

Clarkes Cosmetology School

2434 US Highway 92 East

Lakeland, Fl 33801

SCHOOL CATALOG

Volume 1

Commission For Independent Schools

325 W. Gaines Street Tallahassee Florida 32399-0400

850-245-3200/ www.flode.org/ice

TABLE OF CONTENTS

(Indexed)

ACADEMIC DISMISSAL/WITHDRAWAL	9
ACADEMIC PROBATION	9
ACADEMIC STANDARDS	9
ACADEMIC WARNING	9
ADMINISTRATION / STAFF OFFICE HOURS	3
ADMISSION REQUIREMENTS	5
ADVISING/COUNSELING SERVICE	10
APPEAL AND RE-ESTABLISHING ELIGIBILITY	9
ATTENDANCE POLICY	8
ASSESSMENT OF PROGRAMS	9
ASSESSMENT OF STUDENT PROGRESS	9
CLASS SCHEDULE	11
CODE OF CONDUCT	16
CONTINUOUS ENROLLMENTS	7
COURSE DESCRIPTIONS	22
Cosmetology Program	20
EQUAL OPPORTUNITY LAWS	7
FACILITIES	3
FACULTY	3
FEES AND PAYMENT SCHEDULE	19
GRADING SYSTEM	7
GRADUATION REQUIREMENTS	8
GRIEVANCE POLICY	17
LEARNING RESOURCES	11
LEAVE OF ABSENCE	17
MISSION STATEMENT	3
NON-DISCRIMINATION POLICY	6
OWNERSHIP/GOVERNING BODY	3
PREVIOUS TRAINING/EXPERIENCE/TRANSFER OF CREDIT	13
PROGRAM TUITION AND FEES	21
Cosmetology Program	20-23

PROGRESS REPORTS	9
PURPOSE	3
RE-ESTABLISHING ACADEMIC PROGRESS	9
REFUND POLICY	18
REQUIRED COMPLETION RATE	8
REQUIRED GRADE AVERAGES	8
SATISFACTORY ACADEMIC POLICY	8
STAFF	3
STATE LICENSURE FEES REQUIREMENTS	21

STUDENT RECORDS	7
STUDENT SERVICES	7
UNIT OF CREDIT	7

Certified true and correct in content and policy.

Owner-Signature

Signature of Authorized School Official

OWNERSHIP/GOVERNING BODY

Clarkes Cosmetology School was established August 12,2021, and under the ownership of Clarkes Hair Design Inc. located at 2434 US highway 92 East, Lakeland Florida 33801, Office: 863-937-8210. Janice Moore governs the school. The Board of Director is Janice Moore who has complete control Clarkes Hair Design Inc.

***THIS INSTITUTION IS NOT ACCREDITED AND WE ARE NOT ELIGIBLE FOR TITLE IV FUNDS.**

Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Fl. 32399-0400. Toll Free Number (888) 224- 6684.

MISSION STATEMENT

We are driven to effectively bring to life the talent of young people who aspire to make Cosmetology their life's work.

PURPOSE

The purpose is to provide the best training while respecting diversity in achieving satisfaction with the success of our students.

FACILITIES

Clarkes Cosmetology School 900 square feet salon in an air condition clean well-lighted facility with security cameras. Parking in the front of the school.

We have a classroom, lab/practical stations, a resource of Cosmetology DVD's, Books and instructional materials for students, outdoor break area for student and faculty, administrative office, and restroom.

STAFF

Janice Moore – Admission Representative/ Receptionist

GED, Florida Diploma

Janice Moore – Cosmetology Instructor, Director of Education

Plant City High School, Plant City Florida

Beauty Salon Owner, Lakeland Florida, Cosmetology/Salon

License, Alumni, Dudley Cosmetology University, Kernersville

North Carolina

FACULTY

Janice Moore – President / Full Time Instructor/ Director of Education

Florida Cosmetology License # CL0210755 – Lakeland, Florida

Janice Moore -Admissions Representative / Receptionist

ADMISSION REQUIREMENTS

All applicants requesting admission to Clarkes Cosmetology School must fulfill one or more of the following requirements to be considered for acceptance.

- A. All applicants must be at least 16 years of age and have a high school diploma, general equivalency diploma, or its equivalent as required by the State of Florida, State issued Identification or Driver's License and United States Social Security Card. Previous education, training, and experience must be disclosed on the student information sheet, which will become part of the student's file. Prospective students with foreign high school credentials that wish to enroll at Clarkes Cosmetology School should have their credentials translated and evaluated for their U.S. equivalency.
- B. The applicant is to schedule an appointment with an Admissions Representative. The interview is to answer any questions an applicant may have, discuss the course requirements, contents, and determine the student's reason for application to Clarkes Cosmetology School and to sign the enrollment agreement between the applicant and the school. IF a parent or guardian is accepting responsibility, he/she must be present at the interview.
- C. Clarkes Cosmetology School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies admission policy, scholarship, grants or loans and other school administered programs.

The President reserves the right to deny entrance to any applicant that displays the lack of ability or character necessary to complete the program. Once all requirements are completed, the school will inform the applicant of their acceptance.

NON-DISCRIMINATION POLICY

Clarke's Cosmetology admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.

REHABILITATION ACT OF 1973 SECTION 504/AMERICANS WITH DISABILITIES ACT OF 1990

Clarke's Cosmetology School does not exclude qualified individuals with a disability from the participation in or benefits of programs of instruction and its activities based on their disability.

EQUAL OPPORTUNITY LAWS

Clarkes Cosmetology School complies with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program.

OBSERVING A CLASS

A student wishing to apply for enrollment is permitted to attend one class session prior to enrollment, at no charge. Students are encouraged to attend the class session to determine his/her level of commitment.

UNIT OF CREDIT

Clarkes Cosmetology School is a clock hour institution. A Unit of Credit is defined as a clock or classroom hour. Since Clarke Cosmetology School is a clock hour institution; a clock or classroom hour is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity in the physical presence of a member of the faculty and a 10-minute break.

CONTINUOUS ENROLLMENT

Clarkes Cosmetology School has continuous enrollment with new classes forming weekly.

STUDENT RECORDS

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. Upon request from the student, both official and unofficial copies of their academic records will be given to student, other individuals, institutions or agencies.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. A hard copy of the student's final grade is provided at the student's request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates.

The school will retain student records in a fire-proof file cabinet and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

For those students who are denied entry or dismissed from the academy, records will remain on file for at least one year.

GRADING SYSTEM

Students are graded during each course of study by the instructor's evaluation of the artistic talent, quality of work, and the student's ability to follow instructions, with 75% or higher being a passing grade (The school maintains a certain amount of flexibility in its testing and evaluation of individual students because the utilization of the skill acquired is partially dependent on creativity and artistic talent).

GRADING SCALE

GPA

A	90-100	Excellent	4.00
B	80-89	Good	3.00
C	75-79	Passing	2.00
Below	75	Unsatisfactory	1.9-0

ATTENDANCE POLICY

Students are expected to attend scheduled class meetings and to arrive on time. A student attending a minimum of seventy (70%) of their scheduled hours is in Satisfactory Academic Progress (SAP). To graduate, the student must complete the maximum required hours of their program of choice.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The standards of “Satisfactory Academic Progress” are to establish a formal process through which the administration and faculty of Clarkes Cosmetology School can identify and aid students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student’s school career.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. Rather, the standards reflect the commitment of Clarkes Cosmetology School faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Clarkes Cosmetology School efforts to provide sound educational programs of the highest quality.

The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed.

ACADEMIC STANDARDS

REQUIRED GRADE AVERAGES

At the end of each increment, the cumulative grade average will be determined and documented in each student’s Academic Progress Report Form. Students achieving the averages specified below will be considered to be making satisfactory academic progress: a grade average of 70% or 2.0 GPA at the 25%, 50%, 75% and 100% point of the published length of the program selected. For example, if attending a 1200 clock hour program, the 25% will be 300 clock hours attended, 50% will be 600 clock hours attended, 75% will be 900 clock hours attended and 100% will be 1200 clock hours attended.

Consequences of sustained poor academic performance are summarized below:

<u>Accumulative GPA</u>	<u>Results</u>
0.0 to 0.99	Academic Suspension
1.0 to 1.49	Academic Probation
1.5 to 1.99	Academic Warning

Student must have a minimum of 2.0 overall GPA to graduate.

REQUIRED COMPLETION RATE

In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed. For example, if an academic program published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours. Hours completed after the 150% point will lose financial aid eligibility. For example, a 600-clock hour program, the maximum assessment point will be at 25% point or 225 clock hours, 50% point or 450 clock hours, 75% point or 675 clock hours and 100% point or 900 clock hours; a 1200 clock hour program the maximum assessment point will be at 25% point or 450 clock hours, 50% point or 900 clock hours, 75% point or 1350 clock hours, 100% point or 1800 clock hours.

ASSESSMENT OF STUDENT PROGRESS

PROGRESS REPORTS

The students' academic progress is measured and analyzed throughout their program on a quarterly basis. Student Progress Report Forms completed by the Registrar at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program. The analysis is also conducted at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program and commented on the Student Progress Report Forms. Director of Education receives these reports for evaluations. These reports are kept in the student's file as permanent record.

ACADEMIC WARNING

A student will receive an academic warning if the student fall between Accumulative GPA 1.5 to 1.99. If a student fall between Accumulative GPA 1.0 to 1.49, the student will be placed on academic probation.

ACADEMIC PROBATION

Students on "Academic Probation" will be measured at the applicable points of the program. The applicable points are the 25%, 50%, 75%, and 100% of the total length of the program.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

ACADEMIC DISMISSAL/WITHDRAWAL

"Academic Dismissal" represents a separation of a student from Clarkes Cosmetology School for at least twelve (12) months. "Academic Dismissal" occurs after a student fails to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension, the student fails to meet minimum standards, which is maintaining a 2.1 GPA, they will be separated from Clarkes Cosmetology School.

The student who withdraws voluntarily is called a "Withdrawn" student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. The final grade given at the point of withdrawal will be grade used for the GPA and accumulative GPA.

Students are eligible to re-apply for enrollment to Clarkes Cosmetology School after the dismissal period. This request will be on a petition basis. For re-enrollment to be approved, the petition must present evidence of some change in the student's circumstance. A withdrawn student may re-enter anytime.

ASSESSMENTS OF PROGRAMS

Clarkes Cosmetology School academic program will also be evaluated and reassessed by faculty for each program that is 450 clock hours or more. These periodic evaluations of programs are done so that Clarkes Cosmetology School program will keep up with the industry's demands.

Advising Services

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional, or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

1. Complete the total number of hours required by the student's program and have an overall GPA of 2.0 or final grade of 75% or greater.
2. Pass the final written and practical examination administered by the lead instructor.
3. Meet all financial obligations incurred with the institution.
4. Achieving an attendance rate of 70% or better.

STUDENT SERVICES

CLASS SCHEDULE

Clarkes Cosmetology School has open enrollments for all programs. Course and class schedules will be given to students at registration.

ACADEMIC ADVISEMENT

Director of Education will help students with their decision of academic advising.

FINANCIAL ADVISEMENT

The Admissions Representative will inform students of all options regarding funding options and payment plans. .

JOB PLACEMENT SERVICES

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability but cannot guarantee employment. This service is provided free of charge.

SCHOOL CALENDAR

Clarks Cosmetology and Barber Institute operates on a continuous basis throughout the year. Classes will not be held on the following holidays: New Year's Day (January 1), Martin Luther King, JR (January 17), Good Friday (April 15), Memorial Day (May 30), Independence Day (July 4), Labor Day (September 5), Thanksgiving Day and Day after (November 24-28), Winter Break (December 25-26) New Year's Eve, (December 31)

Additional closures may be declared by the President due to unforeseen circumstances and/or inclement weather.

CLASS SCHEDULE

Business Office Hours:	Monday – Friday	9:00 am – 5:30 pm
Day Classes:	Monday – Friday	10:00a to 5:00p
	Saturday	Closed
Evening Classes:	Monday – Friday	5:30pm– 9:00 pm
	Saturday	Closed

LEARNING RESOURCES

Learning Resources is available for students such as online videos; DVD's and books are available for students to review, during operating hours of the school listed in the Class Schedule.

ADMINISTRATION / OFFICE HOURS

Administration and staff will be available to meet with current students, graduates and prospective students.

Monday – Friday 9:00 am – 5:30pm. Appointments are requested, but walk-ins are always welcome.

FINANCIAL AID

Clarkes Cosmetology School is not approved to receive financial aid

A. In-House Payments

Flexible payment plans available to students.

Disclosure: Clarkes Cosmetology School does not offer any - house scholarships, grants, or loan programs.

PREVIOUS TRAINING/ EXPERIENCE/TRANSFER OF CREDITS

Transfer students will meet the same requirements as a traditional Clarkes Cosmetology School student. This includes Admission requirements. Clarkes Cosmetology School will accept up to 80% credits of an accredited institution or from an unaccredited institution provided it is comparable to what is being offered at Clarkes Cosmetology School. Transferred grades must be 2.0 or greater; D's and F's are not transferred. Failure to meet Clarkes Cosmetology standards may warrant denying part or all transfer of credits. Any student, who began a program at Clarkes Cosmetology School and wishes to transfer to another program, will receive credit for courses passed, if applicable. Tuition will be adjusted accordingly.

Furthermore, Student Academic Progress evaluations will include accepted transfer hours completed and attempted toward the student's program of study and would be evaluated upon internal program transfers within the school. Students who transfer out of Clarkes Cosmetology School to another institute will receive their academic transcript providing that all financial obligations have been met. The acceptance of the credits earned is determined by the transferring institution.

Students who re-enroll in the school will be treated the same as students transferring from another school or student with previous training /experience. Compliance with the school's minimum satisfactory progress requirements is required.

ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT

Governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

STUDENT REQUIREMENTS AT Clarkes Cosmetology School

1. Attendance/Class Cuts

After three unexcused absences, the student will be advised on the attendance requirements by the Instructor, Registrar and/or the Director of Education. Absences without prior approval from the Registrar or the Director of Education are not permitted and are considered an absence for the entire class period.

2. Tardiness

To assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 5 minutes after the start of a regularly scheduled class. After arriving to class 5 minutes late, time will be deducted in the minutes of which student arrived late.

3. Code of Conduct

Students are expected to always conduct themselves in a professional manner. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal

4. Make-up Work

Students who have been absent for any reason are required to make-up any missed classes and/or assignments before proceeding to the next course of study. A student may make-up missed time by attending another class in session or night classes which are conducted for students who have been absent or a student who wishes extra practice.

5. Interruptions in Training/Termination

A student can be terminated for failure to learn the required skills. A student that has not successfully passed the examinations at the end of each chapter test with a minimum of 75% is encouraged to attend the additional class sessions for extra practice and can take no more than 2 retests on an approved scheduled day.

6. Leave of Absences

A student may be granted a leave of absence for a maximum of 180 days. A request for a leave of absence may be requested and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated, and he/she is granted a refund according to the Refund Policy and a Return to Title IV will be calculated for those students that receive Title IV funds.

7. Re-Entry

A student that has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required re-entry procedures. The student will be required to pay a Re-Entry fee of \$100.00. The decision of the President is final.

8. Drug Abuse Policy

A student who is a drug or alcohol offender will be dismissed from the school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

CODE OF CONDUCT

The Clarkes Cosmetology School Code of Conduct is a key tool in preparing students to be professional.

Students at Clarkes Cosmetology School will adhere to the following rules and regulations that support their quality of education.

Students may not disrupt class with the use of mobile phones, text messaging, laptops, touch pads, iPad, iPod, headphones, music devices and all other electronic devices.

It is mandatory that students wear the uniform always designated by the school every day and while on school property. Uniforms must be clean, neat and free of offending odors or stains. Additional uniforms may be purchased.

Students must practice good hygiene, be well groomed, and take steps to prevent and/or address problems of offensive body odor, including the odor of smoke.

The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the client, or to self.

Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code. Students that use profanity language, or disrespect verbally any of their peers, FBA employee, client, or guest could lead to suspension, if the student continues to violate the same infraction repeatedly, it could lead to further suspensions or final termination from the program.

Students also are expected to exhibit behaviors that uphold the essential values of the school community. Physically harming or contributing to the harming of another person or property will not be tolerated. There will be an immediate termination from the program.

Students are expected to respect the time requirements of their programs and their instructors.

Attendance and academic progress are mandatory requirements for this program. Violations of any attendance and/or academic policies may also result in disciplinary action as described in this document.

Anti-Hazing: FBA strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.

Students are always expected to conduct themselves in a professional manner. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

Any student that violates the Code of Conduct during the time of enrollment and has reached the point of completion.

The student will not be allowed to participate in the Graduation Ceremony. Administration will process all the requirements for completion and issue Diploma.

All suspensions or dismissals may require the student to submit a written appeal to return to school. The Appeal's Committee may be called to meet with the student, to review the appeal submission and make a recommendation to the Chief Administrative Officer. The Chief Administrative Officer will render the final decision.

GRIEVANCE POLICY

In the unlikely event that anyone, student, staff, or client, should be dissatisfied with service or actions of Clarkes Cosmetology School, the following procedure is to be followed:

1. We strongly encourage whoever has the grievance to bring the issue to the attention of the immediate supervisor, admissions, or school administrator. We seek to provide a safe, quiet and healthy environment that is without stress and is conducive to higher education.
2. Should the matter remain unresolved following the oral discussion, the grievance must be stated in written form.
3. The written grievance is to be submitted to the school President (JOHN DOE). The grievance matter will be discussed with the school administrator and the employee (if the grievance is in regard to an employee, that person would be allowed to sit in on the discussion), but the decisions regarding resolution would be made by an unbiased party. The report will be prepared in writing and presented to the student within 5 days of receipt of the formal grievance. The decision is final and may not be appealed.

If the grievance remains unresolved to the student's expectations, the student may submit an identical copy of the written grievance to the state-licensing agency, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, License #2170, (850) 245-3200. Additional information may be obtained by contacting the Commission for Independent Education. <http://www.fldoe.org/policy/cie>

LEAVE OF ABSENCE

Clarkes Cosmetology School requires students to provide a written, and signed, a dated request for leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Clarkes Cosmetology School may grant the student's request for a leave of absence and document its decision in the student file.

A student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period. The number of days in a leave of absence commences the day after the student's last day of attendance. A 12-month period begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

Refund And Cancellation Policy

Should a student enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3) day Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received

Grounds For Termination

I agree to comply with the rules and policies and understand that the school shall have the right to terminate this contract and my enrollment at any time for violation of ruled and policies as outlined in the catalog. I understand that the school reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

FEES AND PAYMENT SCHEDULE

Clarkes Cosmetology School reserves the right to amend, add, or delete classes, programs policies, equipment, tuition, fees, and/ or facilities, with prior notice of scheduled changes. Reasonable accommodations will be made for students impacted by such a change.

Payment Options

The student has the option of paying the tuition cost in full prior to attending the first class; or put on a payment plan.

A student may be dropped from classes for failure to provide tuition payments. Payment can be made with cash, credit card (VISA & MasterCard) or personal check made payable Clarkes Cosmetology School. Checks must be drawn on a U.S. banks. No counter (starter checks) checks will be accepted.

Collection Fees

In the event that a student's account is sent to collections, Clarkes Cosmetology school shall be entitled to collection, attorney fees and cost on the account thereof.

Registration Fee

The Registration fee is due at the time of signing the Enrollment Agreement for admissions. The registration fee is non-refundable if you voluntarily withdraw. If classes are cancelled by the school, the registration fee will be completely refunded.

Returned Check Fee

If a check is not honored when presented for payment, the bank will attempt to collect the funds an additional time. In accordance with Florida Statutes, Chapter 832.05, a returned check fee will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be **additionally liable for** court costs, collection fees and reasonable attorney fees as

prescribed by law. Clarkes Cosmetology is not responsible for other collection fees imposed by the bank. It is a non-refundable fee.

Transcript and Diploma Replacement Fees

The student will receive one (1) student copy and one (1) official copy of their academic transcript free of charge. If more than one (1) transcript is requested, a non-refundable fee of \$10.00 will be charged. There is a non-refundable diploma replacement charge of \$20.00.

Re-Instatement Fee

A student who has withdrawn and would like to re-enter a program will be charged a fee of \$100.00.

Administrative Fee

Students are charged an additional administrative fee of \$150 when withdrawn. This fee is non-refundable.

Withdrawal Administrative fee

Withdrawn students are charged an additional \$100 as a withdrawal fee. This fee is non-refundable.

Student ID Replacement Fee

Students are charged a fee of \$5.00 should their Student ID need replacing. This fee is non-refundable

COSMETOLOGY PROGRAM

STATE LICENSURE REQUIREMENTS

477.019 Cosmetologists; qualifications; licensure; supervised practice; license renewal; endorsement; continuing education. —

- (1) A person desiring to be licensed as a cosmetologist shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice cosmetology if the applicant:
 - (a) Is at least 16 years of age or has received a high school diploma.
 - (b) Pays the required application fee, which is not refundable, and the required examination fee, which is refundable if the applicant is determined to not be eligible for licensure for any reason other than failure to successfully complete the licensure examination; and
 - (c)
 1. Is authorized to practice cosmetology in another state or country, has been so authorized for at least 1 year, and does not qualify for licensure by endorsement as provided for in subsection (5); or
 2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of cosmetology at one of the following:
 - b. A school of cosmetology licensed pursuant to chapter 1005.
 - c. A cosmetology program within the public-school system.
 - d. The Cosmetology Division of the Florida School for the Deaf and the Blind, provided the division meets the standards of this chapter.
 - e. A government-operated cosmetology program in this state.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

COURSE CODE	COURSE TITLE
COS 100	Florida Law
COS102	HIV/AIDS /Sanitation Sterilization
COS103	Chemical Waving and Relaxing
COS104	Hair Shaping
COS105	Hair and Scalp Treatment
COS106	Hair Coloring
COS107/COS108	Shampoo and Rinsing/ Hair Setting
COS109/COS101	Facial Make-Up/Manicuring and Pedicuring
COS109	Hair Removal

PROGRAMS TUITION AND FEES
COSMETOLOGY PROGRAM
1,200 CLOCK HOURS

PROGRAM TUITION AND FEES:

Tuition: \$8400, Registration Fee: \$150. (non-refundable), Cosmetology Kit, Tools, ID Badges, Books & Supplies: \$750.00. .
Licensure fee: \$63.50. **Total Cost: \$9363.50**

PROGRAM OBJECTIVE:

This program is designated to provide students with the required theory and practical skills, to take and pass the State Cosmetology License examination and engage in the beauty profession.

PROGRAM DESCRIPTION:

The program consists of 1,200 clock hours of theory and services.

This program of study is designed to provide the students with the skills to beautify hair through shampooing, hairstyling, hair shaping, hair coloring, permanent waving, and hair relaxing. The program also includes beautifying the skin, hands and feet.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

COURSE DESCRIPTIONS

COSMETOLOGY PROGRAM OUTLINE

A full-time student will complete the program in approximately 40 weeks. A part-time student will complete the program in 60 weeks.

COURSE CODE	COURSE TITLE	CLOCK HOURS	SERVICE
COS100	Florida Law	40	0
COS102	Sanitation and Sterilization, HIV and AIDS	40	0
COS103	Chemical Waving and Relaxing	150	120
COS104	Hair Shaping	200	170
COS105	Hair and Scalp Treatment	60	55
COS106	Hair Coloring	200	170
COS107	Shampoo and Rinsing	80	200
COS108	Hair Setting	250	225
COS109	Facials and Make - up	50	40
COS101	Manicuring and Pedicuring	120	100
COS110	Hair Removal	10	20
TOTALS		1200	1100

COSMETOLOGY PROGRAM

Textbooks: Milady Standard Cosmetology, 13th Edition: Publisher Milady 2016.

Textbook (Hardcover-English) ISBN-13: 9781285769417, Textbook (Hardcover-Spanish) ISBN-13: 9781285772622, Theory Workbook (Softcover-English) ISBN-13: 9781285769455, Theory Workbook (Softcover-Spanish) ISBN-13: 9781285769462, Practical Workbook (Softcover-English) ISBN-13: 9781285769479, Practical Workbook (Softcover-Spanish) ISBN-13: 9781285769486, MindTap ISBN-13: 9781305632028

Note: There are no prerequisites for this program.

Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

COS100 - Florida Laws – 40 Clock Hours

This course is an overview of cosmetology law and rules and regulations in relation to consumer protection for both health and economic matters.

COS102 -Sanitation and Sterilization HIV/AIDS – 40 Clock Hours

This course explains the disease HIV/AIDS, how it affects the body immune system, how it's spread and prevention. The student will learn the skills needed to use chemical agents to disinfect implements and equipment the salon and they will also learn to protect the community.

COS103 – Chemical and Relaxing – 150 Clock Hours- Students will learn to use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one styling to another.

COS104- Hair Shaping – 200 Clock Hours This course will teach the students the skills necessary to use hair shaping implements and supplies in cutting the client's hair in a requested style(s) in specific times between 15 to 30 minutes. The students will also acquire the skills needed to arrange a client's hair into a style of the client's choice through the development of dexterity, coordination, and strength in creating designs and patterns in the hair.

COS105 -Hair and Scalp Treatments – 60 Clock Hours

Students will acquire the skills necessary to provide a beneficial service of stimulation to contribute to a healthy scalp. They will also learn to select a specific treatment that will improve the appearance of a client's hair following proper safety precautions in the application procedure.

COS106-Hair Coloring-200 Clock Hours This course will teach the students the skills necessary to change the client's hair color using semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the desired service.

COS107- Shampooing and Rinsing – Clock Hours 80- Students will also learn to use shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services.

COS108-Hair Setting- Clock Hours 250- The students will learn how to arrange a client's hair into a style by roller setting the hair and the client's choice of style through dexterity, coordination, and strength in creating a design

COS109-Facials and Make-up- Clock Hours 50- Students will learn and gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage.

COS101- Manicuring Pedicuring -. Clock Hours 120- Students will acquire the necessary skills to use professional manicuring implements, supplies, procedures, in shaping and polishing the nails, Students will learn the implements and techniques perform pedicures and nail extensions.

COS110- Hair Removal- Clock Hours 10 – Students will learn the proper techniques and implements on how to remove hair with creams or other preparations