

STUDENT HANDBOOK AND CATALOG



COLLEGE OF HAIR DESIGN CAREERS
WHERE EDUCATION AND DREAMS MEET!

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Statement of Educational Goals and Objectives

The College of Hair Design Careers is dedicated to the development and execution of an educational program in the basics of Hair Design, Esthetics, and Nail Technology which will enable the student to learn the theory, and develop the technical and people skills necessary to pass examinations for State Certification, and to be successful in the workplace.

(All programs are taught in English)
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A CAREER AS A BEAUTY PROFESSIONAL

Thanks for including the College of Hair Design Careers in your career search! This catalog is designed to provide you with enough information so you will be able to make an informed decision about possible enrollment in our college.

If only one word could be selected to describe the field of a beauty professional, that word would be "CREATIVITY."

Beauty professionals have a very personal profession in an increasingly impersonal world. Our profession touches people, both physically and psychologically. It is one of the few professions that do. We touch not only the customer's head; we often touch that person's life.

In the salon, a fully certified beauty professional will do all kinds of work, including manicuring, shampooing, hairstyling, make-up application, temporary and permanent hair waving, hair straightening, bleaching and tinting, and various skin and scalp treatments. Many operators specialize in one or more of these services.

The major objective of our college is providing the student with preparatory training, as required by the Oregon Higher Education Coordinating Commission, and the State Board of Cosmetology.

THE COLLEGE AND ITS PHILOSOPHY

The College of Hair Design Careers is licensed by the Oregon Higher Education Coordinating Commission to provide training preparatory for certification in Hair Design, Esthetics, and Nail Technology.

Emphasis is placed on modern technology and trends. Our staff is required to attend seminars and workshops regularly to maintain a high level of proficiency.

We are located one block east of Lancaster Drive in the northeastern section of Salem, on the corner of Market Street and Clay Street. The College offers over seven-thousand five hundred square feet of space which houses the Clinic floor; with individual stations, make-up area, dispensary, also a shampoo and dryer area, nail area with individual work stations and two private rooms for Esthetic services. Classroom ;(s) equipped with a smart TV, tablet and Power Point projector; Student lounge; with refrigerator and microwaves, student lockers and additional classroom; Reception area; with customer services computer and seating for guests; Offices; for teacher's and administrative staff; Library/Computer lab; with computers equipped with academic and review software; Conference room, and it's all in a friendly atmosphere. Ample free parking is provided for customers and students both on the college grounds and on streets side.

The College of Hair Design Careers believes in and abides by the Fair Employment Practices Act, ensuring equal employment and admissions opportunities to all persons, regardless of sex, race, religion, color, creed, ethnic origin, sexual orientation, economic need, or age.

Review of Accrediting and Licensing documents pertaining to accreditation and licensure are on file in the college and may be viewed by staff, students, and prospective students as needed.

YOUR COLLEGE AND THE INDUSTRY

Most states in the USA require a license before you can practice as a cosmetologist. Individual states establish minimum technical training requirements that must be successfully completed before you can take the state professional licensing examination.

Cosmetology is a "people" business. If you like dealing with people, you will be happy, and probably successful in this industry. Cosmetology is a big industry with lots of opportunities for advancement and security. If you decide to make a career change later in life, you will find that the people and business skills you learn in beauty college will be valuable in other careers as well. When it comes to getting along with people, successful cosmetologists are the masters.

Throughout the nation, there is currently an acute shortage of licensed hairdressers, manicurists, and skin care specialists. As the "baby boomers" move into their fifties, the demand for hair color, nail and skin care services has grown while the number of licensed cosmetologists entering the profession is shrinking.

How about the \$\$\$\$? The Oregon Department of Labor consistently projects job openings in this career as listed in the publication, OREGON CAREERS. Ask your own hairdresser what they think about the future of cosmetology. Remember, every hairdresser, barber, manicurist, or Esthetician began their career in beauty college. Oregon wage projections data can be found by going to www.qualityinfo.org, and clicking on the "Occupational Info Center" tab.

Hair Designers DO have a unique profession. Creative expression is rewarded, work schedules are flexible, and salaries are limited only by individual ability and effort. Hair, Nails, and Skin Care is a promising field for both men and women of all ages.

PHYSICAL DEMANDS OF THE PROFESSION

A hairdresser or skin care specialist must have good hand/eye coordination and limited leg mobility for moving while performing services. Persons unable to stand for long periods of time or having only limited mobility would have difficulty using the various types of equipment.

Manicuring and the application of artificial nails do not require standing or mobility. Clients and technician are seated for the entire manicure and/or acrylic nail application.

Esthetics (skin care) does not require a great deal of mobility. However, arm, hand, and finger strength is required for the massage portion of a skin service.

PROFESSIONAL SAFETY REQUIREMENTS

As a professional cosmetologist and a student of cosmetology, you will be using and applying hazardous chemical products in the performance of some client chemical services. Oregon law requires extensive safety training as part of its cosmetology curriculum (see Program outlines). If you have any known allergies to cosmetics or chemical beauty products, ask to review a copy of our OSHA student-training manual.

If you are pregnant at the time of your enrollment, or become pregnant while attending college, the College of Design Hair Careers suggests seeing your obstetrician for guidance.

EDUCATION

The College of Hair Design Careers is a performance-oriented college whose instructional system contains modularized subjects. The student's ability to perform specific job-related assignments is the center of focus. The general objective of this task-oriented curriculum is to train students for careers as Hair Design Stylists, Manicurists, and Estheticians. Students are evaluated at regular intervals to insure progress toward graduation.

"Performance-oriented" means a student must not only complete their clock-hours but also complete all required academic Programs, all required laboratory projects, perform a variety of clinic operations, pass written, oral, and practical examinations. The student is then graduated and may take the State Examination for certification.

Instruction for more than 50% of the Program of study is based on realistic salon situations and work problems. Since an understanding of theory is an essential foundation for developing practical skills, considerable attention is given to the development of this knowledge.

Each student is assisted in progressing as quickly as they are able and willing. The teaching method utilizes small groups of students. This allows for plenty of one-to-one instruction, while the student still benefits from group teaching and discussions.

The College of Hair Design Careers recognizes that student's progress at different rates. For those students who wish to or need to progress at less than the fastest possible rate, every consideration will be given to meeting their needs. Additional tuition may be charged to students for which it is necessary to extend training beyond the expected contracted graduation date.

Education and training based on Salon Readiness Objectives has several important advantages. Specific criteria are used in order to assess the student's levels of achievement.

The College of Hair Design Careers evaluation system examines a student's progress by determining if the student has met both theory and practical standards of performance.

The College of Hair Design Careers educational training maximizes the individualization of the student. Hair Design Stylists are not born --- they are taught! The three main factors determining the success of a student are the college, the teacher, and the most important, the student's attitude.

OUR GOALS FOR YOU

The College of Hair Design Careers is dedicated to the development and execution of an educational program in the basics of Hair Design, Esthetics, and Nail Technology which will enable the student to learn the theory, to develop the technical and people skills necessary to pass examinations for the State Certification, and to be successful in the workplace.

TRAINING --- A comprehensive training in Hair Design, Esthetics, and Nail Technology.

EXPERIENCE --- Practical learning opportunities for each student.

CAREER PLANNING --- Opportunities for planning and exploration within the Hair Design, Esthetics, and Nail Technology professions.

ACTIVITIES --- Cultural enrichment opportunities through extracurricular activities, demonstrations, guest speakers, and field trips.

AID --- Providing a variety of student services: guidance and counseling, financial aid, testing, and placement.

PLACEMENT SERVICES

Employment is not guaranteed upon graduation.

College of Hair Design Careers provides placement assistance for students, which consists of names of salons requesting employees. Students will learn job search techniques, resume writing, job interview techniques and professionalism.

College of Hair Design Careers encourages each student to participate in salon visits to at least four salons of their choice (while still in college) to interview for possible future employment.

ADMISSION POLICY

The College of Hair Design Careers admits persons who are at least 18, and are a High School graduate, or have a High School Graduation Equivalency Certificate. The student must furnish Official Transcript or Certified Diploma of Education, Proof of Age, and a Social Security card. Should an enrolling student provide a foreign high school diploma the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. diploma. This documentation must come from an outside agency.

Prospective students will be notified by phone of Acceptance or Denial of admissions within 7 days of all admissions forms being completed and submitted along the completion of an entrance interview.

Failure to submit all required documents will result in denial of admissions. Applicants that have been denied may reapply after 60 days or after they have met the required criteria that were requested by the College for acceptance.

The college does not recruit students already attending or admitted to another college offering a similar program of study.

It is best to register for enrollment, and pay the registration fee, at least three weeks in advance to assure a place in class. Please see Calendar in this catalog for beginning dates of classes.

Students may apply to be re-enrolled (through the Administrator) to the college following termination, after a waiting period of ninety (90) days. Such students will be enrolled on the same status they left under. This procedure applies only to dismissals caused by lack of satisfactory progress, either academic and/ or attendance.

All previous charges from prior enrollment must be paid before re-enrolling.

Re-enrolling students will be charged at the current tuition rates and pay the required enrollment fee. Prior clock hours and academic achievements from the first period of enrollment will be credited to the re-enrollment contract. Re-enrolling students will be charged for the remaining hours needed to complete the program in which they are enrolling.

A student returning from a leave of absence or other official interruption or training will remain in the same status with respect to satisfactory progress prior to the interruption.

Students that withdraw (voluntary or non-voluntary) may apply to be re-enrolled after 90 days waiting period from their last day of attendance.

The college at its own discretion may request the student to complete an academic and/or practical evaluation prior to re-admission and the Administrator may also request a letter of intent explaining how the student will have the ability to complete the program to avoid the previous issue (attendance, financial or disciplinary).

Re-admission under any circumstance is not guaranteed.

TRANSFER STUDENTS

The College of Hair Design Careers accepts transfer students who have previous academic credit from a certified college. However, the College of Hair Design Careers must receive an **Official Transcript** of training with time accrued mailed directly from the college previously attended to the College of Hair Design Careers, including a Financial Aid Transcript (if applicable).

The College of Hair Design Careers will give credit for previous hours and requirements earned upon receipt of Official Transcript. All fees and tuition will be prorated according to the amount of time needed to complete the Program at this college. Textbook and equipment charges, if applicable, are additional.

During the first few weeks the transfer student will be evaluated on both academic and skill aptitudes to determine placement.

Transfer students are advised that clock hour training credits in Oregon are only valid for 10 years from the date of graduation, withdrawal, or termination of enrollment (OAR 715-045).

The College of Hair Design Careers reserves the right to determine if the amount of transfer hours accepted are all hours, a portion of hours, or no hours accepted.

Transfer hour from another Institution that are accepted toward the student's educational program are counted as attempted and completed hours.

FINANCIAL AID

Students who are found eligible may receive Federal Financial Aid. For further details about financial aid plans, please contact the college's Financial Aid Officer who will be most happy to assist you.

Most Financial Aid is awarded on the basis of need. Need is the difference between what it costs to attend college and how much you and/or your family can reasonably be expected to contribute toward those expenses. The expected contribution is determined from the information you submit on the Free Application for Federal Student Aid form. This form is available from our Financial Aid Office.

The College of Hair Design Careers participates in the Federal Title IV Financial Aid. This includes Federal PELL Grants and the Federal Direct Loan program for those eligible.

The College of Hair Design Careers is certified for educational training by the USDI Bureau of Indian Affairs. Vocational Rehabilitation also uses our college for training of eligible persons.

The College of Hair Design Careers is approved by the State Approving Agency for the enrollment of those eligible to receive GI Bill® education benefits. Please contact the U.S. Department of Veterans

Affairs at 1-888-442-4551 or <https://explore.va/education-training> to apply for benefits or find out more about your benefits.

Any student receiving GI Bill® education benefits while attending College of Hair Design Careers is required to obtain transcripts from military training and all previously attended schools and submit them to the college for review of prior credit and shortening of the program proportionately.

The Satisfactory Academic Progress and Leave of Absence policies, as outlined in the Catalog, apply to all enrolled students, and not just those receiving Title IV funding.

For students who qualify, there is a Barber and Hairdressers Grant.

PROGRAMS AVAILABLE:

HAIR DESIGN: 1150 clock hours. (34 Contracted Weeks) Maximum 42 weeks (2 Academic yrs.)
 288 Theory Hours, 862 Practical Hours

In addition to technical training in Hair Design, students enrolled in this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 clock hour's length and a Career Development of 20 clock hours. The 40 clock hours for completion of the state required hours have been included in the 1150 clock hours. Maximum class size is 15.

HAIR DESIGN	A Current Program Operations/Hours
Anatomy and Physiology	22
Microbiology	4
Hair Services	
Hair Cutting	160/320
Hairstyling	105/157.5
<ul style="list-style-type: none"> • Wet Hairstyling • Thermal Hairstyling • Braiding 	
Chemical Services	180/540
<ul style="list-style-type: none"> • Permanent Waving • Hair Coloring • Hair Decolorization • Chemical Hair Relaxing 	
Shaving	10/5
Implements / Tools / Equipment	
	17.50
Product Knowledge / Chemistry	
	31
Safe Usage, Safety Devices and Federal Regulations and Standards	
	13
Safety-Sanitation	
	77
Career Development	
	20
Oregon Laws and Rules	
	20
Total Overall Program Hours w/ LR&CD (16+9+10)	1150

The instructional format for all Programs include, academic (theory) instruction classes, practical (technical skills) laboratory classes, and clinic (guided practice) laboratory classes. The content (subjects) to be taught and the time allocated for instruction is detailed below in the Program outline. Maximum class size is 15.

Employment Opportunities: Specialist in hair design, cutting, texture and color. Salon Manager/Owner Platform artist, Cruise Line Personnel and salon sales representative.

NAIL TECHNOLOGY: 281 clock hours (9.25 Contracted Weeks) Maximum 11 weeks (1 Academic yr.) 80 Theory Hours, 201 Practical Hours

In addition to technical training in Nail Technology, students enrolled in this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20 clock hour’s length and a Career Development of 20 clock hours. The 40 clock hours for completion of the state required hours have been included in the 600 clock hours.

Anatomy and Physiology		18	
Microbiology		2	
Nail Technology Services			
Manicuring		20/40	
Pedicuring		20/40	
Artificial Nails (30 full sets / 300 singles)		30/120	
<ul style="list-style-type: none"> • Fills • Overlays • Forms • Removals • Repairs 			
Implements / Tools / Equipment		6	
Product Knowledge / Chemistry		8	
Safe Usage, Safety Devices and Federal Regulations and Standards		7	
Safety-Sanitation7.5		15	
Career Development		20	
Oregon Laws and Rules		20	
Total Overall Program Hours w/LR&CD		281	

The instructional format for all Programs include, academic (theory) instruction classes, practical (technical skills) laboratory classes, and clinic (guided practice) laboratory classes. The content (subjects) to be taught and the time allocated for instruction is detailed below in the Program outline. Maximum class size is 15.

Employment Opportunities: Manicure/Pedicure specialist, nail artist, salon Manager/Owner assist a Podiatrist, platform artist.

ESTHETICS : 484 clock hours. (15 Contracted Weeks) Maximum 19 weeks (1 Academic yr.)

121 Theory Hours, 363 TPractical Hours

In addition to technical training in facial technology, students enrolled in this Program of study are required by Oregon law to complete both a Safety and Sanitation of 20-clock hour's length and a Career Development of 20 clock hours. The 40 clock hours for completion of the state required hours have been included in the 500 clock hours.

ESTHETICS		Current Program Operations/Hours
1	Anatomy and Physiology	18
2	Microbiology	4
3	Esthetic Services	
	Skin Care Procedures and Services <ul style="list-style-type: none"> • Facials • Exfoliants • Microdermabrasion • Light Therapy • Chemical Treatments • Electrotherapy • Body Treatments 	140/280
	Facial Makeup	20/40
	Hair Removal	60/60
4	Implements / Tools / Equipment	15
5	Product Knowledge / Chemistry	17
6	Safe Usage, Safety Devices and Federal Regulations and Standards	10
7	Safety-Sanitation	(25.5)
8	Career Development	20
9	Oregon Laws and Rules	20
10	Total Overall Program Hours w/ LR&CD (15+8+9)	484

The instructional format for all Programs include, academic (theory) instruction classes, practical (technical skills) laboratory classes, and clinic (guided practice) laboratory classes. The content (subjects) to be taught and the time allocated for instruction is detailed below in the Program outline. Maximum class size is 15.

Employment Opportunities: Skin care specialist, makeup artist, Artificial lash specialist, Salon Manager/Owner Dermatologist Assistant, platform artist.

COMBINATION PROGRAMS

The State of Oregon allows a student to take combinations of the three basic Programs of Hair Design, Nail Technology, and Esthetics. These combinations are listed below. To be Fully Certified in the State of Oregon, as well as in all other states, all three basic Programs should be taken.

HAIR DESIGN, ESTHETICS, AND NAIL TECHNOLOGY

(1835 HOURS) 2 Academic yrs. 458 Theory Hours, 1377 Practical Hour

Educational standards will be the combination of the Hair Design 1150-hour Program, the Nail Technology 281 hour Program, and the Esthetician 484 hour Program. Since a student only has to complete the 40 hour Safety /Sanitation, and Career Development once, the time is 1835 hours. The Program can be completed in 53 contracted weeks, max. 66 weeks.

HAIR DESIGN AND NAIL TECHNOLOGY

(1391 Hours) 2 Academic yrs. 347 Theory Hours, 1044 Practical Hours

Educational standards will be the combination of the Hair Design 1150 hour Program, and the Nail Technology 281 hour Program. Since a student only has to complete the 40 hour Safety/Sanitation, and Career Development once, the time is 1391 hours. The Program can be completed in 41 contracted weeks, max. 50 weeks.

HAIR DESIGN AND ESTHETICS

(1594 Hours) 2 Academic yrs. 398 Theory Hours, 1196 Practical Hours

Educational standards will be the combination of the Hair Design 1150 hour Program and the Esthetician 484 hour Program. Since a student only has to complete the 40 hour Safety/Sanitation, and Career Development once, the time is 1594 hours. The Program can be completed in 46 contracted weeks, max. 58 weeks.

ESTHETICS AND NAIL TECHNOLOGY

(725 Hours) 1 Academic yr. 181 Theory Hours, 544 Practical Hours

Educational standards will be the combination of the Nail Technology 281 hour Program, and the Esthetics 484 hour Program. Since a student only has to complete the 40 hour Safety/Sanitation, and Career Development once, the time is 725 hours. The Program can be completed in 23 contracted weeks, max. 27 weeks.

TEACHER TRAINING:1000 clock hours (29 weeks) maximum 37 weeks. 1 Academic yr.

250 Theory Hours, 750 Practical Hours

To be accepted for training, the applicant must be at least 18 years old, and have both a high school diploma (or GED), and a current Practitioner's Certificate in the classification(s) they wish to teach. Hair Design, Esthetics, Nail technology.

The college can evaluate and give up to 500 hours credit for professional teaching experience or any academic training received in a community college or institution of higher education when that academic training contributes to achievement of the total approved Program of study.

The student will have a combination of Academic and Practical learning. Subject matter consists of: Lesson plan preparation, classroom fundamentals, proper implementation of the lesson plan, develop and administer tests and evaluation of results. The student will also will spend time practice teaching.

After fulfilling requirements, the applicant will receive a State License that will enable them to teach in an Oregon Cosmetology college. They can also teach in related areas, such as educator for products companies and/or manufacturers, community colleges in related field.

Further information is available upon request.

Program goals: Our goal is to provide each student with a high degree of practical (technical) skills and thorough theoretical knowledge by the completion of their program. This knowledge and practical experience will qualify our graduate to take the State Board of Cosmetology Examination.

EDUCATIONAL COSTS

HAIR DESIGN/ ESTHETICS / NAIL TECHNOLOGY

Registration.....	150.00
Texts & Printed Materials	1000.00
Kits/Supplies: Hair Design.....	1250.00
Nail Tech	675.00
Esthetics.....	675.00
Tuition	<u>15180.00</u>
TOTAL	18930.00

HAIR DESIGN AND NAIL TECHNOLOGY

Registration.....	150.00
Texts and Printed Materials.....	600.00
Kits/Supplies: Hair Design.....	1250.00
Nail Tech	675.00
Tuition	<u>12910.00</u>
TOTAL	15585.00

HAIR DESIGN AND ESTHETICS

Registration.....	150.00
Texts and Printed Materials.....	650.00
Kit/Supplies: Hair Design.....	1250.00
Esthetics.....	675.00
Tuition	<u>13942.00</u>
TOTAL	16667.00

HAIR DESIGN

Registration.....	150.00
Texts and Printed Materials.....	400.00
Kits/Supplies:	1250.00
Tuition	<u>13090.00</u>
TOTAL.....	14890.00

ESTHETICS / NAIL TECHNOLOGY

Registration.....	150.00
Texts and Printed Materials.....	650.00
Kit/Supplies: Nail Tech.....	675.00
Esthetics.....	675.00
Tuition	<u>7432.00</u>
TOTAL.....	9582.00

NAIL TECHNOLOGY

Registration.....	150.00
Texts and Printed Materials.....	400.00
Kit/Supplies	675.00
Tuition	<u>3525.00</u>
TOTAL	4750.00

ESTHETICS

Registration.....	150.00
Texts and Printed Materials.....	450.00
Kit/Supplies	675.00
Tuition	<u>4950.00</u>
TOTAL	6225.00

TEACHER TRAINING

Registration.....	150.00
Texts and Printed Materials.....	275.00
Tuition.....	6000.00
TOTAL.....	6425.00

Prices effective May 1st, 2019

After a student has enrolled to retain a place in class the student must pay the \$150.00 Registration Fee

An installment plan can be arranged with no interest charge for those needing self-pay Arrangements

A Payment schedule will be given with the student contract.

All supplies and equipment used by the student are included in the Tuition/Kit fee, except for items that the student may wish to purchase for their own personal use.

Tuition must be paid according to contract. The college reserves the right to interrupt training whenever a student is behind in payment, unless other arrangements have been made with the college's financial office. All charges must be paid or arranged for prior to being eligible to graduate and to be registered to take State Exams. All financial obligations must be taken care of in the financial office prior to release of any transcript, whether student completes training or drops from training.

All fees must be paid in full before graduating from the College of Hair Design Careers.

Cash, Check, Credit Card, and Money Orders are accepted.

The College of Hair Design Careers resumes the right to change Kit contents and/or prices and fees to reflect current prevailing market prices.

SATISFACTORY ACADEMIC PROGRESS POLICY

GRADING PROCEDURES:

The college uses a numerical grading system with 70% recognized as passing. Grades are given in Academics, Practical, and Sanitation.

Students must achieve at least 70% on all written and performance tests in order to successfully complete a Program of study. Tests in which a student receives less than 70% must be retaken. A student is allowed to retake a failed examination, however the student can only receive a 70% score. A student failing a Freshman classroom level final exam will retake that portion of the program.

Students must maintain satisfactory progress while enrolled for training. Satisfactory progress is based on 70% grade average in academic and practical exams, class participation, compliance with rules and regulations, and a minimum of 70% in attendance. More detailed information on satisfactory progress sections of this handbook.

Below is an explanation of our grading system:

ACADEMIC PROGRESS: Qualitative factors

Academic class grades Laboratory grades
Written test scores and evaluations

100-90 = A	your work is above what is expected of someone with your hours.
89-80 = B	your work is good and appropriate for your hour level
79-70 = C	your work is not at the level that it should be for your hours
Below 70 = F	you're not meeting school standards or requirements for your hour level

Academic grade Example:

1.	Clinic	95
2.	Academic	75
3.	Lab	88
4.	Sanitation	85 = 344 divided by 4 = 86%

ATTENDANCE PROGRESS: Quantitative factors

Attendance progress is a minimum of 70%

Attendance example: 450 hours Attended/575 possible hrs. = 78%

Students must maintain satisfactory academic progress while enrolled for training. Satisfactory academic progress is based on 70% grade average and 70% attendance. Please see section on satisfactory academic progress.

The student who has frequent tardiness and/ or absences will be counseled by the school management to determine course of action. This counseling will be made by appointment between the student and management.

Academic advising is done at the end of each freshman class and periodically on the clinic floor as needed. Each student will receive a academic/practical progress report at the beginning of each month.

Satisfactory academic progress is printed in the Student Catalogue and Handbook to ensure all students receive a copy prior to enrollment.

Satisfactory academic progress in academic (qualitative) and attendance (quantitative) (minimum 70%), on a cumulative basis, is a requirement for all students enrolled in this college. Part time students are evaluated on the same time basis as full time. Students receiving funds under Federal Title IV financial aid programs must maintain satisfactory academic progress in order to continue eligibility for such funds.

The grace period of weeks included in the student’s contract are to cover personal and miscellaneous time off, such as Dr. appointments, illness and other events that may cause minor absences. Students should be aware if exams are failed or missed contract end dates do not change.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

The maximum time frame for program completion is no greater than 145% of the contracted program length. Program length is defined as the contracted hours necessary to complete the requirements for graduation from the program. An approved leave of absence extends the contracted time and the maximum time by the same number of days taken in the leave of absence.

Program	Hours	Min. Time	Contract	Max.Time	Midpoint
Hair Design/ Esthetics/ Nail Technology	1835	46WKS.	53WKS.	66WKS	917.
Hair Design/ Nail Technology	1391	35	41	50	695
Hair Design/ Esthetics	1594	40	46	58	797
Hair Design	1150	29	34	42	575
Esthetics/ Nail Technology	725	19	23	27	362
Nail Technology	281	7.25	9.25	11	140
Esthetics	484	13	15	19	242
Teacher Training	1000	25	29	37	500

Normal time for completion in contracted weeks is as stated, before overtime charges of \$40.00 per day until completion occurs. Students must maintain 86% attendance to avoid overtime contract charges.

Please note that students who have not completed by the maximum time frame will be terminated.

Program incompletes, withdrawals, repetitions and non-credit remedial programs have no effect upon the college’s satisfactory academic progress standards.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress according to the chart below. Results including impact upon the student's eligibility for financial aid will be reviewed with the student within 7 college business days of the scheduled date as follows:

Scheduled Hour Evaluations:

Hair Design/Nail Technology/Esthetics: 450, 900, 1350, 1800 Hair Design: 450, 900, 1150

Hair Design/Nail Technology: 450, 900, 1146, 1391 Nail Technology/Esthetics: 362, 725

Hair Design: 450, 900, 1247, 1594 Nails Technology: 140, 281
Esthetics:

Teacher Training: 500, 1000 Esthetics: 242, 484

Time frames are different for transferring in or re-enrolling in college, see Administrator and Financial aid Office for specifics.

Evaluations will determine if the student has met minimum requirements for satisfactory academic progress. Evaluation documents will be signed by the student and financial aid office and placed in their file.

The frequency of the evaluations is to ensure students have ample opportunity to meet both qualitative and quantitative program requirements. At least one evaluation must occur no later than midpoint of the program.

DETERMINATION OF STATUS

Any student who meets the minimum requirements for academics (70%) and attendance (70%) at the evaluation period (scheduled above) will be considered making satisfactory academic progress until the next evaluation. At the evaluation if the student's attendance and/ or academics is less than 70% they will be considered not making satisfactory academic progress, and will be put on warning status. During warning status a student can still receive financial aid. At the next scheduled evaluation date the warning status will be lifted if the student's progress is at the minimum academic and attendance standards.

If the student does not meet minimum satisfactory academic progress standards, at the end of the warning period the student may appeal to be placed on probation, only if it has been determined (mathematically possible) that the student can obtain satisfactory academic progress by the next evaluation period. Students on probation will be ineligible for Title IV aid. However, students on probation may appeal their Title IV aid loss of eligibility to have it reinstated during probation, See Appeal Process. In all cases, when the probation ends, the student must be meeting minimum satisfactory academic and attendance standards or they will be terminated from college. Any student re-entering after a period of withdrawal will re-enter in the same progress status as when the student left.

TRANSFER HOURS

Transfer hours from another Institution that are accepted toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on the actual contracted hours at the institution.

APPROVED LEAVE OF ABSENCE

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education rather than as a withdrawal for the calculation of the Title IV funds when a student withdraws. If a leave of absence does not meet the conditions the student is considered to have ceased attendance at the college and therefore to have withdrawn from the college.

A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance.

A student who has taken an APPROVED leave of absence is not considered to have withdrawn from college according to Federal Regulations and no refund calculation is required at this time.

A LEAVE OF ABSENCE IS APPROVED ONLY IF:

- * The student has made a written request, which must include the reason for the leave and the student's signature, prior to the leave time. The Institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the situation. The student will not be charged any additional fees as a result of the LOA.
- * The student provides the proper documentation required for the approval of the leave.
- * The leave of absence does not exceed 180 calendar days, in a 12 month period.
- * Subsequent leaves may be granted for EXTREME MEDICAL reasons never to exceed 180 calendar days.
- * The 12-month period begins on the first day of the leave of absence.
- * The college does not charge the student for the leave of absence.
- * The student followed the college's policy in requesting the leave of absence.
- * The college approved the student's request in accordance with the college's policy.
- * The college determines that there's a reasonable expectation that the student will return to college.
- * Upon the students return from the leave of absence, the student is permitted to complete program work he or she has begun prior to the leave of absence.
- * If the student is a Title IV loan recipient, the college explains to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including exhaustion of the student's grace period.

Students are to be advised that only the management of College of Hair Design Careers can approve the suspension of college charges for a leave of absence... To obtain this approval for a suspension of charges (leave of absence) the student must provide proper documentation for the circumstance or emergency reasons for the leave. Examples of acceptable reasons for an approved leave: Death of spouse or immediate family member, medical emergency for self, spouse or child, or personal injuries resulting

from an accident. A letter from a medical doctor, hospital, attorney or mortuary are examples of proper documentation.

Personal time off or family vacations are not reasons for the approval of suspension of college charges. During an approved leave of absence students must vacate their lockers and are responsible for taking their kit with them and bringing it back in its entirety upon their re-entry. The college is not responsible for any student's books, equipment, and personal items to their loss or destruction.

Any approved leave of absence shall extend the students contract completion date by the number of days approved on the request. Changes to the contract on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students returning from a leave of absence will return to college in the same satisfactory progress status at the time of their departure. Students who have been given an approved leave of absence must return to the college on the date specified on their leave of absence request form... Failure to do so will cause the student to be terminated. The date of termination will be the date they last attended class. The college has 30 days from the date the student was expected to return to notify agencies of their change in status.

Any leave of absence that does not meet all the conditions for an approved leave of absence is considered a withdrawal for the Title IV purposes. The student's withdrawal date is the date the student begins the leave of absence.

The Federal Leave of Absence requirements also affect a student's in-house status for the purposes for financial aid. A student on an approved leave of absence is considered to be enrolled at the college and would be eligible for an in-school deferment for his or her student financial aid loans. A student, who takes an unapproved leave of absence or fails to return to the college at the end of an approved leave of absence, is no longer enrolled at the college and is not eligible for an in-school deferment of his or her loans. Student's enrollment will be terminated using their last day of physical attendance as the withdrawal date. Students returning from a leave of absence or other official interruption of training must return to college in the same satisfactory progress status they had prior to their departure.

Any student taking a leave of absence must vacate their student locker and station. Personal items left in the college over thirty (30) days will be removed by the college personnel. The college assumes no responsibility for items left and will dispose of them in any way convenient.

APPEAL PROCESS

The student may appeal the determination of terminated financial aid during the probation period, if applicable. The student must submit a written appeal to the Administrator, along with any supporting documentation, reasons why the decision should be reversed, such as severe injury, hospitalization, death of a close family member, a plan for improvement, what has changed in the situation that will allow the achievement of satisfactory academic progress and a request for a re-evaluation of progress. This appeal must be received by the administrator within five (5) business days of the probation status determination. Should a student fail to appeal this decision, the decision to terminate financial aid will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent), the student's instructor, financial aid office personal and the administrator. A decision on the student's appeal will be made within (3) business days by the administrator and will be communicated to the student in writing. This decision will be final. Everything will be documented and reasons for exception or denial will be kept in the students file. If the appeal is decided in the students favor the student will be placed on an academic plan

designed to ensure the student is able to meet the required satisfactory academic progress standards for program completion within the maximum allowable time frame. This will be monitored on a regular basis during the probation. During this time the student will be determined to be on probation however the student's Title IV financial aid will be re-instated, if applicable. If at the end of the probation the student has maintained the requirements of the academic plan, they will be considered to be making satisfactory academic progress

Students may apply to be re-enrolled (through the Administrator) to the college following termination, after a waiting period of ninety (90) days. Such students will be enrolled on the same status they left under. This procedure applies only to dismissals caused by lack of satisfactory progress, either academic and/ or attendance.

All previous charges from prior enrollment must be paid before re-enrolling.

Re-enrolling students will be charged at the current tuition rates and pay the required enrollment fee. Prior clock hours and academic achievements from the first period of enrollment will be credited to the re-enrollment contract. Re-enrolling students will be charged for the remaining hours needed to complete the program in which they are enrolling.

A student returning from a leave of absence or other official interruption or training will remain in the same status with respect to satisfactory progress prior to the interruption.

Students that withdraw (voluntary or non-voluntary) may apply to be re-enrolled after 90 days waiting period from their last day of attendance.

The college at its own discretion may request the student to complete an academic and/or practical evaluation prior to re-admission and the Administrator may also request a letter of intent explaining how the student will have the ability to complete the program to avoid the previous issue (attendance, financial or disciplinary).

Re-admission under any circumstance is not guaranteed.

WHAT WE EXPECT FROM OUR STUDENTS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late, is not loud, or does not use abusive or profane language in front of or around clients. He/she treats clients, staff, and fellow students with courtesy, awareness and respect. If you feel someone (whether peer or staff) has done you an injustice, wounded your feelings, interfered with your progress, or committed some other professional injustice that affects you, see the administrator for guidance.

He/she always takes time and effort for their own good grooming and follows rules for proper sanitation. The following rules are important. If not practiced or taken seriously, students will be counseled and can/will be suspended. None of these rules are "picky" or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career.

STUDENT/INSTRUCTOR COOPERATION

Cooperation/teamwork is required. Any student refusing to perform a service on an assigned client, or is argumentative with an instructor or receptionist will be subject to immediate suspension. Any student in direct violation of an instructor's directions will be suspended immediately. First time 1 day suspension any more is an automatic 3 day suspension. Verbal warning will be done first; the second will be a written advisory form.

WARNING / SUSPENSION / TERMINATION

If a student does not maintain satisfactory progress, or does not abide by the college rules, the student will be subject to the following procedures:

An Instructor or Administrator will discuss the problem with the student and will determine the course of action to correct the problem. 1st offence verbal/written warning, 2nd offence suspension (up to 10 school days), 3rd offence termination.

Upon return from warning or suspension the student and administrator will discuss a correction plan for student success and re-view satisfactory progress and contractual financial commitments.

Examples warranting disciplinary actions: Behaving in a manner that is deemed unsafe by a staff member. This includes but is not limited to, disturbing or disrupting (threatening verbally or physically) the educational environment of the college. During suspension the student is not permitted on the college premises..

Not returning from leave of absence when scheduled to do so, will result in automatic termination.

Satisfactory progress including the appeal and grievance process is fully explained on pages 17-22.

TRAINING SCHEDULE

The college is open Monday through Friday, from 8:30 to 5:00. All students have two 15-minute breaks and a 30-minute lunch each day. You must clock-out for lunch. Students can only accrue eight hours a day. The school is closed Saturdays and Sundays and on the following holidays *New Year's Day *Memorial Day *July 4th *Labor Day *Thanksgiving Day *One week at Christmas.

If a holiday occurs on a Thursday, the college will be closed on that day and also that Friday. If holiday occurs on a Tuesday, the school will be closed on Monday prior.

If students miss class, make-up or remedial work will be assigned, and grading will be completed in a timely manner. All students are required to take all exams scheduled. If they have missed classes, this is not an excuse for not taking the exam or quiz. If absent or late on arrival on test day a zero will be recorded for that test grade.

Should the college be closed because of the weather, announcements are made on television channels - KGW channel 8, and/or KPTV channel 12

ATTENDANCE

Tracking of students accrued hours is done by a biometric time clock. **IT IS THE STUDENTS RESPONSIBILITY TO USE THE TIME CLOCK AS REQUIRED.** At all times, clock in when you arrive, clock out for lunch and back in after lunch and out when you leave.

Unexcused loss of time includes: taking longer than 30 minutes for lunch will result in being sent home for the remainder of the day. Clocking in, and then leaving the college premises, is considered fraud and will result in termination or suspension.

All students must check with their instructor if needing to be out of the college for any reason. Any student called for an appointment and they do not respond by the third call, may be clocked out by the instructor.

The college gives credit for all appropriate clock hours attended. The College of Hair Design Careers does not deduct hours, nor assign additional hours as a penalty or a punishment.

Any schedule other than full time, must be approved by the administrator. **IF YOU ARE GOING TO BE ABSENT. YOU MUST CALL THE COLLEGE BEFORE 8:30am.** All continued unexcused absences of 14 days or more will mean cancellation of your contract and proration of tuition according to the college's refund policy as stated in your contract. A new contract must be instituted and signed upon reentry.

Valid reasons accepted as excused absences are:

- * A written Doctor's note
- * A death in the family
- * A court appearance supported by evidence
- * A severe family emergency supported by evidence

These excused absences do NOT change your contract graduation date and will affect your satisfactory progress (attendance).

- Class begins at 8:30. Students who have called and are tardy (after 8:30) must arrive by 9:00 or will be sent home for the day. These students may clock in from 8:55 to 9:00.
- If these rules are not followed warning, suspension or termination may occur. Students on suspension are not permitted to be on college property.
- The only time attendance rules do not apply is when prior arrangements (request for time off slip) have been made with your instructor.

Request for TIME OFF SLIPS do not represent excused absences, and does not change your contract graduation date. The Higher Education Coordinating Commission considers an absence as just an

absence, and is time lost regardless of the reason. The purpose of the TIME OFF SLIPS is for the purpose of maintaining the clinic, and for students to learn the purpose and necessity of dependability. The maintenance of the clinic, class attendance, and participation assures the student of proper training. In the college and in the salon it takes TEAM WORK to be winners.

An absence of 14 days or more without making arrangements with the Administration/Financial Office, and signing a Leave of Absence Request Form (see page 20) will result in termination of training and cancellation of student's contract. The Administration/Financial Aid Office will prorate tuition according to the college's refund policy as stated in the contract. If a student wishes to re-enter, a new contract must be initiated and signed upon re-entry. Formal termination occurs within 30 days of a determination by the college that a student has withdrawn without notifying the college.

CELL PHONES

ALL CELL PHONES AND OTHER PORTABLE COMMUNICATION DEVICES ARE TO BE TURNED OFF (NOT SET TO VIBRATE OR SLEEP MODE) INSIDE THE BUILDING.

If a student is found to be using a cell phone, the student will be immediately suspended for three (3) days. Subsequent violations will result in termination.

"Forgetting" to turn the device off will not be accepted as an excuse. There are specific times where a staff member will allow cell phone use for a picture or such, however remember this is only when a staff member gives permission, the staff member will watch the student turn the phone on and off.

Cell phones can be used outside when you are on break, just remember to shut it off before re-entering the building. Suspension counts as scheduled hours of attendance.

DRESS CODE

ALL students are expected to dress professionally at all times. That is, be neat and clean. Arrive with hair and make-up DONE. You are in the BEAUTY business and should always reflect that image. All students who are clocked in are required to wear a CHDC vest and name tag furnished by the college. Vests are to be kept clean and with NO ornaments, and to be snapped at all times. Tennis shoes are accepted providing they are neat, clean, and with no holes or tears. Dresses, skirts, and shorts are to be no shorter than two inches above the top of the knee cap. Jeans may be worn providing they are neat, clean, and free of rips, tears, holes, patches and ragged hems. No sleeveless dresses, blouses, or shirts of any kind, **SLEEVES MUST BE NO SHORTER THAN 4" FROM THE ARMPIT.** No bare midriffs showing. **Sweats or workout attire is inappropriate.** Hats are not allowed. When the dress code is violated the student will be sent home.

CLASSROOM PROCEDURES

The following rules apply to all classroom situations. The instructor will oversee the sanitation and cleanup of the classroom. The classroom must be cleaned and left in order at the end of the day, ready for the class following.

All students are responsible for their own books, supplies, equipment, and personal items. Everyone in the classroom must have their equipment, supplies and books when class begins. At no point will a student

from classroom be excused to work on the clinic. The Program must be completed before clinic procedures can be performed.

Instructors expect students to be proactive and be prepared. By applying yourself in your education will help you succeed in life. Always make sure to ask questions, if you don't ask, Instructors will not know how to help you.

CLINIC PROCEDURES

The clinic floor is designed for hands-on experience. Skill level is perfected by repetition of service performed. Learning these skills is essential in this industry.

- All work is to be checked by the clinic floor instructor, unless otherwise approved.
- No one is to have friends, relatives, or other students visiting them while serving a client. Visitors not having services performed are to remain in the reception area. The client deserves your undivided attention. Remember, your client is your paycheck, develop good habits, NOW!
- Work stations are to be kept clean and organized at all times. Soiled towels must be placed in the soiled towel bin, please do not allow them to accumulate at your station. Students are not allowed to eat on the clinic floor.
- All chemical service records must be completely filled out prior to having the instructor sign them. All chemical service records must be read and signed by the client before any chemical service is performed. Records are the property of the college and are kept confidential. No information is to be given out to anyone other than enrolled students or employees.
- Students must take all appointments assigned to them. If a problem arises inform the clinic floor instructor and they will address the situation.
- Students must not congregate around the reception desk. Be aware of guest foot traffic. (Hold door, let them go in front of you) don't cut them off as they are walking down the clinic floor.
- Students are allowed to work on each other on designated days or with permission of the clinic floor instructor in charge. When a chemical is involved the student must pay the student price for the service BEFORE the service is started.
- The college phones are business phones, and are not to be used by the students for personal calls. If there is an EMERGENCY outside of college and someone needs to get in touch with a student, please have them call the front desk, identify there is an EMERGENCY and staff will get the student immediately to take the call.

College of Hair Design Careers is a professional institution. We practice trust in the honesty of all our students. Your kits and supplies are for the purpose of developing your skills. Keep them in good repair and make sure they are in the building ready for class or clinic participation.

College of Hair Design Careers is not responsible for theft or lost equipment, implements, and/or supplies.

When in doubt ask questions! We are here to assist you in your learning experience. Cooperation equals Succes\$. We are here as mentors, teachers, helpers, and coaches to support you in your quest for becoming the professional you can be.

LOCKERS-STATIONS

A locker and/or a station are provided for students use. Students are issued a key for their locker. If the key is lost, the student will be charged the price of a duplicate. Keys are to be returned and lockers cleaned on the last day of student's enrollment. If student cannot gain access to their equipment and implements they will not be allowed to participate in training and will be required to check out until they can do so.

THEFT

Any student found to be involved in stealing will be subject to immediate termination.

COLLEGE PROPERTY

Any student guilty of willful destruction of college property will be dismissed immediately. A student damaging or breaking college property will be accountable to replace or pay to have repaired.

CHANGES TO RULES

The college reserves the right to make changes in the rules at any time and all students who are affected by the change will be given a printed copy with the effective date prior to the rule being enforced.

CANCELLATION AND REFUND POLICY

THE MINIMUM CANCELLATION AND SETTLEMENT POLICY WILL APPLY TO ALL TERMINATIONS FOR ANY REASON, BY EITHER PARTY. OAR715-045-0036(c)

(1) A student must cancel enrollment by giving written notice to the college. Unless the college has discontinued the program of instruction, the student is financially obligated to the college according to the following:

(a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

(b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the college may retain only the published registration fee.

(c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the college. In addition to the pro rated tuition, the college may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;

(d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

(e) The enrollment agreement shall be signed and dated by both the student and the authorized college official. For cancellation of the enrollment, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the college official, whichever is later.

(2) Published Class Schedule means the period of time between the commencement of classes and the student's last date of attendance as offered by the college and scheduled by the student.

(3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

(4) The portion of the program for which the student will be charged is determined by dividing the total clock hours in the program into the number of clock hours scheduled according to the published class schedule as of the last date of attendance.

(5) The college charges withdrawal fee of \$25.

(6) When a cancellation, withdrawal, or termination occurs, a calculation of all allowable charges shall be made. Monies will be refunded within 30 days. Refunds are based on scheduled hours.

(7) When situations of mitigating circumstances are in evidence, the college shall arrange a settlement which is reasonable and fair to both parties.

(8) Students withdrawing from the college shall pay any monies owed by them at the time of withdrawal, or make satisfactory arrangements to pay the balance. The college has the right to turn the account over to a collection agency for the unpaid balance.

(9) School transcripts for transfer students that list their official clock hours and operations will not be issued to the student or college they transfer to until all monies due the college are paid in full.

STUDENT EQUIPMENT PURCHASE

For students enrolling for the first time at the College of Hair Design Careers, this is the policy on student equipment purchases.

Students are required to use the equipment, books and supplies furnished by the college in the student kits.

RETURN OF EQUIPMENT

If it should become necessary for you to withdraw from college and you wish to return any equipment purchased from the college for a refund, be sure you understand the college's policy on return equipment, books, and supplies.

The policy is stated in the student Enrollment Contract. The policy includes:

Non-returnable equipment and books and supplies issued by the College to the student that are not returnable, include:

- items marked with their number or name
- books that have been written in
- supplies that have been cut or altered
- any item that shows wear or cannot be sanitized
- items clearly recognized unsuitable due to health or sanitary reasons
- items that are outdated since the student enrolled due to new editions or equipment update

If items are accepted for return, they must be returned within 20 days of the last day of attendance.

RETURN OF TITLE IV FINANCIAL AID

Federal regulations for students receiving Title IV funds requiring the return of portions of Title IV financial aid "unearned" by students who withdraw from classes or are terminated by the college. If the hours scheduled to be completed by the student on their last date of attendance are 60% or less of the Program hours in the enrollment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total Program hours in the enrollment period. The amount of financial aid awarded is multiplied by this percent and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded. If more than 60% of the hours were scheduled to be completed, the student is considered to have earned 100% of the aid awarded for the period.

There may be a gap between what the College may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Further, the student may be required to repay some of the funds received in addition to the amount the College must return. After the Title IV calculations and funds are processed appropriately, the Higher Education Coordinating Commission Pro-Rata refund calculation will be used {715-045-0036}. The College will maintain documentation of funds returned by college.

EXAMPLES OF RETURN OF TITLE IV CALCULATIONS

(There are two payment periods per academic year)

Example 1:

The student was enrolled for 40 days and then withdrew. Total hours for the Payment period were 575. Total Title IV Aid disbursed (Grants and Loans) amounted to \$3,338.00

Step 1: Divide 320 (hours scheduled to be completed) by 575 (total hours of payment period) = 55% (percent of payment period completed). If 60% or less proceed to step 2.

Step 2: Multiply 55% (percent earned) by \$3338.00 (Title IV aid disbursed) = \$1835.90 (Title IV aid earned) Subtract \$1835.90 from \$3338.00= \$1502.10 (Title IV aid to be returned.)

Example 2:

The student attended for 48 days and then withdrew. Total hours for Payment period were 575. Total Title IV disbursed amounted to \$3338.00

Step 1: Divide 384 hours (hours scheduled to be completed) by 575 (total hours of payment period) = 66%(percent of payment period completed). If 60%or less proceed to Step 2, if over 60% all of the Title IV Aid is considered earned.

IF STUDENT IS NOT RECEIVING TITLE IV FINANCIAL AID, the Higher Education Coordinating Commission Pro-Rata Refund Policy is used. {715-045-0036}. All students are subject to the Higher Education Coordinating Commission Pro-Rata refund Policy.

If a student withdraws prior to scheduled hours of 50% of the contracted Program, the student is entitled to a pro-rata refund of tuition charged less registration fee, books, kits, supplies, and a withdrawal fee of \$25.

GRADUATION REQUIREMENTS

In order to move up from Basic Level Program to the Advanced Level, a student is required to successfully pass academic and practical examinations with a score of 70% or better. In order to graduate, each student is required to successfully pass final written with a 70% or better and practical examinations with a score of 75% or better, meet the hour requirement of the program and satisfy all financial obligations to the college. If requirements have not been completed and/or achieved the student will remain in attendance until requirements have been successfully completed. Progress reports are issued to each student at regular intervals during their training.

It is recognized by the college that not all students will perform with the same proficiency in all areas. However, ALL students must be able to meet and perform with the minimum Salon standards.

The College of Hair Design Careers is a performance-oriented college. Emphasis is placed on developing the student's skills so that they will be able to meet the requirements for an entry-level position after they have completed their training. The emphasis of our training is the ability to perform.

Tuition must be paid according to contract. The college reserves the right to interrupt training whenever a student is behind in payment, unless other arrangements have been made with the college's financial office. All charges must be paid or arranged for prior to being eligible to graduate and to be registered to take State Exams. All financial obligations must be taken care of in the financial office prior to release of any transcript, whether student completes training or drops from training.

If a student completes the total Program hours, but has not completed and passed final examinations, they will either remain enrolled until all exams have been successfully passed, or they will be terminated. If a student is receiving financial aid, the lender will be notified as to status when program hours have been completed.

Upon successful completion of the training and graduation, a diploma verifying college completion will be issued by the college. Student will be required to pay the State Board for their exam fee. Student transcripts are retained by the college for 25 years.

CONTRACT/ EXTENDED GRADUATION DATE AND EXTENDED TUITION COSTS

The college provides each student with additional hours beyond minimum graduation date to take care of personal affairs (doctor appointments, minor illness, etc....) this time is the contracted time and indicated in the contract. Students must fill out a request for time off form for all anticipated excused absences. This will not change the contract graduation date. The purpose of this form is to notify the college so the appointment book may be adjusted, and to assure excused absences indicating you are making satisfactory progress. **Listed below is criteria accepted to change the contract graduation date**

- 1 Leave of absence to be arranged in person and in writing with the Administrative office for a maximum of 180 consecutive days. Only one leave of absence is allowed during any twelve-month period of time.

2. If after the basic level Program is completed and the student has to leave early to get to work, the student will provide written documentation of the work schedule from the employer. Any change in the schedule must be reported as well.
3. Any change to your contract is to be in writing with the approval of all parties concerned. One change to the contract is permissible without an administrative fee. After that, any change will be charged an administrative fee of \$25.00.

REMEMBER, if you exceed your contract graduation date, at the college's discretion you may be allowed to continue your education and will be charged \$40.00 a day until graduation.

DROPPING/ADDING PROGRAMS

Once a student has started training, dropping a program will require:

1. A new contract or addendum must be completed with new date and program
2. Changes in dollar amount of tuition costs will be determined
3. Computation of hours dropped from program based on Higher Education Coordination Commission's Education formula
4. Computation of students' financial obligation for Program dropped, based on scheduled hours of program.

REASONABLE ACCOMIDATIONS POLICY

Students are responsible for identifying themselves to the Admissions Officer or Administrator as having a valid and documentable disability requiring reasonable accommodations.

SAFETY/EVACUATION

A first aid kit is available in the dispensary, fire extinguishers and evacuation maps are placed throughout the building. The college also complies with the Smoke Free Oregon Law. Smoking is **NOT** allowed within 10 feet of building entrances, exits, windows and intake vents.

NON-DISCRIMINATION & NON-HARASSMENT POLICY

Careers including but not limited to academic admissions, financial aid, education, services and employment.

College of Hair Design Careers does not discriminate on the basis of race, color, sex or sexual orientation, marital status, national origin, religion, age, disability or members of protected classes, in any of its policies, procedures or practices. OAR 715-045-0001(21)

In regards to protected classes reasonable accommodations will be made on a case by case basis.

The college prohibits any and all forms of harassment because of race, color, age, national origin, religion, marital status, sex or sexual orientation or disability. It shall be a violation of policy for any student, teacher, administrator or other college personnel to discriminate against another individual. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form, that occurs to anyone during college hours of operation.

A harasser may be a student, instructor, administrator or a college guest. Harassment may include the following when related to sex, race, national origin, or disability:

- * Name calling
- * Graffiti
- * Notes or drawings
- * Offensive posters
- * Unwelcome touching
- * Violent acts

If any words or actions make you feel uncomfortable or fearful, you need to tell an instructor or administrator immediately. You may also make a written report, in accordance with the Grievance Procedure. You should turn it in to the administrator immediately. Your right to privacy will be respected as much as possible.

College of Hair Design Careers takes all reports of harassment seriously, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The college will also take action if anyone tries to intimidate you or take action to harm you because you made a report.

Employees found guilty if discrimination and or harassment will be dealt with according to the procedures outlines in the employee manual.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under 659A.820 with the Commissioner of the Bureau of Labor and Industries.

INTERNAL COLLEGE COMPLAINT PROCEDURE

Students aggrieved by action of the college should attempt to resolve these problems with appropriate college officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools listed below.

1. Complaints must be in writing, addressed to the college administrator, and must contain the following:
 - i. An outline of the allegations
 - ii. Suggestions for a solution of the problem
 - iii. Who does complaint effect

2. As soon as possible, but no later than 10 days of receipt of the written complaint, the appropriate college official will meet with the person filling the complaint.
 - i. After discussion and consideration all agreed upon steps will be taken to resolve the problem
 - ii. If the complainant is not satisfied, the complainant may request that the complaint be reviewed by the college's complaint committee.
 - iii. Meeting will be documented in writing and document given to complainant.
 - iv. Complaint committee can request more information in writing from the complainant.
 - v. Committee will send results of the finding to the complainant, addressing the steps taken to correct the problem, or show that the allegations were not warranted or factual.

All complaints must be filed with the college complaint committee prior to requesting the below agencies complaint forms. If after the above process has been completed and the complainant wishes to pursue the issue further, they can contact:

Complaint Committee
School Administrator
Financial Aid Officer
Instructor

Higher Education Coordinating Commission
255 Capitol St. NE
Salem, Or. 97310

National Accrediting Commission
Of Career Arts & Sciences
3015 Colvin St.
Alexandria VA. 22314

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

RELEASE OF STUDENT FILES

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their educational/financial record or that of their minor or tax dependent child. All students have the right to review their individual files at any time, under administrative supervision. Student files are kept in secured/fireproof file cabinets as well as electronically stored online smart data storage system. However students are not entitled to inspect the financial records of their parents.

Written consent is required before educational records may be disclosed to third parties with the exception of accrediting commissions, and or governmental agencies authorized by law. Student academic transcripts are kept for 25 years. Financial aid records are kept according to current federal regulations. Financial aid transcripts will be issued upon request.

College of Hair Design Careers may disclose, without consent, directory-type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However College of Hair Design Careers must inform parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request the college not to disclose that information about them.

(SEE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 PAGE 39)

DRUG PREVENTION PROGRAM

**College of Hair Design Careers
1684 CLAY ST. N.E.
SALEM, OR. 97301**

The standards of conduct at the College of Hair Design Careers state that the unlawful possession or use of illicit drugs and/or alcohol by students and/or employees, on its property, or coming onto the premises under the influence of drugs or alcohol will be TERMINATED. The individual person will also be turned over to the appropriate law enforcement agency for prosecution. It will be recommended that the individual complete a rehabilitation treatment program.

College of Hair Design Careers reserves the right to random drug and alcohol testing as needed.

Drug and alcohol counseling or rehabilitation or reentry programs that are available in the Salem area are.

Alcohol Help Line.....1-800-923-4357
www.oregonpartnership.org
www.adhl.org

All other professional discussions and referrals are done through the Administrative Office.

Federal Student Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants or loans). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4 – FED-Aid (1-800-433-3243) or go to <https://studentaid.ed.gov/sa/eligibility>, then click on “Students With Criminal Convictions” to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA)

College of Hair Design Careers

The Family Educational Rights and Privacy Act (FERPA) afford certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

A student should submit to the Administration Office, Business Office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The rights to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provide to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Signature

Date

COLLEGE CLOSURE/TEACH-OUT POLICY

If the college closes permanently and ceases to offer instruction after students have been enrolled, or if a Program is canceled after students have enrolled, and instruction has begun, this teach out plan will comply with the following requirements after the pro-rata refund calculation has been made for all students involved:

1. The student will be given a reasonable opportunity to promptly resume and complete the canceled Programs of study or a substantially similar Program of study at institutions which offer similar educational programs and which has no business connection with the original institution.
2. The teach out will be performed, by previous agreement, with an institution in the same geographic area as the original college which provided the Program of study.
3. The teach out shall not charge the students an amount greater than that of which the original college would have been entitled for the period covered by the teach-out, and which the student has not paid.
4. The original college shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out colleges.
5. A brief description of the teach-out plan is published in the college's enrollment agreement (contract)
6. A list of all students who were enrolled at the time of college closure including the amount of each pro rata refund is submitted to NACCAS and the Higher Education Coordinating Commission.

In the event the college closes, the college shall file a plan with the Higher Education Coordinating Commission designed to protect the contractual rights of the students and graduates, including the right to complete the program of instruction in which students were enrolled. OAR 715-045-0067(1)

THE COLLEGE OF HAIR DESIGN CAREERS INC.

AN OREGON CORPORATION

President - Cindy Long

Ms. Long received her professional cosmetology and teacher training in the State of Wisconsin. She is certified and licensed as both practitioner and instructor in Hair Design, Nail Technology, and Esthetician both the States of Oregon and Wisconsin.

Cindy holds certificates from Advanced Educational Seminars. She has attended the National Accrediting Commission of Cosmetology Arts & Sciences' workshop, and regularly attends advanced seminars and workshops in education, industry, and financial aid.

Cindy brings fourteen years' experience as owner and CEO of two full service salons prior to joining the College of Hair Design Careers Inc. She was employed at the College of Hair Design Careers as Instructor and Administrative Financial Aid Assistant prior to becoming Co-Owner and CEO of College of Hair Design Careers Inc. in 2001.

Secretary/Treasurer - James Long

In the fifteen years prior to joining the College of Hair Design Careers Inc., along with being co-owner, business manager, and financial consultant for two full service salons, James was also employed in the Product Support field as a Customer Service Representative. He has extensive background and training in business management and brings that expertise to his position as Business Manager for the College of Hair Design Careers Inc. He regularly attends numerous industry and business related seminars and workshops.

Both Cindy and James are active members of the Association of Oregon Cosmetology Colleges, and members of the American Association of Cosmetology Schools.

STAFF/FACULTY

All staff teachers are certified and licensed as both practitioner and instructor by the State of Oregon. All have had prior Salon experiences, as well as being members of various professional associations. Each instructor attends educational classes, workshops, seminars, professional conferences, and continues their training in updated classes. All instructors assist in the clinic area as well as classroom supervision.

Our teaching staff must complete 12 clock hours (a minimum of 4 of these hours must be teaching methodology) of advanced training every year in order to maintain their instructor license.

The structure of the college is as follows:

Administrator/ Chief Executive Officer	Cindy Long
Chief Fiscal Officer/ Business Manager	James Long
Instructor Basic Hair Design	Kora Norwood
Instructor Basic Nail Tech Basic Esthetics	Hallie Holm Hallie Holm
Instructor Clinic Floor	Stephanie Holm Shannon Nelson
Administrator Assistant	Jennifer Martin
Substitute Teachers:	Cindy Long Anne Smalley Jennifer Martin Wilma Bender Jenna Norman

AFFILIATIONS

THE COLLEGE OF HAIR DESIGN CAREERS IS:

- **Licensed by** the Higher Education Coordinating Commission, 255 Capitol St. NE. Salem, OR. 97301
- **Inspected by** the State Board of Cosmetology, 1430 Tandem Ave. NE. Suite 180, Salem, OR 97301. (503)-378-8667
- **Nationally accredited by** the National Accrediting Commission of Career Arts and Sciences. NACCAS is recognized by the United States Department of Education as the national accrediting agency for Cosmetology Schools. They are located at; 3015 Colvin St. Alexandria VA 22314. (703)-600-7600
- **Member of** the National Association of Accredited Schools
- **Member of** the Association of Oregon Cosmetology Colleges
- **Affiliated with** the National Cosmetology Association, including the Oregon Affiliate
- ___ **Affiliated with** the American Institute of Esthetics



AOCC

Association of
Oregon Cosmetology
Colleges



American Association of
Cosmetology Schools

STUDENTS RIGHT TO KNOW AND CONSUMER INFORMATION

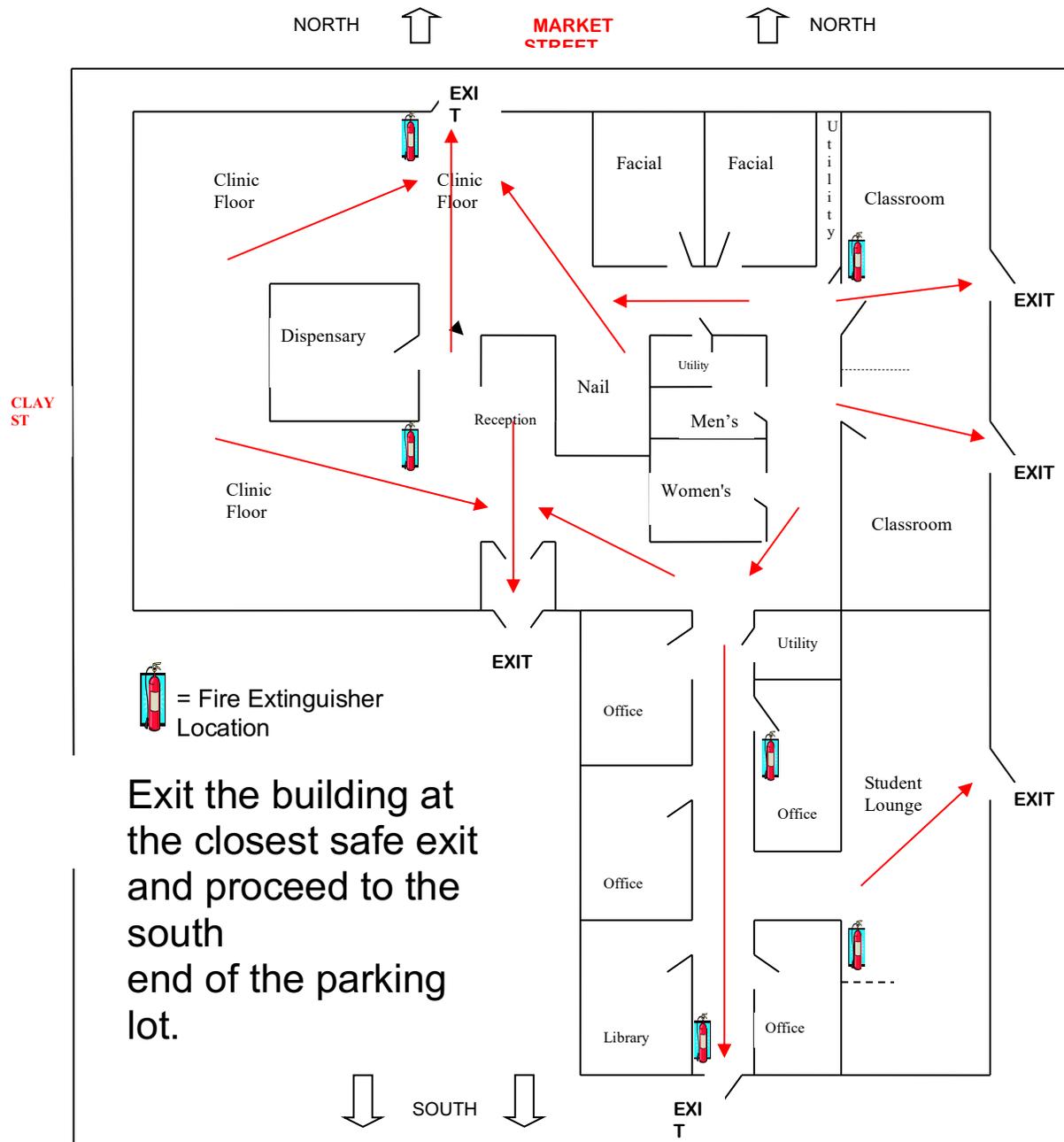
Classification of Instructional Programs (CIP Code)

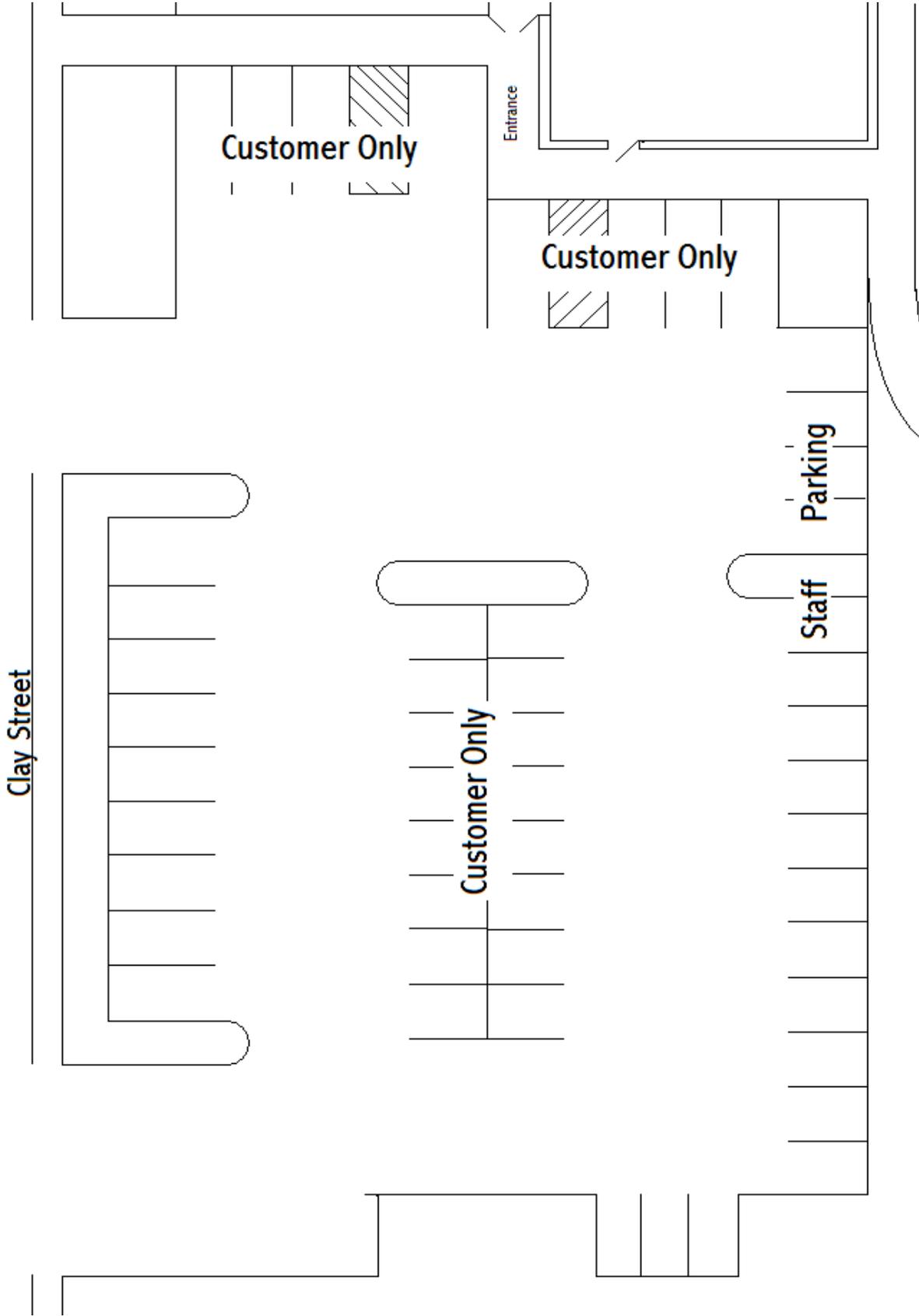
Standard Occupational Classification (SOC Code) Visit www.onetonline.org for additional SOC information.

	CIP 12.0410 Nail Technology	CIP 12.0408 Esthetics	CIP12.0499 Nail Technology & Esthetics	CIP 12.0407 Hair Design	CIP 12.0413 Teacher Training
SOC	39-5092.00 39-1021.01	39-5091.00 39-5094-00 39-1021.01	39-5091.00 39-5092.00 39-5094-00	39-5012.00 39-5093.00 39-1021.01 39-1021.01	25.1194.00
	Hair Design & Nail Technology & Esthetics		CIP 12.0401 Hair Design & Nail Technology		Hair Design & Esthetics
SOC	39-5012.00 39-1021.01 39-5093.00 39-5092.00 39-5091.00 39-5094.00		39-5012.00 39-1021.01 39-5093.00 39-5092.00		39-5012.00 39-1021.01 39-5093.00 39-5091.00 39-5094.00

July 1 2009 – June 30 2010 Award Year 2009 - 2010	Hair Design Esthetics Nail Tech	Hair Design Nail Technology	Hair Design Esthetics	Hair Design	Nail Technology	Teacher Training	Esthetics Nail Technology
On Time completion rate for contract graduation date	63%	n/a	66%	66%	100%	n/a	100%
Percentage of students completing within Satisfactory Progress standards.	100%	n/a	100%	100%	100%	n/a	100%
Total number of students completing in the award year.	22	n/a	3	3	2	n/a	1
Job placement rate for students completing in the award year.	90%	n/a	100%	100%	100%	n/a	100%
Median Title IV loan debt for students completing in the award year.	\$6,808	0	\$10,366	\$9,377	\$4,350	0	\$6,238
Median private or alternative loan debt for students completing in the award year.	\$0	0	0	0	0	0	0
Median Institutional Finance Plan debt for students completing in the award year.	\$0	0	0	0	0	0	0

Evacuation Routes





Lab Number	Type	Course	Credits	Number Required	Description	
	Lab	COS	0	0		Edit
100	Lab	N	0	70	HAND/FOOT MASSAGE	Edit
101	Lab	N	0	30	MANICURES	Edit
102	Lab	N	0	40	PEDICURES	Edit
103	Lab	N	0	10	NAIL REMOVAL	Edit
104	Lab	N	0	25	ACRYLIC SETS	Edit
105	Lab	N	0	30	POLISH CHANGE/NAIL TRIM	Edit
106	Lab	N	0	8	GEL SETS	Edit
107	Lab	N	0	0	SILK/LINEN WRAPS SETS	Edit
108	Lab	N	0	10	NAIL FILLS SETS	Edit
109	Lab	N	0	10	NAIL REPAIRS	Edit
110	Lab	N	0	30	ACRYLIC FORMS	Edit
111	Lab	N	0	65	NAIL TIPS	Edit
112	Lab	N	0	10	NAIL WRAPS SETS	Edit
200	Lab	E	0	20	FACIAL TREATMENTS	Edit
201	Lab	E	0	20	FACIAL MASSAGE	Edit
202	Lab	E	0	50	TWEEZER ARCH	Edit
203	Lab	E	0	25	WAXING	Edit
204	Lab	E	0	50	MAKE-UP	Edit
205	Lab	E	0	3	BODY TREATMENTS	Edit
300	Lab	H	0	600	SHAMPOOS	Edit
302	Lab	H	0	50	THERMAL/ROLLER SETS	Edit
303	Lab	H	0	15	BRAIDS	Edit
304	Lab	H	0	15	FINGERWAVES	Edit
305	Lab	H	0	200	HAIRCUTS	Edit
307	Lab	H	0	100	BLOWOUTS	Edit
308	Lab	H	0	50	PERMANENT WAVES	Edit
309	Lab	H	0	25	CHEMICAL RELAXERS	Edit
310	Lab	H	0	80	WEAVES	Edit
311	Lab	H	0	65	TINT/BLEACH	Edit
313	Lab	H	0	25	SPECIALTY PERMS	Edit
314	Lab	H	0	40	SPECIALTY STYLES	Edit
315	Lab	H	0	20	STATE BOARD SETS	Edit
316	Lab	H	0	10	SCALP TREATMENT/MASSAGE	Edit
317	Lab	H	0	50	THERMAL STRAIGHTNERS	Edit
400	Lab			150	SAFETY SANITATION HOURS	Edit
401	Lab			100	CAREER DEVELOPMENT HOURS	Edit
500	Lab			0	Salon Shopping Hours	Edit
600	Lab			0	Show / Class Hours	

Calendar of Program Start Dates

A student may register for enrollment any day of the college calendar year. The date indicates when a particular class will begin.

2019

May 6	Hair Design/Esthetics
May 28	Nail Technology
June 17	Hair Design/Esthetics
July 15	Nail Technology
Aug. 5	Hair Design/Esthetics
Aug. 26	Nail Technology
Sept. 16	Hair Design/Esthetics
Oct. 7	Nail Technology
Oct. 28	Hair Design/Esthetics
Nov. 18	Nail Technology

The dates listed are start dates for a particular program we rotate you through your specific programs. To begin on one of these dates you only have to be enrolling in one of the programs listed.

The college is closed Saturdays and Sundays and on the following holidays *New Year's Day *Memorial Day *July 4th *Labor Day *Thanksgiving Day *One week at Christmas.

We look forward to you becoming a part of our student body.