

# SCHOOL CATALOG



# REGINA WEBB ACADEMY

2425 Scottsville Road Greenwood Courtyard Suite 116

Bowling Green, KY 42104

Phone: 270-842-9322 ~ Fax: 270-842-9328

[Reginawebbacademy.com](http://Reginawebbacademy.com)

Revised May 2024

## TABLE OF CONTENTS

LICENSING & ACCREDITING INFORMATION - 3
ABOUT OUR ACADEMY - 3
MISSION STATEMENT - 3
OUR FACILITY - 3
LIBRARY - 3
FACULTY & ADMINISTRATIVE STAFF - 4
PURPOSE, GOALS & OBJECTIVES - 4
ADMISSION REQUIREMENTS – 5
SPECIAL NEEDS ENROLLMENT - 6
ATTENDANCE POLICY - 6
TARDY POLICY – 7
LEAVE OF ABSENCE POLICY - 7
MAKE-UP WORK - 7
GRADUATION REQUIREMENTS - 7
CERTIFICATES & DIPLOMAS - 8
LICENSING REQUIREMENTS - 8
STATE BOARD EXAMINATIONS - 8
TRANSFER OF STUDENTS – 8
WITHDRAWAL - 8
COSMETOLOGY COURSE – 9
COSMETOLOGY COURSE OUTLINE – 9
ESTHETICS COURSE – 11
ESTHETICS COURSE OUTLINE - 11
APPRENTICE INSTRUCTOR COURSE - 13
APPRENTICE INSTRUCTOR COURSE OUTLINE – 13
VACCINATION POLICY – 15
COPYRIGHT INFRINGEMENT POLICY - 15
TUITION - 15
SCHOLARSHIPS – 15
FEDERAL ASSISTANCE PROGRAMS – 16
REFUND POLICY – 18
CREDIT BALANCES -19
EQUAL EMPLOYMENT STATEMENT & NON-DISCRIMINATION STATEMENT -19
EMPLOYMENT SERVICES & CAREER PLACEMENT -19
HOUSING - 19
STUDENT SUPPORT SERVICES – 19
DRUG ABUSE PREVENTION – 20
VOTER REGISTRATION – 20
CONSTITUTION DAY - 20
DEMANDS OF THE PROFESSION & HAZARDOUS CHEMICALS – 20
STUDENT ACCESS TO RECORDS -21
CONDUCT POLICY - 23
TERMINATION OF STUDENTS - 23
ENROLLMENT – 23
PARKING - 23
UNLICENSED WORK - 23
SCHEDULE OF FEES – 24
RULES AND REGULATIONS - 25
DRESS CODE - 27
SATISFACTORY ACADEMIC PROGRESS POLICY – 28
CAMPUS CRIME REPORT – 31
SECURITY - 31
HOW OUR STUDENTS ARE DOING – 32
SCHOOL GRIEVANCE POLICY AND PROCEDURE – 33

Licensed By:  
Kentucky Board of Cosmetology  
1049 US HWY 127 Annex #2  
Frankfort, KY 40601  
502-564-4262  
kbhc.ky.gov

Accredited By:  
NACCAS (National Accrediting Commission of Career Arts and Sciences)  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600  
naccas.org

### ABOUT OUR ACADEMY

After years of planning and preparation, the Regina Webb Academy opened in January of 2010. Regina Webb has been a licensed Cosmetologist for over 50 years. She is a certified color educator for a major industry product manufacturer and has a passion for education as well as personal and professional development. While not a licensed Cosmetology school instructor, she has carefully built a team of educators and support staff to meet the needs of our students.

### MISSION STATEMENT

It is the mission of the Regina Webb Academy to offer a quality educational experience and to prepare the aspiring beauty professional for state licensure as well as a successful career in the professional beauty industry.

### OUR FACILITY

The Academy occupies over 5000 square feet of floor space and is located in the Greenwood Courtyard Shopping Center. The space consists of a reception area with retail space, a 42 station Student Salon, a manicure/pedicure suite, a facial treatment/wax room, a product/supply dispensary, two classrooms with adjacent lockers, a break room, separate restrooms for men and women, and administrative offices. Private offices are available for interviewing and counseling students.

Any equipment not contained in the Student Kit is property of the Academy for shared use by all students. The floor space and equipment meet all requirements of the KY State Board of Hairdressers and Cosmetologists.

### LIBRARY

To aid the student in learning the theory of cosmetology arts and sciences the schools supplies an abundance of reference materials, technical magazines, product manuals, and hair style books. The Academy has internet access available for the purposes of research and enrichment.

## FACULTY AND ADMINISTRATIVE STAFF

Regina Webb – President & Owner

Angie Webb – Vice President / Financial Aid Dir.

Debbie Alexander – Instructor

Rick Dorsey – Instructor & Manager

Louise Hester – Substitute Instructor

## PURPOSE GOALS AND OBJECTIVES

1. To teach and assist our students with the knowledge and skills necessary to master the techniques and scope of the cosmetology, esthetics and cosmetology instructor professions.
2. To teach our students the highest standards of professionalism and industry ethics.
3. To motivate students to develop professional qualities in the fields of cosmetology, esthetics and cosmetology instruction to become employable and productive.
4. To teach and motivate each student to do their very best so they are competent to successfully pass licensure examinations and fulfill all requirements of the Kentucky Board of Cosmetology.

\*\*\*Once you are issued a permit from the Kentucky Board of Cosmetology you are under the obligation to follow all of their rules and regulations as they are written.

A complete copy of the statutes and regulations is available on the State Board website [KBC.KY.GOV](http://KBC.KY.GOV) – From the menu select statues and regulations. You should read through the contents completely. If you have any questions or seek clarity on any of the regulations please see Angie Webb or contact the KY state board directly.

## ADMISSION REQUIREMENTS

\*A diploma, transcript or GED are required for admission to all courses at Regina Webb Academy. A foreign student's high school diploma must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. \*\*All classes are taught in English.

### **Cosmetology: 1500 hours**

The enrolling student must be at least 16 years old and have a high school diploma or GED. (Please note, you must be 18 years old to test at the state board and become licensed in the State of Kentucky) Your high-school diploma, GED or educational transcript showing your graduation date must be provided. Required documents include valid state or military issued photo identification and a social security card. Students must submit a permit application to the Kentucky State Board of Hairdressers and Cosmetologists and pay a permit fee of \$25 and submit a 2x2 unaltered passport photo taken within the past 30 days. All students are required to attend an orientation on or before the first day of class.

### **Esthetics: 750 Hours**

The enrolling student must be 18 years old and have a high-school diploma or GED. Your high-school diploma, GED or educational transcript showing your graduation date must be provided. Required documents include a valid state or military issued identification and a social security card. Students must submit a permit application to the KY State Board of Hairdressers and Cosmetologists and pay a permit fee of \$35 and submit a 2x2 unaltered passport photo taken within the past 30 days. All students are required to attend an orientation on or before the first day of class.

### **Apprentice Instructor: 750 hours**

The enrolling student must have been a licensed Cosmetologist for a period of at least one year prior to applying to the Apprentice Instructor program. Your high-school diploma or GED must be provided. Required documents include valid state or military issued identification and a social security card. Students must submit an Apprentice Instructor application to the Kentucky State board of Hairdressers and Cosmetologists and pay a permit fee of \$50 and submit a 2x2 unaltered passport photo taken within the past 30 days. All students are required to attend an orientation on or before the first day of class.

### **Transfer Students:**

The enrolling transfer student must submit an application to the Kentucky State Board of Hairdressers and Cosmetologists and pay a permit fee of \$25 and submit a 2x2 unaltered passport photo taken within the past 30 days. Your high-school diploma or GED must be provided. Required documents include valid state or military issued identification and a social security card. If transferring from another school within Kentucky, the transferring student must be withdrawn from the prior school. If transferring from a school in another state, a certification of the hours from the State Board in which the applicant obtained licensure or hours must be provided. The state board will decide how many credit hours transferring students are to receive. Credit for written work that has been previously completed will only be given if a transcript from the prior school is provided. We reserve the right to deny admission to transfer students who require fewer than 300 hours for completion. All students are required to attend an orientation on or before the first day of class.

### **Re Entry:**

A student who withdraws and wishes to re-enroll in the Academy must re-apply and pay an additional \$100 application fee and apply for a new permit with the state board. The fee for the new permit is \$25 and the student must submit a 2x2 unaltered passport photo taken within the past 30 days. The re-entering student must not owe any past-due tuition or fees and will be required to purchase a new student kit if the original is not intact. Tuition will be figured based on a per hour scale for the remaining hours needed if it has not already been paid in-full. Please note: Re-entry is allowed at the discretion of the Vice President.

## SPECIAL NEEDS ENROLLMENT

Regina Webb Academy will make every effort to accommodate special needs as long as the student has a bona fide letter from their physician stating what limitations the student has. The student must be mentally and physically capable to perform the work as required by the Kentucky board of Cosmetology.

## ATTENDANCE POLICY

Every student enrolling at the Academy will be required to sign an Enrollment Agreement which will specify their individual schedule of attendance. We strive to prepare the student for what will be expected of them regarding attendance and dependability upon becoming employed in the professional salon industry. Students are expected to attend classes every day as scheduled unless they have been excused. If you are ill, a doctor's note may be required. The time clocks rounds up or down to the nearest quarter hour. Students will be allowed 30 minutes for a lunch break (Must clock out if taking a lunch break).

Missing time stamps may result in lost hours if the actual time cannot be verified.

Full time Cosmetology students are required to attend class Tuesday through Saturday from 9:00am – 4:30pm. Management reserves the right to adjust class schedules as necessary.

Esthetics students will attend Tuesday through Friday from 9:00am – 5:00pm.

Full-time Apprentice Instructor students attend class Tuesday – Saturday from 9:00am – 4:30pm. Part-time classes may be scheduled at the discretion of the Manager or Vice President.

Unless we are at capacity, new Cosmetology, Esthetics and Apprentice Instructor classes start at least once per month.

The Academy will be closed on the following days regardless of which day of the week they fall:

New Years' Day, 4<sup>th</sup> of July, Thanksgiving Day, Christmas Eve & Christmas Day. We maintain a true-to-life salon atmosphere, so class may be in session on other holidays. (Halloween, New Years Eve, etc.)

If classes are cancelled or the Academy is closed due to inclement weather the closure will be broadcast on WBKO (Insight Cable channel 9) and also on their website in the "Polar Report", as well as the Academy Facebook page.

Students should strive to be in attendance every day unless absence is unavoidable. If you are going to be absent, and you have not already notified the Academy, you are required to call or text 270-850-9866 by 9:00am on the day of the absence. In addition, if you plan to leave before your scheduled end time, you must notify your instructor and the front desk receptionist prior to leaving the building.

To avoid owing extra institutional charges, it is strongly suggested that students do not take personal vacations during their enrollment period and that every effort is made to attend classes as scheduled.

## TARDY POLICY

Students are expected to be on time for all classes and activities. There is no grace period regarding tardiness. Students arriving late without a valid excuse (dr. appointment, court appearance etc.) will not be allowed to attend at all that day unless the late arrival has been approved by school management.

## LEAVE OF ABSENCE POLICY (LOA)

Any student requesting a leave of absence must follow this policy in requesting the leave of absence. The student requesting the leave of absence must submit a written, signed & dated request detailing the reason for the leave in advance ahead of the start of the leave of absence unless unforeseen circumstances prevent the student from doing so, in which case the institution will document that the missing information will be collected at a later date and the beginning date of the leave would be determined by the first date the student was unable to attend. Requests for a leave of absence may be granted only for medical reasons which would affect the student's ability to attend school and will be considered on a case by case basis. Total days of all leave of absences may not exceed 180 days over the course of a 12 month period. The Academy may not assess the student additional charges as a result of the leave of absence. A student granted a leave of absence is not considered to have withdrawn so no refund calculation is required. Should the student take an unapproved leave of absence or not return from the leave of absence, they will be withdrawn if a request to extend the leave was not requested by the student or accepted by the institution. The withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Failure to return from leave of absence may shorten or exhaust the student's grace period for repayment of Title IV loans depending on the length of the leave of absence. The enrollment end date as specified in the Enrollment Agreement will be extended by the exact number of days as the Leave of Absence. Any changes to the enrollment agreement will be initialed by all parties and an addendum to the enrollment agreement must be signed by all parties. A student returning from leave of absence will be permitted to complete the coursework he or she began prior to taking the leave of absence.

## MAKE UP WORK

Any time a student is absent there will likely be work that needs to be made up. All lessons and exams are done on a schedule so it may be necessary to schedule a time to make up the required work. Whenever possible and if the Student Salon schedule allows, written work and practical assignments should be completed on the day following the absence.

## GRADUATION REQUIREMENTS

Graduation requirements for the Cosmetology, Esthetics and Apprentice Instructor programs are as follows:

- 1) All hours must be completed in accordance with the Kentucky State Board requirements.
- 2) All tests must be completed with a minimum grade of 75%.
- 3) All written and practical assignments must be satisfactorily completed.
- 4) Tuition must not be delinquent and/or all contract overages must be paid unless acceptable payment arrangements have been made.
- 5) If you were the recipient of federal student loans, you must complete loan exit counseling prior to graduation.

## CERTIFICATES AND DIPLOMAS

Upon graduation, Cosmetology and Esthetics students will have earned a diploma and be eligible to take the state licensing exam. Apprentice Instructors will have earned an Apprentice Instructor certificate and be eligible to take the Instructor licensing exam.

## LICENSING REQUIREMENTS / STATE BOARD EXAMINATIONS

**\*Any applicant with a felony conviction must receive permission from the KY State Board of Hairdressers and Cosmetologists to test and become licensed.**

**COSMETOLOGISTS:** The Kentucky State Board of Hairdressers and Cosmetologists requires the Cosmetologist applicant to be at least 18 years old and pay a \$85 exam fee (separate fees for written and practical exams for a total of \$170) and successfully pass an exam in theory, state laws as well as a practical exam prior to becoming licensed. A \$50 license fee must be paid to the Kentucky board of Cosmetology after successful completion of the examination.

**ESTHETICIANS:** The Kentucky State Board requires that an Esthetician be at least 18 years old and pay a \$85 exam fee and successfully pass an exam in theory and state laws and pass a practical exam. Upon successful completion of the exams pay a \$50 license fee.

**INSTRUCTORS:** The Kentucky State Board of Hairdressers and Cosmetologists requires the Apprentice Instructor to be at least 18 years old and pay a \$85 exam fee and pass a written and practical exam. A \$50 license fee must be paid to the Kentucky State Board of Hairdressers and Cosmetologists after successful completion of the exam. The Apprentice instructor license must be renewed in July even if the student is still attending school.

\* All professional licenses must be renewed in July each year regardless of which month you first became licensed.

## TRANSFER OF STUDENTS

Transfer students are accepted on a case by case basis and may be allowed credit for previous training if approved by the Kentucky Board of Cosmetology. ALL transfer students must sign a certification of hours to be sent to the Kentucky Board of Cosmetology prior to being able to enroll at the Regina Webb Academy. The certification of hours form can be found at [www.kbc.ky.gov](http://www.kbc.ky.gov). Out of state transfer students must have their hours certified from their previous state board and sent to Kentucky Board of Cosmetology. To obtain credit for written work and exams completed at other institutions the transferring student must submit a dated transcript or progress report from the other institution showing completed work and the grades earned for each unit. Students transferring FROM Regina Webb Academy will have all hours sent to the state board within 10 days of their date of withdrawal. Official transcripts will be issued from Regina Webb Academy only if all financial obligations have been met.

## WITHDRAWAL

Any student wishing to withdraw from school must do so through the Administration Office. When the student is under legal age, the notice must be submitted by the parent or guardian.

Any student who withdraws from the program, or is terminated will be charged a \$150.00 fee to cover the administrative and processing costs. Students who fail to withdraw in writing will be withdrawn after 10 days of non-attendance.



## COSMETOLOGY COURSE – 1500 HOURS

The US Bureau of Labor and Statistics SOC code for 39-5012 Hairdressers, Hairstylists, and Cosmetologists

**Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).**

### COSMETOLOGY COURSE OUTLINE

#### DESCRIPTION:

The Cosmetology course is a 1500 hour program that will prepare the student for examination and licensing by the Kentucky State Board of Hairdressers and Cosmetologists, which then allows the student to seek employment as a Cosmetologist or in a related career field.

#### OBJECTIVES:

1. To prepare students for the State Board exam.
2. To guide the student into awareness of individual responsibilities and the importance of professionalism.
3. To develop the skills necessary in dealing with human relations.
4. To develop clinical skills and utilize time management.
5. To cultivate the students imagination and creativity.

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

#### REFERENCES:

The Academy utilizes a wide variety of reference materials, books, magazines, manuals, DVD's and CD ROMS. The Milady Standard Cosmetology textbook as well as Pivot Point Fundamentals may be used. Students are encouraged to make full use of all available materials.

#### METHOD OF INSTRUCTION:

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

#### GRADING PROCEDURES:

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

93% - 100%.....	A Excellent
85% - 92%.....	B Above Average
75% - 84%.....	C Average
74% & Below.....	BELOW STANDARDS – UNSATISFACTORY

**Section 1. Subject Areas.**

The regular courses of instruction for cosmetology students shall contain courses relating to the subject areas identified in this section.

(1) Basics: (a) History and Career Opportunities; (b) Life Skills; (c) Professional Image; and (d) Communications.

(2) General Sciences: (a) Infection Control: Principles and Practices; (b) General Anatomy and Physiology; (c) Skin Structure, Growth, and Nutrition; (d) Skin Disorders and Diseases; (e) Properties of the Hair and Scalp; (f) Basic Chemistry; and (g) Basics of Electricity.

(3) Hair Care: (a) Principles of Hair Design; (b) Scalp Care, Shampooing, and Conditioning; (c) Hair Cutting; (d) Hair Styling; (e) Braiding and Braid Extensions; (f) Wig and Hair Additions; (g) Chemical Texture Services; and (h) Hair Coloring.

(4) Skin Care: (a) Hair Removal; (b) Facials; and (c) Facial Makeup.

(5) Nails: (a) Manicuring; (b) Pedicuring; (c) Nail Tips and Wraps; (d) Monomer Liquid and Polymer Powder Nail Enhancements; and (e) Light Cured Gels.

(6) Business Skills: (a) Preparation for Licensure and Employment; (b) On the Job Professionalism; and (c) Salon Businesses.

**Section 2.** A school of cosmetology, esthetic practices, and nail technology shall teach the students about the various supplies and equipment used in the usual salon practices.

**Section 3. Instructional Hours.** (1) A cosmetology student shall receive not less than 1,500 hours in clinical class work and scientific lectures with a minimum of: (a) 375 lecture hours for science and theory; (b) 1,085 clinic and practice hours; and (c) Forty (40) hours on the subject of applicable Kentucky statutes and administrative regulations. (2) A cosmetology student shall not perform chemical services on the public until the student has completed a minimum of 250 hours of instruction.

Some of the jobs that may be available to licensed Cosmetologists are: Cosmetologists may work in licensed salons and spas. They may choose to specialize in skincare or make-up application. Licensed Cosmetologists may work in the film and television industries, or they may work for product manufacturers or distributors.

## ESTHETICS COURSE – 750 HOURS

The US Bureau of Labor and Statistics SOC code for Skin Care specialists: Provide skincare treatments and waxing services to the face and body to enhance an individual's appearance.

### ESTHETICS COURSE OUTLINE

#### DESCRIPTION:

The Esthetics course is a 750 hour program that will prepare the student for examination and licensing by the Kentucky State Board of Hairdressers and Cosmetologists, which then allows the student to seek employment as an Esthetician or in a related career field.

#### OBJECTIVES:

1. To prepare students for the State Board exam.
2. To guide the student into awareness of individual responsibilities and the importance of professionalism.
3. To develop the skills necessary in dealing with human relations.
4. To develop clinical skills and utilize time management.
5. To cultivate the students imagination and creativity.

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

#### REFERENCES:

The Academy utilizes a wide variety of reference materials, books, magazines, manuals, DVD's and CD ROMS. The Milady Standard Esthetics textbook is issued. Students are encouraged to make full use of all available materials.

#### METHOD OF INSTRUCTION:

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

#### GRADING PROCEDURES:

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

93% - 100%.....	A Excellent
85% - 92%.....	B Above Average
75% - 84%.....	C Average
74% & below.....	BELOW STANDARDS – UNSATISFACTORY

Esthetics Curriculum. The regular course of instruction for esthetics students shall consist of courses relating to the subject areas identified in this section.

(1) Basics: (a) History and Career Opportunities; (b) Professional Image; and (c) Communication.

(2) General Sciences: (a) Infection Control: Principles and Practices; (b) General Anatomy and Physiology; (c) Basics of Chemistry; (d) Basics of Electricity; and (e) Basics of Nutrition.

(3) Skin Sciences: (a) Physiology and Histology of the Skin; (b) Disorders and Diseases of the Skin; (c) Skin Analysis; and (d) Skin Care Products: Chemistry, Ingredients, and Selection.

(4) Esthetics: (a) Treatment Room; (b) Basic Facials; (c) Facial Massage; (d) Facial Machines; (e) Hair Removal; (f) Advanced Topics and Treatments; and (g) Makeup.

(5) Business Skills: (a) Career Planning; (b) The Skin Care Business; and (c) Selling Products and Services.

Esthetics Hours Required. (1) An esthetics student shall receive no less than 750 hours in clinical and theory class work with a minimum of: (a) 250 lecture hours for science and theory; (b) Thirty-five (35) hours on the subject of applicable Kentucky statutes and administrative regulations; and (c) 465 clinic and practice hours. (2) An esthetics student shall have completed 115 hours before providing services to the general public. Clinical practice shall be performed on other students or mannequins during the first 115 hours.

Some of the jobs that may be available to licensed Estheticians are: May work in licensed salons and spas and in some cases in a medical office. They may choose to specialize in skincare or make-up application. Licensed Estheticians may work in the film and television industries, or they may work for product manufacturers or distributors.

## APPRENTICE INSTRUCTOR COURSE – 750 HOURS

The US Bureau of Labor and Statistics SOC code for 25-1081 Education Teachers, Postsecondary

**Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, & teacher education. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.**

### APPRENTICE INSTRUCTOR COURSE OUTLINE

#### DESCRIPTION:

The Apprentice Instructor course is designed to produce a qualified and capable instructor of Cosmetology. Upon completion the student will be prepared for state board testing and licensure. This is a 750 clock hour course. This course takes from 6 to 24 months to complete depending on the attendance of the student.

#### OBJECTIVES:

1. To prepare students for state board exams.
2. To guide the student into awareness of individual responsibilities and the importance of professionalism.
3. To develop the skills necessary in dealing with human relations.
4. To develop teaching skills and utilize time management.
5. To cultivate the students imagination and creativity.

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

#### REFERENCES:

The Academy utilizes a wide variety of reference materials, books, magazines, manuals, DVD's, CD ROMS. A Milady Standard Textbook is issued. Students are encouraged to make full use of all available materials.

#### METHODS OF INSTRUCTION:

The apprentice instructor program utilizes a wide variety of methods to teach including but not limited to; textbooks, lectures, demonstrations and practical presentations.

#### GRADING PROCEDURES:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Academic learning is evaluated after each unit of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93% - 100%.....	A Excellent
85% - 92%.....	B Above Average
75% - 84%.....	C Average
74% & Below.....	BELOW STANDARDS – UNSATISFACTORY

### **Apprentice Instructor Curriculum.**

The course of instruction for an apprentice instructor shall include no less than 750 hours, 425 hours of which shall be in direct contact with students. 325 hours of the required theory instruction may be taken in person in the following areas: (1) Orientation; (2) Psychology of student training; (3) Introduction to teaching; (4) Good grooming and professional development; (5) Course outlining and development; (6) Lesson planning; (7) Teaching techniques (methods); (8) Teaching aids, audio-visual techniques; (9) Demonstration techniques; (10) Examinations and analysis; (11) Classroom management; (12) Recordkeeping; (13) Teaching observation; (14) Teacher assistant; and (15) Pupil teaching (practice teaching).

### **Supervision.**

An apprentice instructor shall be under the immediate supervision and instruction of a licensed instructor during the school day. An apprentice instructor shall not assume the duties and responsibilities of a licensed supervising instructor.

Licensed Cosmetology Instructors can teach Cosmetology, Nail Technology, Esthetics and Apprentice Instructor courses at licensed schools of the same scope of practice.

## VACCINATION POLICY

Regina Webb Academy does not require vaccinations for admission.

## COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer to peer file sharing, or using the schools IT systems to participate in such activities may subject students to civil and criminal liabilities and may result in expulsion from school.

## TUITION

Cosmetology: Tuition \$15,500, Student Kit and Books \$2,000

Esthetics: Tuition \$12,500, Student Kit and Books \$2,000

Apprentice Instructor: Tuition \$3000, Books \$250

\*All students will be charged a non-refundable \$100 application fee. Students who withdraw prior to graduation will be charged a \$150 termination fee. Any student who does not graduate by their contracted completion date will be charged \$5.16 per hour for every hour (enrollment agreements signed prior to 4/1/2020 may have a different rate). Charges must be paid or successful payment arrangements must be made prior to graduation. All students are required to purchase a student kit and books from the Academy. Once purchased it become property of the student and cannot be returned. Care of the kit and its contents is the sole responsibility of the student. Items that become lost, broken or stolen must be replaced at the expense of the student as all pieces will be used throughout the course. Please note: The KY state board regulations states that all items in the kit must not be removed from the property during the course as all items must remain sanitary and ready for use. Upon graduation or in the event the student withdraws from the program, students have 30 days to remove kit items from school or they become property of the school. Methods of payment of monies owed to the Academy are cash, check, money order, cashier's check, visa, mastercard and discover. A \$35 fee may be collected on any returned check. Post-withdrawal balances are due in full within 30 days if no other payment arrangements are made.

Students may also finance the tuition and student kit through TFC. Payments must be made throughout your enrollment until the balance is paid in full; unless other arrangements can be made. Interest rates may be between 3% and 12%.

The school reserves the right to suspend or withdraw a student who has fallen behind on tuition payments. Re-enrollment would be at the discretion of the Owner or Vice President.

Financial aid may be available for students who qualify. (Competency based programs with a clock hour component- Should the student complete the program earlier than the estimated timeframe stated in the contract, the students financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution)

## SCHOLARSHIPS

At times, the Academy may offer scholarships to students. The student must graduate from their enrolled program or the full amount of the award becomes null and void.

## FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the U.S. Department of Education. A variety of programs are available for student qualifying for assistance:

### **Federal Grants:**

**Federal Pell Grant:** Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

### **Federal Direct Loan Program:**

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Subsidized, Federal Unsubsidized and Federal Parent Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

**Federal Direct Subsidized Loan:** This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues after disbursement. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization.

**Federal Direct Parent Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological or adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC).

## **VERIFICATION**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the Department of Education for the process of verification, the student must submit all required documentation to the finance office within 14 days of the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 14 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances. (Use of Professional Judgment)



4. The finance office will notify the student in writing of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.
5. An institution's procedures must provide that it will furnish, in a timely manner, to each applicant whose FAFSA information is selected for verification a clear explanation of-
  - (1) The documentation needed to satisfy the verification requirements; and
  - (2) The applicant's responsibilities with respect to the verification of FAFSA information, including the deadlines for completing any actions required under this subpart and the consequences of failing to complete any required action.
6. An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

### **RETURN OF TITLE IV FUNDS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Subsidized and Unsubsidized Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of you Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV Funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

#### INSTITUTIONAL REFUND POLICY – NOTICE OF CANCELLATION

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. Attendance is taken daily and is monitored at least every 10 days. The unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 10 days after the last day of attendance or the expiration date of an approved Leave of Absence. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee in the amount of \$100.00, and the amount paid for the non-refundable student kit will be made. Refunds are calculated based on the student's last date of attendance. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

#### **PERCENT OF SCHEDULED TIME (NOT ACTUAL ATTENDANCE TIME) DETERMINES THE AMOUNT OF TUITION OWED TO THE SCHOOL.**

0.01% to 04.9% = 20% OWED TO SCHOOL

5% to 09.9% = 30% OWED TO SCHOOL

10% to 14.9% = 40% OWED TO SCHOOL

15% to 24.9% = 45% OWED TO SCHOOL

25% to 49.9% = 70% OWED TO SCHOOL

50% and over = 100% OWED TO SCHOOL (No refund after 50% of scheduled time has elapsed)

Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student or participate in a teach-out agreement. If the course is canceled subsequent to a student's enrollment, and before enrollment has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time, or participate in a teach-out agreement. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or program; or Participate in a Teach – Out Agreement; or Provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc. are non-refundable. All fees are identified in the catalog and in this enrollment agreement. If a Title IV financial aid recipient\* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be

paid, as applicable, first to unsubsidized Federal Student Loan Program; second to subsidized Federal Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. Post-withdrawal balances are due within 30 days unless other payment arrangements are made.

### CREDIT BALANCES

Balances posted to the student ledger in excess of the charges for that payment period are considered credit balances. All credit balances will be returned to the student as a stipend within 45 days. A student may opt to give the institution authorization to hold a credit balance to apply to future charges such as tuition, fees, books, supplies and educationally related goods and services. Authorization must be made in writing utilizing a designated form available in the financial aid office. This document covers funds received from title IV as well as payments received from private sources. Student or the parent or guardian of a dependant student may refuse to authorize any individual item. Student or the parent or guardian of the student may cancel such authorization at any time by notifying the financial aid office in writing. Cancellation is not retroactive. If a student or parent or guardian of the student cancels an authorization to hold excess funds the funds must be paid directly to the student or parent or guardian of the student as soon as possible but no later than 14 days after the school receives the notice. The institution will identify the amount of funds being held as a credit balance for each student and will maintain a subsidiary ledger of said funds which are maintained in a depository account. Notwithstanding any authorization obtained by the school, the institution will pay any remaining balance on loan funds by the end of the loan period, and any remaining other Title IV funds by the end of the last payment period in the award year for which the funds were awarded.

### EQUAL EMPLOYMENT STATEMENT & NON DISCRIMINATION POLICY

It is the policy of Regina Webb Academy to admit qualified persons who will benefit from the education provided. We feel the field of Cosmetology offers many opportunities to men and women from all walks of life therefore we do not practice discrimination on the basis of sex, race, color, ethnic origin, religion, age, handicap or veteran status in provision of educational opportunities or employment opportunities. This policy extends to both admissions and employment.

### EMPLOYMENT SERVICES AND CAREER PLACEMENT

The student is hereby advised that the Regina Webb Academy does not guarantee employment to any student. The primary purpose of the Academy is to graduate students who are prepared and qualified for entry-level employment in the professional salon industry.

If the Regina Webb Academy does receive inquiries from salon managers about job openings we will post them for all students to see. We would be happy to introduce the students to local hiring managers and can assist in setting up job interviews.

### HOUSING

The Regina Webb Academy does not provide student housing. We can offer referrals to local properties that cater to students and their short or long-term housing needs.

## STUDENT SUPPORT SERVICES

Advising service is available upon request to help you with your personal and financial needs. All students are informed at orientation about the Academy's policy on drug use. Students may receive confidential information to assist them with medical problems, personal problems or substance abuse problems by contacting any staff member. We maintain an "open door" policy and are very willing to advise anyone in need. Some local organizations and that may be able to assist in a crisis situation are listed below.

**Health Concerns:** Barren River Area Health Department, 270-781-8039

**Chemical Dependency:** Alcoholics Anonymous 270-782-5267

**Domestic Violence:** Barren River Area Safe Space (BRASS) 270-781-9334

**Economic Hardship:** Salvation Army 270-843-3485

**National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)

**Dial 211:** Facilitated by the United Way – This resource has referrals for a variety of needs

We would be happy to assist you in finding other help if these organizations do not meet your needs.

## DRUG ABUSE PREVENTION

This school actively supports the prevention of drug abuse. Upon enrollment students are provided the Academy's policy on drug and alcohol abuse. A list of agencies that may offer assistance is available in the administrative office.

## VOTER REGISTRATION

We encourage our students to register and exercise their right to vote. Voter registration may be completed online. The school maintains information for students on Voter Registration in Kentucky.

## CONSTITUTION DAY

As required by any school participating with federal funding programs we will observe Constitution Day on or around September 17<sup>th</sup>. Activities may vary yearly, but every effort is made to ensure that the activities honor the United States Constitution.

## DEMANDS OF THE PROFESSION & HAZARDOUS CHEMICALS

Demands of Cosmetologists, Estheticians and Cosmetology Instructors: Must be able to deal directly with the public; irritation of eyes and nose from fumes; irritation of the skin; long periods of sitting or standing; can cause varicose veins; direct contact with clients feet, hands, head and face; back pain; pain in hands and arms due to overuse and/or repetitive motions. Requirements: Good moral character and even temperament; use good posture; wear protective eye wear, gloves or mask as necessary; wear support hose; use caution when working with sharp implements and hazardous chemicals. Universal precautions should be followed at all times without exception. All persons interested in a career in cosmetology, esthetics or as a cosmetology instructor should be aware that certain chemicals used may be considered hazardous to your health. In addition, people who may be sensitive to the ingredients in beauty products or those with certain allergies should seek medical advice regarding their condition prior to enrolling in cosmetology school.

While our industry may provides opportunity for entrepreneurship, employers in the professional beauty industry expect professionalism, talent and dedication from Cosmetologists and other operators in the beauty industry. As with all professions, we strongly suggest you learn all you can about this industry before committing your time and finances to our program. To thrive in a service based industry such as ours requires personal discipline.

Those in the Cosmetology related industry in our state will be subject to state regulatory oversight by the KY Board of Cosmetology and must comply to avoid fines and/or having their license revoked.

## STUDENT ACCESS TO RECORDS

### **Privacy of Student Information (FERPA Rules)**

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

### ***Student's & parents' rights to review educational records***

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records. While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. \*Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

### ***Prior written consent to disclose the student's records***

Except under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated.

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and

- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

### ***Disclosures to School officials***

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

### ***Disclosures to government agencies***

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. —Authorized representativesll includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition:

- Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.
- A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

### ***Disclosures in response to subpoenas or court orders***

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

### ***Disclosures to the National Accrediting Commission of Career Arts and Sciences (NACCAS)***

For the purpose of accreditation, disclosures may be made to any member of the NACCAS commission or to the evaluators who will visit the Academy.

### ***Documenting the disclosure of information***

Except as noted below, school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

### ***FERPA rights and student responsibilities***

A school is required to—

- ✓ annually notify students of their rights under FERPA;
- ✓ include in that notification the procedure for exercising their rights to inspect and review education records; and

✓ maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to—

- ✓ inspect and review any education records pertaining to the student;
- ✓ request an amendment to his/her records; and
- ✓ request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

## CONDUCT POLICY

Professional behavior, appearance and conversation are expected from all students. The training we provide is intended to ensure that you are salon-ready upon graduation. All policies and expectations are a direct result of that. Insubordination and poor attitudes will not be tolerated. If you are corrected by a staff member, take it as an opportunity to learn.

\*Failure to adhere to this policy may result in suspension or dismissal. Our staff members will not tolerate an unprofessional attitude, arguing or aggressive behavior.

## TERMINATION OF STUDENTS

The following may be grounds for termination of a student.

1. Written resignation from a student
2. Failure to attend for ten consecutive days without an approved medical leave of absence on file
3. Failure to pay required tuition or fees
4. Violence, threats of violence, flagrant disregard of Academy policy or habitual poor attendance.
5. Introduction or use of unlawful controlled substances or alcohol while at school
6. At the direction of the Kentucky State Board of Hairdressers and Cosmetologists

## ENROLLMENT

We schedule new classes to begin the 2<sup>nd</sup> Tuesday of each month. However this schedule can vary depending on capacity and other factors. Management reserves the right to begin more or less often as the need arises.

## PARKING

Ample parking is available in the front parking lot. Please observe the reserved handicap parking and do not park in the fire lanes.

## UNLICENSED WORK

The Kentucky Board of Cosmetology explicitly forbids students from providing services which require a cosmetology license to ANYONE outside of the school in which you are enrolled. This applies to family, friends and the general public and applies whether services are performed free of charge or for a fee.

## SCHEDULE OF FEES – As of 10/1/2023

The following are the various costs of attendance at Regina Webb Academy.

### 1500 Hour Cosmetology Course

\$100 --- Application fee  
\$2,000 – Student kit and books  
\$15,500 – Tuition  
\$25 – State board permit application fee  
\$17,625- Total

### 750 Hour Esthetics Course

\$100 --- Application fee  
\$2000 --- Student kit and books  
\$12,500 --- Tuition  
\$25 – State board permit application fee  
\$14,625 - Total

### 750 Hour Apprentice Instructor Course

\$100 --- Application fee  
\$250 --- Books  
\$3,000 --- Tuition  
\$50 – State board license application fee  
\$3,400--- Total

Transfer Hour Rate \$10.33 per hour for cosmetology and apprentice instructor and \$16.67 for Esthetics. If the transferring student does not have a suitable, sanitary kit one may need to be purchased.

Payment arrangements must be made on or before the first day of class.

The current charge for additional instruction that goes beyond the graduation date as stated in the enrollment agreement is \$5.16 per hour.

Additional costs may include writing instruments, organizational materials and/or supplemental educational materials that may be purchased at the student's discretion.

\*Financial aid may be available for those who qualify.



## **RULES AND REGULATIONS**

Failure to comply with school policy may result in suspension or expulsion depending on the severity or frequency of non-compliance.

- It is our goal to help you develop professional habits. Tardiness will not be tolerated. Students arriving late will not be permitted to attend at all that day unless they have a written Dr. excuse.
- 
- Uniforms must be clean and presentable at all times. Dress code must be followed. Maintain a professional appearance and good personal hygiene. Students should arrive appropriately styled and dressed.
- Phones should never be used on the salon floor, during class, or while testing. Your phone should be kept on silent at all times.
- Sanitation is of the utmost importance in the salon industry. Students will be assigned a daily sanitation duty to be completed throughout the day as needed. All students are expected to assist with laundering of towels and capes.
- Always promptly clean up after yourself. Each student is responsible for keeping his/her work station clean and sanitary, and must be properly clean and stored at the end of each day. All instruments must be sanitized after each use and proper safety & sanitation must be followed at all times.
- Student kit items MUST remain at the Academy and available for use at all times.
- Product and supplies provided by Regina Webb Academy may not be taken out of the building and should not be used wastefully or without permission. Personal beauty services may be done on students only after permission has been granted, the service has been paid for (if applicable) and if time allows.
- Incidents of theft may result in suspension or expulsion.
- Do not use any equipment for anything other than its intended purpose or operate in an unsafe or unsanitary manner.
- Professional and courteous conduct is expected. Respectful communication with staff, fellow students and patrons is required. Unnecessary conversation, noise, causing discord, abusive language, and the use of profanity or other offensive language or inappropriate physical behavior is prohibited. Those intentionally upsetting the professional environment will be subject to disciplinary action.
- Gross negligence, abuse or endangering the health or safety of any staff member, student or client including the use of verbal or written threats, intimidation, coercion or abusive language is prohibited. We do not tolerate assault, bullying or threatening of any kind. This includes cyber bullying or incidents between students, staff or clients that may take place off school grounds as they can cause negative effects during school hours as well.
- Students and staff are prohibited from engaging in sexual assault, stalking, dating or domestic violence. Retaliation in any manner against an individual who makes one of these complaints is prohibited. Interfering with an investigation or intentionally making a false accusation is prohibited.
- No sleeping. No lounging. All students should be involved in a project or other enrichment activity when not in class or servicing clients. If you need clarification or guidance, please see your instructor for your assignment.
- The school assumes no responsibility for any negligence, carelessness or lack of skill by one or more students while practicing any part of the school course upon one another

- Regina Webb Academy is an alcohol and drug-free campus. Possession, sale, manufacture or distribution of any controlled substance is unlawful. It is also unlawful to possess alcohol under the age of 21 or to furnish, sale or provide alcohol to anyone under 21. Violation of these laws can result in suspension or termination from the school as well as criminal prosecution.
- Smoking is permitted in the rear of the building only and all tobacco materials must be properly disposed of. The use of any tobacco product including chewing tobacco and electronic cigarettes and/or vaporizers is prohibited inside the building. All staff and students must wash their hands after smoking. Be aware that the odor associated with smoking may be offensive to others. Every effort should be made to neutralize smoke smell.
- Every effort should be made to be in attendance every day unless absence is unavoidable. If you know are going to be absent, you need to notify the Academy staff in advance. If you cannot request the day off in advance, you are required to call in / text 270-850-9866 by 9:00am on the day of the absence. No call/no show incidents are unnecessary and unprofessional and may result in suspension days.
- Students must notify their instructor and the front desk person if they will be leaving early.
- You must never attempt to falsify your time records. You must clock in and out for your lunch break whether you leave the building or not. In addition, you are required to clock out anytime you leave the property.
- Students are permitted to take a 10 minute break if you have a visitor unless you are in class or with a client. Visitors are not allowed in the classrooms or student salon. After 10 minutes the visitor must leave.
- Children may not be here, in your care, for any length of time.
- Students are expected to behave in a professional manner when interacting with staff, students and clients. Any discourtesy to a client may result in suspension or expulsion.
- Students may not wear headphones, ear buds or similar devices while they are servicing a client.
- Students may not refuse service to a client or trade clients with another student.
- All services provided must be appropriately charged for.
- You may, at your client's discretion receive a tip for your service. Never ask for or imply that tipping by clients is required. Never discuss tips in the Student Salon.
- Students are to follow all Kentucky State Board of Hairdressers and Cosmetologists statutes and regulations.
- There is no food allowed in the classrooms. All food must be eaten in the breakroom.

DRESS CODE -- \*Cosmetology and Apprentice Instructor\* -- See Esthetics Note Below\*\*\*

Please dress to impress. You have chosen to enter the professional beauty industry. To be successful people have to take you seriously. Casual dress is not appropriate.

**Tops:**

- Must be black or black and white
- Must cover the underarms, stomach and may not be overly revealing
- Must not display any non-cosmetology related logos, slogans or images
- Must be clean with no obvious stains or holes
- No hoodies

**Bottoms:**

- Must be solid black – Students may wear black denim, slacks or leggings. Students may also wear black dresses, skirts, rompers or shorts if they are of a modest length (Longer than the student's fingertips when standing with your hands at your sides)
- Bike shorts, athletic / workout clothing, pajama pants & sweat pants are not allowed
- Bottoms should be clean, free from stains and not overly distressed
- You may wear any color denim jeans on Saturday only

**Shoes:**

- Shoes may be any color
- Must have a non-slip, hard sole
- Must be clean and free of stains
- No slippers or house shoes

**Other:**

- Hair should be styled and make-up applied in a professional manner appropriate to the cosmetology industry.
- We do not have restrictions on body art. We simply suggest keeping your professional image in mind when making decisions regarding tattoos, piercings and other body modification.
- Male students must keep facial hair neat and groomed in a professional manner.
- Fingernails and exposed toenails should be clean and free of chipped polish. Nails should be of a reasonable length for performing tasks and client services.
- Jewelry should not distract or hinder your performance of tasks and client services.

\*\*We maintain a professional atmosphere. All students are to arrive to school properly dressed or you may be sent home to change. Academy staff reserves the right to make discretionary calls as necessary regarding what is appropriate. Please be mindful and respectful of their decisions. If you are not sure if you are within the acceptable dress code, please bring a change of clothes just in case.

**\*\*\*Esthetics students will be required to wear clean solid black scrubs and clean comfortable shoes\*\*\***

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students will be provided written notification of the results of an evaluation that impacts the student's eligibility for title IV funds.

### **ACADEMIC YEAR**

Cosmetology 900 hours (26 weeks)

Esthetics 900 hours (26 weeks)

Apprentice Instructor 900 hours (26 weeks)

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Progress as follows:

Cosmetology 450, 900, and 1200 clocked (actual) hours (1350 for remaining 1800 hr enrollees)

Esthetics 375, and 750 clocked (actual) hours

Apprentice Instructor 375 and 750 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

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

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below: Students failing to complete the course within the maximum time frame will not be eligible for further federal student aid. Remaining tuition due would be the financial responsibility of the student.

Cosmetology (Full time, 35 hrs/wk) - 1500 Hours = Max 2250 Hours / 65 Weeks

Cosmetology (Part time, 20 hrs/wk) – 1500 Hours = Max 2250 Hours / 113 Weeks

Esthetics (Full Time, 35 hrs/wk) – 750 Hours = Max 1125 Hours / 33 Weeks

Esthetics (Part Time, 20 hrs/week) – 750 Hours = Max 1125 Hours / 57 Weeks

Apprentice Instructor (Full time, 35 hrs/wk) – 750 Hours = Max 1125 Hours / 33 Weeks

Apprentice Instructor (Part time, 20 hrs/wk) – 750 Hours = Max 1125 Hours / 57 Weeks

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

### **ACADEMIC PROGRESS EVALUATIONS**

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

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

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

0 - 74 BELOW STANDARDS – UNSATISFACTORY

## **DETERMINATION OF PROGRESS STATUS**

The institution calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and may continue to receive assistance under title IV programs for one payment period despite a determination that the student is not making satisfactory academic progress. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Financial aid warning may be assigned without an appeal or other action by the student.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. A student on financial aid probation may receive title IV, HEA program funds for one payment period. While a student is on financial aid probation, the institution may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further title IV. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation, that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. (For example, death of a relative or medical condition.) Students submitting an appeal should provide any and all documents that prove or verify the reason for the appeal as well as a description of what has changed in the student's situation that will allow student to demonstrate satisfactory academic progress in the next evaluation. 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.

### **NONCREDIT AND REMEDIAL COURSES**

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

**TRANSFER HOURS** With regard to Satisfactory Academic Progress, credit hours from another institution that are accepted toward the student's educational program must count as both attempted and completed hours. for the purpose of determining when allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **CAMPUS CRIME REPORT – (Clery Act) Full Report Is Available in Office or on our website**

Our Campus consists of the building at 2425 Scottsville Road and the adjoining parking lot.

Statistics of criminal offences, which have been reported to the school, or local police: Examples of such offences include:

- Murder
- Forcible and non-forcible sex offences
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

Arrest for persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.

Years 2010-2021: No crimes reported

### **SECURITY**

Security and safety of our staff and students is a top priority. Please report any suspicious activity or persons to any staff member immediately. Lock your car doors and avoid leaving personal property unsecured. If there is an emergency, please call 911.

## HOW OUR STUDENTS ARE DOING

### 2021 Annual Report Outcome Rates

#### **Cosmetology:**

- Our school's students have an on-time graduation rate of: %55.56
- Our school's students have a pass rate on state licensure exam of: 100%
- Our school's students have a placement rate of eligible graduates of: 70%

**Apprentice Instructor: N/A (No students enrolled in 2021)**

**Esthetics: N/A (No students enrolled in 2021)**



## **SCHOOL'S GRIEVANCE POLICY & PROCEDURE**

Regina Webb Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be mailed to the school office (via registered mail) at the address listed in the current student catalog.
3. The complaint will be reviewed by the school management, and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. Depending on the extent and nature of the complaint, interviews with the appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, corporate management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be an Advisory Board Member, another member who may not be related to the student filing the complaint or another student in the school. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
6. If the complaint still cannot be resolved via the steps enumerated above, then and only then can the complaint be forwarded to one or both of the following regulatory agencies:

Kentucky Board of Cosmetology  
1049 US HWY 127 Annex #2, Frankfort, KY 40601  
502.564.4264 (phone), 502.564.0481 (fax),  
<http://www.kbhc.ky.gov>.

NACCAS  
3015 Colvin Street, Alexandria, VA 22314  
703.600.7600 (phone), 703.379.2200 (fax),  
[www.naccas.org](http://www.naccas.org).

**SCHOOL'S COMPLAINT FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SS# \_\_\_\_\_ PHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.
2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed use the back side of this form.
3. Indicate with whom (and when) you have already spoken to regarding this complaint, and what attempts have been made at resolution.
4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statement made pertaining to my complaint is truthful and accurate.

\_\_\_\_\_

Signature of complainant

\_\_\_\_\_

Date

ACKNOWLEDGEMENT OF ORIENTATION

I have received a school catalog and have attended an orientation on or before my first day of attendance at Regina Webb Academy.

---

Signature

Date