

# New Horizons Beauty College, Inc.

550 North Main, Suite 115

Logan, Utah 84321

(435) 753-9779

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Ownership

New Horizons Beauty College, Inc.

Rosalind J. Wood President

Manager

Rosalind J. Wood

Full Time Instructors

Rosalind J. Wood, Mollie Speth

Part Time Instructors

Amy Lowe, Amanda Hansen

Current Tuition      \$6,950.00

Registration Fees      \$100.00

Student Kit              \$850.00

Total Cost              \$7,900.00

New Horizons Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences.

New Horizons Beauty College is located in the lower level of the clock tower Plaza Professional Building. Outside entrance is located in the southeast corner, and there is an inside entrance from the main hallway, lower level.

There are modern stations for 54 students, and modern equipment to train students in all phases of cosmetology, including manicuring, pedicuring, facials and nail technology.

Our Facility includes front desk & reception area, dryer / manicure area, main clinic floor, classroom, student lounge with refrigerator & microwave, locker room, dispensary areas, male & female rest rooms are in hallway and are maintained by Clock Tower Plaza. Individual lockers are provided for personal items.

There is a library of extra educational materials available to students, including a large video library.

We use and retail products from major professional companies. Included are Nioxin, Matrix, Paul Mitchell, Brocato, O.P.I. and Redken. We offer ongoing education from these companies in the way of special classes. We also offer education from other professional lines we do not use or carry, but consider important to our industry.

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550 North Main #115  
Logan, Utah 84321

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## **ADMISSIONS REQUIREMENTS, SCHOLARSHIPS**

1. Applicants must possess a High School Diploma, a General Educational Development (G.E.D.) Certificate and must participate in an interview with school manager. A high school transcript is acceptable with date of graduation present.
2. Applicants must be at least 17 years of age to be eligible for enrollment. Applicants enrolled as high school seniors must have written consent from the director of education and must be at least 16 years of age. In addition, high school seniors must pass a test approved by the U.S. Department of Education, specifically given for admission of high school seniors. Presently, this is the PAR test, administered by an outside administrator, such as a high school counselor.
3. All applicants (not high school seniors) must successfully complete a written admissions exam which is considered an aptitude test. Passing grade is 70%.
4. Enrollment must be completed before start of school.
5. Scholarships (institutional) are awarded upon availability, applicants request, and passing of the aptitude test with 75% or greater score.

## **STATE REQUIREMENTS FOR LICENSE**

1. Be a graduate of a school approved by the Division of Occupational and Professional Licensing. (Dep't of Commerce) The course should not be less than 2000 hours in not less than 50 Weeks.
2. Pass a practical examination administered by The State of Utah.
3. Pass a written examination on Cosmetology / Barber Theory which is administered by the State of Utah.
4. Have submitted an application for license to the Division and pay the required fees.
5. Be of good moral and ethical character. Conviction of a felony or misdemeanor can prevent licensure in the state of Utah.

## **SCHEDULE OF CLASSES**

New Horizons Beauty College offers a 2000 hour cosmetology / barber course.

New classes start on the second Tuesday of the month in January, March, June, August and November or on an available opening basis. Classes are held Tuesday through Friday from 8:30 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to 4:30 p.m. The school is closed for major national/state holidays and emergencies only. Specifically, the school is closed for Christmas, New Years, Thanksgiving, July 4th and July 24th. Emergency closures are by notification.

Full time students attend Tuesday through Friday from 8:30 a.m. to 5:00 p.m., Saturday from 8:00 a.m. to 4:30 p.m. for a 40 hour week.

Part time students are students scheduled for less than 40 hours per week. Part time students attend a minimum of 4 1/2 hours per day Tuesday through Friday and 8 hours on Saturday for a minimum schedule of 26 hours per week. Part time hours must be consecutive and include 1 theory hour per day.

## **MISSION STATEMENT**

The mission of New Horizons Beauty College is to educate each student to his/her potential for gainful employment in the field, or related fields, of Cosmetology / Barbering and to pass the state licensing exam for the cosmetology/barbering license.

## **ATTENDANCE POLICY**

1. Students who are tardy will not receive credit for theory class that day.
2. Students must have a minimum of 70% attendance of hours available to that student according to enrollment agreement. Attendance is measured on a monthly basis.
3. Students must maintain a minimum cumulative attendance of 70% over the course of instruction.
4. Any student failing to maintain a 70% minimum monthly or cumulative attendance record will be put on warning status

for the following month. Failure to bring attendance up to standard in the following month will result in probation. Concurrent probations will result in termination.

5. Attendance refers to both general attendance, theory hour attendance, and Saturday attendance.
6. Use of time keeper is mandatory. Credit is given for all time in attendance according to enrollment agreement.

### **TRANSFER CREDITS**

New Horizons does not recruit students enrolled in similar programs elsewhere but will accept students wishing to transfer from another school. All students who wish to transfer credit hours from another school of Cosmetology may do so by:

1. Providing an official transcript of hours and
2. Perform at the level required by those hours in an evaluation done by the school.
3. Partial course fees: Hourly at \$4.00 per hour + \$100.00 registration fee. Kit to be supplied by student or purchased from the school.

All students wishing to transfer credit hours from New Horizons to another school of Cosmetology will receive a transcript of hours upon payment of any debt owed to the school. There is no charge for this transcript.

### **NON DISCRIMINATION STATEMENT**

New Horizons Beauty College does not discriminate in Practices, Hiring Criteria, Instruction, or Graduation policies on the basis of race, color, creed, religion, sex, age, ethnic origin, physical handicaps, or financial status.

### **STUDENT KIT / TEXT BOOKS**

Student kits remain property of the school until the student has completed more than 50% of the course, at which time ownership transfers to the student. However, as long as student is enrolled in the school, the kit materials must remain in the school.

### **ADVERTISING AND PROMOTION**

New Horizons Beauty College may arrange for photographs to be taken for promotional material and/ or advertising. Students photographed will waive any rights over the photographs as far as payment or control.

### **EXTRA EXPENSE**

1. Students will pay for required uniform and books.
2. Students desiring to use equipment not supplied by the school may do so at their own expense and with permission from the school.
3. Fees paid to the State of Utah for licensing and licensing examinations are not included in course costs.

### **CANCELLATION AND SETTLEMENT POLICY**

#### **COURSE CANCELLATION POLICY**

- A. If a course is cancelled subsequent to student enrollment and before instruction has begun, the school at it's option shall:
  1. Refund all monies paid or
  2. Provide for completion of course
- B. If a course is cancelled during a students enrollment, the school will provide for completion of course.

The following policies shall govern the duration, extension or cancellation of the enrollment:

1. An applicant (or in the case of a student under 18 years of age, his/her parent of guardian) not accepted by the school shall be entitled a refund of all monies paid.
2. If a student (or in the case of a student under 18 years of age, his/her parent of guardian) cancels his/her contract and demands his/her money back after 3 business days but prior to entering class, the student is entitled to a full refund less the registration/enrollment fee of \$100.00.
3. If a student (or in the case of a student under 18 years of age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within 3 business days of the start of school, all monies,

less the \$100.00 registration fees, collected by New Horizons Beauty College shall be refunded regardless of whether or not the student has started training.

4. The cancellation date shall be determined by the postmark on written notification or the date said information is delivered to New Horizons Beauty College in person.
5. For students who enroll and remain in class for more than 3 days the following schedule of tuitions earned shall be adhered to:

Percentage of Enrollment Time in actual hours determines the Percentage of Cash Price

| Total Time of Course | Tuition Due to School |
|----------------------|-----------------------|
| 0.01% to 4.9%        | 20%                   |
| 5.00% to 9.9%        | 30%                   |
| 10.00% to 14.9%      | 40%                   |
| 15.00% to 24.9%      | 45%                   |
| 25.00% to 49.9%      | 70%                   |
| 50.00% or more       | 100%                  |

6. Enrollment time shall be defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within thirty (30) days after formal termination by the student as defined in Item #2 above or of formal termination by the school which shall occur no more than 10 days from the last day of physical attendance or in the case of a leave of absence, 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.
7. Any and all extra costs, such as equipment and other charges which are not included in the tuition price will be identified in the settlement and no refund shall be made for the cost of such items, provided such items have been delivered to the student.
8. Any and all New Horizons Beauty School institutional scholarships which may and have been awarded to a student who has left the college after enrollment but prior to completing all other requirements for eligibility for graduation, shall be considered revoked. All tuitions and fees due shall then be calculated as is described in the preceding paragraph and all unpaid tuition thereby shall be immediately due and payable to the college.
9. Students failing to complete their contracted course of study on or before the scheduled graduation date stated on their contract may be required to pay \$2.25 per hour for each additional hour needed for graduation.

In cases where student terminates enrollment due to circumstances beyond control of student, scholarship may be applied to tuition for calculating reasonable settlement. Any student leaving school for reasons other than termination by the school may return when space is available but will be assessed a \$100.00 re-entry fee with exceptions of those taking emergency or medical leave. If the school closes permanently it would arrange for the students to complete their program at an institution in the same geographic area. In the event that this arrangement can not be made by the school, students shall receive a pro-rata refund of tuition.

### **RIGHT OF PRIVACY**

The school provides and permits access to student and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the commission.

It is the policy of New Horizons Beauty College to safeguard all student records at all times. New Horizons Beauty College will only release personal information regarding students when the student (or in the case of a student under the age of 18 years, his/her parent or guardian) has issued written instructions to the college. No information will be given by phone, with the exception of grades to high school counselors. All requests for information regarding students by third parties must be in writing. This excludes grades and attendance records of high school seniors given to high school counselors and boards of education and other legally authorized parties including parents and guardians of minors..

All students shall have the right during normal hours of the college to inspect their academic and / or financial records upon 24 hours notification to an appropriate college official.

Educational records will be maintained by school for a minimum of 5 years.

## **GRADUATION REQUIREMENTS**

Students are eligible when they have completed not less than 2000 hours of training, including 250 hours of theory. Additionally, students must successfully pass the college's final examination to achieve eligibility. That examination covers the state laws, and students must pass with a score of not less than 75%. To achieve eligibility for graduation a student must also fulfill the following requirements:

1. 75% minimum score on written exams administered at 1500 hrs. and 1800 hrs.
2. The completion of the mock final practical exam administered by the school along with completion of required services.
3. The completion of the minimum required hours must be accomplished within the maximum time frame for course completion set by enrollment agreement.
4. The student must fulfill all financial obligations to the college.

## **DIPLOMA OR CERTIFICATE**

Upon completion of all graduation requirements, eligible students will be issued a diploma evidencing graduation from New Horizons Beauty College. The college will also issue in addition to the diploma, a certificate for hours completed, and all paperwork necessary for admission to state practical, theory and state laws exams.

## **EMPLOYMENT ASSISTANCE**

It is the policy of New Horizons Beauty College to provide assistance to any graduate to obtain satisfactory employment in the Cosmetology / Barbering profession. New Horizons Beauty College does not guarantee employment to any graduate and has no control over available job openings or selection of candidates for job openings by salon personnel. However, New Horizons will provide the following assistance on graduates request.

1. A letter of recommendation.
2. Calls to area salons to inquire about positions available along with tours of local salons for senior students.
3. Try to set up appointment for graduate to interview for available positions in area salons.

New Horizons Beauty College is not obligated to provide placement assistance or guidance it considers unreasonable. New Horizons Beauty College does not have any additional charges for any placement assistance given to it's graduates.

## **LEAVE OF ABSENCE OR TEMPORARY WITHDRAWAL**

A student may take up to 120 days in a 12 month period for leave of absence that will not affect satisfactory academic progress. Leaves of absence are limited to extreme conditions affecting the student, or the student's immediate family. Emergency leaves of absence are described as death, physical or mental disability. Students who have temporarily withdrawn from school will be assessed a \$100.00 re-entry fee and will return in the same satisfactory academic progress as they left.

## **METHODS OF PAYMENT FOR COURSE**

Full course cost is due and payable at 1/2 the total time of enrollment. However, the student, at the option of the school, may arrange for payments to be made in monthly installments over the period of enrollment. These installments may include registration fees, tuition, kit and supplies.

## **CHANGE OF CONTRACTED HOURS**

A student may change contracted hours twice during the course of education at no charge. However, any additional change of hours will be assessed a \$50.00 charge per change.

## **STUDENT KIT**

Value \$750.00

Cost of individual items supplied to student upon request.

|   |                             |   |                        |
|---|-----------------------------|---|------------------------|
| 1 | Mannequin                   | 1 | Ice Tempered Shears    |
| 1 | Kit Bag                     | 1 | Thinning Shear         |
| 3 | 7-Row Brushes               | 1 | Chemical Cape          |
| 1 | Paddle Brush                | 1 | Styling Cape           |
| 2 | Round Brushes               | 1 | Comb-out Cape          |
| 1 | Vent Brush                  | 1 | Kiddie Cape            |
| 1 | Roller Set                  | 1 | Make-up Kit            |
| 1 | Manicure Kit                | 1 | Set Make-up Brushes    |
| 1 | Finger Bowl                 | 1 | Tint Bowl, Brush, Key  |
| 1 | Glass File                  | 1 | Tint Bottle            |
| 1 | Pedicure Rasp               | 1 | Trigger Sprayer        |
| 1 | Toenail Clipper             | 1 | Doz. Haircutting Combs |
| 1 | Designer Clipper (electric) | 1 | Doz. Rattail Combs     |
| 1 | Trimmer (electric)          | 1 | Set Assorted Combs     |
| 1 | Blow Dryer                  | 1 | Pintail Comb           |
| 2 | Curling Irons               | 1 | Box Clippies           |
| 1 | Ceramic Flat Iron           | 1 | Box Duck Bills         |
| 1 | Shaper Razor                | 1 | Sterilizing Tray       |
|   |                             | 1 | Acrylic Nail Kit       |

## **STUDENT LIBRARY**

|   |                         |   |                              |
|---|-------------------------|---|------------------------------|
| 1 | Milady Textbook         | 1 | Catalog                      |
| 1 | Milady Exam Review Book | 1 | School Rules and Regulations |
| 1 | Milady Theory Workbook  | 1 | State Laws & Rules           |
| 1 | Set Freshman Handouts   |   |                              |

\* Textbook purchased before start of school. Handouts & state/rules issued during classes.. Some kit items issued during freshman period as needed. All other materials issued to student upon completion of freshman hours and successful passing of freshman exam.

In 2013, the State of Utah dropped the minimum hour requirement for Cosmetology from 2000 hours to 1600 hours. However, the state will continue to recognize and license Cosmetology Schools without requiring any reduction in hours.

New Horizons Beauty College has decided to remain at 2000 hours. The 2000 hour curriculum has given us great flexibility to provide our students with the knowledge and confidence to enter the salon environment as self-employed contractors as most of the salons in Northern Utah are booth rent.

New Horizons Beauty College draws many students from Idaho and Wyoming which are 2000 hour states. We are located within 20 miles of Preston, Idaho and surrounding towns – many of our students commute to school. We also draw many students from Wyoming who come for their education and return home upon graduation. We need to be able to provide these students with the hours needed for licensure in their home states. Our Utah students need to be able to move to our neighboring states without going back to school for needed hours.

## **CURRICULUM FOR COSMETOLOGY / BARBERING**

**2000 clock hours includes 250 theory hours.**

**Textbooks used for classes include Milady textbooks of Cosmetology, Barbering, Esthetics and Nail Technology.**

|   | Minimum Hours<br>of Theory<br>Instruction | Included in<br>Freshman Process |
|---|---|---------------------------------|
| <b>Academic Subjects</b>  |   |                                 |
| Theoretical Studies / State Laws and Rules                          | 10  | 1                               |
| History of Cosmetology/barbering / Skin Care                        | 2   |                                 |
| Sterilization and sanitation, decontamination,<br>infection control | 10  | 2                               |
| Bacteriology  | 10  | 2                               |
| Skin, scalp, hair and nail structure and analysis                   | 10  | 2                               |
| Histology, cells anatomy/physiology                                 | 10  |                                 |
| Diseases, disorders of skin, scalp, and hair                        | 10  | 2                               |
| Diseases and disorders of the nails                                 | 5   |                                 |
| Electricity, light therapy  | 10  | 1                               |
| Chemistry, cosmetic chemistry                                       | 10  | 1                               |
| Pharmacology  | 10  |                                 |
| a. Non-medicinal agents   |   |                                 |
| b. Preparations   |   |                                 |
| c. Local and topical remedies                                       |   |                                 |
| Cosmetology/barber and nail tech product knowledge                  | 5   | 2                               |
| Implements and salon equipment, salon safety                        | 3   | 1                               |
| Attributes for success in the business, salesmanship                | 3   | 1                               |
| Licensing requirements  | 1   |                                 |



|   |   |   |
|---|---|---|
| How to seek and obtain employment - Resumes | 1 |   |
| First aid / blood spill procedures          | 1 | 1 |

**Practical Cosmetology/Barbering Esthetics and Nail Technology Studies With Theoretical Applications**

|  |    |    |
|--|----|----|
| Shampooing, shampoo rinses and conditioners, draping   | 2  | 1  |
| Scalp and hair products and treatments   | 3  | 1  |
| Hair shaping, mustache and beard cutting, shaving, clipper cutting   | 20 | 4  |
| Hairstyling and fingerwaving   | 10 | 2  |
| Thermal styling  | 8  | 2  |
| Care and styling of wigs and hairpieces and fitting<br>and applying toupees  | 5  |    |
| Permanent waving   | 15 | 4  |
| Hair coloring and bleaching  | 15 | 4  |
| Lash and brow treatments tinting and shaping   | 3  | 1  |
| Chemical relaxing  | 5  | 2  |
| Thermal straightening  | 2  |    |
| Superfluous hair removal, waxing   | 5  | 2  |
| Manicuring, pedicuring, artificial nails   | 15 | 5  |
| Facial services, limited chemical exfoliation,<br>skin care treatments, make-up, packs and masks<br>manual lymphatic massage of face, neck,<br>electronic facials and aromatherapy | 23 | 10 |

**Business Procedures**

|  |   |   |
|--|---|---|
| Reception desk, telephone and appointments         | 2 | 1 |
| Business and salon management, record keeping      | 2 |   |
| Professionalism and unprofessional conduct, ethics | 1 |   |
| Communications and personality development         | 1 |   |
| Payroll deductions, state and federal taxes        | 2 |   |

## **PRACTICAL SUBJECTS AND REQUIREMENTS**

All students graduating after 12/31/05 will adhere to the following curriculum.

|    |  | MINIMUM<br>HOURS | MINIMUM<br>PRACTICAL SERVICE |
|----|--|------------------|------------------------------|
| A. | <b>HAIRSTYLING</b>                                   |                  |                              |
|    | 1. Styling, roller combination, long hair techniques | 50               | 100                          |
| B. | <b>FINGERWAVING</b>                                  | 10               | 50                           |
| C. | <b>PINCURLS</b>                                      | 15               | 30                           |
| D. | <b>LASH AND BROW TREATMENTS</b>                      |                  |                              |
|    | 1. Lash and brow tints                               |                  |                              |
|    | 2. Artificial lashes                                 | 30               | 20                           |
| E. | <b>THERMAL STYLING WOMEN</b>                         |                  |                              |
|    | 1. Blow dry techniques                               |                  |                              |
|    | 2. Thermal curling                                   |                  |                              |
|    | 3. Thermal straightening                             | 100              | 150                          |
| F. | <b>THERMAL STYLING MEN</b>                           |                  |                              |
|    | 1. Airwaving   |                  |                              |
|    | 2. Blow drying, iron curling                         | 10               | 50                           |
| G. | <b>EYEBROW ARCHING, WAXING</b>                       |                  |                              |
|    | 1. Physical and chemical depilatories, tweezing      | 60               | 45                           |
| H. | <b>HAIRCUTTING</b>                                   |                  |                              |
|    | 1. Women's   |                  |                              |
|    | 2. Men's   |                  |                              |
|    | 3. Shingle   |                  |                              |
|    | 4. Razor   |                  |                              |
|    | 5. Clippers  |                  |                              |
|    | 6. Cutting over curly hair                           | 250              | 400                          |
| I. | <b>MUSTACHES AND BEARDS</b>                          |                  |                              |
|    | 1. Design and style                                  |                  |                              |
|    | 2. Coloring  |                  |                              |
|    | 3. Shaving   | 10               | 10                           |
| J. | <b>MAKE-UP</b>                                       |                  |                              |
|    | 1. Day, evening, corrective                          | 50               | 50                           |
| K. | <b>PERMANENT WAVING</b>                              |                  |                              |
|    | 1. All types   | 150              | 90                           |
| L. | <b>FACIALS</b>                                       |                  |                              |
|    | 1. Lymphatic massage and facial treatments,          | 90               | 30                           |
|    | 2. Packs and masks, limited chemical exfoliation     | 90               | 30                           |
|    | 3. Skin analysis                                     | 20               | 30                           |
|    | 4. Aromatherapy, electronic facials                  | 30               | 30                           |

**PRACTICAL SUBJECTS AND REQUIREMENTS, cont.**

|     |  |     |    |
|-----|--|-----|----|
| M.  | HAIRCOLORING   |     |    |
|     | 1. Temporary   | 75  | 50 |
|     | 2. Semi-permanent  |     |    |
|     | 3. Permanent   |     |    |
|     | 4. Foils   |     |    |
| N.  | CHEMICAL HAIR STRAIGHTENING  |     |    |
|     | 1. Ammonium thio methods   |     |    |
|     | 2. All other methods   |     |    |
|     | 3. Sodium Hydroxide methods  | 40  | 20 |
| O.  | BLEACHES   |     |    |
|     | 1. Frost, tip, streak, foils   | 75  | 50 |
| P.  | MANICURE, HAND AND ARM MASSAGE                                       | 45  | 30 |
| Q.  | PEDICURE, FOOT AND LOWER LEG MASSAGE                                 | 45  | 30 |
| R.  | ARTIFICIAL NAILS   |     |    |
|     | 1. ACRYLICS, TIPS, OVERLAYS, GEL, WRAPS, ART                         | 180 | 50 |
| S.  | WIGS AND HAIRPIECES - WOMEN'S  |     |    |
|     | 1. Human, synthetic, other types                                     |     |    |
|     | 2. Hairpieces, wiglets, chignon, fall and switch                     |     |    |
|     | 3. Care and service  | 25  | 25 |
| T.  | HAIR AND SCALP TREATMENTS  |     |    |
|     | 1. Products  |     |    |
|     | 2. Scalp treatments and massage                                      |     |    |
|     | 3. Hair conditioning and treatments                                  | 50  | 40 |
| V.  | SCALP AND FACIAL TREATMENTS FOR MEN                                  |     |    |
|     | 1. Electrical, mechanical apparatus and use                          |     |    |
|     | 2. Products  |     |    |
|     | 3. Massage   | 10  | 10 |
| W.  | BRAIDS   | 3   | 5  |
| X.  | UP DO'S  | 50  | 50 |
| Y.  | SPECIAL CLASSES (35 Cosmetology, 10 Esthetics,<br>5 Nail Technology) | 50  | 50 |
| Z.  | RECEPTION, DISPENSARY  | 80  | 80 |
| AA. | SANITATION, DECONTAMINATION AND<br>INFECTION CONTROL                 | 30  | 60 |

Total number of assigned practical hours - 1723

Total hours of assigned theory instruction - 250

27 unassigned hours for areas where the student needs specialized training.

# **COURSE OUTLINE**

## **COURSE OF STUDY**

Cosmetology / Barbering - 2000 hours consisting of 250 theory, 1750 practical and specialized training.

Textbook - Milady Standard Textbook of Cosmetology

Instructors - Rosalind Wood, Amy Lowe, Amanda Hansen, Mollie Speth

Course Goals - The course is designed to educate students with the textbook knowledge (theory) and practical skills needed to succeed in the salons of today, as well as pass the State Boards for licensing in the state of Utah. The special classes offered give added education in the many product lines available as well as enable the student to learn retailing skills. Our goal for each student is gainful and satisfying employment, pride in the profession, and the ability to serve clients with skills and communication.

## **COURSE FORMAT**

1 - 320 hours or eight weeks - Orientation and Freshman period.

Skills are learned and practiced on mannikins, fellow students, and models. Theory classes are basic and cover knowledge needed for basic skill development and procedures. Students advancing to work on school patrons in the clinic must first pass an exam designed to test this basic knowledge.

320 - 1200 hours - Junior period.

Skills are practiced and perfected, new techniques learned and the theory book is covered in full. Practice is done on the clientele of the school in the clinic area, on mannikins and fellow students.

1200 - 2000 hours - Senior period

Skills are perfected and areas which need more development are given special attention. Theory focus is review and passing of State Boards. Special areas given additional attention are State Rules, Barbering Theory and knowledge needed to apply and work in the salon including instruction or preparing resumes, knowledge of local salons, keeping books and records and tax deductions.

Through the course, students are asked to dress in a professional manner wearing clothes suitable for work in a salon, clean and well groomed. Uniforms are to be kept in good repair and clean. An overall pride in appearance is stressed. Blue jeans are not permitted, shorts and skirts must be of walking length and no more than 4 inches above the knee.

Professional ethics are taught and stressed and development of communication skills are encouraged. Students are also encouraged to develop and practice skills in salesmanship and retailing.

Students are required to attend 1 theory hour per day. The remaining hours per day are to be spent practicing cosmetology skills in the clinic. Spare time is devoted to work on assignments and areas which students need extra help or practice.

## **GRADING SYSTEM**

All grades are based on the following 4 point scale.

1. 90% to 100% - A - Excellent
2. 80% to 89% - B - Average
3. 70% to 79% - C - Satisfactory
4. Below 70% - D - Failing

Students must maintain a C average or better in order to be considered making satisfactory academic progress, with a minimum of 70% GPA when the three areas of evaluation are averaged together. These areas are theory (test scores), practical work and assignment grades.

### **MONTHLY G.P.A.**

All grades are measured monthly and consist of an average of grades achieved in:

1. Theory Tests
2. Practical / Clinical Tasks performed and a monthly practical test
3. Assignments or reports due

Failure to maintain a minimum monthly 70% GPA will result in probation. The three part monthly GPA is further described below.

### **THEORY GRADES - TEXTBOOK LEARNING**

Tests will be given during each one month measurement period at the end of each chapter. The average of these scores will determine the monthly theory average. Textbook - Milady Standard Textbook of Cosmetology.

### **Clinic / Practical Grades**

Clinic / Practical grades are based on the number of tasks completed satisfactorily and a monthly practical test. These tasks are recorded on weekly worksheets and totaled at the end of the one month measurement period. The number of tasks required weekly for each student to attain 100% in this area is determined by the chart below. That number is divided into the number of tasks satisfactorily completed for the monthly Clinic / Practical average. This task grade is 50% of total clinic/practical grade.

|             | 320 - 600 hrs. | 601 - 1200 hrs. | 1201 - 2000 hrs. |
|-------------|----------------|-----------------|------------------|
| 40 hr. week | 21             | 36              | 46               |
| 32 hr. week | 17             | 29              | 37               |
| 26 hr. week | 13             | 22              | 28               |

A monthly practical test must be completed during month assigned and will count as 50% of total clinic/practical average.

### **Assignment Grade**

Assignment grades are based on assignments completed when due. All assignment grades are averaged monthly.

### **Adjustment of Grades**

Grades will not be adjusted for absences except in the case of approved vacations and leaves of absence.

The following chart indicates the number of practical tasks required for graduation. The number of tasks listed, which are based on earned hours, are goals for the individual students to achieve throughout the course of instruction. These goals do not have an impact on the student's grade, but it is important to understand that graduation is contingent upon meeting the minimum Task Grand Total listed for each service by the time 2000 hours have been completed.

PRACTICAL TASKS REQUIRED BASED ON EARNED HOURS

| PROCEDURE   | 320-750                       | 751-1250 | 1251-2000 | GRAND TOTAL |
|---|-------------------------------|----------|-----------|-------------|
| HAIR STYLING  | 20                            | 35       | 45        | 100         |
| LASH AND BROW   | 4                             | 6        | 10        | 20          |
| THERMAL STYLING WOMEN   | 30                            | 50       | 70        | 150         |
| THERMAL STYLING MEN   | 15                            | 15       | 20        | 50          |
| EYEBROW ARCHING, WAXING   | 10                            | 15       | 20        | 45          |
| HAIR CUT  | 66                            | 134      | 200       | 400         |
| MUSTACHE - BEARDS   | 2                             | 3        | 5         | 10          |
| MAKE-UP   | 10                            | 15       | 25        | 50          |
| PERMANENT WAVES   | 15                            | 30       | 45        | 90          |
| FACIALS, PACKS, MASKS, MASSAGE }<br>SKIN ANALYSIS, AROMATHERAPY } | 20                            | 40       | 60        | 120         |
| TINTS   | 7                             | 20       | 23        | 50          |
| CHEMICAL RELAXERS   | 4                             | 6        | 10        | 20          |
| BLEACH - FROSTS   | 7                             | 20       | 23        | 50          |
| BRAIDS  | 1                             | 2        | 2         | 5           |
| MANICURES   | 5                             | 10       | 15        | 30          |
| PEDICURES   | 5                             | 10       | 15        | 30          |
| ARTIFICIAL NAILS  | 10                            | 20       | 20        | 50          |
| FINGER WAVES  | 10                            | 15       | 25        | 50          |
| PINCURLS  | 10                            | 10       | 10        | 30          |
| WIGS  | 3                             | 10       | 12        | 25          |
| SCALP TREATMENTS  | 10                            | 15       | 15        | 40          |
| HAIRSTYLE OF THE WEEK   | 16                            | 16       | 18        | 50          |
| SCALP TREATMENTS AND<br>FACIALS FOR MEN                           | 2                             | 3        | 5         | 10          |
| SPECIAL CLASSES   | 16                            | 16       | 18        | 50          |
| RECEPTION, DISPENSORY   | INSTRUCTOR'S DISCRETION OR 80 |          |           |             |
| SANITARY, INFECTION CONTROL                                       | 20                            | 20       | 20        | 60          |

**ALL PRACTICAL GRADES WILL BE BASED ON THE FOLLOWING 4-POINT SCALE:**

1. Below 70% - Unsatisfactory
2. 70% to 79% - Satisfactory
3. 80% to 89% - Average
4. 90% to 100 - Excellent

Reception hours will include:

1. Booking appointments
2. Telephone and personal etiquette
3. Organization skills and efficiency

Dispensary hours will include:

1. Organizational skills and efficiency
2. Proper use of time
3. Appearance of dispensary

**SANITATION**

All student will be expected to maintain sanitation in following areas:

1. Personal appearance
2. Work station appearance
3. Completion of sanitation duties

**THEORY GRADES**

Tests will be given during each one-month measurement period at the end of each chapter. The average of these scores will be used to determine the monthly average.

1. Tests not taken due to absence or tardy are given a zero grade.
2. Make up tests are given on the first available theory hour after the missed test.
3. Make up tests are required for all missed or failed tests.

**OVERALL GRADES**

The overall grade average for each one-month measurement period will be determined by the average of a student's grades in the following areas:

1. Practical tasks performed / monthly practical tests
  2. Theory test scores
  3. Reports or other assignments due
- Students must maintain a minimum average of 70%.

The weekly required practical grade will be averaged in one-month measurement periods. Grades will not be adjusted for absences except in the case of approved leaves of absence, approved vacations.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

1. Satisfactory Academic Progress will be measured on a cumulative basis using evaluation periods of one month duration. Attendance and grade average will be measured concurrently and reviewed with each student on a monthly basis by the school manager starting after first month enrolled.
2. The following criteria are used in measuring Satisfactory Academic Progress.
  - A. Attendance - Students must not attend less than 70% of available hours on a cumulative basis in any one month measurement period, and such attendance must further not be less than 70% in theory attendance and 70% in general attendance, and 70% in Saturday attendance.

- b. Grade Average - Students will be graded in the following areas:
  - (a) Theory exams
  - (b) Practical tasks
  - (c) Assignments due

The grades in these areas will be averaged together to determine the overall grade average. This overall average must not be less than 70 & on a cumulative basis.

- 3. Students must meet all of the above minimum criteria to be considered as demonstrating Satisfactory Academic Progress. Students not demonstrating Satisfactory Academic Progress as defined herein will be placed on warning for the following measurement period. During the period of warning the student will be considered to be making satisfactory academic progress. If the student fails to demonstrate satisfactory academic progress during the period of warning the student will be put on probation. The student's first warning period will incur no charge, however, all subsequent warnings or probations will incur a \$50.00 fee. Probationary periods may not be concurrent or termination will result with a \$100.00 fee.

The student is not considered to be making satisfactory academic progress until the student has demonstrated satisfactory academic progress at the end of that measurement period. If a student fails to demonstrate satisfactory academic progress at the end of this measurement period the student will be terminated again.

In any case, a student must have the ability to complete the course of instruction within the maximum time frame allowed. The maximum time frame is defined as 1.5 times the contracted course length. The course length is the total contracted hours divided by the contracted hours per week. This means that a full time student contracted to complete the course in 52 weeks must complete within 74 weeks of enrollment. In addition, a student must meet both attendance and academic requirements in at least one evaluation period by the mid point of the course. If it is determined at the mid point of the course that the student will be unable to complete the course within the maximum time frame allowed, the student will be terminated.

- 4. The college will not include such periods of time during which the student was on an official leave of absence, nor such periods of time during which there was an interruption of training approved by the college.
- 5. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.
- 6. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.
- 7. Students may appeal determinations of non-satisfactory academic progress in accordance with the section of this catalog entitled "Appeals".

### **APPEALS**

Students who believe that they have been adversely affected by determination of non-satisfactory academic progress, and have consequently experienced an interruption in their training and/or and interruption in eligibility for participation in financial aid programs, may utilize the following Appeals procedure:

- 1. Students must file a written appeal, and said appeal must be delivered to the manager. This appeal must contain the details and reasons why the student believes a reinstatement should be allowed.
- 2. The Beauty College will evaluate the written appeal and will notify the student within 10 school days of the said date of appeal the results thereof.
- 3. The student shall have the right to require an appeal with a personal interview with the manager.



## **STUDENT SERVICES**

New Horizons Beauty College does not provide housing for its students. However, adequate moderately priced housing is available.

## **JOB PLACEMENT SERVICES**

The school offers job placement services to help graduates efforts to secure employment in the field of Cosmetology or a related field by:

1. We encourage and teach professional dress.
2. We teach how to write a resume.
3. We use follow up from salons who have hired our graduates to improve our curriculum and stay current with new trends and styles.
4. We take senior students to local salons and also have local salon owners into the school for classes.
5. We periodically call salons in town for job openings which are posted on the school bulletin board.

## **PHYSICAL DEMANDS OF THE COSMETOLOGY/BARBERING PROFESSION**

The Cosmetology/Barbering profession requires basic good health and the ability to remain on feet for long periods of time, along with good mobility and finger dexterity.

## **Career Opportunities for Cosmetologists**

- Hairstylist
- Hair Color Technician
- Permanent Wave Technician
- Scalp & Hair Specialist
- Nail Technician
- Make Up Artist
- Salon Manager
- Salon Owner
- Marketing / Media
- Manufacturer Representative
- Platform Artist
- Demonstrator

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## **Average Salary/Earnings**

Currently, there are many exciting and positive creative career options in cosmetology. Research compiled for the 2003 NACCAS Job Demand Survey, indicates the following: 63% of Utah salon owners classify their businesses as a 'full-service salon', 17% as a haircutting salon, and 7% as a nail salon. Nationally, 59.4% of salons are classified as 'full service', while 17.9% are haircutting only salons, 4.5% are barbershops, 4.3% are nail salons and 4% are day spas. 50% of Utah salon professionals work full-time, 33% are part-time (20 to 35 hours) and 17% are low-time with less than 20 hours worked per week. Nationally, 57% of salon employees now work full-time, 33% are part-time and 10% are low-time or less than 20 hours per week. The average income for a salon professional in Utah and in America today is \$30,000 to \$50,000 per year. By this latest research, the corresponding yearly full-time salaries were \$53,150 for salon owners and \$36,100 for all other salon professionals across the USA. The exciting news is that salon earning power keeps improving! Locally, the average earnings for a cosmetologist new to the field is \$18,000 to \$20,000 per year.

New Horizons Beauty College is licensed and regulated by the  
State of Utah Department of Occupational and Professional Licensing.

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Salt Lake City, Utah 84145-0805  
(801) 530-6628

New Horizons Beauty College is accredited by the  
National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street  
Alexandria, VA 22314  
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**NEW HORIZONS BEAUTY COLLEGE**  
**RATES OF INTEREST**

**2015 School Year**

Completion Rate 73.08%  
Placement Rate 88.89%  
Licensure Rate 100.00%