11. CONDITIONS AND READMISSION .....  | 26        |
| 5.12. NONCREDIT AND REMEDIAL COURSES .....  | 26        |
| 5.13. TRANSFER HOURS .....  | 26        |
| <b>6. REGULATORY DISCLOSURES &amp; REQUIREMENTS .....</b>                                   | <b>27</b> |
| 6.1. JOB PLACEMENT .....  | 27        |
| 6.2. NACCAS ANNUAL REPORT OUTCOMES (2018) .....   | 27        |

|           |   |           |
|-----------|---|-----------|
| 6.3.      | NACCAS JOB DEMAND SURVEY .....                          | 27        |
| 6.4.      | FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ..... | 27        |
| 6.5.      | SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES ..... | 27        |
| 6.5.1.    | <i>Policy</i> .....                                     | 27        |
| 6.5.2.    | <i>Sexual Harassment Grievance Procedure</i> .....      | 29        |
| 6.6.      | PHYSICAL DEMANDS AND SAFETY .....                       | 30        |
| 6.7.      | NON-DISCRIMINATION POLICY .....                         | 30        |
| 6.8.      | DISABLED STUDENTS .....                                 | 30        |
| 6.9.      | STUDENT INFORMATION CONFIDENTIALITY .....               | 30        |
| 6.10.     | GRIEVANCE POLICY .....                                  | 31        |
| <b>7.</b> | <b>THE ACADEMY’S RULES FOR STUDENTS.....</b>            | <b>32</b> |
| 7.1.      | GENERAL .....   | 32        |
| 7.2.      | RULES AND POLICIES .....                                | 32        |
| 7.2.1.    | <i>Administrative Offices</i> .....                     | 32        |
| 7.2.2.    | <i>Appeal Policy and Procedure</i> .....                | 32        |
| 7.2.3.    | <i>Appointments</i> .....                               | 32        |
| 7.2.4.    | <i>Clocking In/Out</i> .....                            | 33        |
| 7.2.5.    | <i>COVID-19 Protocols</i> .....                         | 33        |
| 7.2.6.    | <i>Daily Student Duties</i> .....                       | 33        |
| 7.2.7.    | <i>Dress Code</i> .....                                 | 34        |
| 7.2.8.    | <i>Drug and Alcohol Use Prohibited</i> .....            | 34        |
| 7.2.9.    | <i>Fourth Write-Up</i> .....                            | 34        |
| 7.2.10.   | <i>Front Desk</i> .....                                 | 35        |
| 7.2.11.   | <i>Graduation Ceremony</i> .....                        | 35        |
| 7.2.12.   | <i>Lunch</i> .....                                      | 35        |
| 7.2.13.   | <i>Makeup Assignments</i> .....                         | 35        |
| 7.2.14.   | <i>Members of the Public on Campus</i> .....            | 35        |
| 7.2.15.   | <i>Parking</i> .....                                    | 36        |
| 7.2.16.   | <i>Personal Hygiene</i> .....                           | 36        |
| 7.2.17.   | <i>Phones</i> .....                                     | 36        |
| 7.2.18.   | <i>Practical Exam Preparation Classes</i> .....         | 36        |
| 7.2.19.   | <i>Professional Behavior</i> .....                      | 37        |
| 7.2.20.   | <i>Requirement Sheets</i> .....                         | 39        |
| 7.2.21.   | <i>Saturday Attendance</i> .....                        | 39        |
| 7.2.22.   | <i>Self-Evaluation Surveys</i> .....                    | 39        |
| 7.2.23.   | <i>Smoking</i> .....                                    | 39        |
| 7.2.24.   | <i>Soliciting</i> .....                                 | 39        |
| 7.2.25.   | <i>Student Lockers</i> .....                            | 40        |
| 7.2.26.   | <i>Student Services Policy</i> .....                    | 40        |
| 7.2.27.   | <i>Supplies (Kits, Books)</i> .....                     | 40        |
| 7.2.28.   | <i>Tardiness</i> .....                                  | 40        |
| 7.2.29.   | <i>Third Three-Day Suspension</i> .....                 | 40        |
| 7.2.30.   | <i>Tuesday and Wednesday Classroom Access</i> .....     | 40        |
| 7.3.      | SUMMARY OF DISCIPLINARY ACTIONS .....                   | 40        |

## **1. OVERVIEW OF BOLD BEAUTY ACADEMY**

### ***1.1. 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 development of the whole individual.

### ***1.2. Address, Operating Hours & Holiday Schedule***

Administrative and Financial Aid Offices  
928 Broadwater Avenue  
Suite C  
Billings, MT 59101

Expanded Campus location  
928 Broadwater Avenue  
Suite 104  
Billings MT 59101

(406) 425-0674 Enrollment  
(406) 252-3232 Front Desk and Administration  
(406) 294-3234 Fax

The Academy Administrative Offices are open weekdays from 8 a.m. to 5 p.m. The following are the Academy's 2021 Administrative Holiday Closure Dates:

|                    |                  |
|--------------------|------------------|
| Memorial Day       | May 31           |
| July               | July 3 & 4       |
| Labor Day          | September 6      |
| Columbus Day       | October 11       |
| Thanksgiving       | November 25 & 26 |
| Christmas/New Year | December 24 – 31 |

All students must attend full-time which is 34 hours per week during the school's regular operating hours. The times are as follows; 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 must take a one half-hour lunch break daily.

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.

The following are the Academy's School 2021 Holiday Closure Dates:

|                         |                               |
|-------------------------|-------------------------------|
| Memorial Day            | May 29                        |
| 4 <sup>th</sup> of July | July 3                        |
| Labor Day               | September 4                   |
| Thanksgiving            | November 25 – 27              |
| Christmas/New Year      | December 21 – January 1, 2022 |

Dates are subject to change by Bold Beauty Academy.

### **1.3. Accreditation, State Licensing, Associations, Title IV Funding, GI Bill® Funding**

Bold Beauty Academy is accredited by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

Bold Beauty Academy is licensed by:

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

Bold Beauty Academy's Memberships in Associations:

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

Bold Beauty Academy is eligible to accept Federal Student Aid and the GI Bill® payments on behalf of those students who qualify. Title IV Financial Aid may not be used to pay tuition and expenses associated with the Manicuring, Barbering 150, or Microdermabrasion courses.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

### **1.4. Facilities**

The Academy's facilities space for 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 and client experience enjoyable. Prospective students are invited to tour Bold Beauty Academy Tuesday through Saturday from 11 a.m. to 3 p.m. and may set up an appointment by email at [enrollment@boldbeautyacademy.com](mailto:enrollment@boldbeautyacademy.com).

### **1.5. The Academy Team**

#### **Sherri Farwell – Sales and Service Coordinator**

Sherri has been at the Academy since 2014. Sherri is a reliable contributor who has had many responsibilities at the Academy. Currently, she schedules appointments, maintains the front desk, and organizes the dispensary and the students' schedules.

#### **Regina Johnson – Barbering & Cosmetology Instructor**

Regina has been an instructor both at Bold since 2020 and also as a manager of multiple salons for Regis Corporation and Cost Cutters. As a Senior District Leader, she was responsible for identifying, onboarding, and mentoring stylists. Not only is she an accomplished professional behind the chair, but she's also got a keen eye for talent and knows what it takes to succeed in the industry.

#### **Amy Jones – Cosmetology Instructor**

Amy graduated from Bold Beauty Academy in 2010 and has practiced in a variety of settings. She's worked for small salons and large corporate salons and has both sales and managerial experience in and out of the beauty industry. She's extremely dedicated to exploring new trends in the beauty industry and to bringing them to Bold.

#### **Kimberlee Kagarise – Cosmetology Instructor**

Kimberlee joined Bold in 2021 after practicing in boutique and corporate salons. She has also managed a corporate salon and was a traveling stylist. She obtained cosmetology licenses in Montana and North Dakota after graduating from Bold in 2017. Kim is dedicated to the development of her skills and her students.

#### **Nicole King - Senior Administrator**

Nicole has 22 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. Since 2005 Nicole, has led 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.

#### **Katy Petersen – Barbering & Cosmetology Instructor**

Katy 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. Katy has been with Bold since 2019.

#### **Jason Priest - Owner**

Jason has over 30 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.

### **Jessica Stratton – Barbering & Cosmetology Instructor**

Since graduating from the Academy in 2010, Jessica has been a leader in the industry while earning her Barbering and Instructors licenses. Previously an instructor with the Academy, she rejoined us after honing her managerial skills in both corporate and boutique salons. Jessica encourages students to focus on the entire client experience from the salon space to developing long term relationships.

### **Teresa Zier – Cosmetology Instructor, Lead 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 her passion.

Each year, our instructors receive qualified continuing education from a variety of sources including conventions, seminars, outside educators, and other Montana State Board-approved programs. Topics include teaching methodology, up-to-date trends, equipment and implement techniques, State Board meetings, and product knowledge.

## **2. Admission and Leaves**

### **2.1. 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 before completing 90% of the program. A copy of a high school diploma, high school transcript, or GED must be submitted prior to the first day of school. All students registering for the Barbering for Cosmetologists (Barbering 150) Course must submit a current Montana Cosmetology License prior to the first day of school. Any student with special circumstances is advised to contact The Montana Board of Barbers and Cosmetologists prior to enrollment. The School reserves the right to admit or not any prospective student.

### **2.2. Transfer Students**

Pursuant to [rules](#) established by the Montana Board of Barbers and Cosmetologists, the Academy reserves the right whether or not to admit a transfer student. All potential transfer students shall provide the Academy with a certified statement of good standing and official transcript from the previous school. The Academy, in its sole discretion, will determine the number of hours and requirements to be credited to the student.

### **2.3. Re-Entry Students**

All students who were previously enrolled, withdrew, and who wish to re-enter must meet all current admissions requirements, satisfy any previous balance for prior enrollment periods, pay the Registration Fee, and pay the current rate of tuition per hour for the hours needed to complete the program. Additionally, the students must have been meeting Satisfactory Academic Progress at the time of withdrawal. The Academy will determine on an individual basis whether or not to re-enroll a former student.

#### **2.4. Leave of Absence Policy**

You may request a Leave of Absences (“LOA”) in writing using the form accessible in Good Drive or in the Administrative Office.

A LOA must be pre-approved by the school in order for it to be valid. If you are unable to request and receive a LOA in advance because of an emergency, one may be granted if, within reasonable period of time after the resolution of the emergency, you:

- Complete the LOA form and return it to the school via mail, email, or in person, and
- Provide reasonable documentation evidencing the emergency

The duration of one or more LOAs may not exceed 180 calendar days in an enrollment period. The LOA begins upon approval and may not be shorter than 14 calendar days, unless it is COVID-19 related, in which case, your Leave may be shorter than 14 calendar days. If during your approved Leave you request an extension, you must notify the school before your Leave ends.

If you are granted a LOA, you will not considered to have withdrawn from the Academy and a refund calculation is not required. If you are granted a LOA, you will return to school with the same satisfactory academic progress prior to the LOA.

Upon return from a LOA, you are required to complete an Enrollment Agreement Addendum. Your contract and maximum time frame will be extended for the same number of days you were on LOA and there will not be any additional institutional charges or penalties.

If you do not return to school at the conclusion of your Leave, you will be withdrawn from school. If you do not return to school on the 180th day of a LOA, you will be withdrawn from school. The school is required to take attendance and therefore the date of withdrawal will be considered the last day you were in attendance. A refund calculation will be completed and any refunds due to the USDE Title IV Funding and/or you will be returned.

Please note, this Leave of Absence Policy may affect any grace periods related to federal student loan repayment schedules.

During any LOA you must vacate your assigned locker and a new one will be assigned upon your return to school. Personal belongings may be stored for up to fourteen (14) days before they will be disposed of. The Academy is not responsible for any kit contents or supplies left at the school.

You may be granted a LOA for any of the following reasons if the Academy determines that there is a reasonable expectation that you will return from the LOA:



Medical Issues: When a medical issue prevents you from participating in school, you may be granted a LOA after providing a note stating that from your doctor. You do not need to provide additional information about your medical treatment.

COVID-19 Related: The Academy will follow quarantine guidelines specified by Riverstone Health Clinic in Billings, MT and based on the information you provide. Your LOA will match the quarantine guidelines (“COVID-19 LOA Period”). In order to qualify for a COVID-19 LOA, you must provide the Administration with correspondence from Riverstone Health Clinic, or a doctor, evidencing the date of your exposure, the date you took a COVID-19 test, the test results, any recommendations, and any additional information requested by the Academy.

The guidelines followed by the Academy can be found using the following links:

- <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <https://covid.riverstonehealth.org/>

Personal or Family-Related Matters: You may be granted a LOA for serious issues affecting you, your parents, siblings, or children. Please provide sufficient information so that the school may evaluate your LOA request.

Jury Duty: You may be granted a LOA for a shorter than 14 days if you are selected for Jury Duty. In order to qualify for a Jury Duty LOA you must provide evidence of your selection, your Order to Appear, and your daily attendance on the Jury. Please provide sufficient information on the attached form so that the school may evaluate your LOA request.

Incarceration: You will be granted a leave if you are incarcerated. You or a family member may provide information about your incarceration and/or the school may independently verify it.

### **3. Offered Courses and Licensing Requirements**

#### **3.1. Course Titles and Length**

|  |            |
|--|------------|
| Cosmetology                                  | 1500 hours |
| Manicuring                                   | 400 hours  |
| Esthetics                                    | 650 hours  |
| Barbering                                    | 1100 hours |
| Barbering for Cosmetologists (Barbering 150) | 150 hours  |
| Microdermabrasion Endorsement                | 50 hours   |

#### **3.2. Course Goals**

For all courses, our goals are to:

- Provide training in all phases of the manicuring, esthetics, cosmetology, and barbering professions in compliance with the Montana Board of Barbers & Cosmetologists.

- Create a learning environment that develops students into progressive, professional nail technicians, estheticians, barbers, or cosmetologists.
- Create an atmosphere of growth, recognition, and achievement for the students.
- Make learning creative, exciting, and above all, enjoyable.
- Prepare the student for a successful and rewarding career in the Manicuring, Esthetics, Barbering, or Cosmetology profession.
- Prepare manicuring, esthetics, barbering, and cosmetology students for the state exams qualifying them for their professional license and success in the workplace.

### **3.3. 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:

| <b>Manicuring – 400 Clock Hours</b>  |   |
|--|---|
| <i>Subject</i>   | <i>Minimum hours of Technical and Practical Instruction</i> |
| Salon management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, and current state board laws and rules | 60  |
| Bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity         | 55  |
| Manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements           | 35  |
| Use of Electric Nail File  | 10  |
| Application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art   | 140   |
| School Discretion  | 100   |

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.

| <b>Esthetics – 650 Clock Hours</b>  |   |
|---|---|
| <i>Subject</i>  | <i>Minimum hours of Technical and Practical Instruction</i> |
| Bacteriology, sanitation and sterilization, safety, anatomy, physiology, blood spill procedure, disease 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, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, the chemical curling of the eye lashes, and skin exfoliation (including manual, chemical, and mechanical exfoliation) | 300   |
| Waxing including face, neck, hands, and superfluous hair anywhere on the body, including tweezing   | 50  |
| Salon management, general facility sanitation and cleanliness, business methods, appointment book, customer service, professional ethics, and current state board laws and rules  | 70  |
| School Discretion   | 160   |

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.

| <b>Barbering – 1100 Clock Hours</b>        |   |
|--|---|
| <i>Subject</i>                             | <i>Minimum hours of Technical and Practical Instruction</i> |
| Proper use of implements including shears, | 185   |

| <b>Barbering – 1100 Clock Hours</b>   |   |
|---|---|
| <i>Subject</i>  | <i>Minimum hours of Technical and Practical Instruction</i> |
| razor, clippers, thinning shears  |   |
| thermal and hair styling, hair pieces to include weaves and extensions  | 165   |
| Facial shaving, facials, massage, essential oils, facial masks  | 45  |
| Waving, relaxing, hair coloring, and lightening   | 295   |
| Bacteriology, sanitation and sterilization, safety, skin, hair and scalp anatomy, physiology, blood spill procedure, disease and disorders of hair and scalp  | 60  |
|   |   |
| Shop management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, and personal grooming | 75  |
| School Discretion   | 275   |

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.

| <b>Cosmetology – 1500 Clock Hours</b>   |   |
|---|---|
| <i>Subject</i>  | <i>Minimum hours of Technical and Practical Instruction</i> |
| Manicures including hand and arm massage and polish. Pedicures includes foot, ankle and lower leg massage, and polish. Application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art. Use of manicuring implements including the electric nail file. | 95  |
| Skin care including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and   | 110   |

| <b>Cosmetology – 1500 Clock Hours</b>  |   |
|--|---|
| <i>Subject</i>   | <i>Minimum hours of Technical and Practical Instruction</i> |
| eyebrows, and the chemical curling of the eye lashes. Skin exfoliation including manual, chemical, and mechanical exfoliation. Waxing and tweezing. Electricity and light therapy. |   |
| Shampoo (including scalp treatment), hair styling (including pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, wet setting)                     | 195   |
| Waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening  | 395   |
| Proper uses of implements (e.g. shears, razors, clippers, thinning shears)   | 155   |
| Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails                 | 60  |
| Salon management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, and current state board laws and rules   | 115   |
| School Discretion  | 375   |

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.

| <b>Barbering for Licensed Cosmetologists (Barbering 150) – 150 Clock Hours</b> |   |
|--|---|
| <i>Subject</i>   | <i>Minimum hours of Technical and Practical Instruction</i> |
| Clipper cuts including proper use of implements                                | 125   |

| <b><u>Barbering for Licensed Cosmetologists (Barbering 150 ) – 150 Clock Hours</u></b> |   |
|--|---|
| <i>Subject</i>   | <i>Minimum hours of Technical and Practical Instruction</i> |
| Facial shaving including proper use in razor and massage                               | 25  |

Not less than 15 hours of the above Barbering 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 Barbering 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.

| <b><u>Microdermabrasion – 50 Clock Hours</u></b>  |   |
|---|---|
| <i>Subject</i>  | <i>Minimum hours of Technical and Practical Instruction</i> |
| Histology of the skin, bacteriology, client consultation and protection, client pre-care and post-care, product knowledge, theory of technical application of microdermabrasion, sanitation and safety, disposal of waste products, and practical application and observation | 50  |

Not less than 25 hours of the above Microdermabrasion curriculum must be taught in theory. 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 Microdermabrasion course, licensees shall submit to the Montana Board of Barbers and Cosmetologists a notarized copy of a certificate of completion of training for each machine or device to be used by the licensee. Each certificate must include:

- Licensee name;
- Date training was completed;
- Number of hours of training;
- Name of manufacturer; and
- Model number of the machine.

### **3.4. Student Kit List**

All students are responsible for all lost or stolen items, so please put your name on all of your supplies and put them in your locker when not in use. If any items are missing, you will have to repurchase them. The Academy will supply client products. According to Montana State Law, you may not practice in an unlicensed establishment (e.g. your home, a friend's home, etc.) regardless of whether or not you are paid. Practice must take place at the Academy under the supervision of instructors. Your equipment and supplies must remain in the Academy until graduation. Textbooks and kit equipment are subject to change.

#### **Manicuring Students**

##### E-books:

- Milady's Mindtap Standard Nail Technology E-Book, E-workbook, State Exam review E-book and a Nail Technology Textbook
- Montana State Board of Cosmetologists Laws and Rules

##### Kit and Supplies Include:

Chromebook, Smock, Aluminum Beauty Case, Colored Soray Bottle, Acrylic Nail Tip Slicer, 11 pc Manicure & Pedicure Set, Pedi Nova Pro Nail drill, Turbo File II (For Left Handed Students), Plastic Bottle w/Lockable Pump (4oz), Nail Brush, Manicure Bowl, Safety Glasses, Suction Base/Practice Hand Combo, Dappen Dish, Nylon Gel Brush, Pedi-Rasp w/ buffers, Septi File Handle, Scrub Brush Eyedropper, Universal LED/UV Light, Medicool Acrylic Round #8 Brush, Aluminum Beauty Case, Young Nails Trial Acrylic Set, Young Nails Trial Gel Set

#### **Esthetics Students**

##### Textbooks:

- Milady's Mindtap Standard Fundamentals for Estheticians E-Book, E-workbook, Exam review E-book and a Standard Esthetician Textbook
- Montana State Board of Cosmetologists Laws and Rules

##### Kit and Supplies include:

Chromebook, Smock, Duffle Bag, 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 includes; 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
- Montana State Board of Cosmetologists Laws and Rules

##### Equipment bag includes:

Chromebook, Smock, 3 Mannequins, Adjustable Height All- Metal Manikin Clamp, Large Duffle Bag, Aluminum Barber Case, Roll-A-Bout, Sharkfin Barber Kit, Feather Artist Club Replacement Blades, Artist Club SS Folding Razor, Andis BGRC Professional detachable Ceramic Blade

Clipper, Clipper Combs, 5 Star Detailer & Trimmer, Wahl Cordless Magic Clip Clippers, Nano Titanium Blow Dryer, Nano Titanium Curling Iron, Soft Touch Ceramic Round Brush 1 1/2", Soft Touch Ceramic Round Brush 2", Soft Touch Ceramic Round Brush 2 1/2", 5 Row Styling Brush Professional Tapering Combs, Fine-Tooth Rattail Comb, Pin Tail Comb, Styling Comb, Dual Purpose Comb & Lift (Back Comb), Hair Lifting Pick, Plastic Duckbill Clips , Comb & Scissor Spray, Bottle (16oz), Hand Mirror, Deluxe Color Apron, Nylon Cutting Cape, Waterproof Nylon Shampoo Cape, Double Decker Coloring Bowl, Jumbo Color Brush, Skin Care Tool (Extractor)

### **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
- Montana State Board of Cosmetologists Laws and Rules

#### Kit and Supplies include:

Chromebook, Smock, 3 mannequins, Adjustable Height All-Metal Manikin Clamp, Large Duffle Bag, Aluminum Beauty Case, Roll-A-Bout, Cutting and Thinning Shears, Feather Styling Razor Replacement Blades, Clipper Combs, Wahl All Star Combo Set, Nano Titanium Blow Dryer, Curling Iron, & Straightening Iron, 3 Soft Touch Ceramic Round Brushes, 5 Row Styling Brush, Fine-Tooth Rattail Comb, Pin Tail Combs, Dual Purpose Comb & Lift (Back Comb), Professional Tapper Comb, Styling Comb, Hair Lifting Pick, Plastic Duckbill Clips, Butterfly Jaw Clip, Soft Touch Pelican Clips, Comb & Scissor Spray Bottle (16oz), Hand Mirror, Deluxe Color Apron, Taffeta Cutting Cape, Waterproof Nylon Shampoo Cape, Double Decker Coloring Bowl, Jumbo Color Brush, Skin Care, Tool (Extractor), Slant Tweezers, Acrylic Nail Tip Slicer, 11 pc Manicure & Pedicure Set, Pedinova Pro Nail Drill, Turbo Fill II (For Left Handed Students), Plastic Bottle w/Lockable Pump (4oz), Nail Brush, Manicure Bowl, Safety Glasses, Dappen Dish, Nylon Gel Brush, Young Nails Trial Acrylic Kit, Young Nails Trial Gel Kit, Medicool Acrylic Rouch Brush #8, Universal LED/UV Light, Pedi Rasp, Pedi Rasp Stickers, Speti File Handle.

### **Barbering for Licensed Cosmetologists (Barbering 150) Students**

Nametag, locker key, and locker (all must be returned upon graduation or there will be a charge), Milady Mindtap Professional Barbering E-book, Milady Mindtap Professional Barbering E-workbook, Milady Mindtap State Exam Review E-book, Milady Professional Barbering Textbook, Montana State Board of Cosmetology Laws and Rules Book-Digital, Magnum, Jacket/Smock, Aluminum Barber Case, Cloth Cutting Cape, Sharkfin Shears, Straight Razor, Replacement Blades, Wahl Magic Clip Clippers, Wahl Trimmer/Detailer, 1 Dozen Styling Combs, 1 Dozen Tapering Combs, 2 Flat Top Combs.

### **Microdermabrasion Students**

#### Textbooks:

Milady's Standard Microdermabrasion



Equipment includes:

Four microtips.

**3.5. Graduation Requirements**

A student is awarded a diploma after:

- Completion of the contracted hours with a minimum grade point average of 75%, and
- After all tuition and charges due the School are 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 and those must be paid by the student.

**3.6. 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; Barbering for Licensed Cosmetologists (Barbering 150) - 150 Hours; Microdermabrasion – 50 Hours)
- Provide a Graduation Diploma from Bold Beauty Academy,
- Provide proof of passage of both the written and practical NIC (National Interstate Council of State Boards of Cosmetology) course-specific exam at 75% proficiency or higher,
- Provide evidence of a High School Diploma, HISET or equivalency, and
- Provide a copy of a Birth Certificate or other verifiable evidence of age.

**FOLLOWING THESE PROCEDURES MAY NOT GUARANTEE LICENSURE. PLEASE SEE THE MONTANA CODE ANNOTATED TITLE 37. PROFESSIONS AND OCCUPATIONS, CHAPTER 1. GENERAL PROVISIONS, PARTS 2 (LICENSURE OF CRIMINAL OFFENDERS) AND 3 (UNIFORM PROFESSIONAL LICENSING AND REGULATION PROCEDURES) 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.**

**4. Course Costs and Financial Terms**

**4.1. Tuition, Supplies (Books/Kit), and Fees Costs by Course**

**Manicuring (400 hours)**

|                      |         |
|----------------------|---------|
| Registration Fee     | \$125   |
| Supplies (Books/Kit) | \$1,270 |

|                |         |
|----------------|---------|
| <u>Tuition</u> | \$1,000 |
| Total          | \$2,395 |

**Esthetics (650 hours)**

|                      |                |
|----------------------|----------------|
| Registration Fee     | \$125          |
| Supplies (Books/Kit) | \$1,500        |
| <u>Tuition</u>       | <u>\$8,500</u> |
| Total                | \$10,125       |

**Barbering for Licensed Cosmetologists  
(Barbering 150)**

|                      |                |
|----------------------|----------------|
| Registration Fee     | \$125          |
| Supplies (Books/Kit) | \$715          |
| <u>Tuition</u>       | <u>\$1,500</u> |
| Total                | \$2,340        |

**Cosmetology (1500 hours)**

|                      |                 |
|----------------------|-----------------|
| Registration Fee     | \$125           |
| Supplies (Books/Kit) | \$2,340         |
| <u>Tuition</u>       | <u>\$15,500</u> |
| Total                | \$17,965        |

**Barbering (1100 hours)**

|                      |                 |
|----------------------|-----------------|
| Registration Fee     | \$125           |
| Supplies (Books/Kit) | \$2,038         |
| <u>Tuition</u>       | <u>\$12,000</u> |
| Total                | \$14,163        |

**Microdermabrasion Endorsement (50 hours)**

|                      |                |
|----------------------|----------------|
| Registration Fee     | \$125          |
| Supplies (Books/Kit) | \$70           |
| <u>Tuition</u>       | <u>\$1,000</u> |
| Total                | \$1,195        |

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

**4.2. Payment Plans**

**THREE-MONTH PAYMENT PLAN FOR MANICURING STUDENTS**

Prior to the first day of class, students must pay the Registration Fee, Supplies (Book/Kit) Expenses, and the first monthly payment for a total of \$1,728.33. Each subsequent installment of \$333.33 is due on upon your monthly start anniversary. **Any balance due must be paid prior to graduation.**

#### FIVE-MONTH PAYMENT PLAN FOR ESTHETICS STUDENTS

Prior to the first day of class, students must pay the Registration Fee, Supplies (Book/Kit) Expenses, and the first monthly payment for a total of \$3,325.00. Each subsequent installment of \$1,700.00 is due on upon your monthly start anniversary. **Any balance due must be paid in full prior to graduation.**

#### NINE-MONTH PAYMENT PLAN FOR BARBERING STUDENTS

Prior to the first day of class, students must pay the Registration Fee, Supplies (Book/Kit) Expenses, and the first monthly payment for a total of \$3,496.33. Each subsequent installment of \$1,333.33 is due on upon your monthly start anniversary. **Any balance due must be paid in full prior to graduation**

#### ELEVEN-MONTH PAYMENT PLAN FOR COSMETOLOGY STUDENTS

Prior to the first day of class, students must pay the Registration Fee, Supplies (Book/Kit) Expenses, and the first monthly payment for a total of \$3,874.09. Each subsequent installment of \$1,409.09 is due on upon your monthly start anniversary. **Any balance due must be paid in full prior to graduation.**

#### TWO-MONTH PAYMENT PLAN FOR BARBERING FOR LICENSED COSMETOLOGISTS (BARBERING 150) STUDENTS

Prior to the first day of class, students must pay the Registration Fee, Supplies (Books/Kit) Expenses, and the first monthly payment for a total of \$1,590.00. Each subsequent installment of \$750.00 is due on upon your monthly start anniversary. **Any balance due must be paid in full prior to graduation.**

### ***4.3. Refund Policy***

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:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 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.
- 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.
- A student notifies the institution of his/her withdrawal in writing.

- 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.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
- 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:

| <b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE OR PROGRAM</b> | <b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b> |
|--|--|
| 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 the school will provide a pro rata refund of tuition to the student. 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.

#### **4.4. Extra Instructional Charges**

The School charges additional tuition for attended hours in excess of the scheduled hours determined by the Calculated Completion Date in the Enrollment Agreement. The overtime rate of \$15 per hour, or any part thereof, is charged monthly and must be paid within 30 days (“overtime fees”). The contract end date is calculated by adding how long it takes to complete the program at 100% attendance rate plus all school closures.

#### **4.5. 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:

- The balance of the contract then due, plus
- 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.

#### **4.6. Insufficient Charges**

Bounced checks will incur a \$50.00 charge.

#### **4.7. Stop Payment Fees**

If the Academy has to stop payment on a check issued to you, there will a \$32 stop payment fee charged to your account.

#### **4.8. Veterans Benefits and Transaction Act of 2018**

Bold Beauty Academy does not impose any penalty, including assessment of late fees, deny access to classes, libraries or other institutional facilities, or require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his/her financial obligations to the Academy due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. This applies only if the payments are not received within 90 days of the beginning of the term.

Students are required to provide documentation to ensure they are entitled to GI Bill® benefits no later than the first day of the educational program in which they are enrolling.

The restriction on penalties would not apply in cases where the student owes additional payment to the Academy beyond the amount of the tuition and fee payment from VA to the Academy.

### **5. Satisfactory Academic Progress ("SAP") Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in this School 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 Board of Barbers and Cosmetologists of the State of Montana, the National Accrediting Commission of Career Arts and Sciences (NACCAS), and the federal regulations established by the United States Department of Education. To achieve SAP, students must have a 75% or greater attendance rate, a 75% or greater grade point average, and a minimum 75% of each requirement category for the evaluation period completed.

#### **5.1. 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 |
| Barbering for Licensed Cosmetologists (Barbering 150) | 75 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.

### **5.2. Attendance Progress Evaluations**

Students are required to attend a minimum of 75% of scheduled hours. 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 attended hours by the total scheduled hours. At the end of each evaluation period, the school will determine if the student has maintained at least 75% attendance which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **5.3. 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:

| <b>COURSE</b>   | <b>COURSE HOURS</b> | <b>MAXIMUM HOURS</b> | <b>MAXIMUM WEEKS</b> |
|---|---------------------|----------------------|----------------------|
| Cosmetology   | 1,500               | 1,995                | 58.65                |
| Barbering   | 1,100               | 1,463                | 43.03                |
| Manicuring  | 400                 | 532                  | 15.65                |
| Esthetics   | 650                 | 865                  | 25.43                |
| Barbering for Licensed Cosmetologists (Barbering 150) | 150                 | 200                  | 5.87                 |
| Microdermabrasion                                     | 50                  | 66                   | 1.96                 |

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.

### **5.4. Practical/Written Progress Evaluations**

Students are required to maintain a minimum grade point average of 75%. The grade point average is determined by written tests and practical, hands-on skills evaluations (called requirements). Practical evaluations count for 50% of the grade while written tests count for 50% of the grade. After classroom presentations, demonstrations, and discussions and book work, students will be evaluated by written tests and the completion of assigned practical requirements. Written tests are scored based on a scale of 100%. Practical tests are scored on a

scale of 100%. Students must complete both 75% of the assigned practical, hands-on skills evaluations (called requirements) of each type and achieve a minimum overall grade of 75% in order to meet Satisfactory Academic Process.

Students must take, and pass, two comprehensive practical skills evaluations during the course of study: The Advance to Clinic Floor and the Practical Final Exam. Any student failing the evaluations, must take them again. Numerical grades are considered according to the following scale:

| <b>ACADEMIC PERFORMANCE</b> | <b>NUMERICAL GRADE</b> | <b>LETTER GRADE</b> |
|-----------------------------|------------------------|---------------------|
| Excellent                   | 90 – 100               | A                   |
| Good                        | 80 – 89                | B                   |
| Satisfactory                | 75 – 79                | C                   |
| Unsatisfactory/Failing      | 0 – 74                 | F                   |

### ***5.5. 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.

### ***5.6. 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.

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 placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds and must make financial arrangements with the school.



### **5.7. 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.

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 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.

### **5.8. 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.

#### **5.9. Re-Establishment of Satisfactory Academic Progress**

Student may re-establish Satisfactory Academic Progress and Title IV aid, if applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### **5.10. Interruptions, Course Incompletes, and 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.

#### **5.11. Conditions and Readmission**

Students who have been terminated for failing to meet Satisfactory Academic Progress 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.

#### **5.12. 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.

#### **5.13. 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.

Pursuant to 38 CFR § 21.4253, for any student utilizing the GI Bill® to pay for school, Bold Beauty Academy will evaluate previous education and training, grant credit if appropriate, and adjust course length and cost accordingly. Students using VA education benefits are required to

submit previous education and training documentation. The school is responsible for maintaining credit evaluation records as part of the student's file and will notify the student in writing of the evaluation.

## **6. Regulatory Disclosures & Requirements**

### **6.1. 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.

### **6.2. NACCAS Annual Report Outcomes (2018)**

|                 |         |
|-----------------|---------|
| Graduation Rate | 86.49%  |
| Licensure Rate  | 100.00% |
| Placement Rate  | 76.04%  |

### **6.3. 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.

### **6.4. Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act (FERPA) schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may notify the school not to disclose directory information about them.

### **6.5. Sexual Harassment Policies & Grievance Procedures**

#### **6.5.1. Policy**

It is the policy of Bold Beauty Academy (the "Academy") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and

harassment, including sexual harassment. The Academy has enacted the Sexual Harassment Policies & Grievance Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Academy’s website at [www.boldbeautyacademy.com](http://www.boldbeautyacademy.com) or obtained in person from the Title IX Coordinator (see below).

The Academy does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Academy’s education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Academy’s Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The Academy also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Jason Priest, Title IX Coordinator  
928 Broadwater Ave, Suite C  
Billings, MT 59101  
Phone: (406) 252-3232 ext. 216  
Email: [jason@boldbeautyacademy.com](mailto:jason@boldbeautyacademy.com)

Inquiries or complaints concerning the Academy’s compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education’s Office for Civil Rights.

Office for Civil Rights, Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Telephone: (206) 607-1600

Facsimile: (206) 607-1601

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Bold Beauty Academy desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The Academy will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Academy.

### **6.5.2. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the Academy's Title IX Coordinator or to a Designated Academy Official. As set forth in the Policy, the Academy's Designated Academy Officials are the Academy Owner, Senior Administrator, and Administrator. The Academy will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The Academy will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the Academy investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Academy's Title IX Coordinator oversees the Academy's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the Academy determines that the particular formal complaint is appropriate for such a process, the Academy will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The Academy retains the discretion to determine which cases are appropriate for voluntary resolution.

The Academy will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Academy imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Upon enrollment, you will be asked to acknowledge in writing that you have received notice of Bold Beauty Academy's Sexual Harassment Policies & Grievance Procedures, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the Academy will respond.

### ***6.6. Physical Demands and 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.

### ***6.7. Non-Discrimination Policy***

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

### ***6.8. 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.

### ***6.9. 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. Release forms are available in the Administration Office. 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.

#### **6.10. Grievance Policy**

Should any student, instructor or interested party wish to file a complaint against Bold Beauty Academy, they must request a complaint form. Complaint forms are available in the Administrative Office. 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.

At any time, a complainant 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](http://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.

Students or prospective students may file a complaint with the Montana Board of Barbers and Cosmetologists by selecting this link <http://boards.bsd.dli.mt.gov/cos#10>.

## **7. The Academy's Rules for Students**

### **7.1. General**

These rules are in addition to those established by the United States Department of Education and the National Accrediting Commission of Career Arts & Sciences, which will not be duplicated here. It is your responsibility to familiarize yourself with the rules and obligations that apply to you.

### **7.2. Rules and Policies**

In order to preserve an efficient, constructive, and safe learning environment, Bold has rules and policies you are required to follow. Our rules are also consistent with what you can expect in a professional work environment after you graduate. Bold will enforce its rules consistently and persistently.

#### **7.2.1. Administrative Offices**

Students may submit a written request via email for an appointment with a member of the Administrative team. The student must include a detailed description of their request. Students may or may not be granted the request, in the discretion of the administration. Students will be written-up for being in the Administration offices without an appointment.

#### **7.2.2. Appeal Policy and Procedure**

Anyone who wishes to appeal a school policy or determination must use the appeal form provided in the Administrative office. The completed form must indicate the policy being appealed, and include supporting documentation, if any. The appeal must be submitted to the Senior Administrator by Email to [nicole@boldbeautyacademy.com](mailto:nicole@boldbeautyacademy.com) and all decisions are final.

#### **7.2.3. Appointments**

You are required to be on time for appointments with your clients. On time means that you are prepared with your materials and prepared to greet your client when they arrive at the front desk.

You will not receive any type of notification for any appointment that has been scheduled for two or more hours. It is your responsibility to check the appointment book in the morning before the salon opens so that you know your appointment schedule for the day. For any appointments that are scheduled for you after the salon floor opens, you will receive an email (at the address given to us at the time of enrollment or subsequently updated by you) with the time of the appointment. These appointments are also considered scheduled if the email notice was provided two or more hours before the appointment and you will not receive any type of additional notification.

For an unscheduled appointment, which is an appointment made after the salon floor opened and for which you did not receive two hours' notice, you will be called over the intercom up to two times. No more than 10 minutes may elapse between your first call and the time you greet



your client.

If you are not on time for your appointments, or you refuse to accept an appointment, you will receive a three-day suspension.

#### **7.2.4. Clocking In/Out**

Students are responsible for clocking in and out. Attended hours are recorded by a bio-metric fingerprinting time-clock system. Students will not accrue attended hours clocking in before, or remaining after, regular school hours. The time clock is the only standard for determining whether or not you were at school. A failure to clock in means that you will not accrue attended hours even if you or someone else claims you were there. Students are required to:

- Clock-in when entering school
- Clock-out for lunch
- Clock-in from lunch
- Clock out when leaving school

The Academy's timeclock confirms that you have successfully clocked in and clocked out. It is your responsibility to ensure that you observe the confirmation that appears on the screen of the timeclock. The United States Department of Education and NACCAS' regulations prohibit the Academy from manually adjusting the timeclock. Manual adjustments are visible on the time clock reports which are subject to regulatory review. Therefore, we will not make any routine adjustments to your hours. The single exception to this rule is the malfunctioning of the timeclock, which you must substantiate. If for any reason, the timeclock refuses to allow you to clock in or clock out, you are required to take a picture of the error message and forward it to a staff member within 15 minutes of the error. Clocking in and out is your responsibility so please carefully follow the instructions and verify you have successfully clocked in or out.

Other than for your 30-minute lunch, if you clock out, it is for the remainder of the day.

#### **7.2.5. COVID-19 Protocols**

You must wear a mask or other face covering at all times when on school property. Failure to do so will result in a 3-day suspension.

#### **7.2.6. Daily Student Duties**

Students do laundry, dispense beauty products, sanitize workstations, and greet customers as part of their duties. There is a morning and afternoon shift. The school keeps track of who has performed these specific duties. They are assigned in the morning.

There is a specific list of duties to be completed every day by students after 4:00 p.m. These duties are assigned randomly, and it is his/her responsibility to make sure it is completed properly. When you have completed the duty, you must initial the chart kept by an instructor.

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.

#### **7.2.7. Dress Code**

Many schools require students to wear a uniform, but the Academy prefers that you have an opportunity to express yourself within the limits of our Dress Code. It is a privilege, and a responsibility and we require you to comply with it at all times.

The Academy observes two dress codes, one for Tuesday and one for every other day, although you may observe either dress code on Tuesday. There are things common to both dress codes. State law requires Students to wear an Academy smock and nametag (which are provided as part of the kit) over clothing. All clothing must be free of holes, clean, and wrinkle free and meet or overlap the waste line. Clothing may not be see-through or have one or more logos larger than 9 square inches total. You may wear short sleeves, but not low-cut or sleeveless shirts and you may not wear shorts, skorts, sweats, or skirts or dresses that end above the knee. Leggings, slacks, tights, khakis, and yoga pants are allowed provided the latter are form fitting. Hoodies and hats of any kind are not allowed. You may not show bra straps or cleavage. Students are required to wear close-toed shoes. Jewelry accessories are acceptable in any color but may not interfere with your learning or servicing of clients.

On Tuesdays you may wear blue or black jeans or jeggings and all other items may have color except hose or tights which must be black or neutral in color.

Wednesday through Saturday the required dress code is black and white except that hose or tights must be black only. That means everything. Regardless of actual material, you may not wear anything that resembles jeans. Shoes must be clean and polished with no scuffs and they must have black or white shoestrings, if applicable. You will not be allowed to clock in unless you are compliant with the Dress Code. If you are not in Dress Code and clock in, you must clock out and may not return for the remainder of that day.

You will be notified in advance by email if there are days you will not be required to be in Dress Code.

#### **7.2.8. Drug and Alcohol Use Prohibited**

The Academy is a drug and alcohol-free campus. Any violation of this policy will result in the immediate withdrawal from school. If you feel you may have a drug or alcohol problem, a list of Yellowstone County area drug and alcohol counseling, rehabilitation, and reentry programs is available in our libraries.

#### **7.2.9. Fourth Write-Up**

On your fourth write-up, you will be suspended for three days.

### **7.2.10. Front Desk**

Students may not loiter at the salon front desk. Acceptable reasons to be there include accessing the appointment book, for any client interaction, or at the request of an Academy employee.

You will be written-up for being at the Front Desk for any other reason.

### **7.2.11. Graduation Ceremony**

Graduating from Bold Beauty Academy is a significant milestone that students, families, and Bold want to celebrate. Because student attendance varies, the Academy won't project graduation dates and times for students. The Academy does provide weekly attendance reports that can be used by students to determine the date and time of their graduation. The morning of the anticipated day of graduation students may request an updated attendance report to verify the hour of graduation. If you clock out prior to completing the attended hours required for graduation, you will incur overcharges until you complete your hours.

There are many steps in the graduation process, and students should refer to the PDF called "The Graduation Process" in Google Drive.

### **7.2.12. Lunch**

You must take a 30-minute lunch break each day. We expect you to manage your time wisely and to be mindful of your schedule and workload. If you don't take a lunch, for purpose of determining your attended hours, you will not be given credit for that 30 minutes.

### **7.2.13. Makeup Assignments**

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. 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:

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

### **7.2.14. Members of the Public on Campus**

Unless they are paying for a service or attending a school-sponsored event, members of the public may not be on school property. Members of the public are anyone who is not an enrolled student in good standing. If you need something delivered to you, it should be brought to the front desk. If you violate this rule, you will be suspended for three days.

### **7.2.15. Parking**

Please remember the following when you park:

- You may park in the rear of our building behind the convenience store, however
- You may not park in the first five spots there which are reserved
- You may not park in the half of the lot located directly behind the school because that is reserved for other building tenants
- You may not park in the front of the building ever for any reason, unless you are handicapped and parking in a space reserved for handicap parking
- Don't park in front of the junk yard on 10<sup>th</sup> because that crusty old guy will have you towed
- You may also park on Custer Avenue.

You will be written-up for parking in front of the school, in the half of the lot directly behind the school, or in the five reserved spots.

### **7.2.16. Personal Hygiene**

Students should practice good personal hygiene and grooming and present themselves in a professional manner and appearance. Nails must be clean and manicured always. Hair must be clean, dry, and finished in a style prior to clocking in. If you do not meet this standard, you will not be allowed to attend school that day.

### **7.2.17. Phones**

You may use your phone only in the lunchroom and it must be set to silent or vibrate at all times or you will be written-up. You may also use your phone to document your completed requirement or services for the purposes of posting to your social media. The school phone is not to be used for personal calls except in emergency situations. Should someone need to contact you for any reason (e.g. childcare provider, doctor, family member, etc.) while you are on school property but not in the lunchroom, provide them with the main number for the school which is (406) 252-3232.

### **7.2.18. Practical Exam Preparation Classes**

Students will have two or three chances to attend regularly scheduled Practical Exam Preparation Classes. Any student who completes their scheduled hours without attending Practical Exam Classes must extend their contract, at the student's expense, or take a Leave of Absence until the next Practical Exam Preparation Class begins.

During the Practical Exam Preparation Class, students will review for the Final Practical and review, and pack for, the State Board Test. Friday, after theory, students will take the Final Practical.

#### **7.2.18.1. Cosmetologists**

Practical Exam Preparation Classes for cosmetologists occur the Wednesday, Thursday, and Friday of the first and third week of every month. To ensure students are prepared for the class, students must meet the following criteria:

- Reached 1250 attended hours, and
- Completed and passed all written tests for each regular theory chapter, and
- All four 125-question Final Reviews have been concluded and tests taken.

### **7.2.18.2. Barbers**

Practical Exam Preparation Classes for barbers occur the Wednesday, Thursday, and Friday of the second and fourth week of every month. To ensure students are prepared for the class, students must meet the following criteria:

- Reached 850 attended hours, and
- Completed and passed all written tests for each regular theory chapter, and
- All four 125-question Final Reviews have been concluded and tests taken.

### **7.2.19. Professional Behavior**

Professional behavior is a form of etiquette in the workplace that is linked primarily to respectful and courteous conduct. Your interactions and relationships with customers, peers, and instructors are of vital importance to ensure that your goals and objectives are met. A professional workplace attitude and appearance enable you to take pride in your work and improve your performance. Professionalism and ethical behavior can benefit your career and improve your chances of future success.

Being conscious of how you treat fellow-students, instructors, staff, and clients while ensuring a positive workplace attitude can help you to improve your learning, productivity, and effectiveness in the workplace. In general, professional behavior comes down to ethics and dedication. Although possessing the necessary skills to do your job effectively is essential, having an understanding of what constitutes professional behavior will help you develop your own high standard of work habits that can contribute to future career success.

Here are some examples of professional attitudes and conduct required of you at the Academy:

- **Honesty:** always act openly. Never share confidential, privileged or client information unnecessarily, and don't tolerate or justify dishonest conduct by others. You will be written-up for inappropriately sharing information.
- **Respect:** maintain a respectful attitude to others at all times, even during stressful times. Don't lash out at fellow students, instructors, administrators, or clients or disrespect anyone (senior or otherwise). Always use appropriate language (verbally and in writing) and don't swear. Apologize for errors or misunderstandings and keep your personal opinions of others private. Respect private and public property. You will be written-up for the day and sent home for disrespect. If you make a discriminatory or prejudicial comment (e.g. racial, gender, sexual preference, religion) you will be suspended for three days. Any student who physically or verbally threatens or attacks an instructor, fellow-student, employee of the school, a client, or anyone else on school property, will be permanently expelled.

- Meetings: arrive on time and be prepared by reviewing the agenda or meeting notes in advance. Make contributions to discussions where appropriate, and don't take over when someone else is trying to talk. Respect the speaker, follow the appropriate format, and ask considerate questions. Being punctual to class and the clinic floor is being respectful of the valuable time of others.
- Communication: speak clearly and in language others can easily understand, act courteously and use good manners when engaging with others. Follow any company guidelines regarding content, read information provided before asking questions, listen to others when they are talking or explaining, and don't engage in gossip. Be careful of language and tone in written communications. Your demeanor should exude confidence but not cockiness. Be polite and well-spoken whether you're interacting with clients, instructors, or fellow students. You need to keep your calm, even during tense situations. Your body language and facial expressions communicate volumes, so be sure they are conveying the message you want others to hear. A professional must maintain his poise even when facing a difficult situation. For example, if a colleague or client treats you in a belligerent manner, you should not resort to the same type of behavior. These requirements apply on campus and on social media. You will be written-up for engaging in gossip and you will be suspended for three days for making derogatory comments about the school, fellow students, instructors, or administrative staff.
- Time Management: Since you may not be late to school, arrive a few minutes early to settle, get your coffee and greet co-workers. Follow lunch and break schedules by leaving and returning on time. At the beginning of every day, review your schedule so you know what time you have to be where, and what workload you have on that day. Arrive ready to learn, appropriately dressed, with your tools.
- Integrity: act ethically and do the 'right' thing at all times, always report suspicious people in the office, misconduct, or other violations of company policy. Remain impartial keeping any personal bias and intolerances out of the workplace.
- Safety: understand the company safety policy and report any maintenance or other hazards immediately. You must follow all State Laws at all times.
- Corporate Goals: have an understanding of the Academy's missions, goals and objectives and the role that you play in achieving those.
- Accountability: take responsibility for your work and actions, do what needs to be done, and don't leave it for others. Be honest if things go wrong, or you don't finish something on time, then work out an effective resolution to move forward. Seek help early if you need it and ask a question rather than risk making a serious mistake. Professionals are accountable for their actions at all times. If you make a mistake, own up to it and try to fix it if possible. Don't try to place the blame on someone else. As a professional, you will be counted on to find a way to get the job done. Responding to people promptly and following through on promises in a timely manner is also important, as this demonstrates reliability.
- Teamwork: you often need to work with people that you may not necessarily like. Set aside differences to work well with others since teamwork sometimes even outweighs

performance – with people who work well with others often advancing based on that aspect.

- **Commitment:** dedication and a positive action to your role and the Academy can carry you a long way. Plus, your dedication is often contagious with others being inspired to go the extra effort themselves.
- **Be Structured and Organized:** A professional can quickly and easily find what is needed. Your work area should be neat and organized and should contain only what is needed for your appointment or learning opportunity. Few things say "unprofessional" as quickly as a hopelessly cluttered, messy work area.

In summary, being professional is about giving your best at all times. Think about how your behavior will be perceived by others and make sure to understand and follow company codes of conduct where they exist.

#### **7.2.20. Requirement Sheets**

You are solely responsible for your requirements sheets. They must be submitted to your team leader on the last school day of the month. If you plan to be absent, you must submit your requirement sheet to your team leader on the last day you attend school before the end of the month. After any unplanned absence, you may submit your requirements sheet on the day your return. If you lose your requirements sheet, you will only receive credit for appointments verified in the school's electronic appointment book.

Unless in case of emergency, you will receive a write-up for each day you fail to submit your requirements sheets.

#### **7.2.21. Saturday Attendance**

If you miss any part of Saturday, you will not be allowed to clock-in Tuesday.

#### **7.2.22. Self-Evaluation Surveys**

Self-Evaluation Surveys will be sent to the email address you provided to the school. It is your responsibility to ensure the school has your current email address. You will be notified in theory when Surveys have been emailed. If you don't receive the Survey, you should check your Junk folder and add the sender to your list of acceptable senders or Favorites. After any unplanned absence, you may complete your survey on the day your return.

If your theory instructor or team leader must remind you that your survey is outstanding, you will receive a write-up and additional write-ups for each day you fail to respond to the survey.

#### **7.2.23. Smoking**

Bold Beauty Academy is a smoke-free campus.

#### **7.2.24. 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.

### **7.2.25. 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.

### **7.2.26. Student Services Policy**

Students who have a cumulative 80% or better on their Monthly Snapshot as of the prior month and who have not had any write-ups or suspensions in the previous 30 days are eligible for Student Services. Eligible students may select from a list of services, as modified from time to time, maintained by the front desk. Bold instructors will determine which students perform the service on eligible students.

### **7.2.27. Supplies (Kits, Books)**

Other than Chromebooks, student kits and supplies must remain at school until completion of the course.

### **7.2.28. Tardiness**

You may not be late to school. You may clock-in after theory under the following circumstances:

- With a doctor's note evidencing your appointment and that the doctor's office is/was closed Monday.
- An order by any Court mandating your appearance, which you must provide to the school.
- Confirmation that you were taking the written or practical examination to obtain licensure.

The documentation must be provided to the Academy's administrative team at the time you wish to be clocked in. The documentation may not be delivered by a third-party and must be signed by the doctor's office or someone in the courthouse.

Even with a doctor's note or court order, you may not clock-in after missing theory more than twice in a single month.

### **7.2.29. Third Three-Day Suspension**

Any write-up after a third three-day suspension will result in being withdrawn from school.

### **7.2.30. Tuesday and Wednesday Classroom Access**

On some Tuesdays and Wednesdays all students may be scheduled to be on the Salon floor. On those days, students may be on the Requirements floor only when in the lunch/laundry room, unless supervised by an Instructor.

## **7.3. Summary of Disciplinary Actions**

The following actions will be taken when students are in violation of the Academy's rules and procedures.



- Prevented from Clocking In
  - Out of Dress Code
  - Difficulties with personal hygiene
  - On Tuesday if you miss school Saturday
- Write-up
  - Entering the Administrative offices without an appointment
  - Loitering at the salon front desk
  - Parking in front of the school
  - Improper use of phones
  - Dishonesty
  - Gossiping
  - Failure to submit requirements sheets
  - Failure to turn in Self-Evaluation Surveys
- Three Day Suspension
  - Fourth write-up
  - Violating COVID-19 Rules
  - Refuse to take an appointment on the salon floor
  - Being late for an appointment
  - Admitting members of the public on campus
  - Disparaging members of the Bold community
- Withdrawal
  - Use of drugs or alcohol on campus
  - A write-up after a third three-day suspension
  - Egregious disrespect to other members of the Bold community