

# trenz'

## beauty academy

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[www.trenzbeautyacademy.com](http://www.trenzbeautyacademy.com)

## STUDENT CATALOG

*"Success is not the key to happiness. Happiness is the key to Success. If you love what you are doing, you will be successful."*

-Albert Schweitzer



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## **About the owner**

Sharon Payton is the owner of Trenz Beauty Academy located 695 Wentworth in Calumet City, IL and 2605 West 79<sup>th</sup> Street in Chicago, IL. Both schools are accredited with NACCAS.

Ms. Payton has over 25 years of experience in the beauty industry as a licensed nail tech, cosmetologist, cosmetology teacher, CEU representative for the state of Illinois and marketing specialist for several major hair manufacturers including Outre, Sensationnel, Model Model, Milky Way and many more.

Ms. Payton has been educating others about the beauty industry and has taught stylists and beauty school students how to customize weave and make wigs. She offers Continuing Educational classes and hands-on workshops.

Ms. Payton is a motivator, a beauty industry leader, specializing in trendy hair weaving, color patch weaving techniques and drop bob razor cutting and so much more! She's also known for her gifted skill of hand-making unique wigs.

Sharon Payton is an International stylist. She taught hair styling trend in Ghana, Africa and Kingston, Jamaica. She also did hair for Gerald Levert's music video entitled "Baby You Are".

Ms. Payton is a hair visionary who doesn't mind sharing her creative beauty talent with others. Her motto is "Education is the key to success. Learn all you can while you can".

Ms. Payton loves giving back to the community. She organized several 100 women makeovers, which touched battered and sheltered women who were diagnosed with breast cancer. The makeovers were featured in the Chicago Sun-Times, captured by Channel 26 (The U) and other media outlets. Stylists, make-up artists and nail techs united together to help make the event successful by volunteering their services.

### **Education:**

1995	Grandfather Clause	Licensed Nail Technician
2003	Lena Bryant	Licensed Cosmetologist
2007	Your School of Beauty	Licensed Cosmetology Teacher
2007	CEU Representative for the state of Illinois	

# Trenz Beauty Academy

*“A school of excellence, where we strive to become SUCCESSFUL.”*

## **What makes Trenz Beauty Academy distinguished from any other school?**

- Trenz Beauty Academy makes learning fun and exciting!!!!
- Trenz Beauty Academy is multi-cultural.
- Trenz Beauty Academy teaches the students how to market and promote themselves.
- Trenz Beauty Academy introduces business skills early in the student curriculum.
- Trenz Beauty Academy is a specialty school that teaches the students hair weaving, razor cuts, sew-ins, lash extensions, waxing, nails and more!!!
- Six months after the grand opening, Trenz Beauty Academy won 3<sup>rd</sup> Place in the “Watch Me Work” Student Competition.
- In less than one year of being open, Trenz Beauty Academy won 1<sup>st</sup> and 2<sup>nd</sup> Place at the Proud Lady Show Student Competition in 2011.
- Trenz Beauty Academy won 1<sup>st</sup> Place in the Fantasy Competition Inferno Hair Show.
- Trenz Beauty Academy won 1<sup>st</sup> and 5<sup>th</sup> Place at the Proud Lady Show Student Competition in 2012.

## **Trenz Beauty Academy Owner.....**

- The owner is a minority.
- Self- made marketing specialist, who steered the creation of Foxy Silver Wig Collection when she served as the Marketing Manager for Alicia International based in Niles, IL.
- In 2010, she taught 13 step by step weaving classes at several beauty schools including; Dudley’s Beauty College, Your school of Beauty, Lena Bryant, Ms. Robert’s Academy, CVS High School, Truman College, Canella’s Beauty School and more!
- Through facebook network, granted three full teachers’ training scholarship in April 2011. Essay question, Why is Cosmetology important to you?

## **Trenz Beauty Academy Students.....**

- Confident, Determined, Eager to learn, Creative and Talented!

## **Trenz Beauty Academy Student Teachers**

- The first graduate passed state board exam with 90%.
- The student teachers learn to teach interactive theory and practical daily.
- Learn to write effective lesson plans.
- The goal is to understand the students need.
- Make learning fun and exciting!!!!!!

## **Mission Statement**

Trenz Beauty Academy's mission is to train, instruct, motivate and instill a sense of professionalism to all students seeking a successful career in the field of Cosmetology Arts and Science. Students will be prepared to pass the required Illinois State Board exam. We will ensure all students are treated fairly and nurtured to grow in their chosen course of study.

## **Philosophy & Objectives**

Our hope is that every student will not just learn the basic fundamentals of cosmetology but will also utilize their own creativity, along with our guidance to become their personal best.

The primary purpose of Trenz Beauty Academy is to better prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, the institution teaches the techniques of artistry of cosmetology, poise, charm, self-reliance, personal hygiene, marketing and business practices as the students are prepared for the State Board Cosmetology Examination.

## **School Staff**

Freddie Echols	Admissions/Financial Aid Officer
Brenda Griffin	Administrative Assistant/Admissions
Kelly Barr	Educational Instructor (Chicago)
Dewayne Thomas	Educational Instructor
Christyna Neal	Front Desk/Admissions
Tiffany Watkin	Educational Instructor
Sharon Payton	Director of Education/ Financial Aid
JaShaun Payton	Admissions/Promotions
Jennifer Payton	Receptionist

## **School Facility**

### **CALUMET CITY**

Trenz Beauty Academy consists of 2500 square feet. It consists of a theory room, clinic floor; pedicure/nail area, facial area, break area. We also provide 2 handicap accessible restrooms. In addition, we have an office and plenty of storage space. Trenz Beauty Academy also provides student lockers near the dispensary area.

The clinic floor is equipped 20 professional workstations complete with client chairs and mobile trolleys. Our classroom used for theory and demonstrations which consists of 22 student tables and chairs. A demonstration table located in the front of the classroom with a dry- erases board and a flat screen television for easy viewing of educational and instructional DVD'S and videos, as well as, power point presentations. Pedicure/nail area is equipped with enough seating for 5 nail clients and 5 pedicure clients. Five pedicure baths are available for student practical use. The facial area is enclosed with 2 chairs for servicing customers. Trenez Beauty Academy is a non-smoking facility.

The school is located in Calumet City, IL with public parking.

**CHICAGO**

Trenz Beauty Academy consists of 2000 square feet. It consists of a theory room, clinic floor; pedicure/nail area, facial area, break area. In addition, we have an office and plenty of storage space. Trenez Beauty Academy also provides student lockers.

The clinic floor is equipped 20 professional workstations complete with client chairs. Our classroom used for theory and demonstrations which consists of student tables and chairs. A demonstration table located in the front of the classroom with a dry- erases board and a flat screen television for easy viewing of educational and instructional DVD'S and videos, as well as, power point presentations. Pedicure/nail area is equipped with enough seating for 2 nail clients and 2 pedicure clients. Two pedicure baths are available for student practical use. The facial area is enclosed with 2 chairs for servicing customers. Trenez Beauty Academy is a non-smoking facility.

The schools are located in Calumet City and Chicago, IL with public parking.

**Class Start Dates for 2015-16**

November 18,2015	May 18, 2016
January 20,2016	July 20, 2016
March 16, 2016	September 21, 2016

**Closed**

Sunday, Monday and Tuesday unless open for privates classes.

**Holidays Observed:**

New Year’s Day ~ Martin Luther King Jr. Day ~ Memorial Day ~Fourth of July ~ Labor Day ~  
 Thanksgiving Day, Friday after Thanksgiving (classes will resume on Saturday)  
 Christmas Day

**Note: Evening classes are canceled on the Fourth of July, Christmas & New Year’s Eve.**

## Hours Of Operation

### Full Time

Wednesday-Saturday 9:00am to 5:00pm

### Part-Time (Mornings)

Wednesday-Friday 9:00am to 1:00pm

Saturday 9:00am to 5:00pm

### Part Time (Evenings)

Wednesday-Friday 6:00pm to 10:00pm

Saturday 9:00am to 5:00pm

*Evening classes are not offered in Chicago.*

**All students are required to attend classes Wednesday through Saturday.**

(See attendance policy)

**Morning Schedule ( Full and Part Time)** *“Schedule subject to change without notice.”*

9:00am– 10:14am Theory/Practical

10:15am – 10:30am Break (Optional)

10:30am **CLINIC FLOOR OPENS**

10:31am – 12pm Demo/ Clients/Cont’d Theory

12 -12:30pm 1<sup>st</sup> Shift Lunch

12:30-1pm **PART-TIME SANITATION**

12:30 – 1pm 2<sup>nd</sup> Shift Lunch

**NO LUNCH after 1pm unless you were servicing a client.**

1 – 4:30pm Clients/Practical/Demonstration

4:30 -5:00pm **FULL-TIME SANITATION**

**\*Evening Schedule:** *“Schedule subject to change without notice.”*

6:00pm – 6:15pm Mandatory Briefing

6:16pm– 7:45pm Theory/Practical

7:46pm – 8:00pm Break

8:01pm – 9:30pm Demo/ Clients/Cont’d Theory

9:30pm -10:00pm Sanitation

\*Evening classes alternate between theory and practical instruction.

**Note: Students are expected to work on their mannequin when not servicing a client.**

**Clinic Floor Hours**

Wednesday – Friday 10:30am - 3:45pm

Thursday & Friday 6:30pm - 8:30pm (Calumet City Location Only)

Saturday 9:30am - 3:30pm

***The Clinic Floor is not open in the evening at the Chicago Location.***

**Schedule Change Fee**

Fee to change schedule is \$50.00 upon approval.

**School Policies**

Trenz Beauty Academy reserves the right to limit the enrollment and make revisions to this student handbook. All revisions will be posted in a timely matter. These revisions may include, but are not limited to tuition fees, program offerings, curricula courses and their subsequent requirements. Trenz Beauty Academy is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status.

**Facts about the Beauty Industry Before Enrolling**

This is career that allows an individual to become their own boss. If interested in joining the Cosmetology Industry, this field requires standing long hours and dedicating time to build a clientele. However, if an applicant owes child support, have a felony or default a student loan it can prohibit licensure.

For more information about the field of Cosmetology visit:  
[www.beautyschools.edu/About The Industry/A Growth Career](http://www.beautyschools.edu/About_The_Industry/A_Growth_Career)



## **Admission Policy**

Trenz Beauty Academy accepts applications from a diverse population. Diversity enhances and enriches the educational experience of the students. Upon visiting Trenz Beauty Academy, the Admission Staff will be available to answer questions and provide a tour of the facility or feel free to schedule an appointment. The admissions procedure is uniform all programs.

New classes begin bi-monthly. New students are required to attend a one-day orientation. Admissions are an ongoing process.

## **Cosmetology or Nail Technology**

- Must be at least 16 years of age and provide the following:
- Must provide valid and current Driver's License or State ID
- A GED (General Equivalency Diploma) or,
- High School Diploma or transcript

## **Cosmetology Instructor Program (500 or 1000 hours)**

- Must be at least 18 years of age and provide the following:
- Have a current Illinois Cosmetology License or proof of application for testing.
- Must provide valid and current Driver's License or State ID
- A GED (General Equivalency Diploma) or,
- High School Diploma or transcript
- 500 Hour Cosmetology Instructor Program must provide evidence of the completed 2 year workplace experience.

## **Refresher Course**

- Must have a Illinois Cosmetology license
- Must provide valid and current Driver's License or State ID
- A GED (General Equivalency Diploma) or,
- High School Diploma or transcript

An applicant for restoration who has not maintained a practice in another jurisdiction shall also submit official transcripts showing successful completion of a 250 hour refresher course from a licensed cosmetology or barber school or passage of the examination set forth in Section 1175.410 within 2 years prior to or within 2 years after application for restoration. A cosmetology applicant who completes this refresher course or takes the examination shall not be required to complete 14 hours of continuing education.

## **Re-admission Policy**

- Re-entering students will be charged at the current tuition rates and a re-enrollment fee of \$100.00. Amounts paid during their original first period will be credited to this account.
- A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

## **Transcript Policy**

The first transcript is provided free. Each additional transcript will cost \$10.00. All tuition fees must be current.

## **Transfer Students**

Students transferring from another cosmetology school must provide an official transcript from the previous school. A minimum of 400 clock hours will be accepted, additional will be accepted at the discretion of the school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a \$100.00 registration fee. The student will be required to purchase a Trenz Beauty Academy student kit and a school t-shirt, a book and workbook, if needed.

Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file.

If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

## **Recruiting**

Trenz Beauty Academy does not actively engage in recruiting students from other cosmetology or barber schools. This school strives to follow ethical practices at all times.

## Programs Available

Minimum required by the State Board of Cosmetology

Cosmetology (English & Spanish)	1500 hours (Spanish Calumet City Only)
Cosmetology Instructor (less than 2 years of experience)	1000 hours
Cosmetology Instructor (2 years practical experience)	500 hours
Nail Technology	350 hours (Calumet City Only)
Refresher Course	250 hours

### Course Outlines

**Cosmetology** offered in English and Spanish. Spanish is offered at only the Calumet City location.

(Full-Time: 52 weeks, Part-Time: 79 weeks)

**Description** – The primary purpose of this cosmetology course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

#### **TEXT BOOK**

Milady's Standard Cosmetology/ Milady's Theory Workbook (2012 edition)

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum

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

93 – 100% EXCELLENT

85 – 92% VERY GOOD

75 – 84% SATISFACTORY

70 – 74% BELOW STANDARDS – UNSATISFACTORY

69% - 0 Failing

## **HOURS**

## **COSMETOLOGY UNITS**

**150**

**Basic Training – 150 hours** of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:

Tools and their use, shampooing, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.

**500**

**Practical Chemical Application/Hair Treatment – 500 hours** of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

Chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing

**475**

**Hair Styling/Hair Dressing – 475 hours** of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:

Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling.

**200**

**Shop Management, Sanitation and Interpersonal Relations – 200 hours** of classroom instruction shall be provided in the following subject areas:

Labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, and personal grooming and hygiene.

**85**

**Esthetics – 85 hours** of instruction shall be provided

**55**

**Nail Technology – 55 hours** of instruction shall be provided

**35**

**Electives – 35 hours**

## 1500 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## **Cosmetology Instructor 1000**

**1000 hours (Full-Time: 35 weeks, Part-Time: 53 weeks)**

Cosmetology Instructor Program (less than 2 years of experience)

**Description** - *Trenz Beauty Academy is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. Trenez Beauty Academy prepares each student instructor to pass the state board examination and to seek gainful employment upon graduation.*

**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Understand that teaching is both an art and a science.
2. To train the student to prepare cohesive and thorough lesson plans and gain proficiency in course development
3. To ensure that the student is able to evaluate teaching methods and student learning and revise plans and techniques accordingly.
4. The student will be able to maintain accurate and timely student records (attendance, grades, etc.)
5. The student will be proficient in developing testing and measuring instruments.
6. The student will demonstrate effective communication skills and professional relations with students and staff.
7. Teach the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for teaching cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **TEXT BOOK**

Milady's Professional Instructor for Cosmetology, Barber-Styling and Nail Technology

Milady's Standard Cosmetology (2012 edition)

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two

comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100% EXCELLENT

85 – 92% VERY GOOD

75 – 84% SATISFACTORY

70 – 74% BELOW STANDARDS – UNSATISFACTORY

69% - 0 Failing

#### **HOURS                    COSMETOLOGY INSTRUCTOR UNITS**

**500**                    **Post-Graduate School Training -500 hours** that includes: all subjects in the basic cosmetology curriculum, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

**20**                    **Educational Psychology – 20 hours** that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.

**20**                    **Teaching Methods (Theory) – 20 hours** that shall include: but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.

**150**                    **Application of Teaching Methods - 150 hours** that shall include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

**50**                    **Business Methods - 50 hours** that shall include inventory, recordkeeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.

**260**                    **Student Teaching - 260 hours** under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

#### **1000 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

# **Cosmetology Instructor 500 Hours**

**500 hours (Full Time: 19 weeks, Part- Time: 28 weeks, Part-Time: 44 weeks)**

Cosmetology Instructor Program (2 year practical experience)

**Description** - *Trenz Beauty Academy is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. Trenez Beauty Academy prepares each student instructor to pass the state board examination and to seek gainful employment upon graduation.*

**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Understand that teaching is both an art and a science.
2. To train the student to prepare cohesive and thorough lesson plans and gain proficiency in course development
3. To ensure that the student is able to evaluate teaching methods and student learning and revise plans and techniques accordingly.
4. The student will be able to maintain accurate and timely student records (attendance, grades, etc.)
5. The student will be proficient in developing testing and measuring instruments.
6. The student will demonstrate effective communication skills and professional relations with students and staff.
7. Teach the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## **TEXT BOOK**

Milady's Professional Instructor for Cosmetology, Barber-Styling and Nail Technology

Milady's Standard Cosmetology (2012 edition)

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100% EXCELLENT  
85 – 92% VERY GOOD  
75 – 84% SATISFACTORY  
70 – 74% BELOW STANDARDS – UNSATISFACTORY  
69% - 0 Failing

**HOURS COSMETOLOGY INSTRUCTOR UNITS**

- 20 Educational Psychology – 20 hours** that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
- 20 Teaching Methods (Theory) – 20 hours** that shall include: but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- 150 Application of Teaching Methods - 150 hours** that shall include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 50 Business Methods - 50 hours** that shall include inventory, recordkeeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
- 260 Student Teaching - 260 hours** under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

**500 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

**Nail Technology 350 hours (Calumet City Location Only)**

(Full-Time: 14 weeks, Part-Time: 20 weeks)

**Description** - Offers training in basic manicures and pedicures, sculpture nails and extensions, extensive nail art designs, as well as, theory, sanitation, bacteriology, diseases and disorders.



**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Perform the basic manipulative skills in the areas of nail care and applying artificial nails.
4. Identify nail diseases and disorders.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

#### **TEXT BOOK**

Milady's Standard Nail Technology and workbook (Revised Edition)

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100% EXCELLENT

85 – 92% VERY GOOD

75 – 84% SATISFACTORY

70 – 74% BELOW STANDARDS – UNSATISFACTORY

69% - 0 Failing

#### **HOURS**

**50**

#### **NAIL TECHNOLOGY UNITS**

**Basic Training –50 hours** of classroom instruction in general theory practical application (i.e., practicing nail technology on the public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following subject areas:

History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to material safety data sheets (MSDS) on chemicals, chemicals and their use, and technical applications of chemicals.

**15**                    **Related concepts– 15 hours** of classroom instruction shall be provided in the following subject areas:

theory of massage, and people skills.

**255**                    **Practices and Procedures – 255 hours** of instruction, which shall be a combination of classroom instruction and clinical practical application, shall be provided in the following subject areas:

Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology, and product knowledge as it relates to nail technology.

**30**                    **Business Practices – 30 hours** of classroom instruction shall be provided in the following subject areas:

Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules, management, OSHA standards relating to chemical use, and Workers' Compensation Act.

### **350 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## **Refresher Course**

**250 hours** (Full – Time: 10 weeks, Part-Time: 15 weeks, Part-Time: 21 weeks)

The refresher course does not require theory. This is a practical experience. This course is designed for licensed a stylist to stay current and up-to-date on the ever changing field of cosmetology. After the completion of this course, the stylist can apply to re-instated their cosmetology license.

## **Final Examination**

The school shall require each candidate for graduation to pass a final examination with 75% or higher proficiency.

## Graduation Requirements

Students will be awarded a Certificate of Completion upon satisfactory completion of their course requirements. Students must successfully complete all phases of study, required exams, practical projects, and clinic assignments for the course. Students must also pass with a grade average of 75% and/or higher. All debts owed to the Trenz Beauty Academy must be paid in full or payment plan arranged before graduating. Successful students are invited to participate in a formal commencement exercise. An official transcript will be issued once all financial obligations are met.

## Requirements for State Licensing

Upon graduating from Trenz Beauty Academy, the following are requirements for obtaining a state license:

- Be a graduate of a school approved by the Illinois Board of Cosmetology, having the required number of hours for the selected course.
- Register and Pay the required fees for testing with Continental Testing Service, INC.
- Pass a written examination on the knowledge of the occupation administered by Continental Testing Services, INC. (CTS).

Each student is responsible for scheduling their own testing dates. Registration can be accomplished online **[www.continentaltesting.net](http://www.continentaltesting.net)** with a VISA, MASTER CARD or DEBIT CARD.

Cosmetology Theory Exam	\$180.00
Nail Technician Theory Exam	\$180.00
Instructor's Examination	\$156.00

**Continental Testing Service passing score for each of these tests is 75%**

Before testing, students must have the school report hours completed to Continental Testing for test eligibility. Please refer to graduation requirements in this handbook to determine eligibility of hours being released. Continental Testing Services will administer the test and mail results to the instructor candidates. Cosmetology and nail Technology candidates will receive results the same day. Final step, mail completed paperwork and fee to the Illinois Department of Financial and Professional Regulations to receive license.

## Log of Practical Services

Each student receives a service ticket. This ticket is for students to keep track on their own services performed on clients or students. Students are not allowed to perform client services without a service ticket.

## **Uniform**

Short sleeve shirts \$15

Long sleeve shirts \$20

All sales are final.

## **Dress Code Policy**

All students must wear Trenz Beauty Academy shirts everyday with black pants.

This is an industry of appearance and image.

Students must come to school with their hair and makeup in a professional manner. The student must be clean and concerned with every aspect of personal and oral hygiene. The students clothes must be cleaned and pressed, and be in good condition with no rips, holes, or fraying. This is part of the school dress code. Remember, we are in a professional industry.

- NO OPEN TOE SHOES
- Black Slack
  - Black shorts to the knee
  - Black Capri pants
  - Jet Black Denim
  - NO legging
  - NO Jogging pants
  - NO Skirts
- Black sweaters

**YOU WILL BE ASKED TO LEAVE, IF NOT IN PROPER UNIFORM. NO EXCEPTIONS!**

“Look professional at ALL times.”

## Educational Costs

### **Cosmetology (1500 Hours)**

Registration Fee	\$100.00
Book/Supplies	\$260.00
Basic Tool Kit	\$1050.00
Cosmetology Tuition	\$15,490.00
Uniform	\$15.00 (sold separately)
	<b>Total \$16,900.00</b>

### **Nail Technology (350 Hours)**

Registration Fee	\$100.00
Book/Supplies	\$260.00
Basic Tool Kit	\$200.00
Nail Tuition	\$1,240.00
Uniform	\$15.00 (sold separately)
	<b>Total \$1800.00</b>

### **Cosmetology Instructor (1000 Hours)**

Registration Fee	\$100.00
Book/Supplies	\$200.00
Tuition	\$5,752.00
Uniform	\$15.00 (not required)
	<b>Total \$6052.00</b>

### **Cosmetology (500 Hours)**

Registration Fee	\$100.00
Book/Supplies	\$200.00
Tuition	\$1500.00
Uniform	\$15.00 (not required)
	<b>Total \$1800.00</b>

### **Refresher Course (250 Hours)**

Registration Fee	\$100.00
Tuition	\$750.00
Uniform	\$15.00 (not required)
	<b>Total \$850.00</b>

### **Miscellaneous Fees**

Early Termination Fee	\$100.00
Re-Entry Fee	\$100.00

**Tuition:** Due on the 15<sup>th</sup> of each month. A \$10.00 late fee will apply on the 16<sup>th</sup> day of each month.

**Kit:** Must purchase a Trenz Beauty Academy kit and use your own styling tools at all times.

## **Tuition Payment Method & Terms:**

Cash, Checks, Mastercard, Visa and Debit Cards.

\$50.00 Bank fee for returned checks.

## **Institutional Refund Policy**

(The Institution's policy applies to both cancellations and terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.)

- 1) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
  - 2) *When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student (Section 3B-13(b) of the Act).*
  - 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100,
  - 4) When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency. Monies due to the applicant or student are refunded with-in forty –five (45) days of the official cancellation or withdrawal.
- c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENTAGE OF A SCHEDULED COURSE COMPLETED	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

## **Evaluations and Advising**

Trenz Beauty Academy strives to maintain mutually beneficial relationships with members of the student body. Trenz Beauty Academy operate on an “Open Door Policy”, staff is available to students for consultation.

Students can monitor hours of attendance, an average of the written test grade, and financial status daily. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Advice regarding personal matters, licensing regulations, employment, and continuing education opportunities are available to students as needed.

## **Standards of Satisfactory Academic Progress Policy (SAP)**

Standard of Satisfactory Academic Progress applies to all students enrolled in Trenz Beauty Academy programs (Full-Time & Part Time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students

## **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology, 450, 900, 1200 clocked 1500 (scheduled) hours  
Cosmetology Instructor, 450, 900 clocked 1000 (scheduled) hours  
Cosmetology Instructor, 250 clocked 500 (scheduled) hours  
Nail Technology, 175 clocked 350 (scheduled) hours  
Refresher Course 125 clocked 250 (scheduled) hours

\*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

\*Periods when a student doesn't receive Title IV aid must be counted toward the maximum time frame.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation 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. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the end of each evaluation.

## Progress Evaluation

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSES	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
<b>Minimum required by the State Board of Cosmetology</b>		
Cosmetology 1500 hours (Full-Time: 50 weeks)	75	2250
Cosmetology 1500 hours (Part-Time: 77 weeks)	116	2250
Cosmetology Instructor 1000 hours (Full-Time: 33 weeks)	50	1500
Cosmetology Instructor 1000 hours (Part-Time: 51 weeks)	77	1500
Cosmetology Instructor 500 hours (Full-Time: 17 weeks)	25	750
Cosmetology Instructor 500 hours (Part-Time: 26 weeks)	39	750
Cosmetology Instructor 500 hours (Part-Time: 42 weeks)	63	750
Nail Technology 350 hours (Full-Time: 12 weeks)	18	525
Nail Technology 350 hours Part-Time 18 weeks)	27	525
Refresher Course 250 hours Full-Time: 8 weeks)	12	375
Refresher Course 250 hours (Part-Time: 13 weeks)	20	375
Refresher Course 250 hours (Part-Time: 21 weeks)	32	375

The maximum time allowed for the transfer students who needs less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

\*A student's leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Theory is evaluated after each unit of study. Practical assignments are evaluated as



completed and counted toward course completion only when rated as satisfactory “C” grade or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to the text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% cumulative and pass the final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory Written	Practical
93-100% - A	Practical grading is a pass or fail grading system
85-92% - B	
75-84% - C	
70-74% - D	
69 & Below F	

## **Determination of Progress Status**

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

**Note \* A student who does not achieve the minimum standards is no longer no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.**

## **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may become ineligible for Title IV funds, unless he/she successfully appeals and is placed on academic probation.

## **Probation**

Students who successfully appeal will have their financial aid eligibility reinstated and will be placed on Financial Aid Probation. 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 who cannot meet the SAP Policy standards by the end of one evaluation period will be placed on probation for one evaluation period and also given an academic plan developed specifically to his/her academic requirements. 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.

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

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

## **Interruptions, Course incompletes, Withdrawals**

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the students 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. Repetitions may affect a student's maximum time frame to receive Title IV funds.

## **Appeal Process**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fourteen 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 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, he/she will be placed on probation for one evaluation period (with or without an academic plan) and Title IV aid will be reinstated, if applicable.

## **Noncredit, Repeats and Remedial Courses**

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

## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours from another school that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hour at the institution.

## **Make Up Policy**

Missed exams must be made up before graduating.

Any chapter test score sheet that does not have the chapter/title written on the test will not be considered for grading. All chapter test score sheets must be properly filled out with the student's name, date, and chapter/title.

Total Academic Grade (GPA) is determined by totaling the number of scores divided by the number of written exams. The GPA and practical clinic work are reviewed and administered as progress reports to students every month until completion of the program. An overall average of 75% is required to maintain satisfactory academic progress and is required on the final exam for graduation.

## **Time Clock Rules and Procedures**

Student's hours are recorded on a daily time sheet and are palmed in each day. It is the responsibility of students to sign on the time sheets correctly. Failure to do so may result in loss of hours. Students are required to take a ½ hour lunch if their schedule is over 6 hours a day.

Students who do not clock in and out for lunch will automatically have a ½ hour deducted each day. Under no circumstances should a student ever leave the premises during their scheduled hours, other than lunch without the permission of an instructor. Students who leave the premises without instructor permission and do not clock out may be dismissed from school. Failure to pay tuition without an approved payment arrangement or if student is not in complete uniform, the student will not be allowed to clock in.

## **Attendance and Tardiness Policy**

Trenz Beauty Academy desires students to succeed in the professional world and school attendance is a step in their path to success. The following guidelines will ensure attendance success:

- An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance.
- In a case of absence, it is the responsibility of the student to inform the instructor/supervisor of the reason for the absence immediately upon returning to class and find out the hours missed and what work they must make-up. All tests, practical work and hours missed must be satisfactorily completed prior to graduation. Make-up test must be arranged with the instructor.
- A student returning from a leave of absence shall have the same progress status upon his/her return as he/she had when the leave commenced.
- A student returning who has been dropped due to unsatisfactory progress and who wishes to re-enter must request individual counseling from the Educational Director. A decision will then be made regarding the student's re-entry and his/her ability to resume training. A student who re-enters must maintain satisfactory progress as previously described. Tuition established by the prevailing re-entry tuition policy and \$100.00 re-entry fee will be charged.
- Any absence without leave for (14) consecutive days or more will result in withdrawal. Any student wishing to re-enroll must first arrange a consultation with the Educational Director and pay the applicable re-entry fee of \$100.00 as well as any prior fees. Re-entry is not guaranteed and is based on availability and evaluation of past performance.
- Students must attend a minimum of 30 hours (full time) and 12-19.5 hours (part time) per week. If this requirement is not met, the student may be placed on disciplinary probation.
- Students must complete their required program hours within the contract schedule. If not completed, there is an extra-instructional charge of \$10.00 per hour until graduation. Extra instructional charges must be paid in full before receiving a contract.
- Students who are unexcused for two class days within any one week period may receive a 2 day suspension or other actions.

- Full time students are scheduled for 30 hours per week (Wednesday- Saturday).
- Part time students are scheduled for 12- 19.5 hours per week (Wednesday- Saturday).
- Students must be in attendance during their contracted hours.
- Students may not leave the premises during clock-in hours. Full time students are given one (1) fifteen minute break for a 6-hour shift and a half hour lunch period. Part time students are given a 15-minute break nightly, one (1) 15-minute break and a half hour lunch on Saturday.
- SATURDAY ATTENDANCE IS MANDATORY FOR ALL STUDENTS.

## **Excessive Absences and No Shows**

In order for an absence to be excused you must supply a written note before your absence or a Doctor's note stating your illness, a funeral program or written documentation stating the reason for the absence. These rules will be strictly enforced.

## **Tardiness**

Students are expected to be signed in and seated in the classroom ready for instruction 9:15am or 6:15pm. If a student arrives later than the assigned times, the student may not be permitted to class unless approved educational director.

Any student not physically present at the start of the scheduled class period will be considered tardy. Tardiness in excess of 2 times per week will be a cause for a consultation with the Education Director. If a second tardiness consultation is required, the school reserves the right to suspend or expel the student within a 12 month period.

## **Leave of Absence Policy**

Each student is allowed only one leave of absence during the course, not to exceed 180 days. All leaves of absence must be approved in advance. A Leave of Absence form must be completed and returned to the Administrator's office when you request your leave. A leave of absence is not considered valid until

Administration official gives final approval. If a student does not return on time they will be dismissed. A leave of absence has no effect on your school contract. Your time stops during your absence and begins once the LOA is over. Trenz Beauty Academy will grant a leave of absence to an enrolled student who has a medical or personal reason that prohibits the student from progressing in his/her program.

Student will submit a signed request for a leave of absence to the administrator.

1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on

official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. Trezz Beauty Academy reserves the right to verify qualification of the certifying professionals.

2. For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave.

## **Disciplinary Policy**

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions:

**Counseling:** Counseling services are available to our students through the Educational Director's Office. A student desiring counseling in the areas of academic and/or personal areas may make an appointment. All academic counseling will be in writing and signed by both parties. A copy will be placed in the student's file and another copy will be given to the student. Counseling may be available on in-service days with individual teachers.

**Probation:** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations or non-compliance with education requirements. If the student does not correct the problem, they may be suspended two days depending on the severity of the infraction. If the problem is not corrected during the second probationary period, they may be dismissed permanently at the discretion of the school administration.

**Suspension:** Enrollment may be immediately suspended for two days or more for any infraction of the Standards of Conduct, Rules and Regulations, non-compliance with education requirements. During school suspension students are not to be on school premises.

**Dismissal/Termination:** Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct.
- Noncompliance with educational requirements.
- Rules of Conduct, General Policies, and/or Enrollment Contract.
- Noncompliance with state laws and regulations.
- Any action, which causes or could cause bodily harm to a client, a student, or employee of the school.
- Willful destruction of school property and theft.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.
- Not meeting all terms of probation or suspension.

## **Grievance:**

Any student at Trenz Beauty Academy can file a written complaint concerning behavior or acts of any faculty or staff member of the school. The grievance procedures have been developed to resolve student complaints. A staff member with a complaint must exhaust Trenz Beauty Academy grievance process before submitting the complaint to the National Accrediting Commission of Career Arts and Sciences (NACCAS) and/or Department of Financial and Professional Regulations. The grievance procedures are publicized in the hope that it will assist faculty/staff and students in resolving their complaints. A written record of all complaints filed will be maintained at the school through two complete accrediting cycles.

The written complaint must be submitted to the Education Director. The alleged complaint must be clearly stated, including the time, date, place, person involved and what occurred. The Educational Director will respond within 10 days of receipt of the written complaint. A meeting with the student will be scheduled to discuss and resolve the matter. This meeting will be documented in writing. If this meeting is unsuccessful in resolving the matter, the original complaint will be forwarded to Trenz Beauty Academy complaint committee. The complaint committee (The Educational Director, an instructor, and an Advisory Board Member) will meet within twenty – one (21) days of the initial meeting with the student. A letter will be sent to the student within fifteen (15) days outlining the steps taken to resolve the matter or information to show that the complaint was not warranted or based on facts. If the student wishes to pursue the matter further, complaint forms are available through NACCAS or submit the complaint to the Department of Financial and Professional Regulations listed below.

## **State Board Contact Information:**

### **“Complaints Against The School May Be Registered With The Department Of Financial and Professional Regulations.”**

#### **Direct Written Complaints to:**

Complaints Intake Unit  
The Department of Financial and Professional Regulations  
James R. Thompson Center  
100 W. Randolph  
Suite 9-300  
Chicago, IL 60601  
(312) 814-6910  
[www.idfpr.com](http://www.idfpr.com)

#### **NACCAS**

4401 Ford Avenue  
Suite 1300  
Alexandria, Virginia 22302

## **Access and Right to Privacy of Files**

In compliance with the Family Educational Rights and Privacy Act of 1974 Trenz Beauty Academy follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor, 18 and younger) access to that student's records
- Require a written consent from the student or guardian for release of records each time in response to each third party request unless otherwise required by law;
- Trenz Beauty Academy does not publish "directory information" about students;
- Provide and permit access to their student file
- Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifty cents per copy. *Cumulative education records are maintained for a minimum of three years after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of Trenz Beauty Academy.

## **Non-Discrimination & Harassment Policy**

Trenz Beauty Academy prohibits any and all forms of harassment because of race, color, sex, ethnic origin, religion, age or disability. It will be a violation of policy for any student, teacher, administrator or other personnel to discriminate against another individual with regards to race, color, sex, ethnic origin, religion, age or disability. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

Trenz Beauty Academy provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1974, and the Age discrimination Act of 1978.



## **Student Conduct Policy**

The Student Conduct Policy sets standards for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating an effective learning community. Trenez Beauty Academy expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and other students of the school and all those that support the school's mission.

## **Rules & Regulations**

*The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required.*

- Trenez Beauty Academy reserves the right to close for one week, but no longer than two. All students will receive a ninety-day notice prior to closing and all contracts will be extended to accommodate for this loss of time.
- Morning students should sign and clock in by 9:15am. Evening students must sign and clock in by 6:15pm.
- It is the decision of the instructor if the tardy student is to be allowed to attend class.
- All students are to sign in and out each day. Hours of credit will not be given unless this is done.
- Credit will not be given for hours out of school unless accompanied by an instructor on an educational field trip.
- All students are expected to be in their assigned areas at the time designated by their instructor.
- Students who attend six (6) hours or more are entitled to one (1) fifteen minute break and a half hour lunch.
- The break period will be granted at the discretion of the instructors.
- Each student is to bring his or her own equipment every day. This includes mannequins, books, etc.
- Maintain a satisfactory progress of 75% or better.
- Students may use their cell phones only during break. Otherwise, they must be off.
- NO CELLULAR PHONES ON THE CLINIC FLOOR!
- Students are not allowed to leave the classroom or the building without permission from the instructor.

- Any student that becomes ill and take an early dismissal will be required to make up assignments.
- Students are responsible for their own person items and equipment.
- Trenz Beauty Academy or its instructors WILL NOT be held responsible for the loss or damage of the student's personal equipment or items.
- A student caught stealing equipment or personal items will be grounds for immediate dismissal and removal from the program.
- Any loss or breakage of student equipment must be replaced at the expense of the student.
- Proper classroom conduct is expected at all times. Students causing a disturbance will be dismissed or terminated at the owner's discretion.
- No drugs or alcoholic beverages will be allowed on school premises. Violation of this regulation will result in immediate dismissal or termination at the owner's discretion.
- No firearm, lethal weapon or controlled substances are allowed on school grounds. Students will be subject to expulsion.
- Food, gum, or drinks will not be allowed on the clinic floor.
- Cheating will be cause for immediate dismissal. This includes forging a teacher's name.
- Saturday attendance is required of all students.
- Each student is to follow all rules of professional ethics. No foul or offensive language will be allowed. Foul language directed toward an instructor will result in a 12-day suspension and possible termination. Conversations with or about clients, fellow students and/or instructors are to be on a professional basis only.
- Students are not permitted to instruct one another. Students may help each other with permission from the instructor.
- If you have any problems at Trenz Beauty Academy ask your instructor for a private conference.
- Refusing a client service will result in a 2 day suspension unless a medicine condition exists.
- No solicitation unless approved by the owner.
- NO smoking allowed within 15 feet of any entrance of Trenz Beauty Academy.

## **Safety Procedures**

In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:

- Unplug curling irons when not in use.
- Use extra precaution when using permanent solution so it will not run into the client's eyes. (Apply cotton rope).
- Hydraulic pumps on chairs should be positioned in the back of the chairs so clients will not catch their feet when getting up.
- Wear rubber gloves when applying tint.
- Give a predisposition test before application of an aniline derivative tint.
- Always keep your little finger under the water flow to check for change in water temperature when shampooing.
- Use caution when using a hand dryer so the hair will not be sucked into the intake opening and get tangles in the mirror.
- Always read manufacturer's directions.
- Check the scalp for abrasions before application of tint, bleach, permanent wave, or chemical relaxer.
- Measure chemical mixtures accurately.
- Sterilize implements to prevent the spreading of disease.
- Label all products accurately.
- Do not smoke while using hair spray.
- Use caution when curling hair close to the eyes.
- Cleanse the eyebrow area with the guard on at all times (facing you).
- Use the edge of your workstation to remove old blades from the razor cutter.
- Keep all water or liquid material on floor mopped up.  
Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
- Always keep checking patron under dryer or heat cap to make sure it is not too hot.
- Never leave patron unattended under styling lamps.
- Never leave patron alone during any service using chemicals.
- Keep scissors closed and tucked when not cutting. Also make sure points are directed away from the patron.

## **Sanitation**

- Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
- Students must wash their hands before every client and upon leaving the restroom.
- Each student must clean his or her work area after each client.
- Each student must clean and disinfect their implements before and after the use of each client.
- The clinic floor is to be kept in a clean and sanitary condition at all times.

- Kits must be kept clean, marked and ready for inspection at all times. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected.
- Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the break area.
- Sanitation assignments are to be completed daily and signed by the School Instructor.
- A sanitation duty sheet will be posted each day. This sheet will show which student is responsible for sanitation duties for morning, evening and Saturday classes.

Trenz Beauty Academy reserves the right to revise any of the above rules and regulations at its sole discretion without previous notification. Such changes will be posted on the student's bulletin board.

## **Career Opportunities**

There is a future waiting for you if you are dedicated! Upon graduation from Trenz Beauty Academy as a Cosmetology Professional there are several options waiting for you in this vast profession.

### Salon Career

Salon Manager  
 Make up Technician  
 Nail Technician  
 Lead Nail Technician  
 Assistant  
 Junior Stylist  
 Designer Stylist  
 Master Stylist  
 Skin Care Specialist  
 Total Image Consultant  
 Chemical Specialist

### Education

Product Educator  
 School Instructor  
 School Owner/Manager  
 Dean of Students  
 Director of Education  
 Administrator  
 State Board Examiner  
 State Board Member  
 Education Consultant

### Merchandising

Beauty Supply Rep  
 Manufacturing Rep  
 Marketing

### Salon Owner

Day Spa  
 Nails Only Salon  
 Hair Only Salon  
 Hair & Nails Salon  
 Contractor  
 Tanning Salon  
 Full Service Salon

### Other Opportunities

Competitions  
 Platform Artist  
 Cruise Lines  
 Podiatrist Assistant  
 Nail Technician/Stylist  
 To the stars

## **Scholarship**

Trenz Beauty Academy is proud of the Jacqueline Payton Charity Scholarship. This scholarship can cover a full or partial scholarship. In 250 words or less the student must explain why cosmetology is important in an essay. This scholarship is especially for students who show an honest interest in the field of cosmetology but are unable to secure complete funding. The student must purchase a Trenz Beauty Academy kit and school t-shirt.

## **Employment Assistance**

Trenz Beauty Academy is committed to assisting in the placement of every graduate seeking a job, not only upon graduation, but also for three years afterwards. Trenz Beauty Academy Cannot and Does Not guarantee any employment to any student/graduate. The school has numerous local contacts and can provide assistance to those graduate students who are interested.

# **Most Recent Annual Report**

Graduation Rate 68%

Placement Rate 87%

Licensure 92%

## **Return of Title IV Funds Policy** (Calumet City, Location only)

### **Trenz Beauty Academy Return of Title IV Funds Policy**

The law specifies how Trenz Beauty Academy must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Trenz Beauty Academy institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Trenz Beauty Academy at any time by notifying the administration office in writing of his/her decision to withdraw. The withdrawal date will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence. It is highly recommended that the student speak to a Financial Aid Advisor prior to withdrawing.

A student's withdrawal date is defined as:

- 1) The date the student notifies Trenz Beauty Academy of his/her decision to withdraw, or
- 2) The last date of attendance for a student who has ceased attending all classes and has not provided Trenz Beauty Academy with his/her decision to withdraw. A student is considered withdrawn from Trenz Beauty Academy after 14 days of nonattendance.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 300 clock hours, the student has completed 38% of the period and therefore has earned 38% of federal student financial aid that was disbursed or could have been disbursed. That means that 62% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Trenz Beauty Academy is responsible for returning the portion of the excess equal to the *lesser of*:

- 1) The institutional charges for the payment period multiplied by the unearned percentage of funds,  
or
- 2) The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. Trenz Beauty Academy has 45 days from the date of Trenz Beauty Academy's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student.

The student (or parent) has 14 days from the date Trenz Beauty Academy sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Trenz Beauty Academy will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to Trenz Beauty Academy's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Pell Grant

To apply go to <http://www.fafsa.ed.gov>

Trenz Beauty Academy's school code is: 042245

### **FEDERAL DIRECT STAFFORD LOANS SUBSIDIZED AND UNSUBSIDIZED**

Federal Direct Stafford Loans are low-interest loans for qualifying students. Loans are made directly by the Federal Government. The year is **\$3500**. The maximum amount of Federal Unsubsidized Stafford Loan (for independent students only) is \$6000.00 per full academic year.

### **FEDERAL DIRECT PLUS LOANS**

The Federal Direct PLUS Loan is for parents who wish to borrow money to help pay for their child's education. This loan provides additional funds for education. This loan is approved based on credit worthiness, not on need. The Maximum Amount of PLUS Loan per academic year is found using the formula:

Total need in dollars – other financial aid received.

The Federal Direct Loan Website is:

<http://www.ed.gov/offices/OSFAP/DirectLoan>

Interest rates and repayment schedules are available upon request. This information may be found on the Federal Direct Loan website, and may also be found in the Student Guide to Federal Financial Aid Programs. This pamphlet is published by the United States Department of Education. The aforementioned booklet as well as all of the applications necessary to apply for Federal Student Financial Aid, are available, free of charge, through the Trenz Beauty Academy Financial Aid Office.

**THESE ARE LOANS. THEY MUST BE REPAID.**