

# Arkansas College Management Co., Inc

## SCHOOL CATALOG



**Arkansas Technical School**  
200 East Washington Avenue North Little Rock, Arkansas 72114  
501-376-9696 *Main Campus*

**Arkansas College of Barbering & Hair Design**  
9100 Rodney Parham Road, Ste 101 Little Rock, Arkansas 72205  
501-716-2767 *Branch Campus*

<http://arktech.edu/>

Effective Date: July 2023



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**Welcome.** The staff at Arkansas College Management Company, Inc. dba Arkansas Technical School (ATS) and Arkansas College of Barbering & Hair Design (ACBHD) would like to welcome you to our school and to the exciting fields of barbering and cosmetology! This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Please feel free to visit our website, [www.arktech.edu](http://www.arktech.edu).

**Rules are tailored to focus the attention of students on important facts of career preparation.**

Attractive appearance is stressed because of its importance to career success. Other rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students, and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits if success is to be achieved. Students must attend scheduled classes.

This school catalog outlines policies and procedures to be followed by students and staff of ATS and ACBHD. The institution reserves the right to make changes to this school catalog as the need may arise to keep current policies and procedures in place for staff and students.

Congratulations, you are one step close to your future career!

**OUTCOME RATES**

As an accredited institution, Arkansas Technical School is required by ACCSC to complete an annual report. The outcomes of the most recent annual report are listed below. *Statistics unavailable at the time of this report for Manicuring, Instructor Training, & Esthetics programs at Arkansas Technical School*

**ATS Barber/Hair Design Program (data derived from October 2019-September 2020)**

1. Graduation = 70% (10 out of 13 students)
2. Licensure = 75% (3 out of 4 students)
3. Placement = 100% (7 out of 7 students)

**ACBHD Barber/Hair Design Program (data derived from October 2019 - September 2020)**

1. Graduation = 64% (9 out of 14 students)
2. Licensure = 80% (4 out of 5 students)
3. Placement = 88% (7 out of 8 students)

**ATS Teacher, Manager, Instructor Program (data derived from July 2020 - June 2021)**

1. Graduation = 100% (1 out of 1 students)
2. Licensure = 100% (1 out of 1 students)
3. Placement = 100% (1 out of 1 students)

**ACBHD Teacher, Manager, Instructor Program (data derived from July 2020 - June 2021)**

1. Graduation = 100% (1 out of 1 students)
2. Licensure = 100% (1 out of 1 students)
3. Placement = 100% (1 out of 1 students)

**ATS Cosmetology (data derived from October 2019-September 2020)**

1. Graduation = 67% (2 out of 3 students)
2. Licensure = 100% (2 out of 2 students)
3. Placement = 100% (2 out of 2 students)

## HISTORY

Arkansas College of Barbering and Hair Design (ACB) was incorporated under the laws of the state of Arkansas in May 1974. The school was previously located at 401 Main Street in North Little Rock, AR.

In 1984, the school was relocated to its current location at 200 East Washington Ave and has been in continuous operation since that time. ACB opened with seven (7) students and sixteen (16) chairs and currently have forty-two (42) multi-purpose chairs and an average of sixty-five (65) students. Our purpose is to provide quality training in barbering and hairstyling to the residents of this and other states.

Two branch campuses were established; LR-Branch originally located at 2500 State Street in Little Rock Arkansas was opened on June 19, 2007. The second branch campus was opened June 8, 2012 and is located at 8521 Geyer Springs Road Unit 30 in Little Rock Arkansas. In April 2015, the LR-Branch was relocated to its current location at 9100 Rodney Parham Suite 101 in Little Rock Arkansas. This location can accommodate 60 students. In May 2016, the school closed the branch located at 8521 Geyer Springs Road.

December 2012 the school underwent a change of ownership to Arkansas College Management Co, Inc. DBA Arkansas College of Barbering and Hair Design.

December 2019 saw Arkansas College of Barbering & Hair Design (Main Branch) undergo a name change to Arkansas Technical School. This change allowed the school to apply for licensure to add a Cosmetology program to the campus. In February 2020, Arkansas Technical School was licensed and approved to offer both a barber program and Cosmetology program in the same building under the ownership of Arkansas College Management Company.

## CAMPUS LISTING

North Little Rock Campus (NLR-Main) Arkansas Technical School 200 E. Washington Ave. North Little Rock, AR 72114	Little Rock Campus (LR-Branch) Arkansas College of Barbering & Hair Design 9100 Rodney Parham, Ste. 101 Little Rock, AR 72205
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## OWNERSHIP

Arkansas College Management Co, Inc.

## FACULTY & STAFF

Gwendolyn Middleton, **Campus President/COO**  
Shannon Rideout, **Education Director**  
Moneik Williams, **Assistant Director, Admissions**  
Yvette Holloway, **Assistant Director, Education**  
Wisker Walker, **Recruitment Manager**  
Terricia Malone, **Sr. Financial Aid Officer**  
Audrey Evans, **Admissions Manager**  
Carolyn James, **On-Boarding Specialist**  
Neisha Griffin, **Recruitment Specialist**  
Kirby Brandon, **Records & Resources Specialist**

Brandan Howard, **ACBHD Campus Manager**  
Willie Eackles **ATS Barber Campus Manager**  
Shaquita Smith, **ATS Cosmetology Instructor**  
Antonio Scott, **ACBHD Barber Instructor**  
Rachel Trice, **ATS Barber Instructor**

## **ACCREDITATION & LICENSING**

Arkansas College of Barbering and Hair Design and Arkansas Technical School are

Licensed by: Arkansas State Board of Barber Examiners  
900 W. Capitol, Suite 400 Little Rock, AR 72201

Arkansas Department of Health-Cosmetology Section  
4815 W. Markham St. Little Rock, AR 72205  
*(Arkansas Technical School – only)*

Accredited by: Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302,  
Arlington, VA 22201

Approved by: Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20241

The school has been approved by the US Department of Education to participate in Federal Title IV financial aid programs, as well as Veteran's Educational Benefits.

### **MISSION STATEMENT**

Arkansas College of Barbering & Hair Design (ACBHD) and Arkansas Technical School (ATS) provide post-secondary career education to both traditional and non-traditional students through a variety of diploma programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities, strives to develop within its students the desire for lifelong and continued education. The staff of ACBHD and ATS believe that they make an important contribution to the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

### **SCHOOL PHILOSOPHY**

ACBHD and ATS are leaders in the education of professionals in the barber and beauty industries. The reason is simple...PRIDE. We take pride in our profession and in our school. Pride is a funny thing. It does not come easily; it must be earned. Pride is at once intangible and all prevailing, both a driving force and soothing balm. Pride often makes the only difference between mediocrity and excellence. Fortunately, pride can be extremely contagious. Arkansas College of Barbering and Hair Design can help you achieve your fullest potential in our profession. Together, we can make you a thoroughly qualified hair stylist. WE can reach this goal through hard work, perseverance, dedication, and most of all through pride.

## **PROGRAM OVERVIEW AND OBJECTIVES**

The school offers three well-organized programs. The programs consist of a 1500 Barber/Hair Stylist Program, a 1500-hour Cosmetology Program, and a 600-hour Teacher, Manager, Instructor Program (TMI). The programs are designed to prepare graduates for the State Licensing Examination and enhance employment opportunities upon graduation. Program outlines and daily lesson plans ensure that all subjects are taught in correct sequence with a proper balance devoted to theory and practical instruction. Programs are designed to help students develop desirable work habits, attitudes, safety practices and awareness of their professional responsibilities. In order to provide students with a working knowledge of current practices, each program will be evaluated periodically, and revisions of the programs are made so that new techniques, practices and products can be incorporated into the study programs.

## GOALS AND COURSE OBJECTIVES

The school has three main goals:

1. To educate students in men's and women's hair cutting, styling, perming, coloring, skin care, and various new techniques in the field of hair styling.
2. Educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling.
3. For students to master the necessary skills and procedures required to successfully pass the State Board Examination and obtain their license and, ultimately become a productive part of our society and profession.

## FACILITIES & EQUIPMENT

### **North Little Rock Campus (NLR)**

Arkansas Technical School (Main Campus) is equipped with 42 Collins multi-purpose barber chairs, 28 of the 42 chairs have their individual sink by Belvedere; each of the 28 also, have private workstations with mirrors. The remaining 14 chairs are in our styling section and each chair has a private workstation with mirror for students enrolled in the Cosmetology Program. In this section, there are two shampoo areas equipped with Belvedere Shampoo Bowls with Diverter Fixtures. Each of our clinic sections is conveniently located on the first floor and is equipped with TV/DVD capabilities to enhance the education of our students. Both clinic sections are well lit with ample room for each procedure taught and are air conditioned in order to provide a comfortable atmosphere for learning. Additionally, the campus is equipped with three large classrooms, a resource center, two break areas, and snack machines. Student Capacity is 100.

### **Little Rock Campus (LR)**

Arkansas College of Barbering and Hair Design (Branch Campus of Arkansas Technical School) opened on June 19, 2007. Located at 9100 Rodney Parham Little Rock, AR, is equipped with twenty-eight (28) private workstations featuring Belvedere multi-purpose chairs in a contemporary design and each station is accented with a full size round contemporary mirror. The open floor design of the clinic area includes twelve individual sinks with Belvedere shampoo chairs and seven contemporary design dryer chairs. Our facility can easily accommodate our sixty (60) student capacity. The Learning Resource Center is equipped with Chromebooks and/or desktops to enhance learning and provides additional resources. We provide a kitchen area in our break room equipped with a full-size refrigerator, microwave, sink, and two snack machines. The entire campus is handicap accessible. Our purpose is to provide quality training in barbering and hairstyling to the residents of this and other states.

## CLASS START DATES

Classes start monthly, on or around the first Tuesday of each month. During certain times of the year the school will offer rolling admissions with classes starting weekly

## SCHOOL YEAR CALENDAR OF HOLIDAYS

The school observes the following holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## ACADEMIC CALENDAR

Each campus operates on a continuous basis, 12 months a year.

## ADMISSIONS REQUIREMENTS

Arkansas College of Barbering and Hair Design and Arkansas Technical School are seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the industry. An applicant seeking entrance into the institution must comply with the following admissions requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Be at least 17 years of age.
2. Provide a high school diploma, high school transcript or GED.
3. A personal interview and visit to the school are required.
4. Proof of date of birth.
5. Provide a copy of your social security card.
6. Must not have any pending legal matters.
7. Credit for previous education will be considered only with an official transcript and a transfer student evaluation with one of Arkansas College of Barbering & Hair Design's instructors (Barber/Hair Design or TMI Program) or one of Arkansas Technical School's instructors (Cosmetology program). Transfer credit will be accepted based on evaluation and transcript.

The Arkansas State Board of Barber Examiners carries out the directives of the Arkansas State Legislature (Arkansas Statute 71-523) in that a person must have at least an 8th grade education for consideration of admission to barber school. Additionally, a student must be at least 16 ½ years of age to take the State Board Examination.

The Arkansas Department of Health- Cosmetology section carries out the directives of the Arkansas State Legislature (Arkansas Statute 71-523) in that a person must have at least an 8th grade education for consideration of admission to cosmetology school. Additionally, a student must be at least 16 ½ years of age to take the Cosmetology Examination.

## HOW TO ENROLL

1. Make an appointment for a personal interview with the Admissions Office by calling 501-376-9696 or complete the application for enrollment or request for information at [www.arktech.edu/admissions](http://www.arktech.edu/admissions).
2. Visit and tour the school.
3. Applicants should bring with them a copy of their:
  - a. High School diploma or GED Certificate
  - b. Driver's License/ID/Proof of birth from governing agency
  - c. Social Security Card.

During the initial interview, applicants will complete the application for admissions, receive a copy of the school's brochure and is given a tour of the school facilities.

4. Complete all enrollment paperwork.
5. Complete Financial Aid or Financing with Financial Aid Department
6. Be accepted for enrollment.

***NOTE: Before enrollment applications are considered, applicants with felonies are required to be approved by the Arkansas State Board of Barber Examiners to determine if the individual can be licensed in the state of Arkansas as a Barber/Hair Stylist or Teacher, Manager, Instructor.***

## RE-ENTRY STUDENT POLICY

Former students of Arkansas College of Barbering & Hair Design and/or Arkansas Technical School who wish to reenter must be approved by the school administration.

1. Students who re-enroll within 180 days of withdrawal will be charged as on the original contract unless there has been a change in tuition and fees.
  - All previous payments will be credited to the contract less any refunds made.
  - Credit for previous hours will be given
2. Students who re-enter 180 days after the withdrawal may be evaluated in the same manner as a transfer student to determine class level.
3. Tuition will be as follows:
  - \$12.97 per hour needed.
  - Registration fee of \$250.00
  - Application Fee of \$100.00
4. Students that are absent are given the opportunity to make up hours. It is the student's responsibility to make up the hours.
5. **Additional fees for mannequins, textbooks, and kits.**
6. Arrangement for satisfactory payment of tuition and fees is required prior to returning to school.
7. Students who withdraw from Arkansas College of Barbering & Hair Design and/or Arkansas Technical School and apply for re-enrollment must submit a written statement to the Program Director, Financial Aid, and the Campus President to receive approval to re-enter school.
8. A student that is allowed re-entry to Arkansas College of Barbering & Hair Design and/or Arkansas Technical School may be required to complete a probationary period or mandatory attendance based on previous performance.
9. All re-entry students are required to attend orientation. A student making satisfactory progress at the point of withdrawal may apply for re-entry in this school and will be considered to be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-entry. The school does not have non-credit remedial programs.

#### TRANSFER STUDENT POLICY

1. The student must have previous training in barber hair styling or cosmetology.
  - They must have an official transcript of academic grades and hours.
  - The student must have an official transcript of financial aid.
2. The student will be evaluated on his/her practical ability and theory through testing.
3. Additional fees for mannequins, textbooks, and kits
4. The school has the right to recognize credit for all or part of the applicant's previous training.
  - The state of Arkansas requires that transfer hours be certified for the Barber/Hair Design and Teacher, Manager, Instructor Program by the Arkansas State Board of Barber Examiners. Hours for cosmetology-based programs must be certified by the Arkansas Department of Health-Cosmetology Section. The school cannot recognize any transfer hours that are not certified by the respective governing state agency.
  - According to degree of proficiency the student has on practical ability and theory
  - According to the length of time that has lapsed since previous enrollment.
5. Tuition will be as follows
  - \$12.97 per hour needed.
  - Registration fee of \$250.00
  - Application fee of \$100.00
6. Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by an ACBHD instructor for Barber based training Programs or ATS Instructor for Cosmetology based training programs. A transfer student must be able to satisfactorily test out of each phase of the institution's program. For example, a student entering the senior level would be required to have written exams and practical evaluations transfer to Freshman and Junior levels of Arkansas College of Barbering & Hair Design or Arkansas Technical School.
7. Transfer students are required to attend orientation.

8. The school does not provide credit for Prior Learning Experience outside of a formal instructional or educational training setting. The school does not provide credit for independent study.
9. The school will accept up to 75% of total program hours from a prior institution, in any case a minimum of 25% of the total program hours must be completed with ATS or ACBHD respective to the training program

#### STUDENT ACCESS TO RECORDS AND RELEASE/REQUEST

1. All records concerning a student's academic, financial, or personal activities are confidential.
2. Students and parents, or guardians (where a student is a minor), have the right to review all the information, which is maintained by the academy on that student.
3. Records can be reviewed upon request to the Director.
4. Review of records must take place with the Director, by appointment only, who will not only supervise the review, but will also provide any required interpretations.
5. A written request, by the student or parent, in the case of a minor, is required before any information will be released to a third party. However, student records may be released to government officials and accrediting agencies without the expressed permission of the student or their parent or guardian.
6. The school will maintain students' cumulative educational records for at least five years after the student has left school.
7. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution.
8. Students must fill out the institution's "Release of Student Information Form" each and every time he/she requests information to be released.

Student has the right to ask the school:

- a. The names of its accrediting organizations
- b. About programs, facilities and faculty
- c. The cost of attending and the school's refund policy for students who drop out.
- d. The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- e. About special facilities and services available to the handicapped

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians, if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that corrections be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does, however, allow schools to disclose records, without contest to the following:
  - School employees who have need to know.
  - Other schools to which a student is transferring.
  - Certain government officials in order to carry out lawful functions.
  - Appropriate parties in connection with financial aid to student

- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who obtained court orders of subpoenas
- A person who needs to know in cases of health or safety emergencies
- State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974
- “Directory” type information (school must inform parents or eligible students to request that information not be closed)

The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

## STUDENT SERVICES

### Student Graduation

Arkansas College of Barbering & Hair Design and Arkansas Technical School holds an annual graduation in December of each year for those students that graduated or will graduate during that year during the period of January 1 until December 31. The institution provides caps and gowns as well as invitations for graduates to give to their family and friends. A professional photographer will be available to take professional photos for the graduation. A school photo of graduation will be taken and posted at the institution. Currently attending students are welcome to join us at the upcoming graduation.

### Barber and Beauty Elites

Once a quarter the staff and instructors will identify students that are eligible for the school sponsored fraternity and sorority society Barber & Beauty Elites (BBE). The qualifications of achieving an invitation to participate in this organization are 90% or above GPA, 90% or above attendance percentage, compliance with school policies, and a minimum of 100-150 accrued actual clock hours as of the deadline set by school administration. These requirements can be adjusted at the discretion of the school administration.

### Honor Roll

The student with the highest attendance and excellent academic achievement, 95% and higher will be recognized each month.

### Student Holiday Party

In December of each year, Arkansas College of Barbering & Hair Design and Arkansas Technical School holds a Holiday Party for currently attending students. The Holiday Party is a time for the students to celebrate the holiday season with their classmates and staff. Invitations are given to all students in November in anticipation. The institution gives prizes and gifts to students for the holiday season.

### Student Appreciation

Arkansas College of Barbering & Hair Design and Arkansas Technical School holds an annual student appreciation for currently attending students. The institution provides lunch for students as well as prizes and giveaways. The student appreciation is held for all students in appreciation of all their hard work, citizenship, and dedication to the program.

### Field Trip

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

### Advising

Personal advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor on an as needed basis for evaluation of progress. Students receive a progress report on a monthly basis.

### Housing

Arkansas College of Barbering and Hair Design and Arkansas Technical School do not have on-campus housing. Apartment housing is available near the school facility. The school office will gladly refer student to an agency for assistance.

### Transportation

Arkansas College of Barbering and Hair Design and Arkansas Technical School does not provide transportation to or from the school. Public transportation is readily available near the school. Approximate cost is \$3.00 round trip. The school will assist students in receiving bus passes for public modes of transportation. A limited number of bus passes are purchased bi-monthly by the school for distribution to eligible students (students meeting SAP and exhibiting a need for transportation assistance).

### Childcare Services

Arkansas College of Barbering and Hair Design and Arkansas Technical School does not provide childcare services. We can make recommendations to different childcare facilities to meet your needs. Payments and transportation would be the responsibility of the student.

### Employment Assistance

At Arkansas College of Barbering & Hair Design and Arkansas Technical School, we are committed to supporting our students' career journeys and entrepreneurial aspirations.

*Small Business Assistance:* We believe in helping our students establish small businesses related to the skills they have acquired. Our schools will connect students with organizations specializing in supporting beauty industry entrepreneurs. These organizations may provide guidance on business plan development, funding, marketing, and other essential aspects of entrepreneurship. Throughout the year, the schools will also invite these organizations to campus for group presentations, offering valuable insights and resources.

*Career Services:* While we cannot guarantee employment, we are dedicated to assisting students in finding suitable opportunities. The schools maintain connections with salons and barber shops and regularly share job postings and career opportunities on the bulletin board. Our dedicated Records and Resource Specialist and Education Director offer guidance in resume building, interview skills, and portfolio creation. They facilitate interviews and follow up with students and potential employers to ensure a smooth transition into the workforce.

We understand that career guidance is crucial, and we are here to support our students. Please reach out to our Records and Resource Specialist or Education Director for any assistance or questions relating to your career journey.

## CAREER OPPORTUNITIES IN THE FIELD OF BARBER, BEAUTY, AND BARBER/BEAUTY EDUCATION

Hair Stylist	Barber Instructor
State Board Member	School Director
Barber/Beauty Magazine Columnist	State Board Inspector
Barber/Beauty Editor	Cosmetology Instructor
Make-up Teacher	

### PRIVATE, CHAIN OR DEPARTMENT STORE SALONS:

Permanent Wave Specialist	Platform Stylist
Hair Colorist	Salon Owner
Style Director	Free Lance Stylist
Theatrical Hairstylist	Beauty Supply Salesman

## SCHOOL RULES AND REGULATIONS

### CODE OF CONDUCT

All students of Arkansas College of Barbering & Hair Design and Arkansas Technical School are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations with fellow students and staff and clients that does not contain sexually explicit language or profanity, and compliance with school rules and regulations. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members. Students cannot be disruptive to the school learning environment or become a distraction to the overall goals of the school.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Anti-Harassment:** Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

**Anti-Violence:** Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Arkansas College of Barbering & Hair Design and Arkansas Technical School prohibit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Hate Crime Reporting:** Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of

the perpetrator's bias. Students are encouraged to report crimes that fall into these categories to your instructor or directly to the School Administration as soon as possible.

### VISITOR POLICY

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval.

ACBHD and ATS have an open-door policy. This policy is practiced by the faculty and staff at the institution. Any student having difficulty must follow the chain of command.

### STUDENT CHAIN OF COMMAND

1. Instructor
2. Campus Manager
3. Director/Assistant Director Education
4. Campus President

### SCHOOL HOURS AND RECORD OF ATTENDANCE

ATS Barber/Hair Design Program Day Schedule	Tuesday – Saturday	8:00 am – 2:30 pm <i>til 4:30 pm Saturdays</i>
ATS Barber and TMI Training Program Evening Schedule	Monday – Friday	3:00 pm – 8:00 pm
ATS Cosmetology, Esthetics, Manicure, Teacher Training Day Weekend Schedule	Tuesday - Saturday	8:00 am – 2:30 pm <i>til 4:30 pm Saturdays</i>
ATS Cosmetology, Esthetics, Manicure, Instructor Training Secondary Schedule	Thursday - Saturday	8:00 am – 4:30 pm
ACBHD Barber/ Hair Design & TMI Day Schedule	Tuesday – Saturday	9:00 am to 3:30 pm <i>til 5:30 pm Saturdays</i>
ACBHD Barber/Hair Design & TMI Evening Schedule	Tuesday – Saturday	4:00 pm to 9:00 pm <i>Saturdays 9:00 am -5:30 pm</i>

2. Full-time students must attend a minimum of 24 hours per week, but may carry a maximum of 40 hours per week in the Barber/Hair Stylist and TMI Program and a maximum of 50 hours per week in the Cosmetology Program. Evening shift students must attend a minimum of 23 hours per week, but may carry a maximum of 40 hours per week in the Barber/Hair Stylist and TMI Program and a maximum of 50 hours per week in the Cosmetology Program.
3. A record of your daily attendance is kept by downloading the time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
4. Students may not clock in or out for each other. Any students found to be clocking in and out for other students will be subject to suspension or expulsion from program.
5. Students may obtain a school nametag in order to receive industry discounts. Loss of this nametag may result in a replacement fee of \$10.00 for each card. Subject to availability

6. Student Absent hours:
  - a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Make-up hours remove absent hours.
  - c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
7. Students knowing in advance that they will be tardy or absent must fill out an “early departure/planned absence” form and submit it to their advisor for approval.
  - a. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor.  
Students should NOT leave a message with anyone or on the voicemail for their instructor.
  - b. All students must call in 30 minutes prior to their schedules.
  - c. Students with an unplanned tardy must receive permission from an instructor to come in late. In no case will arrival after 9:15am (main campus) and 10:15 am (branch campus) be approved for day students and 6:00 pm for evening students. Saturday attendance is mandatory for all students. Failure to attend on Saturday without prior approval may result in a three-day suspension. Friday is mandatory for night students; failure to attend on Friday without prior approval may result in a three-day suspension.
  - d. Failure to attend on mandatory Friday or Saturday without prior approval will result in a \$250 charge.
  - e. Excessive absences or tardiness may result in a non-approval of a planned absence. An unexcused absence is when a student does not call in or does not fill out an “early departure/planned absence” form. In both cases absent hours are accrued.
8. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
9. All day students at the main campus and day and evening students at the branch campus are required to attend on Saturdays, evening students at the main campus must attend on Friday. Friday and Saturdays provide students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. Tardiness and unexcused absence on this day will be considered cause for possible interruption of training. An excused absence is one that is due to personal illness, illness, death in the immediate family, or an emergency. All work missed must be made up. There is \$250 charge for being absent on mandatory Friday and Saturday’s without prior approval. Mandatory days identified in the Student’s signed Enrollment Agreement.
10. Students should strive for excellent attendance and are encouraged to maintain 85% or above attendance each month.  
Student’s attendance is monitored daily. However, progress reports are given out every month and at 100% completion for all Programs. If a student does not complete the minimum clock hours within the maximum period allowed, the student will be put on two- month probation.
11. A student who misses 14 consecutive school days of scheduled class time and has not been granted an official leave of absence will be terminated.

12. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made after 30 days and submitted to Arkansas State Board of Barber Examiners and/or the Arkansas Department of Health-Cosmetology Program (respective to the program the student is enrolled). Progress reports for the previous month are presented to students at the beginning of the preceding month. Both governing agencies require the school to submit the student previous month's earned hours to the agency no later than the 10<sup>th</sup> of the preceding month. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH THEIR INSTRUCTOR TO REVIEW THE PROGRESS REPORT AND MAKE CHANGES BEFORE HOURS ARE SUBMITTED TO THE GOVERNING AGENCY BY THE 10<sup>TH</sup> OF EACH MONTH.**

Students who fail to meet with their instructor forfeits their right to revisions once the hours have been submitted to the appropriate governing agency. Notation will be made on that student's progress report that they failed to meet with their instructor and the progress report will be filed in the student's permanent folder. Students requesting revisions should notate those revisions on the progress report, sign the progress report, and maintain a copy of the signed progress report for their records.

13. Bringing children to school during your scheduled hours of attendance is NOT permitted.
14. Student may be sent home, require to clock, or suspended for not having supplies or being in uniform

#### THEORY CLASSES

##### ATS

- Day a. Theory classes are held from 8:00 am until 9:00am, Tuesday through Friday.
- Night b. Theory classes are held from 7:00 pm -8:00pm, Monday through Thursday. *Monday nights can be used for make-up theory with instructor approval as no clients are seen on Monday nights and theory can be held from 3:00 pm to 8:00 pm at the discretion of the instructor and program director.*

##### ACBHD

- Day a. Theory classes are held from 9:00 am-10:00 am, Tuesday through Friday.
- Night b. Theory classes are held Tuesday through Friday from 8:00 pm to 9:00 pm.

Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.

Students are required to attend theory class during scheduled times. If you are not in class by the assigned time, you will not be allowed to clock in until theory has concluded.

Students must maintain a minimum of 75% in written and practical.

Two or more missed theory classes within a four-week grading period may result in suspension

#### MAKE-UP WORK

- (1) Test may be made up on the third Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made.
- (2) IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!

(3) Tests must be made up within a four-week grading period. Failure to make up missed tests within a grading period will result in delayed graduation.

### LUNCH

Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training, but will be between 12:00 pm and 2:00 pm.

Evening students do not have a scheduled lunch time.

Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.

Students MUST clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.

Please do not make luncheon appointments as lunch times may vary

### BREAKS

A student break room is provided for all students. There is a microwave, a refrigerator and vending machines available for all student use.

“Energizers” are scheduled for you daily during the Freshman phase. For the remainder of the program, energizers are taken on an individual basis with approval from an Instructor.

Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.

Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if the stay in the building. Should the break policy not be followed, the staff of Arkansas College of Barbering & Hair Design may require students to clock out and clock back in after breaks are concluded.

### ADVISING

- (1) The student body is divided equally among instructors for advising.
- (2) Advising hours for the administrative and education departments are posted outside those offices. Students can schedule an appointment in advance or receive assistance during those hours. If the student is experiencing an emergency, he/she may speak with their assigned Advisor so that assistance can be provided immediately.
- (3) Individual advising is available for students with personal or academic problems. Schedule an appointment with your Advisor or one of the other staff members.
- (4) Advising hours for the administrative office is posted outside of the office.

### DISABILITY POLICY

The school complies with the Rehabilitation Act of 1973 (Section 504) in that no qualified persons with disability or disabilities, by reason of the disability, will be excluded from enrolling in a course of instruction, though manual dexterity is required in the field of barbering/hairstyling, cosmetology, esthetics, manicuring, or teacher training. Prospective

students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

### CREDIT UNIT AND CLASS SIZE

Arkansas Technical School, 200 E. Washington Ave, NLR, AR, 72114 and Arkansas College of Barbering and Hair Design 9100 Rodney Parham Ste. 101, LR, AR, 72205, operate on a clock hour basis. A clock hour is 60 minutes in length. The maximum number of students in a classroom or lab is 25.

### TRANSCRIPTS

Any transcript or certificate of completion is withheld until all fees and charges have been met. The student receives a copy of the written contract, rules and regulations, and the school catalog at the time of execution. Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school.

### VACCINATIONS POLICY

Arkansas College of Barbering and Hair Design nor Arkansas Technical School have an immunization requirement for admissions or attendance to the institution. The school reserves the right to change this policy at any time.

### VOTER REGISTRATION

In the United States, voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. To register contact your county Supervisor of Elections Office, stop by and pick up a form at your local Revenue Office or in the Administration Office.

### DRUG-FREE SCHOOLS AND COMMUNITIES ACT (PUBLIC LAW 101-226)

1. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
2. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
3. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises shall ensure immediate suspension and/or termination of my enrollment at school.
4. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any other school that will accept them, as long as they meet their financial obligations.
5. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

### LEAVE OF ABSENCE

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved:

- A. A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature.
- B. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance.

- C. The institution will not access additional institutional charges as a result of the LOA.
- D. The LOA along with any additional Leaves of Absence must not exceed a total of 180 days in any twelvemonth period.
- E. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
- F. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
- G. If a student does not return from the LOA, the six-month grace period for Student Loans will start as of their last day of attendance.
- H. A student applying for a LOA must be satisfactory in attendance and grades
  - a. 67% attendance
  - b. 75% GPA
- I. A leave of absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner, that student will be responsible for any absent hours that accrued from the days missed.
- J. A student on an approved leave of absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance.

## SANITATION AND EQUIPMENT

Arkansas State Board of Barber Examiners governs sanitation regulations for Barber schools and salons. Arkansas Department of Health-Cosmetology Section governs sanitation regulations for Cosmetology schools and salons

Unannounced sanitation visits are completed by inspectors. A grade is issued for the school's sanitation. The respective Board will require that all equipment is clean and sanitary at all times. Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss or damage of personal belongings, money or equipment.

Periodically kit checks and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to be re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.

Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty. Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.

### Electronic Devices

Cellular telephones or devices may not be used in the school building during instructional time or while working on the clinic floor. Cellular telephones or devices may be used in student break rooms during authorized breaks. Program Directors and Instructors may give permission for students to use their devices at designated times.

Bluetooth's, IPODS, IPADS, laptops, tablets and MP3 Players may not be used without instructor permissions. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins.) All reading material should further your knowledge of hair, and skin.

## HAIR BENEFITS

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

- A. Students receive a 75% discount on chemical services. Non-chemical services, \$2.00 for shampooing and conditioning. There are no discounts given for family or friends of students.
- B. Students may not do their own hair while on the time clock.
- C. No more than once per week per student.
- D. Students who are absent on Saturday and who miss a theory class the previous week are not allowed to receive hair benefits for the following week
- E. A student has to have 80% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
- F. Students must attend school the day that they receive hair benefits.
- G. A ticket is required and all supplies must be paid for before the service is given.
- H. Students are not allowed to bring in their own products.
- I. Do not begin any student service before **12:00 pm** unless you have received permission from an instructor and do not begin any student chemical service after **3:00 pm** on Friday
- J. No services are allowed on Saturday for day students.
- K. Students absent for that day or that are on suspension cannot receive discounted hair services.

## UNIFORM POLICY

All students at Arkansas College of Barbering & Hair Design and Arkansas Technical School are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for barber students is black scrubs, school issued smock and any colored enclosed shoes. Students in the Cosmetology program are expected to wear black scrubs and enclosed shoes.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform and charged \$50. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy. **Sagging is not allowed.**

Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry.

Students may **not** wear: skintight clothing, hats, vests, headgear, rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind (other than school issued T-shirts), sleeveless clothing, flip flops, opened heels or toes, jackets, or coats.

## SOCIAL MEDIA

We prioritize maintaining a positive image and reputation for our schools. Any negative comments, posts, or content containing the school's name on social media platforms will be taken seriously. Students must refrain from making derogatory or harmful remarks that could reflect negatively on our institution. Violations of the social media policy may result in disciplinary action, including immediate termination from the program, depending on the severity of the offense. We emphasize the importance of responsible and respectful behavior on social media platforms as it plays a significant role in personal and professional lives. We encourage open and constructive dialogue and encourage students to address concerns or issues through appropriate channels, such as instructors or school administrators. Our commitment is to foster a positive and supportive environment for all our students and employees.

### DAMAGE TO SCHOOL PROPERTY

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school. This includes but is not limited to the snack vending machine, soda machine, school stations, etc.

### INCLEMENT WEATHER

At the discretion of the Campus President, classes may be cancelled. Notification of such cancellation will be broadcast on local news affiliate KARK, Channel 4 as well as the schools' social websites, KlassApp, and text/calls from your instructors/campus managers.

Fire Drills are conducted twice per year at Arkansas College of Barbering & Hair Design and Arkansas Technical School. In case of a hurricane, fire, tornadoes, or emergency, exit signs are displayed throughout the school to ensure that students exit through the appropriate doors. Evacuation plans are posted in each classroom, restroom, and in the facial room as well as salon floor. These drills are conducted to ensure that if there is a need to evacuate, the emergency evacuation will be done smoothly and successfully.

### HOUSING SERVICE

Housing services are not available at this school.

### DISCIPLINARY REGULATIONS:

When a student is found to not be in compliance with the rules and regulations as established by Arkansas College of Barbering & Hair Design and Arkansas Technical School, that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal.

- 1) Failure to follow policies as stated in the school catalog or as addressed by staff of Arkansas College of Barbering & Hair Design and Arkansas Technical School.
- 2) The use of obscene words or gestures on the school premises.
- 3) Any conduct disruptive to the proper functioning of the school's operation.
- 4) The school's management has a zero-tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
- 5) Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Program Director.
- 6) Unsatisfactory academic progress.
- 7) Failure to make up tests within the allotted time period.
- 8) Continued disregard of the uniform policy.
- 9) Repeated:
  - a. Failure to turn in required projects and record keeping at the end of a grading period.
  - b. Failure to have live model practice checked by an instructor.
  - c. Application of chemical solutions to live models without instructor authorization.
  - d. Application of products not distributed by the school, unless prescribed by a physician.
  - e. Performance of services not included on the client's ticket.
- 10) Refusal to participate in assigned clinic services or assignments.
- 11) Chronic patterns of missing theory and other scheduled classes.

- 12) Failure to clock in and out properly. Students will lose the hours from any missed punches.
- 13) Taking a longer than allocated lunch period or assigned break.
- 14) The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

### COMPLETION TIME

**Barber/Hair Design Program and Cosmetology Program:** Full time students attending 30 hours per week usually complete the 1500-hour program in 12 months. Students may attend 40 hours per week and complete the course in 9 months. Upon completion, the student receives a diploma. One (1) clock hour = 60 minutes. Cosmetology students may attend up to 50 hours a week per the Department of Health-Cosmetology Section and complete the program in as little as eight months. A 50 hour per week schedule is subject to the approval of the school administration which includes the Program Director, Director of Financial Aid, and the Campus President. At no time should a student exceed an attendance rate of more than 105%.

**Teacher/Manager/Instructor, Esthetics, Manicuring, & Instructor Training Programs:** Must complete 600 hours and not to exceed six (6) continuous months. Upon completion, the student is awarded a diploma. One (1) clock hour = 60 minutes. Students may attend 40 hours per week and complete the course in 9 months. Students enrolled in Manicuring, Esthetics, and Teacher Training may attend up to 50 hours a week per the Department of Health-Cosmetology Section and complete the program in as little as four months. A 50 hour per week schedule is subject to the approval of the school administration which includes the Program Director, Director of Financial Aid, and the Campus President. At no time should a student exceed an attendance rate of more than 105%.

### GRADING SYSTEM

Students receive numerical grades in their theory and practical phases. A grade average of:

95 - 100 Excellent 85 – 94 Good 75 – 84 Satisfactory 65 – 74 Unsatisfactory 64 – Less Failing

Those students who fall below an overall average of 75% in theory or practical phases will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

### GRADUATION AND LICENSING REQUIREMENTS

In order to receive a **diploma** in the program from Arkansas College of Barbering & Hair Design or Arkansas Technical School and be certified for the Arkansas State Board of Barber Examiners licensing examination or the Arkansas Department of Health-Cosmetology section licensing examination, a student must:

(For graduation)

1. Satisfactorily complete our 1500-hour barber/hair stylist, or 1500-cosmetology, or 600-hour TMI, or 600-hour Manicuring, or 600-hour Esthetics program.
2. Satisfactorily complete all required practical performances.
3. Complete program with a minimum grade point average of 75% in practical and written grades and minimum 67% in attendance.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations.

(To be licensed)

1. Receive a diploma from an approved school of barber/hair stylist or TMI.
2. File application for state examination 11 days prior to examination date.

3. Pay examination and licensing fee.
4. Pass the Arkansas State Board of Barber Examiners examination (Barber/Hair Stylist or TMI Program) which consist of both written and practical demonstrations.
5. Pass the Arkansas Department of Health-Cosmetology Section examination (Cosmetology Program), which consist of both written and practical demonstrations.

### EMERGENCY PREPAREDNESS PLAN

Arkansas Technical School and Arkansas College of Barbering & Hair Design has a written plan that is available to all staff, faculty, and students published on the school website ([www.arktech.edu/consumer-information/](http://www.arktech.edu/consumer-information/)). The plan includes the following:

- A. Emergency scenario identification and concordant action plans;
- B. Evacuation and lockdown procedures;
- C. Communication protocols for sharing information with appropriate parties during and following an incident

Students review the emergency preparedness plan during the New Student Orientation. If the school determines a need, the plan can be reviewed during the quarterly drills and/or at a specified time determined by the school.

## TUITION AND FEE INFORMATION

<b>1500 – Clock Hour Programs</b>	
Tuition	\$19,455.00
Application Fee	\$100.00
Registration Fee	\$250.00
Books Supplies, and kit	\$2,000.00
<b>Total Cost</b>	<b>\$21,805.00</b>

*Barber/Hair Design and Cosmetology Program*

<b>600 - Clock Hour Programs</b>	
Tuition	\$7,782.00
Application Fee	\$100.00
Registration	\$250.00
Books, Supplies, and Kit	\$2,000.00
<b>Total Cost</b>	<b>\$10,132.00</b>

*TMI, Teacher Training, Manicure, and Esthetics Programs*

<b>Additional Fees</b>	<b>Amount</b>
Official Transcript	\$10.00
Copy of Permanent Record Fee	\$2.00
State Board Examination (Barber/Hair Stylist)	\$75.00
State Board License Fee (Barber/Hair Stylist)	\$50.00
State Board Examination Fee (TMI)	\$80.00
State Board Examination License (TMI)	\$40.00
Cosmetology State Board Written Examination Fee (PSI)	\$60.00
Cosmetology State Board Practical Examination Fee	\$65.00
Early Termination/Withdrawal Fee	\$150.00
Replacement Student ID	\$10.00
Replacement Smock	\$25.00
Inter-campus Transfer fee	\$75.00
Replacement Kit	\$1,355.00
Replacement Book	\$295.00
Cost per hour and overtime rate	\$12.97

Students with re-entry or transfer hours may determine their tuition by using the following formula:

$\$12.97 \times (\text{contracted hours in training program})$ . Please note that students using VA Benefits, the VA does not allow VA funds to cover application fees.

### EXTRA EXPENSES

Arkansas College of Barbering and Hair Design and Arkansas Technical School does not charge for housing, board, student activities, service charges, or rentals. Any other charge that may incur by the student is identified in the enrollment agreement and catalog furnished to the student before enrollment. For this purpose, when items of major expenses are separately identified the school also states its policy for reasonable settlement of such charges in the event of early termination.

Saturdays are mandatory for day students at ATS and evening students at ACBHD. Students enrolled in these schedules and will be charged **\$250.00** for each Saturday missed. Fridays are mandatory for evening students at ATS; students missing a mandatory Friday will be charged **\$250.00**.

Students are responsible for replacing any personal tools or supplies that may be lost, stolen, or broken. A tool-kit checklist is available from your instructor.

## PROGRAM INFORMATION

Arkansas College of Barbering and Hair Design and Arkansas Technical School students receive competency based practical instruction. This method allows individuals to progress at their own practical ability with theory on a scheduled basis.

**Program Title:** Barber/Hair Design

### **Program Description:**

The **1500-hour Barber/Hair Design Program** consist of training in such topics as haircutting, styling, perming, men's shaving, men's clipper cutting, straightening, coloring, and scalp treatments. The primary purpose of the program is to train students in both theory and practical skills which will prepare them for state and enhance their employment opportunities into entry level positions within the industry. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operations. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encourages self-reliance, readiness to assist others, in an ethical approach to this profession, as well as business and legal aspects of salon operations.

### **Program Goals:**

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of barbering.
2. To prepare students to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed barber.
4. To perform in barber related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer / employee relationships and effective communication skills.

### **Program Format: (Instructional Techniques and Methods)**

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

### **Evaluation Procedures:**

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. Mock State Board class
5. Final examination

### **Required Level of Achievement:**

All students are required to maintain at least a 75% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

## **GRADING SYSTEM**

**GRADE REQUIREMENTS:** Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 75 – 84 Satisfactory
- 65 – 74 Unsatisfactory
- 64 – Less Failing

Those students who fall below an average of 75% in theory or practical will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

### **Texts:**

1. Milady’s Standard Textbook of Barber
2. Theory and Practical Workbooks

### **References:**

- Milady’s Barber Management Guide
- Milady’s Cosmetology Management Guide
- Milady’s Standard Practical Workbook (Barber)
- Milady’s Standard Theory Workbook (Barber)
- Milady’s Standard Theory Workbook (Cosmetology)
- Milady’s Standard Practical Workbook (Cosmetology)
- Milady’s State Exam Review Book (Barber)
- Milady’s State Exam Review Book (Cosmetology)
- Milady’s Theory and Practices of Therapeutic Massage Workbook
- Milady’s Theory and Practice of Therapeutic Massage Textbook
- Milady’s Workbook for the Professional Instructor
- Milady’s Salon Management for Cosmetology students
- State Exam Review for the Theory and Practice of Therapeutic Massage
- Comprehensive textbook of Foot Surgery
- Making faces
- Twist Salon
- Trend Vision Spring/Summer Journal
- 1001 Beauty Solutions
- The color book Clairol Professional
- Forever Young
- Milady’s Playing it Safe: Milady’s Guide to Decontamination, Sterilization, and Personal Protection
- Color Guide Infectious Disease
- Salon Ovarious Tax and Financial Primer

## **Program Content**

- Chapter 1: Study Skills
- Chapter 2: The History of Barbering
- Chapter 3: Professional Image
- Chapter 4: Bacteriology
- Chapter 5: Infection Control and Safe Work Practices
- Chapter 6: Implements, Tools, and Equipment
- Chapter 7: Anatomy and Physiology
- Chapter 8: Chemistry
- Chapter 9: Electricity and Light Therapy
- Chapter 10: Properties and Disorders of the Skin
- Chapter 11: Properties and Disorders of the Hair and Scalp
- Chapter 12: Treatment of the Hair and Scalp
- Chapter 13: Men's Facial Massage and Treatments
- Chapter 14: Shaving and Facial Hair Design
- Chapter 15: Men's Haircutting and Styling
- Chapter 16: Men's Hairpieces
- Chapter 17: Women's Haircutting and Styling
- Chapter 18: Chemical Texture Services
- Chapter 19: Haircoloring and Lightening
- Chapter 20: Nails and Manicuring (*not required for State Board Examination*)
- Chapter 21: Barbershop Management
- Chapter 22: The Job Search
- Chapter 23: State Board Preparation and Licensing Laws

**Program Title:** Teacher, Manager, Instructor (TMI) Program

**Program Description:**

The TMI Program consists of learning all aspects of the teaching profession. This includes course outlining and developing, teaching principles, student learning principles, lesson planning, basic teaching methods, teaching aids, classroom management, classroom problems, and various other subjects. This program will prepare graduates for an entry level in the education field.

**Program Goals:**

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of instructing.
2. To prepare students to successfully pass the state board examination
3. To prepare students to work in a professional hairstyling salon as a licensed barber/hair designer
4. To perform in barber/hair stylist related occupations
5. To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communications skills.

**Program Format: (Instructional Techniques and Methods):**

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio- visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

**Evaluation Procedures:**

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

**Required Level of Achievement:**

All students are required to maintain at least a 70% grade point average in theory, practical, and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional information)

**Text:**

1. Milady's Standard Textbook of Barbering
2. Milady's Master Educator Textbook
3. Milady's and Practical Workbook for Barbering

### **References:**

1. Milady's Standard Practical Workbook
2. Milady's Theory and Practices of Therapeutic Massage Workbook
3. Milady's Theory and Practice of Therapeutic Massage Textbook
4. Milady's Workbook for the professional Instructor
5. Milady's Salon Management for Cosmetology Students
6. State Exam Review for the Theory and Practice of Therapeutic Massage
7. Comprehensive Textbook of Foot Surgery
8. Making Faces
9. Twist Salon
10. Trend Vision Spring/Summer Journal
11. 1001Beauty Solutions
12. The Color book Clairol Professional
13. Forever Young 2004
14. Milady's Playing it safe: Milady's Guide top Decontamination, Sterilizing and Personal Protection
15. Color Guide Infectious Disease
16. Salon Ovations Tax and Financial Primer

### **Instructor Program Content**

#### **ORIENTATION**

- A. School Rules and Regulations
  1. School Policies and Procedures
  2. Program Outline
  3. Satisfactory Progress
  4. Dress Code
  5. Drug and Alcohol Awareness Prevention
  6. Campus Security Act
  7. Grading policy and procedures
- B. State Laws and Regulations Code
  1. Purpose

#### **PROGRAM INFORMATION**

Arkansas College of Barbering and Hair Design and Arkansas Technical School students receive competency based practical instruction. This method allows individuals to progress at their own practical ability with theory on a scheduled basis.

## **Program Title: COSMETOLOGY**

### **Program Description:**

The 1500-hour Cosmetology Program prepares graduates for entry level positions within the required field. The training consist of the following:

- (1) Hygiene and Sanitation – 80 Hours – Instructions in sanitation, sterilization, hygiene, lighting and ventilation, etc... General sanitation duties performed by students shall not exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
- (2) Related Science – 120 hours – Physiotherapy or electricity used in cosmetology, Physiology and Histology Anatomy, Neurology, Myology and Osteology, etc.
- (3) Hairdressing – 1000 hours – A course in cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- (4) Manicuring – 100 hours – A course in the construction, filing and shaping of the nails, loosening and removing the dead cuticle and the art of hand, arm, foot and ankles massage, etc.
- (5) Aesthetics – 100 hours – A course in the skin, various kinds of facial massage, cosmetics, application of treatment products, the art of makeup, eyebrow shaping, eyebrow and eyelash dying, hair removal, etc.
- (6) Salesmanship and Shop Management – 50 hours – Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
- (7) Professional Ethics– 50 hours – Courtesy, neatness and professional attitude in meeting the public, etc.
- (B) All schools for Schools of Cosmetology or Postsecondary Schools of Cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by prorating the hours when necessary, depending upon the school of cosmetology or postsecondary schools of cosmetology schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
- (C) The time of the classroom instruction class shall be registered with the Department.
- (D) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
- (E) To qualify for the cosmetology examination, students must acquire a minimum of one-hundred-eighty (180) hours in theoretical instruction.
- (F) A student for a license as a cosmetologist, after one hundred fifty (150) hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for services or materials.
- (G) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of ten (10) services on a client or a mannequin per week, for each student enrolled who has acquired one-hundred-fifty (150) hours of instruction. Students shall be assigned to clients on the basis of respective learning needs.

## **PROGRAM GOALS**

- Students will receive an education in both theory and practical skills and gain knowledge in all phases of cosmetology.
- To prepare students to successfully pass the state board examination.
- To prepare students to work in a professional hairstyling salon as a licensed cosmetologist.
- To perform in cosmetology related occupations.
- To develop an awareness of their professional responsibilities to both the clients and employer / employee relationships and effective communication skills.

## **PROGRAM FORMAT: (INSTRUCTIONAL TECHNIQUES AND METHODS)**

- Program outlines and lesson plans
- Lectures
- Practical demonstrations
- Audio-visual materials
- Mannequin and live model practical and clinic workshops
- Written and practical evaluations

## **EVALUATION PROCEDURES**

- Testing in both theory, practical, and clinic areas
- Examinations after each unit of the program
- Monthly practical/clinic workshops
- Mock State Board examination
- Final examination

## **REQUIRED LEVEL OF ACHIEVEMENT**

All students are required to maintain at least a 75% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

## **GRADING SYSTEM**

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 75 – 84 Satisfactory
- 65 – 74 Unsatisfactory
- 64 – Less Failing

Those students who fall below an average of 75% in theory or practical will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

**TEXTS**

1. Milady’s Standard of Cosmetology
2. Theory and Practical Workbooks

**REFERENCES**

Milady’s Cosmetology Management Guide	State Exam Review for the Theory and Practice of Therapeutic Massage
Milady’s Standard Practical Workbook (Barber)	Comprehensive Textbook of Foot Surgery
Milady’s Standard Theory Workbook (Barber)	Making Faces
Milady’s Standard Theory Workbook (Cosmetology)	Twist Salon
Milady’s Standard Practical Workbook (Cosmetology)	Trend Vision Spring/Summer Journal
Milady’s State Exam Review Book (Barber)	1001 Beauty Solutions
Milady’s State Exam Review Book (Cosmetology)	The Color Book Clairol Professional
Milady’s Theory and Practices of Therapeutic Massage Workbook	Forever Young
Milady’s Theory and Practice of Therapeutic Massage Textbook	Milady’s Playing it Safe: Milady’s Guide to Decontamination, Sterilization, and Personal Protection
Milady’s Workbook for the Professional Instructor	Color Guide Infectious Disease
Milady’s Salon Management for Cosmetology students	• Salon Ovarions Tax and Financial Primer

**PROGRAM CONTENT**

Chapter 1: <i>The History of and Opportunities in Professional Beauty.</i>	Chapter 10: <i>Basics of Chemistry</i>	Chapter 21: <i>Hair Removal</i>
Chapter 2: <i>Life Skills</i>	Chapter 11: <i>Basics of Electricity</i>	Chapter 22: <i>Facials</i>
Chapter 3: <i>Your Professional Image</i>	Chapter 12: <i>Principles of Hair Design</i>	Chapter 23: <i>Facial Makeup</i>
Chapter 4: <i>Communicating for Success</i>	Chapter 13: <i>Shampooing, Rinsing, and Conditioning</i>	Chapter 24: <i>Nail Diseases and Disorders</i>
Chapter 5: <i>Infection Control: Principles &amp; Practices</i>	Chapter 14: <i>Haircutting</i>	Chapter 25: <i>Manicuring</i>
Chapter 6: <i>General Anatomy &amp; Physiology</i>	Chapter 15: <i>Hairstyling</i>	Chapter 26: <i>Pedicuring</i>
Chapter 7: <i>Skin Structure and Growth</i>	Chapter 16: <i>Braiding and Braid Extensions</i>	Chapter 27: <i>Nail Tips, Wraps, and No-Light Gels</i>
Chapter 8: <i>Nail Structure and Growth</i>	Chapter 17: <i>Wigs and Hair Enhancements</i>	Chapter 28: <i>Acrylic (Methacrylate) Nail Enhancements</i>
Chapter 9: <i>Properties of the Hair and Scalp</i>	Chapter 18: <i>Chemical Texture Services</i>	Chapter 29: <i>UV Gels</i>
	Chapter 19: <i>Hair Coloring</i>	Chapter 30: <i>Business Skills</i>
	Chapter 20: <i>Skin Diseases and Disorders</i>	Chapter 31: <i>On the Job</i>
		Chapter 32: <i>The Salon Business</i>

## **Program Title: INSTRUCTOR TRAINING**

### **Program Description:**

**The 600-clock hour Instructor Training Program** prepares graduates for entry level positions within the required field. Training consists of the following:

### **GENERAL COURSE INFORMATION**

- Course Description: Prerequisite for this course is an Arkansas Cosmetology License in Cosmetology, Manicuring, or Esthetics. This course is designed as an overview of the skills and knowledge necessary for the instruction of cosmetology students.
  - Course Learning outcomes: Learning outcomes/objectives are determined by local occupational needs and business/industry trends.
- Specific goals/objectives of this course are to:
- The student will develop an understanding of the rules and regulations of Arkansas Technical School and the state.
  - The student will demonstrate an understanding of teaching methodologies.
  - The student will exhibit an understanding of teaching of lesson plan development.

### **COURSE COMPETENCIES**

Upon successful completion of this course, the student will:

1. Possess knowledge of the rules and regulations of Arkansas Technical School: institutional and the state.
2. Demonstrate teaching methodologies.
3. Identify major points in lesson plan development

### **ACADEMIC INTEGRITY**

It is the aim of the Arkansas Technical School to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the Arkansas Technical School Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog). At times, working with other students is encouraged for some assignments. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.

### **VERIFICATION OF WORKPLACE COMPETENCIES**

Successful completion of this course permits qualified students to enroll for specifically restricted skill courses that can lead to Arkansas Instructor Training Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

### **SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS**

Textbooks

1. Milady’s Standard Textbook of Cosmetology
2. Milady’ Master Educator Exam Review Book

3. Cosmetology Statues General Rules and Regulations including the Cosmetology Commission Sanitary Rulings
4. Milady's Master Educator Student Course Book
5. Guidelines for the Arkansas Department of Health-Cosmetology State Licensure Exam

### **ATTENDANCE POLICY**

Punctual and regular attendance is required of all cosmetology students. There are no excused absences. Unexcused tardiness and absences will not be tolerated. Instructors will monitor students' clock hours and students who have less than a 67% attendance will be placed on probation." A Student Advising form" will be executed and placed in the student's folder. (Academic Warning is a written warning signed by the student and appropriate faculty noting that failure to maintain hours will result in the student's administrative withdrawal from the program).

### **ASSIGNMENT POLICY**

All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is **due on the class period assigned**. Late work is generally not acceptable; however special consideration is subject to instructor discretion whether or not the work is acceptable. Weekly assignment schedule will be posted on classroom bulletin board.

### **GRADING POLICY/PROCEDURE AND/OR METHODS OF EVALUATION**

Arkansas Technical School requires a minimum grade of 75; therefore, this course requires the same. An overall grade below 75 is considered a failing grade and failure of the course.

### **SPECIAL REQUIREMENTS—SAFETY POLICY**

Students should adhere to safety standards established in the school handbook. Students enrolled in Cosmetology based training programs must follow all safe practices practical work areas.

### **COURSE OUTLINE**

Students will demonstrate competencies in the following tasks:

1. Understanding of the rules and regulations of Arkansas Technical School
2. Understanding of teaching methodologies
3. Understanding of lesson plan development

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

### **HOURS/SUBJECT/UNIT**

**50 ORIENTATION:** School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School

Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

**250 METHODS OF TEACHING AND CLINIC MANAGEMENT:** Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

**100 STUDENT SALON/CLINIC MANAGEMENT:** Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

**200 INSTRUCTION AND THEORY:** Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/ Measurement Instruments; Academic Advising

**600 Total Hours**

## **Program Title: ESTHETICS**

### **PROGRAM DESCRIPTION**

The **600-clock hour Esthetics** consist of training in the following:

The outlined requirements meet the licensure requirements for the Arkansas Department of Health Cosmetology Section. The scheduled finish time for this course is 4-6 months with a schedule of a minimum of 25 hours and maximum of 40 hours per week. Students will attend two phases for this program. Phase I is the initial training; Phase II builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient. This program prepares graduates for entry level positions within the required field

### **OBJECTIVE**

Upon completion of the esthetic course requirements, the graduate will be able to:

1. Display personal integrity with self-confidence and a positive attitude.
2. Display effective communication skills, visual poise and proper grooming.
3. Display effective employer-employee skills.
4. Perform all skills at or above a basic level.
  5. Apply learned theory, technical information and related matter to assure sound judgments and procedures. To continue to grow as an Esthetician, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

### **REFERENCES**

Instruction methods will come from various sources to include but not limited to: Milady Standards of Esthetics Textbook and Workbook for all Students Milady Library of Books, Magazines, and DVD's

### **INSTRUCTION METHODS**

Milady Standards of Esthetics curriculum is used in the program. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each student receives instruction related to performing useful, creative and productive career-oriented activities. Education methods used include lecture, demonstration, textbook study, hands-on practice, audio-visuals, guest speakers, field trips not to exceed 30 hours, projects and activities.

#### **Phase I:**

Phase I is from the start of the program to 150 hours and completing the first mock state board practical exam. The first three weeks of class are designed to introduce each new enrolling student to both the basic skills of esthetics and to demonstrate practical applications required to complete the Facial License Examination (practical portion). Each day a set of practical skills will be demonstrated in which the students are expected to practice over and over in their non-demonstration time during the first three weeks. Week four will focus the students on practicing, packing, and completing the mock state board practical exam. Students will attend lecture and complete the workbook, assignments, and products of the day for each chapter in Phase I. Part-time students will follow the same schedule except that practice time will be during the following four weeks or until the student reaches 150 hours. An exam guideline will be provided for preparation of the mock state board practical exam.

#### **Phase II:**

Upon completion of Phase I until graduation from the program, the student will continue to attend lecture and complete the entire workbook, projects/assignments and products of the day until all chapters are complete. All missing and late work will be required before the student will be allowed to take their final exams. Students will complete two final written exams with a grade of 80% or higher and complete 2 mock state board practical exams. Student practical work will be guided by a calendar of applications. Students will focus on clients and become self-sufficient on clients and their care. Students will learn independence and explore advanced techniques. Students will be scheduled clients to practice some of their applications. All other work is to be completed on a manikin or fellow student. All student work must be approved and checked by an instructor.

### **GRADUATION REQUIREMENTS**

- To complete the Esthetics program, each student will:
- Complete all written work including tests, assignments, projects and all required practical and clinic work.
- Complete two comprehensive finals: written and practical with a minimum grade of 75%
- Complete three mock state board practical exams with a minimum grade of 75%
- Complete 600 clock hours and all technical requirements required by Arkansas Department of Health-Cosmetology Section
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school

### **GRADING POLICY/PROCEDURE AND/OR METHODS OF EVALUATION**

Arkansas Technical School requires a minimum grade of 75; therefore, this course requires the same. An overall grade below 75 is considered a failing grade and failure of the course.

### **PRODUCT USAGE**

When working on a manikin, students will be required to use manikin quality products.

### **UNITS OF INSTRUCTION**

<b>Units</b>	<b>Unit Description</b>	<b>Total Weeks</b>
Unit 1	Personal Development	1
Unit 2	Professional Development	1
Unit 3	Business Basics	1
Unit 4	Skin Care Center Ecology	1
Unit 5	Anatomy	1
Unit 6	Electricity and Electrical Equipment	1
Unit 7	Chemistry	1
Unit 8	Skin Physiology	1
Unit 9	Client Care	1
Unit 10	Facials	1
Unit 11	Hair Removal	1
Unit 12	Makeup	1
Unit 13	Advanced Treatments	1
Unit 14	Estheticians in the Medical Field	1
Liability and Risk Reduction	Risk Management and Insurance	1
ADH-Cosmetology	Laws and Rules	1

## **Program Name: MANICURING**

### **Program Description:**

The 600-hour manicuring program consists of training in such topics as manicuring, pedicuring, acrylics, and gel nails. The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession, as well as the business and legal aspects of salon operations. This training program prepares graduates for entry level positions within the required field.

### **PROGRAM GOALS**

- Students will receive an education in both theory and practical skills and gain knowledge in all phases of manicuring.
- To prepare student to successfully pass the state board examination.
- To prepare students to work in a professional hairstyling salon as a licensed manicurist.
- To perform in manicuring related occupations.
- To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communication skills.

### **PROGRAM FORMAT: (INSTRUCTIONAL TECHNIQUES AND METHODS)**

- Program outlines and lesson plans
- Lectures
- Practical demonstrations
- Audio-visual materials
- Mannequin and live model practical and clinic workshops
- Written and practical evaluations

### **EVALUATION PROCEDURES**

- Testing in both theory, practical, and clinic areas
- Examinations after each unit of the program
- Monthly practical/clinic workshops
- State Board Class
- Final Examination

### **REQUIRED LEVEL OF ACHIEVEMENT**

All students are required to maintain at least a 75% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

### **TEXTS**

1. Milady Standard Nail Technology Textbook
2. Milady Standard Nail Technology Theory and Practical Workbooks
3. Milady Standard Nail Technology Exam Review

## **REFERENCES**

1. Milady's Standard Practical Workbook
2. Making it Count: Math for the Beauty and Wellness Industry
3. Beauty and Wellness Dictionary

## **PROGRAM CONTENT**

<b>SUBJECT/TOPIC</b>	<b>HOURS</b>
Orientation	
School Rules and Regulations	
History and Career Opportunities	5
Life Skills	5
Your Professional Images	5
Communicating for Success	5
Infection Control: Principals and Practices	70
General Anatomy and Physiology	10
Skin Structure, Growth, and Nutrition	10
Nail Structure, Growth	10
Nail Disorders and Diseases	10
Basics of Chemistry	10
Nail Product Chemistry (Simplified)	15
Basics of Electricity	50
Manicuring	100
Pedicuring	100
Electric Filing	30
Nail Tips and Wraps	30
Monomer Liquids and Polymer Powder Nail Enhancements	30
UV and LED Gels	35
The Creative Touch	30
Seeking Employment	20
On the Job	10
The Salon Business	10

**TOTAL UNITS: 600**

## FINANCIAL AID INFORMATION:

### COST OF ATTENDANCE BUDGETS

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school. The following is the COA Budget for our Standard 1500-clock hour Barber/Hair Design Program.

### AWARD YEAR 2023-2024 COA BUDGETS

#### **Barber Hair Design and Cosmetology Programs:**

Live with Parents		No Children All Others:	
1) Tuition and Fees:	\$21,805	Tuition and Fees:	\$21,805
2) Room and Board:	\$1,375	Room and Board:	\$1777
3) Transportation:	\$243	Transportation:	\$808
4) Misc/Personal:	\$136	Misc/Personal:	\$538
5) Other Cost:	\$400	Other Cost:	\$400
6) Kit/Supplies:	\$2,000	Kit/Supplies:	\$2,000

#### **Instructor Training, Manicuring, Esthetics, TMI**

Live with Parents		No Children All Others:	
1) Tuition and Fees:	\$10,132	Tuition and Fees:	\$10,132
2) Room and Board:	\$1375	Room and Board:	\$1777
3) Transportation:	\$243	Transportation:	\$808
4) Misc/Personal:	\$136	Misc/Personal:	\$538
5) Other Cost:	\$400	Other Cost:	\$400
6) Kit/Supplies:	\$2,000	Kit/Supplies:	\$2,000

**NOTE:** Tuition & Fees and Kits/Supplies are figured per enrollment.

Room & Board, Transportation, Misc/Personal, and Other Cost are figured per month.

### FINANCIAL AID FOR STUDENTS

ACBHD and ATS participate in Financial Aid Programs to assist students who need money to attend school. Whether a student is eligible for assistance and how much is determined by the need of each individual student. **Every student is different.** The Federal Financial Aid Programs that the school has available to students are the Pell Grant and Direct Loan Program. All students must complete a Free Application for Federal Student Aid (FAFSA) online or at the school before they can be considered for enrollment. Students will need to enter our school code (030234). Our Financial Aid Administrator will assist any student that needs help with their application.

## ELIGIBILITY

In general, an applicant is eligible for Federal Aid if he/she meets the requirements below. The applicant must:

- A. Be enrolled at least half-time as a regular student to receive aid from Pell Grant and Federal Direct Loan Programs.
- B. Be a US citizen or an eligible non-citizen.
- C. Show that he/she has NEED (*See Financial Need*)
- D. Not be in default on any Federal Student Loan or Perkins Loan.
- E. Not have an Over award on Pell Grant.
- F. The applicant must make satisfactory progress in their course of study.
- G. Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending your school.
- H. Sign a statement of registration status indicating you have registered with the Selective Service, if you are required to do so. The U.S. Department of Education will verify student's registration with the Selective Service. The names of any students, who claimed to have registered, but have not, will be referred to the U.S. Department of Justice.
- I. Be enrolled in a financial aid eligible course.

## VERIFICATION PROCESS

Arkansas College of Barbering and Hair Design and Arkansas Technical School have developed the following policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs:

- 1. Only those students selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Transcript from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
- 2. No federal student aid funds (Pell grants or Direct loans) will be disbursed prior to the completion of verification.
- 3. The institution, prior to the completion of verification will certify a Direct Loan application. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not complete by that time, the check must be returned to the lender.
- 4. Students eligible to receive Pell grants will have until 60 days after their last day of attendance. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the fore mentioned period, all financial aid that might have been due is forfeited.
- 5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.
- 6. If student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
- 7. The financial aid file must be documented with the date that verification is completed. Direct Loan checks are not to be released prior to this date.
- 8. Students must be achieving SAP in order to receive any credit balances credited to the student. If SAP is not being met, the school will return the funds to the U.S. Department of Education in order to reduce the student's debt.

## FINANCIAL NEED

Most Federal Student Aid is awarded based on financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other related expenses) and the amount you and your family are expected to contribute towards your education. A standard formula is used for all applicants that determine this amount, which is called the Expected Family Contribution (EFC) or Family Contribution (FC). The amount left over after subtracting the expected contribution from your cost of education is your financial need.

### **Need-based:**

1. Federal Pell Grant (does require repayment)
2. Subsidized Loan (must be repaid, interest begins once student graduates or is dropped from the training program)

### **Non-need based:**

1. Direct Unsubsidized Loan (must be repaid, interest accrues immediately when student takes out loan)

## FEDERAL AID PROGRAMS AVAILABLE AT ACBHD & ATS

- Federal Pell Grant
- William D. Ford Federal Direct Loan
- William D. Ford Federal Direct Plus Loan

## FEDERAL PELL GRANT

Federal Pell Grants are awards of Federal Aid Funds ranging up to \$6345 for the 2020-2021 award years. A Pell Grant is an entitlement, which means it does not have to be paid back. If a student qualifies for an award, he/she will receive it. The amount of the award is based on the Department of Education's determination of the student's need. How much you are actually eligible for depends on the following:

1. Your Student Aid Index Number
2. Cost of education at your school, whether you are a full-time or part-time student
3. How long you will be enrolled in the academic year

## APPLYING FOR A GRANT

The necessary forms are available from the school office. The forms are to be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure that it has processed.

## RE-APPLYING FOR A GRANT

Federal financial aid does not automatically continue from one year to the next. Students must re-apply every award year. Forms are available from the school office during regular school hours. July 1st of each year begins a new award year.

## ARKANSAS RURAL ENDOWMENT FUND LOAN PROGRAM

Students may apply for the Arkansas Rural Endowment Fund Loan provided they live in a rural area or in a city with less than 7,000 in population.

## **INFORMATION ON LOAN PROGRAMS**

### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

A Direct Loan provides low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education...rather than a bank or other financial institution.

### **DIRECT LOAN ELIGIBILITY REQUIREMENTS**

Student eligibility is determined using Cost of Attendance (COA) budget that we establish including tuition based on your enrollment level and program, a room and board allowance, and an allowance for books and supplies, personal expenses and transportation costs. We subtract the Expected Family Contribution (EFC) as calculated on your FAFSA. The difference between these two figures is "Demonstrated Financial Need."

We may revise any student's eligibility if any elements of your COA budget changes. For example, an initial award is based on your intention for full-time enrollment may be reduced due to you changing to part-time enrollment.

### **APPLYING FOR AN DIRECT LOAN**

Applying for a Direct Loan must be done by filling out the FAFSA. The information on the student's FAFSA is transmitted to the school that the student lists on the application, and those schools use the information to assess your financial need for student aid. If you are an undergraduate student attending a school participating in the Pell Grant Program, the school will have to determine whether you are eligible for a Pell Grant before you can receive a Direct Loan.

### **EXIT COUNSELING**

Upon leaving school, graduated or withdrawn, federal regulations require that the student participate in an exit counseling session at [www.nsls.ed.gov](http://www.nsls.ed.gov). This session is designed to provide the student with information regarding rights and responsibilities with regard to loan repayment, which include but are not limited to grace period, loan terms and conditions, where to send payment, payment options, conditions to defer repayment and what happens when the student's loan goes into default. To get an idea of what the repayment schedule might be, the student can get customized estimates by using the on-line repayment calculators at Direct Loans at [www.directl.ed.gov/calc.html](http://www.directl.ed.gov/calc.html).

If the students completed Entrance Counseling for Direct Loans, the student will also receive an Exit Guide when they leave the school, as well as signing a statement that they have received the Guide and kept in the file for records. This can be given to them if graduated or mailed to them with their Official Withdrawal Letter.

### **DIRECT LOAN BORROWER RESPONSIBILITIES AND REPAYMENT PLAN**

If a student leaves school, he/she must contact the lender and arrange a repayment schedule. (A student is considered to have left school if he/she falls below half-time status according to the school's definition.) Repayment amount depends on the size of the debt. Students should ask the lender what the monthly payments would be prior to taking out a loan. A Federal Loan is a serious responsibility. Failure to repay a loan can result in the lender (or agency of the Federal government making the loan) suing the borrower to collect the loan. Your future credit rating can be affected and some states can withhold the student's state income tax refund to satisfy an outstanding Student Loan debt. Loan repayment begins 6 months after the student leaves school. The following chart is based on a minimum monthly payment of \$50.00 and a standard repayment period of 10 years. You can also find a Loan Payment Calculator on the Direct Loan website, [www.direct.ed.gov/calc.html](http://www.direct.ed.gov/calc.html) there are various repayment options; standard, graduated, extended, income-contingent or income based. Provisions are made for certain deferment or forbearance options.

### FEDERAL DIRECT PLUS LOANS

Direct PLUS loans are parent borrowers. This loan provides additional funds for educational expenses. FPLUS Loans have a fixed interest rate of 7.6%. Like Direct Stafford, a lender such as a bank, credit union, or saving and loan association make FPLUS loan. Unlike Direct Stafford borrowers, however, FPLUS borrowers do not have to show need, although they may have to undergo a credit analysis. The amount the parent may borrow under the Federal Direct PLUS Program will depend on the financial aid award established by the institution the student is attending. This loan may not exceed the student's cost of attendance minus other financial aid. Federal Direct PLUS may be used to replace the Expected Family Contribution (EFC).

### PARENT- PLUS REPAYMENT

Borrowers must begin repayment 60 days from the disbursement date unless special circumstances apply.

### SELF-PAYMENT POLICY

The student agrees to pay Arkansas College of Barbering and Hair Design or Arkansas Technical School a monthly payment that shall be applied to the total educational cost. Payment plans are calculated based on the contracted enrollment period. Students may receive an additional 60 days upon completion of the program to pay their ledger balance. In addition, any receipt of the Title IV funds and/or credits due upon receipt of paperwork and funds shall also be applied to the total educational cost. Any extra charges will be added to the total education cost before financing is complete. Students are not charged interest while enrolled in school. If it is determined that any time during or after completion of the course that information has been falsified or not provided for the determination of the correct financial aid for the student; any refunds shall be charged back to the student's account. Failure to make on time and complete payments may result in financial suspension and/or termination from the program.

### STUDENT WITHDRAWAL

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Registrar and Financial Aid Office will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time, the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1<sup>st</sup>. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

### REFUNDS TO THIRD PARTY FUNDING AGENCIES

Refunds due to third-party funding agencies will generally be returned within 45 days of a student's withdrawal, unless otherwise specified by the agency. Students receiving Veterans Benefits or support from state agencies like Arkansas Rehabilitation Services will be notified of the refund process and expected return date. It's important to note that students may still owe a balance to the school even if a refund is due, taking into account factors such as pro-rated fees. Our financial department is available to assist with any questions or concerns regarding the refund policy and individual financial situations.

REFUND POLICY

- I. Any monies due to the applicant or student shall be refunded within 14 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
  - A. The school does not accept an applicant. This applicant shall be entitled to a refund off all monies paid.
  - B. An applicant who has not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
  - C. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment 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.
  - D. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
  - E. A student notifies the institution of his/her withdrawal in writing to cancel the enrollment. If the student does not notify the school a determination will be made according to the school’s policies and procedures. **A written withdrawal is not required to process a refund payment.**
  - F. 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.
  - G. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - H. Cost of books, kit, and supplies is non-refundable.
  - I. 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:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED (1500 hour program)	SCHEDULED HOURS AS OF LAST DAY ATTENDED (600 hour program)	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	.15-74	.06-29	20%
5% to 9.9%	75-149	30-59	30%
10% to 14.9%	150-224	60-89	40%
15% to 24.9%	225-374	90-149	45%
25% to 49.9%	375-749	150-299	70%
50% and over	750-1500	300-600	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 14 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. Any monies due to be returned to Title IV will be returned to the U.S. Department of Education (DOE) within the allocated 45 days as outlined by DOE
- 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.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This 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, 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.

### REINSTATEMENT OF TITLE IV AID

When a student is reenrolling into Arkansas College of Barbering & Hair Design or Arkansas Technical School within 180 days of their termination date and there was a refund of their Title IV aid, the student may qualify for reinstatement of the Title IV aid. In this event, the school would fill out an administrative relief and send it to the Department of Education for approval of the reinstatement of the funds. As soon as the school has been notified of the approval and the monies reach the school, the student's account will be credited.

### POLICY FOR RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

A financial aid recipient who withdraws from Arkansas College of Barbering & Hair Design may have a portion of their aid returned to the Department of Education. The student will earn their aid based on the hours attended in a payment period, divided by the hours in the period multiplied by the aid received or eligible to be received. This will affect what tuition you owe the school.

Percentage of payment period of term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula. Aid to be returned = (100% of the aid that could be disbursed minus the percentage of unearned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans

- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required.
- Other assistance under this Title for which a Return of funds is required.

### SCHOOL CLOSURE POLICY

If Arkansas College of Barbering & Hair Design or Arkansas Technical School closes permanently and ceases to offer instruction after students have enrolled, or if its program is canceled after students have enrolled and instruction has begun the school will make arrangements for students. Students shall receive a pro rata refund of tuition, their official transcript, and a list of local schools approved by Arkansas State Board of Barber Examiners in order to transfer and complete educational requirements. Please see pro rata refund calculation chart below.

<b>Percentage Length Completed to Total Length of Program</b>	<b>Amount of Total Tuition Owed to School</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

### TRUTH-IN-LENDING STATEMENT & COLLECTION POLICIES

All prices for courses are printed within the Catalog. There are no carrying charges or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The school may make every effort to collect overdue balances. Students are billed for 90 consecutive days. After this period, if payment or payment arrangements have not been made the account will be turned over to a collection agency for collection.

### RECOVERY OF OVERPAYMENTS OF NON-INSTITUTIONAL EDUCATIONAL EXPENSES

If a student withdraws, the overpayment of monies disbursed to the student for non-institutional education expenses shall be based on the percent of time completed over the time in payment period. The student shall be responsible for the repayment of the resulting overpayment. No overpayments shall result after half the payment period is completed.

### SATISFACTORY PROGRESS POLICY

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by federal regulations established by the United States Department of Education. Students are informed of their progress status during evaluation periods.

### EVALUATION PERIODS

#### **1. Barber/Hair Design Program and Cosmetology Training Program**

### ***1500 clock hours each program***

Students are evaluated for Satisfactory Progress at 450, 900, and 1200 actual clocked hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

### **2. Teacher/Manager/Instructor Program | Instructor Training Program | Esthetics Program | Manicuring Program 600 clock hours each program**

Students are evaluated for Satisfactory Progress at 300 clocked hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

#### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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 progress is stated below:

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

#### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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 with a grade of 75%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 95 - 100 Excellent
- 85 - 94 Good
- 75 - 84 Satisfactory
- 65 - 74 Unsatisfactory
- 64 - Less Failing

### 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 Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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.

### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, 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 PROGRESS

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

### APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. 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, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### NON-CREDIT AND REMEDIAL COURSES

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

### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

## RE-ENTRY STUDENTS

Students re-entering school and requires that students re-entering in less than 180 calendar days from the date of interruption, enter in the same progress status as when they left.

## PROGRAM WITHDRAWALS, INCOMPLETIONS, FAILURES, CHANGE IN GRADUATION DATE

This policy outlines the procedures and consequences related to program withdrawals, incompletions, and failures for students enrolled in ATS and/or ACBHD programs. It emphasizes the potential financial burdens that may arise for the student, institution, state, and federal government as a result of program non-completion. The policy also covers guidelines for dropping students who fail to attend classes, fail to complete assignments, or fail to meet their financial obligations within a specified timeframe.

1. 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 student's contract period 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 within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.
2. Dropping Students for Non-Attendance: 1.1 Students failing to attend class for 14 consecutive calendar days will be considered absent and will be automatically dropped from their program. 1.2 Upon dropping a student from the program, a refund calculation will be initiated to determine any eligible refund amounts based on institutional policies.
3. Dropping Students Who Do Not Return from an Approved Leave of Action: 2.1 Students who have been granted an approved Leave of Action must return to their program within the agreed-upon timeframe. 2.2 Failure to return from an approved Leave of Action will result in the student being dropped from their program. 2.3 A refund calculation will be conducted for dropped students based on institutional refund policies.
4. Dropping Students as Incomplete Graduates: 3.1 Students must successfully complete all academic and practical assignments within 60 days of completing their required program clock hours. 3.2 Failure to complete all assignments within the specified timeframe will result in the student being dropped from the program as an incomplete graduate. 3.3 Dropped students will be assessed according to institutional refund policies.
5. Dropping Students as Delinquent Graduates: 4.1 Students are required to meet their financial obligations within 60 days of completing their required program clock hours. 4.2 Failure to meet financial obligations within the specified timeframe will result in the student being dropped from the program as a Delinquent Graduate. 4.3 Dropped students will be assessed according to institutional refund policies.
6. Communication and Notification: 5.1 Students will have access to their expected graduation information through KLASSAPP monitoring. 5.2 Students with an approved Leave of Absence will be informed of any changes to their graduation date upon receiving their leave approval. 5.3 Students are encouraged to contact the Director of Education, Campus Manager, and/or the Records and Resources Specialist for updates on their expected graduation.

## GRIEVANCE POLICY AND PROCEDURE

It is the belief of Arkansas College of Barbering & Hair Design and Arkansas Technical School that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered.

<b>STEP 1</b>	Students, teachers, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.
<b>STEP 2</b>	The school's chain of command should be followed before an official complaint is put in writing. (E.g., Instructor, Campus Manager, Director/Assistant Director of Education).
<b>STEP 3</b>	All official complaints must be presented to the Campus Manager, Director/Assistant Director of Education in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.
<b>STEP 4</b>	The Campus Manager, Director/Assistant Director of Education will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be referred to the Campus President. The complainant will be provided a written record of the meeting with the Campus President. The contact for the Campus President is <a href="mailto:director@arkansascollegeofbarbering.com">director@arkansascollegeofbarbering.com</a>
<b>STEP 5</b>	The Campus President will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed, he/she will be written outlining the additional information needed.
<b>STEP 6</b>	If no further information is needed the Campus President will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

## STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**

**2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 | (703)-247-4212 | [www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (Gwendolyn Middleton, Campus President) or online at [www.accsc.org](http://www.accsc.org).

WE HEREBY CERTIFY THAT ALL THE PROCEEDING STATEMENTS IN SCHOOL CATALOG

Arkansas Technical School (Main Campus)  
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501-376-9696 • 501-374-5267 (fax)

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