

TABLE OF CONTENTS

Absentee Policy.....	33
Academic Dishonesty.....	53
Academic Program.....	5
Administration staff and faculty.....	2
Admission Requirements.....	45-46
Affirmative Action Statement.....	54
All Programs are written in English.....	3
Attendance and Make-up Policy.....	34
Attendance Progress Evaluations.....	29-30
Award Determination.....	6
Campus Location.....	4
Cell Phone Policy.....	50
Change of Address.....	55
Classroom and Clinic Behavior.....	50
Code of Conduct Policies.....	47
Cosmetology Program.....	7
Cosmetology Program Objectives.....	8
Cosmetology Descriptions.....	9-10
Cosmetology Grading System and Evaluations for Theory and Practical.....	11
Determination of Progress status.....	31
Documenting Clock Hours.....	47-48
Dress Code Policy.....	48
Eligibility Requirements.....	6
Employment Assistance.....	51
Enrollment Dates and Holidays.....	31
Esthetics course Descriptions.....	19
Esthetics Program.....	17
Esthetics Program Objective.....	18
Esthetics grading system and Evaluations for theory and practical.....	20
Evaluation periods.....	29
Facilities and Equipment.....	4
Failure to return from Suspension.....	53
Fire Safety Information.....	51
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).....	30
Graduation requirement.....	52
Grievance Policy.....	48-49
Institutional Purpose.....	3
Instructor Program.....	25&47
Instructor Program.....	38
Instructor Course Description.....	28
Instructor grading system and Evaluation for theory and practical.....	27
Interruptions, course incompletes withdrawals.....	31
Lash Specialist Program.....	21
Lash Specialist Course Description.....	22
Lash Specialist Objectives.....	29

Lash specialist grading system and Evaluation for theory and practical	24
Leave of Absence Policy.....	41-43
License and Accreditation.....	55
Makeup Policy.....	29
Mission Statement.....	3
Nail Technology Program.....	12-13
Nail Technology Program Descriptions.....	16
Nail Technology Program Objectives.....	13-14
Nail Technology grading system and Evaluation for theory and practical.....	15
New Student Orientation.....	51-52
Noncredit, remedial courses repetitions.....	32
Nondiscrimination.....	48
Other changes.....	5
Ownership and governance.....	3
Policy concerning Transfer Credits.....	32
Procedure for Harassment Complaint.....	54
Readmission.....	36
Release of Information About a Student.....	50
Re-Establishment of Satisfactory Academic Progress.....	31
Refund Policy.....	43-45
Rights to files.....	55
Satisfactory Academic progress Policy.....	35-39
Satisfactory Academic Progress Appeals Process.....	33
Satisfactory Academic Progress Policy for Repeated Courses/Withdrawals/Readmission	52-53
Sexual Harassment and Assault.....	53
Scholarship Policy.....	6
School Closure Policy.....	54
School Security and Safety.....	50
Special Services to the Disabled.....	54
State Examination Requirements.....	52
Statement of Authorization and Licenses.....	4
Student Code of Conduct Policies.....	31
Student Rules of Conduct.....	30
Student Evaluation and Course completion.....	52
Student Parking.....	51
Student Schedule.....	30
Student Services.....	51
Title IV	7
Transfer Hours.....	40
Tardy Policy.....	33
Tuition and Fees.....	5
Veterans' information.....	25
Withdrawal Policy.....	43
Zero-Tolerance Policy.....	51

COOKEVILLE COSMETOLOGY SCHOOL ADMINISTRATOR

Missy Smith Executive director/Instructor

Cookeville Cosmetology School is a Non-Profit Cosmetology School.

400 Dubois Rd, Suite #10

Cookeville, Tennessee 38501 931-651-2363

Ownership and Governance

Cookeville Cosmetology School is a nonprofit corporation organized under the laws of the State of Tennessee. The institution is not privately owned and has no individual owner.

The school is governed by a Board of Directors In accordance with its Articles of Incorporation and Bylaws. The Board of Directors maintains oversight of Institutional policies, financial stability, and compliance.

The day-today operations of the institution are managed by the Schol Director.

All Programs at Cookeville Cosmetology School are written in English

Our Executive director and Instructors are always taking continuing education.

ADMINISTRATIVE STAFF AND FACULTY

Missy Smith: Executive director/Instructor

Stephanie Sims: Instructor

Victoria Bostic: Financial Aid Counselor

MISSION STATEMENT

At Cookeville Cosmetology School, our mission is dedicated to providing students with a quality educational experience. Our objective is to inspire the student to tap into their individual creativity, passion, and imagination, while becoming successful in their profession. Students will learn excellent

customer service skills, business etiquette and teamwork to prepare them for a future career in Cosmetology, Esthetics, Nail Technology, Lash Specialist, or Instructor training.

INSTITUTIONAL PURPOSE

The purpose of Cookeville Cosmetology School is to provide the following charitable and educational activities:

- * Provide an excellent educational platform for students to excel in their profession.
- * Students will build a solid foundation of education and technical skills with supervised practical. "Hands-on" work.
- * Associate with other philanthropies to foster a sense of community and humanitarian outreach.
- * Achieve student integration as a productive member of society.

CAMPUS LOCATION

Cookeville Cosmetology School is located at 400 Dubois Rd. Suite #10 in Cookeville, Tn 38501. The training programs offered are Cosmetology, Nail Technology, Esthetics, Lash Specialist, and Instructor Training.

FACILITIES AND EQUIPMENT

The campus of Cookeville Cosmetology School consists of a reception area, administrative offices, classroom for theory and breakroom area along with the clinical floor area for students to provide services on patrons to become the best in their profession. Students training in the Cosmetology, Nail Technician, Instructor Course and Esthetician programs are provided with the best equipment and supplies needed for skill development in each field of study.

STATEMENT OF AUTHORIZATION AND LICENSES

Cookeville Cosmetology School is licensed by the Tennessee State Board of Cosmetology (500 James Robertson Parkway Nashville, Tennessee 37243. Phone 615-741-2515 and authorized to offer training in Cosmetology, Instructor, Esthetics, Lash Specialist and Nail Technician.

ACADEMIC PROGRAM

Course of study:

Cosmetology	1500 hours
Esthetician	750 hours
Nail Technology	600 hours
Instructor Program	300 hours
Lash Specialist Program	300 hours

TUITION AND FEES

Program	student books	student Kits	Tuition	Total
Cosmetology	\$500	\$500	\$20,000	\$21,000
Esthetics	\$500	\$500	\$18,000	\$19,000
Nail Technology	\$500	\$500	\$14,000	\$15,000
Lash Specialist Program	\$200	\$500	\$4,300	\$5000
Instructor Program	\$200	0	\$3,800	\$4,000

Cookeville Cosmetology School accepts payments by cash, Scholarships, check or money order and approved payment plans.

Other Charges

Transfer Transcripts to other schools fee: \$25

Late Payment Fees: \$20 each business day that its late.

There will be a \$7.00 charge for making up any unexcused absence per hour for each hour required.

All tuition, fees, and other charges are disclosed in the program cost schedules within this catalog. Students are responsible for the total program cost as outlined prior to enrollment.

Scholarship Policy

Institutional Scholarships

Cookeville Cosmetology School may offer institutional scholarships to eligible students enrolled in approved programs.

Scholarships are awarded at the discretion of the institution and are applied toward tuition only. Scholarships do not cover registration fees, kit costs, books, or other non-tuition expenses unless otherwise specified in writing.

Eligibility Requirements

To be considered for a scholarship, a student must:

- . Meet all admission requirements
- . Be accepted into an eligible program
- . Meet any additional criteria established for the specific scholarship

Award Determination

Scholarship amounts may vary and are determined by the institution based on factors such as:

- . financial need
- . Academic performance
- . Attendance
- . community involvement

. Promotional or seasonal awards.

Conditions

Scholarships may be contingent upon maintaining satisfactory academic progress (SAP) and meeting attendance requirements. Failure to maintain these standards may result in reduction or cancellation of the scholarship.

Scholarships are not transferable and have no cash value.

The institution reserves the right to modify or discontinue scholarship offerings at any time

Title IV

This institution does not participate in Title IV Federal Financial Aid programs. Students are not eligible to receive federal grants or federal student loans to attend this school. Students are responsible for payment of tuition, fees, and other educational costs through private payment arrangements.

PROGRAMS OF STUDY

COSMETOLOGY PROGRAM 1500 Clock Hours of Study

The Cosmetology course is designed and administered to prepare students in the skills necessary for performing haircutting, hairstyling, permanent waving, coloring, manicures, pedicures, and basic skin care. This course prepares the student to qualify to take the state board exam for a Cosmetology license. Admissions requirements are published elsewhere in this catalog.

This program is 1500 Total Clock Hours.

Full-Time Schedule: 40 hours per week Approximately 38 weeks (9-10 months) to complete.

Part-time Schedule: 20 hours per week. Approximately 76 Weeks (17-18Months) to complete

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology, Lash Specialist or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Cookeville Cosmetology School will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Cosmetology Program is divided into three levels of study: Pre-Clinic Freshmen (250 clock hours), Intermediate (500 clock hours) and Clinic Seniors (750 clock hours). The program consists of courses and

classes that meet the requirements of 300 general topic hours, 600 physical topic hours and 600 chemical topic hours, in accordance with the requirements of the Tennessee Board of Cosmetology.

Below is a sample list of occupations that may be achieved as a licensed cosmetologist: Stylist, Salon/Spa Owner-operator, Booth renter, Salon/Spa manager, Colorist, Product consultant, Educator, Chemical texture specialist. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to: Stand in one place for long periods of time ,Ability to follow instructions, Ability to bend and stretch, Stamina for long workdays, Repetitive motor skills (including small muscle control), Eye/hand coordination, Professional attitude, Normal or device- corrected vision /hearing, Ability to distinguish color formulas and texts, Not prone to psoriasis, Working with chemicals and skin care products, Oral and written communication skills, Effective interpersonal relationship Skills.

COSMETOLOGY PROGRAM DESCRIPTIONS: Many courses are segmented to be introduced to the student during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase. The Cosmetology Program is designed to train students In the practical skills and theoretical knowledge necessary to obtain licensure as a cosmetologist in the State of Tennessee. Instruction includes both classroom theory and hands-on training in hair cutting, styling, chemical services, skin care, nail services, sanitation, safety, and professional development. the program prepares graduates for the Tennessee State Board examination and for entry level employment opportunities in salons, spas, and related cosmetology establishments.

Cookeville Cosmetology School Program Objectives for cosmetology

The objective of the Cosmetology program is to provide students with the practical skills and theoretical knowledge necessary to qualify for licensure and entry-level employment as a Cosmetologist in the State of Tennessee. The cosmetology course is 1500 clock hours in length, which can be completed in nine months of full-time attendance. Upon completion of the course requirements, the determined graduate will be:

- . Perform hair cutting styling, and chemical services
- . apply hair coloring and lightening techniques
- . Perform basic skin care and nail services
- . Demonstrate proper sanitation and safety procedures
- . Conduct client consultations and professional communication.
- . Apply state laws and regulations related to cosmetology
- . demonstrate employability skills necessary for entry-level positions

Upon completion of the course requirements, determined graduates will be able to project an attitude of poise, professionalism, and self-confidence; will have learned how to communicate effectively and interact appropriately with colleagues, supervisors, and clients, They will understand the need to deliver worthy service in an employment environment. They will have the ability to perform the skills necessary to practice Cosmetology as a professional and to apply their academic learning and technical information to ensure good judgments, decisions, and procedures.

After the graduate has successfully passed their State Board exam, they are qualified to work as a licensed Cosmetologist in the State of Tennessee.

Instructional Methods used in the Cosmetology Program include:

- . theory lecture
- . Demonstration by licensed instructors
- . Practical hands-on training
- . supervised clinical practice on mannequins and live models
- . Audio-visual materials
- . Written assignments
- . guest speakers (as available)
- . Evaluation and performance assessments

Cosmetology Program Total Clock Hours 1500

Subject Area	Description	Clock Hours
Orientation, safety & Infection Control	Principles of sanitation, disinfection, bacteriology, and safe work practices.	Theory 75 Practical 25 Total 100
Hair Cutting	Instructions in haircutting theory, tools, sectioning, and practical cutting techniques.	Theory 50 Practical 200 Total 250
Shampooing, Styling & Thermal Services	Blow drying, thermal styling, braiding, and finishing techniques.	Theory 25 Practical 125 Total 150

Permanent Waving	Chemical texture services include perm theory, rod placement, processing, and safety.	Theory 40 Practical 110 Total 150
Hair Coloring & Lightening	Color theory, formulation, application, corrective color, and chemical safety.	Theory 50 Practical 150 Total 200
Chemical Relaxing	Chemical straightening theory, application, retouching, and scalp protection.	Theory 25 Practical 75 Total 100
Skin Care	Basic facials, skin analysis, hair removal, and product knowledge.	Theory 25 Practical 75 Total 100
Nail Technology	Basic manicuring, pedicuring, nail structure, Acrylic Nails and sanitation.	Theory 25 Practical 75 Total 100
State Law & Professional Development	Tennessee laws, rules, ethics, communication, and employment readiness	Theory 50 Practical 0 Total 50
Clinic Floor Practice	Supervised client services integrating all learned skills.	Theory 0 Practical 300 Total 300
Total	Theory 365 Practical 1135	Total 1500

Theory and Practical work are graded using the same scale.

A minimum cumulative grade of 70 % C is required to maintain satisfactory academic progress and to graduate from the program.

Grades are based on written examinations, practical skill evaluations, clinic performance, and assigned coursework. This grading policy applies to all programs offered by the institution.

Grading System and Evaluations for Theory

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical Training: Practical Operations are the projects, practical operations and services students perform on another person (a client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
--------	---	-----------

89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and below	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

A minimum grade of 70 % is required to maintain satisfactory academic progress and to graduate. Theory grades are determined through written examinations, quizzes, and assignments. Practical grades are based on demonstrated skill performance, competency evaluations, and instructor observation. Students are evaluated at established evaluation periods in accordance with the institution's Satisfactory Academic Progress Policy.

Students are evaluated for Satisfactory Academic Progress at the following checkpoints:

- .450 Clock hours
- . 900 clock hours
- . 1,200 clock hours
- . 1,500 clock hours

Graduation Requirements for Cosmetology:

Students must complete 1500 clock hours, complete all required practical services. Satisfy all academic and financial obligations, and meet attendance requirements.

Credential Awarded:

Upon successful completion of the program, the student will be awarded a **Diploma In cosmetology.**

NAIL TECHNOLOGY PROGRAM

600 Clock Hours of Study

Through the Nail Technology Program, students develop manicuring and pedicuring skills, nail art, wraps, nail tips, and sculptured nails. After graduating from the program, students are prepared to take the state board licensing examination which consists of a written exam and a practical exam. Admissions requirements are published elsewhere in this catalog.

This program is 600 total clock hours.

Full-time Schedule: 40 hours per week 15 weeks to complete (approximately 3/5-4 months)

Part-Time Schedule: 20 hours per week. 30 weeks to complete (approximately 7-8 months)

The State of Tennessee requires 600 hours of training to sit for the state license as a manicurist.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology, Lash Specialist or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Cookeville Cosmetology School will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Nail Technology Program is divided into three phases: Pre-Clinic Freshmen (100 Clock Hours), Intermediate (200 Clock Hours), and Clinic Seniors (300 Clock Hours). The Program curriculum is designed to accommodate the Tennessee State Board of Cosmetology requirements of General (150 hours), Chemical (100 hours) and Physical (350 Hours) educational components.

Below is a sample list of occupations that may be achieved as a licensed Nail Technologist: Manicurist, Salon/Spa Owner-operator, Booth renter, Salon/Spa manager, Pedicurist, Product consultant, Educator, Nail Art specialist. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Ability to bend and stretch
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device- corrected vision /hearing
- Ability to distinguish color
- Working with chemicals and skin care products
- Oral and written communication skills
- Effective interpersonal relationship skills
- Stamina for long workdays and flexible schedules.

Cookeville Cosmetology School Program Objectives for Nail Technology

The objective of the Nail Technology program is to provide students with the practical skills and theoretical knowledge necessary to qualify for licensure and entry-level employment as a Nail

Technician in the State of Tennessee. The Nail Technology Program is 600 clock hours in length, which can be completed in four months of full-time attendance. Upon completion of the course requirements, the determined graduate will be:

1. Prepared to pass the State of Tennessee Licensing Examination.
2. Able to perform skills In the areas of Cleaning, filing, trimming, Manicures, Pedicures, polishing and applying artificial nails or moisturizing hands and feet.
3. Able to communicate effectively with colleagues, supervisors, and guests.
4. Able to project professionalism.
5. Explain and apply safety and sanitation procedures
6. Communicate effectively to perform client consultations.
7. Able to perform basic analytical skills to be able to advise clients on total look concepts.
8. Able to apply academic learning, technical information, and related matters to assure sound judgements, decisions, and procedures.

Upon completion of the program requirements, determined graduates will be able to project an attitude of poise, professionalism, and self-confidence; will have learned how to communicate effectively and interact appropriately with colleagues, supervisors, and clients. They will understand the need to deliver worthy service in an employment environment. They will have the ability to perform the skills necessary to practice Nail Technology as a professional and to apply their academic learning and technical information to ensure good judgment, decisions, and procedures.

After the graduate has successfully passed their State Board Exam, they are qualified to work as a licensed Nail Technician in the State of Tennessee.

Instructional Methods used In the Nail Technology Program:

- . Classroom theory instruction
- . Instructor demonstrations of nail techniques
- . supervised hands-on practical training
- . clinical practice on mannequins and live models
- . Manicure and pedicure application training
- . Nail enhancement demonstrations. (acrylic, gel, etc.)
- . Nail art instruction
- . Product chemistry and safety instruction
- . sanitation and infection control training
- . **Audio-visual presentations**
- . **written assignments**
- . **Written and practical evaluations to measure student competency**

Grading System and Evaluations for Theory

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical Training: Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

A minimum grade of 70 % is required to maintain satisfactory academic progress and to graduate. Theory grades are determined through written examinations, quizzes, and assignments. Practical performance, competency evaluations, and instructor observation. Students are evaluated at established evaluation periods I accordance with the institution's Satisfactory Academic Progress policy.

Students are evaluated for Satisfactory Academic Progress At:

. 300 hours

Graduation Requirements:

Students must complete 600 Clock Hours, complete all required practical services, satisfy all academic and financial obligations, and meet attendance requirements.

Credential Awarded:

Upon successful completion of the program, the student will be awarded a **Diploma in Nail Technology**.

NAIL TECHNOLOGY PROGRAM DESCRIPTIONS

Nail Technology Program Total clock Hours 600

Subject Area	Description	Clock Hours
Orientation, safety & Infection Control	Sanitation, disinfection, and safety procedures.	Theory 40 Practical 20 Total 60
Manicuring & Pedicuring	Nail structure, shaping, cuticle care, polishing, and spa treatments.	Theory 50 Practical 150 Total 200
Nail Enhancements	Acrylic and gel systems, application, maintenance, and removal.	Theory 50 Practical 150 Total 200
Nail Art & Advanced Techniques	Decorative techniques, design principles, and specialty services.	Theory 25 Practical 75 Total 100
State Law & Professional Development	Tennessee regulations, ethics, and career preparation.	Theory 40 Practical 0 Total 40
	Theory 205	Practical 395
		Total 600

ESTHETICS PROGRAM

750 Clock Hours of Study

One of the fastest growing professional segments of the beauty industry is Esthetics. The Esthetician is responsible for the care, repair and enhancement of the skin, our largest organ. This program will prepare the students for a career in esthetics and for the licensing examination of the Tennessee State Board of Cosmetology.

This program is 750 Clock Hours.

Full-Time Schedule: 40 hours per week. Approximately 19 weeks (4-5 months)

Part-time Schedule: 20 hours per week. Approximately 38 weeks (8-10 months) to complete.

The student is advised that Cookeville Cosmetology School Esthetics program is a rigorous one that demands more than the basics required for a Tennessee Esthetics license, and will require significant practice and preparation outside of the classroom.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Although the State of Tennessee Board of Cosmetology permits a person to study Cosmetology, Nail Technology, Lash Specialist or Esthetics who have attained a minimum of 10 years of secondary education and are at least 16 years of age, Cookeville Cosmetology School will not admit a student for study unless he or she possesses a high school diploma or a general equivalency diploma (GED).

The Esthetics Program is divided into two phases: Pre-Clinic Freshmen (150 Clock Hours), and Clinic Seniors (600 Clock Hours). In accordance with the Tennessee State Board requirements, the courses in this program are designed to provide: 150 clock hours in general studies, 450 clock hours in physical studies and 150 in chemical studies relating to esthetics.

Below is a sample list of occupations that may be achieved as a licensed Esthetician: Makeup Artist, Salon/Spa Owner-operator, Booth renter, Salon/Spa manager, Facialist, Product consultant, Educator, Esthetician for medical skincare facility,

Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Stand for long periods
- Ability to bend and stretch
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination
- Normal or device- corrected vision /hearing
- Ability to distinguish color
- Working with chemicals and skin care products

- Oral and written communication skills
- Ability to follow instructions
- Stamina for long workdays and flexible schedules
- Maintain customer-service/professional attitude

Cookeville Cosmetology School Program Objectives for Esthetics

The objective of the Esthetics program is to provide students with the practical skills and theoretical knowledge necessary to qualify for licensure and entry-level employment as an esthetician in the State of Tennessee. The Program is 750 Clock hours in length and can be completed in less than five months of full-time attendance. Upon completion of the course requirements, the determined graduate will be:

- . Perform facials and skin treatments
- . Conduct skin analysis and consultations
- . Perform hair removal services
- . Apply makeup techniques
- . Demonstrate proper sanitation and infection control
- . Apply state laws and regulations related to esthetics

Upon completion of the program requirements, determined graduates will be able to project an attitude of poise, professionalism, and self-confidence; will have learned how to communicate effectively and interact appropriately with colleagues, supervisors, and clients. They will understand the need to deliver worthy service in an employment environment. They will have the ability to perform the skills necessary to practice Esthetics as a professional and to apply their academic learning and technical information to ensure good judgments, decisions, and procedures.

After the graduate has successfully passed their State Board Exam, they are qualified to work and be licensed in Esthetics in the State of Tennessee. They may do facials, skin care treatments within the scope of the license, waxing and facial makeup for profit.

Instructional Methods used in the Esthetics Program include:

- . Classroom theory instruction
- . Instructor-led demonstrations
- . supervised hands-on practical training
- . clinical practice on mannequins and live models
- . skin analysis and consultation exercises

- . facial and advanced treatment demonstrations
- . Product knowledge instruction
- . sanitation and infection control training
- . audio-visual presentations
- . Written assignments and projects
- . guest speakers and industry workshops (as available)
- . Written and practical evaluations to measure student progress

Note: Many courses are segmented to be introduced to the students during the Freshman Phase, practiced during the Intermediate Phase, and finally honed during the Senior Phase.

Esthetics Program Total Clock Hours 750

Subject Area	Description	Theory, Practical, Total		
Orientation, Safety & Infection Control	Sanitation, bacteriology, and safe spa procedures.	50	25	75
Esthetics Program Descriptions				
Skin Analysis & Facial Treatments	Skin structure, disorders, facials and treatment protocols.	75	200	275
Hair Removal	Waxing techniques, hair growth Cycles, And safety procedures.	40	110	150
Makeup Application	Color theory, corrective makeup, And application techniques.	25	75	100
State Law & Professional Development	Tennessee laws, ethics, client consultation, and employability skills	50	0	50
Clinic Floor Practice	Supervised practical application Of services on clients.	0	100	100

Grading System and Evaluations for Theory

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical Training: Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

A minimum grade of 70 % is required to maintain satisfactory academic progress and to graduate. Theory grades are determined through written examinations, quizzes, and assignments. Practical grades are based on demonstrated skill performance, competency evaluations, and instructor observation. Students are evaluated at established evaluation periods In accordance with the institution's Satisfactory Academic Progress policy.

Students are evaluated for Satisfactory Academic Progress At:

. 375 clock hours.

750 clock hours

Graduation Requirements:

Students must complete 750 clock hours, complete all required practical services, satisfy all academic and financial obligations, and meet attendance requirements.

Credential Awarded

Upon successful completion of the program, the student will be awarded a **Diploma in Esthetics.**

LASH SPECIALIST PROGRAM

300 Clock Hours of Study

The Lash Specialist program is designed and administered to prepare students in the skills necessary for performing eyelash Services. “Eyelash services” means applying and removing a semi-permanent, thread-like, natural, or synthetic single fiber to an eyelash, including cleansing of the eye area and lashes prior to applying and after removing extensions. This course prepares the student to qualify to take the state board exam for a Lash Specialist license.

This program is 300 Total clock hours.

Full-Time Schedule: 40 hours per week. 8 weeks to complete (approximately 2 months)

Part-Time Schedule: 20 hours per week. 16 weeks to complete (approximately 4 months).

Admissions requirements are published elsewhere in this catalog.

Please note: A high school diploma or a General Equivalency Diploma is required prior to taking the state board licensing examination in Tennessee. Students must be at least 16 years of age. Cookeville Cosmetology School will not admit a student to study unless he/she possesses a high school diploma or a general equivalency diploma (GED)

Below is a sample list of occupations that may be achieved as a licensed Lash Specialist: Salon/Spa Owner-operator, Booth renter, Salon/Spa manager, Educator, Lash Specialist In a Salon.

Individuals thinking about pursuing a career as a Lash Specialist should possess or be able to:

*Sit in one place for long periods of time

- * Ability to follow instruction
- *Stamina for long workdays* Repetitive motor skill (including small muscle control).
- * Eye/hand coordination
- * Professional attitude Normal or device-corrected vision/hearing
- * Oral and written communication skills
- * Effective interpersonal relationship Skills.

LASH SPECIALIST PROGRAM DESCRIPTIONS

Lash Specialist Program Total clock Hours 300

After the student has completed and passed a course of instruction of no less than 300 hours in classroom instruction and practical experience, they will be able to take the State Test.

<u>Subject Area</u>	<u>DESCRIPTION</u>	Theory, Practical , Total		
Orientation, Safety & Infection control	Sanitation, eye safety, and infection prevention.	30	10	40
Lash Theory & Eye Anatomy	Eye structure, lash growth cycle, contraindications.	40	0	40
Classic Lash Application	Isolation, placement, adhesive control, and lash mapping	25	75	100
Volume & Hybrid Techniques	Advanced styling, fan creation, and layering methods.	25	55	80
Professional Practices	Client consultation, aftercare, recordkeeping, and state laws	20	20	40

LASH SPECIALIST PROGRAM Objectives

The objective of the Lash Specialty program is to provide students with the practical skills and theoretical knowledge necessary to qualify for licensure and entry-level employment as a Lash Specialist in the State of Tennessee. The Program Course is 300 hours and can be completed in less than two months of full-time attendance. Upon completion of the course requirements, the determined graduate will be:

- . Perform classic, hybrid, and volume lash extension applications
- . Demonstrate proper lash isolation and adhesive control techniques
- . conduct client consultations and contraindication assessments
- . Safely remove and maintain lash extensions
- . Demonstrate proper sanitation, infection control, and safety procedures
- . Apply state laws and regulations related to lash specialty services
- . Demonstrate professional ethics and employability skills necessary for entry-level positions.

Upon completion of the program requirements, determined graduates will be able to project an attitude of poise, professionalism, and self-confidence; will have learned how to communicate effectively and interact appropriately with colleagues, supervisors, and clients. They will understand the need to deliver worthy service in an employment environment. They will have the ability to perform the skills necessary to practice Lash Specialist as a professional and to apply their academic learning and technical information to assure good judgments, decisions, and procedures.

After the graduate has successfully passed their State Board Exam, they are qualified to work as a licensed Lash Specialist in the State of Tennessee.

Instructional Methods used the Lash Specialty program include:

- . Classroom theory instruction
- . Instructor demonstration
- . Hands-on practical training
- . Supervised live model application
- . Safety and sanitation demonstrations
- . Written and practical evaluations

Grading System and Evaluations for Theory

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical Training: Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

Students are evaluated for Satisfactory Academic Progress at:

150 clock hours

Graduation Requirements:

Students must complete 300 clock hours, complete all required practical services, satisfy all academic and financial obligations, and meet attendance requirements.

Credential Awarded

Upon successful completion of the program, the student will be awarded a **Diploma in Lash Specialist.**

INSTRUCTOR PROGRAMS

300 Clock Hours of Study

The most valuable asset of any school is its faculty. An excellent Cosmetology Instructor isn't necessarily a good instructor without formal training.

This program is 300 Total clock Hours.

Full-Time Schedule: 40 hours per week. 8 weeks to complete (approximately 2 months) .

Part-time schedule: 20 hours per week. 16 weeks to complete (approximately 4 months)

Cosmetology, Nail Technology and Esthetics practitioners are trained to teach all aspects of their craft to students – effectively and professionally.

The primary purpose of the Instructor Programs is to prepare the student educator with teaching methodology, learning philosophy and professional ethics. Upon completion of this course of study, the student educator will have gained the necessary knowledge in the technical skills needs of the industry as well as the education methods that will assist in training competent, qualified professionals for successful employment in the beauty education industry. After graduating from the Instructor Program, students are prepared for the State Board licensing examination for the state of Tennessee.

The table below provides an outline of the topics covered with descriptions. Preparations for all instructor programs follows the same course of study; varied only by the actual contact hours required in each area of study, and particular discipline emphasis (cosmetology, nail technology or esthetics).

The State of Tennessee requires 300 clock hours of training to teach Cosmetology, Nails or Esthetics. Requirements: Graduation from an accredited Cosmetology program and a current Tennessee license and have worked in the field for three years.

Instructional Methods for Instructor Program

- . classroom theory
- . Teaching methodology workshops
- . Lesson plan development
- . Supervised teaching practice
- . Student performance evaluations
- . classroom management training

Grading System and Evaluations for Theory

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical Training: Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59 and Below	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

A minimum grade of 70% is required to maintain satisfactory academic progress and to graduate. Theory grades are determined through written examinations, quizzes, and assignments. Practical grades are based on demonstrated skill performance, competency evaluations, and instructor observation. Students are evaluated at established evaluation periods in accordance with the institution's Satisfactory Academic Progress policy.

Students are evaluated for Satisfactory Academic Progress at:

150 clock hours.

Graduation Requirements:

Students must complete 300 clock hours, complete all required practical services, satisfy all academic and financial obligations, and meet attendance requirements.

Credential Awarded

Upon successful completion of the program, the student will be awarded a **Diploma in Instructor.**

Instructor Program Total clock Hours 300

<u>Subject Area</u>	Description	Clock Hours
<u>Teaching Methodology & Lesson Planning</u>	Learning theory, curriculum development, and presentation skills	<u>Theory 75</u> <u>Practical 25</u> <u>Total 100</u>
<u>Classroom Management & Evaluation</u>	Student assessment, grading, and instructional strategies.	<u>Theory 50</u> <u>Practical 50</u> <u>Total 100</u>
<u>State Law & Administration</u>	Educational regulations, recordkeeping, and compliance.	<u>Theory 50</u> <u>Practical 0</u> <u>Total 50</u>
<u>Practice Teaching</u>	Supervised instruction in classroom and clinic settings	<u>Theory 0</u> <u>Practical 50</u> <u>Total 300</u>
	Theory 175 Practical 125	<u>Total 300</u>

Instructor Program Objectives

The objective of the Instructor Training program is to provide licensed professionals with the practical teaching skills and theoretical knowledge necessary to qualify for licensure and entry level employment as a cosmetology instructor in the State of Tennessee.

Upon completion of the program, students will be able to:

- . Develop and implement lesson plans and instructional materials
- . Demonstrate effective classroom management techniques
- . Apply principles of adult learning theory
- . Conduct student evaluations and provide constructive feedback.
- . Demonstrated proper recordkeeping and compliance procedures.
- . Apply state laws and regulations related to instructor licensure
- . Demonstrate professionalism and ethical standards required for instructional positions.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Students are required to electronically verify their attendance with the VA.

Cookeville Cosmetology School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

STUDENT SCHEDULE

Cookeville Cosmetology School offers both full and part-time schedules. In Cosmetology, Esthetics, Nail Technician programs, Lash Specialist Program and Instructor Program. Full-time students are scheduled to attend 40 hours per week while part-time students are scheduled to attend 20 hours per week.

STUDENT RULES OF CONDUCT

- * Every student must wear black scrubs (top and bottom) tennis shoes each day.
- * Must have a neat clean appearance.
- * Body odor of any kind will not be tolerated.
- * No yelling, Horseplay, Rude, or obnoxious behavior.
- * Must be courteous to other students, instructors, and patrons always.
- * Controversial topics do not need to be discussed within the school at any time.
- * Each student must complete the task assigned to their station before leaving each day.
- * The student is responsible for keeping their station clean, sanitary, and free of clutter.
- * Clean and sanitize all tools and equipment after each use and return them to the appropriate place.
- * Be on time for class each day and have assignments handed in on time.

* Students will be required to clock in each day and if you leave the campus, you must clock out and clock back in when you return.

STUDENT CODE OF CONDUCT POLICIES

The student is expected to read the rules and regulations in the Cookeville Cosmetology Catalog and understand them. Rules have been kept to a minimum, however, it comes with the responsibility to behave in a manner consistent with the best interest of the school, its faculty, and the student body. Cookeville Cosmetology School reserves the right to suspend or to dismiss any student at any time when such action is deemed by the administration to be in the best interest of the individual student, the student body and/or the school.

Failure to follow any of the rules will result in disciplinary action. Disciplinary actions will be as follows:

- 1) Verbal warning.
- 2) Written warning
- 3) Suspension
- 4) Termination

ENROLLMENT DATES AND HOLIDAYS

At Cookeville Cosmetology School we have open enrollment. Students can start at any time. Cookeville Cosmetology operates year-round. Scheduled holidays and school closings are published annually and may be adjusted due to weather, emergencies, or operational needs.

New Year's Day: Begin Jan. 1, 2026, return Jan. 5, 2026

Martin Luther King Day Begin: Jan. 19, 2026, Return Jan.20, 2026

Good Friday Begin: April 3, 2026, Return April 6, 2026

Memorial Day: Begin: May 25, 2026, Return May 26, 2026

Independence Day Begin: July 3, 2026, Return July 6, 2026

Labor Day Begin: Sept. 7, 2026, Return Sept. 8, 2026

Thanksgiving Day begin: Nov. 25, 2026, Return Nov.30, 2026

Christmas Day Begin: Dec. Dec. 21, 2026, Return Dec. 28, 2026

School is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, the announcement will be posted on the school's website. Students are advised to look at the school's website for updates on school closing.

POLICY CONCERNING TRANSFER CREDITS

Students requesting transfer credit must provide official documentation including:

- . Official transcript from the previous institution
- . Course descriptions or syllabi
- . Proof of clock hours completed. Verification that the previous institution is licensed and/or accredited

Evaluation Method

Transfer hours will be evaluated by the school administration or designated academic officials. Evaluation will include:

- . Comparison of prior training curriculum to program curriculum
- . Assessment of completed practical and theoretical competencies
- . Review of academic standing at the prior institution
- . Practical skill demonstration may be required before credit is granted.

Cookeville Cosmetology School reserves the right to deny transfer credit if training does not meet program standards.

Maximum Transferable Hours

- . Cosmetology Maximum of 300 transfer clock hours accepted
- . Esthetics maximum of 300 transfer clock hours accepted.
- . Nail Technology Maximum of 100 transfer clock hours accepted
- . Lash Specialty Maximum of 0 transfer clock hours accepted
- . Instructor Maximum of 0 transfer clock hours accepted

Effect on Program Length, Time, and Tuition

Transfer hours accepted will reduce:

- . Remaining program clock hours required for completion
- . scheduled program length in weeks

- . Tuition charges calculated on a proportional basis
- . Tuition will be adjusted based on the number of hours accepted for transfer credit.
- . Students will be notified in writing of:
 - . Number of hours accepted
 - . Remaining hours required for graduation
 - . Adjusted program cost and completion schedule

If you transfer your hours to another school there will be a fee of \$25

TARDY POLICY

Students must clock in by the published start time listed by the school. Students arriving more than 15 minutes late will not be permitted to clock in. The Educational staff reserves the right to make exceptions for unforeseen circumstances. Excessive tardiness is not professional behavior and does not indicate that the student will be able to achieve success after graduation. We enforce a tardiness policy during attendance to help the student create a pattern of success in the workplace after graduation. Any student arriving after the scheduled class start time is considered to be tardy. To discourage this behavior, the school will count three arrivals of more than 15 minutes after the start of class as an absence of one full day. Returning from lunch late is considered a tardy.

ABSENTEE POLICY

Attendance is evaluated at the conclusion of each phase. To advance to the next phase, students must achieve 67%.

Attendance is monitored every month for attendance compliance and unofficial withdrawals.

Students must call in and report his/her absence by 8 A.M.

Students are not permitted to leave school at midday without permission from the Executive director.

Students who are dropped from the program have 10 business days to remove their personal belongings from the school.

There are excused and unexcused absences.

An **excused absence** is one where the student has a health emergency that keeps him or her from attending, sickness, funeral attendance, or death in the family. For an absence to be considered as excused, the student is responsible for:

- 1) Calling his/her instructor to inform them of the absence.
- 2) Providing a written explanation as to the reason for the absence such as a doctor's excuse.

An **unexcused absence** is one where the student misses' school for a non-essential reason.

A student is always responsible for calling the school if he/she cannot attend.

Any absence without pre-approval or proof of an emergency (Doctor's excuse, death in immediate family: parent, spouse, child, sibling) will be considered unexcused.

Excessive tardiness is not permitted at Cookeville Cosmetology School.

The school will count 3 arrivals of more than 15 minutes after the start of class as an absence of 1 full day.

After 3 unexcused absences students will be put on probation for 1 month. If the student has an unexcused absence during their probation period he will be suspended from school and will have to re-enroll.

An excused absence may be made up during the enrollment period, without financial penalty. An unexcused absence may not be made up until after the graduation date and will result in a charge of \$7.00 per hour for each hour required.

Cookeville Cosmetology School may terminate a student's enrollment for noncompliance with General Policies, the contract, or State Laws and Regulation; Improper conduct or any action which causes or could cause bodily harm to a client, a student or employee of the school; willful destruction of school property; and theft or any illegal act.

Attendance and MAKE UP POLICY

All academic work required of the student must be satisfactorily completed within his/her enrollment period. Students are expected to attend all scheduled classes and complete assigned practical and theory work. Because attendance is essential for satisfactory progress, students are encouraged to attend all scheduled hours.

If a student is absent, it is the student's responsibility to consult with their instructor to determine what work was missed.

Make-up work may be assigned for theory or practical hours at the discretion of the instructor. Students may be allowed to complete missed assignments during scheduled lab time or during other approved make-up sessions.

Make-up work does not guarantee the restoration of missed attendance hours unless the school specifically authorizes hour credit in accordance with school policy and applicable state regulations.

Students are responsible for arranging make-up work within a reasonable time frame as determined by the school administration.

Excessive absences may result in academic warnings, counseling, or possible withdrawal in accordance with the school's attendance and satisfactory academic progress policies.

SATISFACTORY ACADEMIC PROGRESS POLICY

This institution maintains a Satisfactory Academic Progress (SAP) policy to ensure that students are successfully progressing toward program completion in both academic and attendance requirements. All students are evaluated according to this policy throughout their enrollment.

The Satisfactory Academic Progress (SAP) policy is applied consistently to all students in all programs and schedules offered by the institution. Evaluation periods, academic standards, and attendance requirements are enforced uniformly regardless of program, schedule, or enrollment status.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in any program at the school, regardless of full-time or part-time status, transfer status, or method of payment. The SAP policy is consistently applied to all students throughout their enrollment and is published in this catalog. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal REGULATIONS established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress (SAP) at the end of each established evaluation period. Evaluations are conducted to determine whether the student has met the minimum attendance and academic requirements required for continued enrollment. SAP evaluations occur at the scheduled clock hour intervals outlined in this policy and must be completed prior to advancing to the next evaluation period.

Evaluation periods are not required to be of equal length. Evaluation checkpoints are established based on program clock hour completion requirements and are scheduled in accordance with institutional academic progress monitoring procedures.

This institution does not structure Satisfactory Academic Progress evaluation periods using your academic (AY) split terminology. SAP evaluations are conducted based on clock hour program completion checkpoints as outlined in this policy.

This institution does not apply remainder half academic year or academic year split progression rules. Satisfactory Academic Progress is measured solely using clock hour program completion checkpoints as established in this policy.

The institution does not apply remainder greater than half academic year progression rules. Satisfactory Academic Progress is evaluated based solely on clock hour program completion checkpoints as outlined in this policy.

SAP evaluations will be completed and documented within seven (7) calendar days following the end of each scheduled evaluation period. Students will be notified in writing of their SAP status after the evaluation has been finalized.

Cosmetology 450 Clock hours and 15 weeks
 900 Clock hours and 30 weeks
 1200 Clock hours and 33.75 weeks
 1500 Clock hours 37.5

Esthetics 375 Clock hours and 9.375 weeks
 750 Clock hours 18.75 weeks

Nail Technology 300 actual hours and 8 weeks

Lash Specialist Program 150 actual hours and 4 weeks

Instructor Program 150 actual hours and 4 weeks

* Transfer Students _ Evaluation periods will be based om actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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

Students must complete the educational program within the maximum time frame, which is based on attending at least 67% of the scheduled hours. The maximum time (which does not exceed 150% of the course length) allowed students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	MAXIMUM TIME FRAME
Cosmetology (full time, 40 hrs/wk) – 1500 Hours	37.5 Weeks	56.25 Weeks
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	75 Weeks	112.5 Weeks
Esthetics (Full time, 40 hrs/wk) – 750 Hours	18.75 Weeks	28.125 Weeks
Esthetics (Part time, 20 hrs/wk) 750 Hours	37.5 Weeks	56.25 Weeks
Nail Technology (Full time, 40 hrs/wk) 600 Hours	15 Weeks	22.5 Weeks
Nail Technology (Part time, 20 hrs/wk) 600 Hours	30 Weeks	45 Weeks
Instructor Program (Full time, 40 hrs/wk) 300 Hours	7.5 Weeks	11.25 Weeks
Instructor Program (Part time, 20 hrs/wk) 300 Hours	15 Weeks	22.5 Weeks
Lash Specialist Program (Full time, 40 hr/wk) 300 Hours	7.5 Weeks	11.25 Weeks
Lash Specialist Program(Part time, 20 hr/wk) 300 Hours	15 Weeks	22.5 Weeks

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic 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 contracted hour.

Students who have not completed the course within the maximum time frame may remain in school and will be placed on a cash pay basis.

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 70% and pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Students have access to their evaluation results. Numerical grades are considered according to the following scale:

- A 100-90 Excellent
- B 89-80 Very Good
- C 79-70 Satisfactory
- D 69-60 Unsatisfactory
- F 59 and Below Failure

The satisfactory Academic Progress (SAP) policy is published in the school catalog and is provided to all students prior to enrollment. Students acknowledge receipt of the SAP policy during the admissions

process and are responsible for understanding the standards required for continued enrollment and program completion.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic 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.

Determination of Satisfactory Academic Progress

Students are evaluated for Satisfactory Academic Progress (SAP) at established evaluation periods based on both quantitative (attendance) and qualitative (academic) standards.

Attendance (Quantitative Standard): Students must maintain a minimum cumulative attendance rate of 67% of the clock hours scheduled to be considered meeting SAP. Attendance is calculated by dividing the total clock hours attended by the total clock hours scheduled at the time of evaluation.

Academics (Qualitative Standard): Students must maintain a minimum cumulative academic average of 70 % to be considered meeting SAP. Academic progress is determined by written theory examinations, practical evaluations, and graded assignments.

Students must meet both the attendance and academic minimum requirements at each evaluation period to be considered making Satisfactory Academic Progress.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and if applicable students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet Satisfactory Academic Progress (SAP) standards may be placed on probation status. Probation is a temporary academic status that allows the student to continue enrollment while following a structured academic improvement plan designed to assist the student in regaining SAP compliance.

The academic improvement plan includes measurable academic and/or attendance goals designed to assist the student in regaining Satisfactory Academic Progress compliance. The plan may include required tutoring, additional practical or theory work, progress monitoring, and instructor guidance. Successful completion of the academic plan is required for continued enrollment while on probation status.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 required for satisfactory academic progress or by the academic plan, 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 ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or 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 withdrew 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 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 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, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress a student's accepted transfer hours and contracted hours scheduled for instruction are counted as both attempted and completed hours for the purpose of Satisfactory Academic Progress evaluation. These hours are included in the quantitative progress calculation when determining a student's cumulative attendance percentage.

Students may appeal a satisfactory academic progress determination for mitigating circumstances. Mitigating circumstances include the death of a relative, injury or illness of the student or immediate family member, or other allowable special circumstances. Documentation must be provided to support the claim of any mitigating circumstance. An appeal must be submitted within 10 days of the finding. In addition, the appeal must be submitted to the Financial Aid Office in writing and must include the following:

- A request for consideration
- Why did the student fail to make satisfactory academic progress.
- Description of mitigating circumstance
- What has changed is that it will allow the student to achieve satisfactory academic progress by the next evaluation.

The student will be notified in writing as to the results of the appeal process. This decision is final. All documentation pertaining to an appeal will be maintained in the student's file.

SATISFACTORY ACADEMIC PROGRESS APPEALS PROCESS:

Adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a satisfactory academic progress appeal, the following provides some acceptable documentation that may be submitted in support of an appeal.

Examples:

- 1) Death certificates of death or newspaper obituaries.
- 2) Statement from pastor of family member familiar with the student's situation.
- 3) Statement from attorney
- 4) Statement from employer.
- 5) Statement from physician.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during an ongoing program when a Student is not in academic attendance. Leaves of absence can be granted for the following reasons:

- Cases of emergency or medical problems, which cause attendance to be impossible or impractical.
- In the case of pregnancy or new mothers
- If a student is called into active duty for the military
- Financial Hardship
- Death of an immediate family member (spouse, child, sibling, parent, grandparent)
- Domestic Violence Situation

These are the only times leave of absences are granted. 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. In order to be placed on Leave of Absence, the student must:

- Complete and sign the school's Leave of Absence Request Form In advance unless unforeseen circumstances prevent the student from doing so.
- Must state the reason for the Leave of Absence (LOA) request and signature.
- Be approved by the Financial Aid Office
- Leaves must be a minimum of 5 days and must not exceed a total of 180 days in a 12-month period.
- Students must follow this policy in requesting a LOA

A student on a LOA date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence.

There will be no additional charges for LOA. If the student fails to return or contact the School Financial Aid Leader on the documented return date, the student will be considered to have withdrawn from school as of the date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a LOA. Upon the student's return, the student will resume the same payment period and course work and will not be eligible for additional federal student aid until the payment period has been completed. If the student is a federal student loan recipient, they will be informed of the effects that the failure to return from a leave may have on the student's loan repayment terms, including the exhaustion of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days.

In special circumstances, the school may grant a LOA to a student in the case of an emergency, where the student is unable to complete the request, such as a car accident or other medical issue (i.e, coma) that would prevent the student from requesting the LOA prior to the incident occurring. In these cases, the school will collect the request from the students as soon as possible and document the reason for the granting of the leave after the incident has occurred. The beginning

date of the LOA will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will return to school.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no R2T4 refund calculation is required at that time.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 67% of the scheduled hours.

COURSE	Length	MAXIMUM TIME FRAME
Cosmetology Full Time 40 hours	37.5 weeks	56.25 weeks
Cosmetology Part Time 20 hours	75 weeks	112.5 weeks
Esthetics Full time 40 hours	18.75 weeks	28.125 weeks
Esthetics Part Time 20 hours	37.5 weeks	56.25 weeks
Nail Technology Full Time 40 hours	15 weeks	22.5 weeks
Nail Technology Part Time 20 hours	30 weeks	45 weeks
Instructor Program Full Time 40 hours	7.5 weeks	11.25 weeks
Instructor Program Part Time 20 hours	15 weeks	22.5 weeks
Lash Specialist Program Full Time 40 hours	7.5weeks	11.25 weeks
Lash Specialist Program Part time	15 weeks	22.5 weeks

The Maximum time frame 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 contracted hour.

Students who have not completed the course within the maximum time frame may remain in school and will be placed on a cash pay basis.

Approved leaves:

A student may be granted more than one leave of absence in any 12-month period, but the total combined leave time may not exceed 180 calendar days. The minimum number of days requested for leave must be one calendar week. A request for leave must be in writing and have the date of expected return specified. If the student does not re-enter within the specified time and has not notified the institution, the student’s enrollment agreement will be terminated, and she/he will be granted a refund according to the refund policy. The withdrawal date is determined by the last date the student attended class. Students who return from a leave of absence must return to the same schedule they were attending prior to the leave. The student’s graduation date and their maximum time frame will be extended by the length of the approved leave of absence. If a student takes a leave of absence, the student must:

- Apply for the leave in writing through the Executive director of the institute.
- Leave must be approved by The Executive director of the school and the financial aid counselor.

If a student's leave of absence is not approved, and the student needs to be absent, the student will have to withdraw and apply for re-enrollment when the student is able to return. All drop/refund policies will be applied. Due to the nature of the curriculum in the intro phase there will be no leaves of absence granted during this time. Students who miss more than 5 day/40 hours in the phase (3 day/24 hours for esthetician program) will be required to repeat the phase.

No leave of absence shall exceed 180 calendar days.

Additional Information:

Students must remove their belongings before taking a leave of absence.

Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school. Students' belongings will be held for 10 days after the drop date, after which they will be discarded.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend.

READMISSION:

A student wishing to re-enter school may apply for readmission to the school. The student must meet with the admissions executive director to determine if readmission is approved. During this meeting, the student's reason for withdrawal and the student's commitment to completion will be discussed. The student will also be provided with information regarding credit earned from the previous enrollment and the transfer of that credit to the new enrollment. The admissions executive director will determine satisfactory academic progress status at the time of the re-enrollment; however, students who withdrew while on probationary status will re-enter in the same status. The executive director will determine the remaining courses needed for completion and determine the anticipated graduation date. Students that re-admit more than 180 days from their last day of attendance plus, if applicable the number of days of approved leave of absence during the prior enrollment are considered a new enrollment. A new enrollment agreement must be completed. The previous enrollment agreement was nullified at the time of withdrawal/dismissal. A student who was dismissed and is approved for readmission will be placed on probation for the reason of dismissal (academic, attendance, or personal conduct). The terms of probation will be determined by the executive director and admissions executive director and provided to the student in writing.

REFUND POLICY

Cancellation within 3 days of signing this agreement: If a student (Or parent/ legal guardian for dependent minors) cancels his/her enrollment agreement and requests his/her money back within 3 business days of signing this agreement, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has actually started school. The postmark will determine the cancellation date on written notification, or the date of cancellation notice will be delivered to the school executive director in person.

If a student is not accepted: If for any reason a student is not accepted for enrollment, Cookeville Cosmetology School will refund all monies paid by the student. Appropriate refunds are made within 45 days after receiving written notice that the student will not attend.

Withdrawal after attendance of classes by the student: In computing refunds, the student will be considered to have been in attendance from the actual date of entrance until the date of his/her last attendance. The student notifies the school of his/her withdrawal in writing.

Approved leave of absence: A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

The following refund policy will apply:

Percent of scheduled time	Total tuition school
Enrolled to total course/program	Shall receive/retain
0.01% to 04.99%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death of the student, a reasonable and fair refund settlement will be made.

If the School cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, Cookeville Cosmetology will provide a full refund of all monies paid.

If the school is permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, Cookeville Cosmetology School will participate in a teach out agreement.

Student Books and Student kits: After Student books, Student kits have been issued to the student, those items become the student's property and are non-refundable. All fees are identified in the catalog.

Refunds will be calculated based on the total program cost listed under each program's tuition and fee schedule in this catalog.

Cosmetology Tuition \$20,000 Student Kit \$500 Student Books \$500 Total tuition \$21,000

Esthetics Tuition \$18,000 Student Kit \$500 Student Books \$500 Total tuition \$19,000

Nail Technology \$14,000 Student Kit \$500 Student Books \$500 Total tuition \$15,000

Lash Specialist Tuition \$4,300 Student Kit \$500 Student Books \$200 Total tuition \$5000

Instructor Training Tuition \$3,800 Student Kit. 0 Student Books \$200 Total tuition \$4000

Student Books and Student Kits are nonrefundable once issued to the student.

Institution maintains records of grades and transcripts (minimum of three years)

ADMISSION REQUIREMENTS

Are you ready? If you're excited about the prospect of training at Cookeville Cosmetology School, here is all you must do to get started:

1. Complete the application for admission and submit it to the admissions office.
2. Schedule an informational interview and tour the school with the admissions executive director.
3. Submit proof of education. This includes your high school diploma, GED, or state certificate demonstrating passage of a state-authorized examination that the state recognizes as the equivalent of a high school diploma (a certificate of attendance or completion does not meet this requirement). Home schooled students are eligible for admission to Cookeville Cosmetology School provided that their secondary schooling was completed in a home school that state law treats as a home or private school. If the state or local school board issues a

secondary credential for home schooling, this must be provided. Foreign high school and Ability to Benefit diplomas are accepted and they must submit an official high school diploma and transcript.

4. Birth Certificate, driver's license, and social security card. This will serve as proof you are above the compulsory age for attendance as required by the state.

5. The Student kit payment must be paid by the registration deadline for all personal pay students.

(All students Books and Kit are nonrefundable).

6. Students enrolling at Cookeville Cosmetology School must be at least 16 years of age.

7. Each applicant is required to visit the school and meet with the Admissions Counselor for a personal interview and take a tour of the campus upon compliance with the above. Qualified applicants accepted to Cookeville Cosmetology School will be placed in their programs based on first come, first serve basis.

Students requesting transfer credit must provide official documentation including:

- . Official transcript from the previous institution
- . course descriptions or syllabi
- . Proof of clock hours completed
- . Verification that the previous institution is licensed and/or accredited

Transfer credit will not be granted without receipt and review of official documentation.

Evaluation Method

Transfer hours will be evaluated by the school administration or designated academic officials.

Evaluation will include:

- . comparison of prior training curriculum to program curriculum
- . Assessment of completed practical and theoretical competencies
- . Review of academic standing at the prior institution
- . Practical skill demonstration may be required before credit is granted

The institution reserves the right to deny transfer credit training does not meet program standards.

Maximum transferable Hours

- . cosmetology Maximum of 300 transfer clock hours accepted
- . Esthetics Maximum of 300 transfer clock hours accepted
- .Nail Technology Maximum of 100 transfer clock hours accepted
- . Lash Specialist Maximum of 0 transfer clock hours accepted
- . Instructor Maximum of 0 transfer clock hours accepted

Effect on Program Length, Time, and Tuition

Transfer hours accepted will reduce:

- .Remaining program clock hours required for completion
- . Scheduled program length in weeks
- . tuition charges calculated on a proportional basis

Tuition will be adjusted based on the number of hours accepted for transfer credit.

Students will be notified In writing of:

- . Number of hours accepted
- . Remaining hours required for graduation
- . Adjusted program cost and completion schedule

INSTRUCTOR PROGRAM

In addition to the above requirement, educator training candidates must have a current Cosmetology, Esthetician, or Nail Technician license. An original high school diploma or GED must be submitted.

CODE OF CONDUCT POLICIES

The student is expected to read the rules and regulations in the Cookeville Cosmetology handbook and understand them. Rules have been kept to a minimum; however, it comes with the responsibility to behave in a manner consistent with the best interest of the school, and the student body. Cookeville Cosmetology School reserves the right to suspend or to dismiss any student at any time when such action is deemed by the administration to be in the best interest of the individual student, the student body and/or the school.

DOCUMENTING CLOCK HOURS

It is the responsibility of each student to document his or her attendance. Students are advised to keep a daily journal of activities and hours of attendance for their benefit. An electronic clock is provided, and the student must clock in and out daily. Failure to do so can cause an inaccurate recording of clock hours. A monthly accounting of attendance appears in the progress report.

NONDISCRIMINATION

Cookeville Cosmetology School in its admission, instruction, and graduation does not discriminate on the basics or race, sex, religion, handicap, creed, color, national origin, ethnic origin, age, marital status, and military status.

Discrepancy between the progress report and a student's recollection of attendance, journal proof will be required to make any changes in the student attendance record.

ACADEMIC CREDITS

Forms to document student's practical skills are kept under the care of the instructor. Each student is responsible for making certain this document is completed regularly. This form is called the credit hour sheet and must be completed in black ink daily. All students must submit this form with totals in each column, by the last day of the month to receive credits. Failure to do so can result in loss of credits.

DRESS CODE POLICY

Students of Cosmetology, Esthetics, Nail Technology and Lash Specialist must follow these requirements:

Because a student's personal appearance reflects their thinking all students must be in the required Cookeville Cosmetology School dress code. That includes clean, black scrubs, tennis shoes and name tag. No hoods sweatshirts, sleeveless shirt/tanks or revealing shirts will be permitted. No hats scarves or bonnets are to be worn.

GRIEVANCE POLICY

Students have a right to file a complaint. There are steps to take. The students should notify any staff member of the situation. The staff member will give them the proper paperwork to fill out with the procedure to follow.

Student Grievance Policy and Procedure

Policy Statement

Cookeville Cosmetology school is committed to resolving student complaints and grievances in a fair and timely manner. Grievance is defined as a formal written complaint regarding an alleged violation of school policies, procedures, or state/federal regulation.

Grievance Procedure

Step 1: Informal Resolution

Students are encouraged to first attempt to resolve concerns informally by discussing the matter with the instructor or staff member involved within five (5) business days of the incident.

Step 2: formal Written Grievance

If the matter is not resolved informally, the student must submit a written grievance to the School Director with ten (10) business days of the incident. The written grievance must include:

- . Student's full name
- . Date of incident
- . Detailed description of the concern
- . Names of individuals involved
- . Supporting documentation (if applicable)
- . Desired resolution

Step 3: Investigation

The School director will review the grievance, conduct an investigation if necessary, and may interview parties involved. The investigation will begin within five (5) business days of receiving the written complaint.

Step 4: Written Response

A written response outlining the findings and decision will be provided to the student within ten (10) business days of receipt of the grievance.

All grievance documentation will be maintained in the student's file.

Step 5: Appeal Process

If the student is not satisfied with the decision, they may submit a written appeal within five (5) business days of receiving the response. The appeal will be reviewed by the designated school official, and a final written decision will be issued withing ten (10) business days.

The decision of the appeal if final.

This institution is seeking accreditation with the National Accrediting Commission of Career Arts. And Sciences (NACCAS). Students may contact NACCAS in writing regarding unresolved complaints after attempting to resolve the issue through the internal grievance procedure.

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22314

CLASSROOM AND CLINIC BEHAVIOR

Each student is required to bring whatever tools and supplies from their kits to class each day.

- Students are responsible for their own kit, apron, books, and supplies once they have been issued by the school. A student is required to replace any items lost or stolen at their own costs.
- Students are expected to always act in a professional manner.
- Profanity, gossip, or verbal abuse is not tolerated, and will result in immediate dismissal.
- Each student will be assigned a rotating clean up duty while in school.
- No firearms, alcohol, knives, or controlled substances are allowed. Failure to comply will result in immediate termination and prosecution.
- All students are expected to follow instructions given by instructors and instructors in training. Or any other faculty member or staff.
- Students work areas must be kept clean and organized.
- Dirty linen is to be placed in closed hampers.
- Cosmetology students are to remove cut hair immediately after finishing.
- Each student will be assigned dispensary duties, clean up, laundry, front desk, and other business credit assignments.
- Students may not refuse to perform an assigned service in clinic. Such an action will cause a loss of credit for that day and may result in suspension.
- Smoking is only allowed in designated areas outside the building.

Release of Information About a Student

Consent forms may be obtained from the Financial Aid Office. When releasing information to a Third party, the student and/or parent or guardian (if the student is a dependent minor) must sign a release form. The school requires a release form be completed for each third party at the time requested. The institution provides access to students and other institutional records to its accrediting agency.

CELL PHONE POLICY

All cell phones are prohibited from being used on the clinic floor or classrooms at any time during school hours. All phones must be placed in “silent” mode.

SCHOOL SECURITY AND SAFETY

Students are encouraged to be responsible for their own security and the security of others if fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the “emergency evacuation plan” located in each area of the campus. Notification of threatening emergency on campus: Should a threatening situation arise at the school the staff will immediately notify the local police department.

ZERO-TOLERANCE POLICY

Cookeville Cosmetology School maintains a high level of expectation of the behavior of its students and its employees, to maintain a safe, appropriate environment.

We have a **ZERO TOLERANCE** policy for:

- * Making, using, selling, or trading any illegal drugs or alcohol.
- * Carrying or concealing any weapons.
- * Sexual or other physical harassment, and/or abuse, bullying, inappropriate and/or aggressive touching another student or staff member.
- *Theft or vandalism of any other students or staff members property.

ZERO TOLERANCE means that there will be no discussion, no second chances, no excuses for breaking this policy. Any student or staff member found to have broken this policy will be terminated immediately. This policy is strictly enforced for both staff and students. This published statement will serve as the only warning for infraction thereof.

FIRE SAFETY INFORMATION

In case of a fire emergency, follow the Lighted Exit Signs Placed above doorways throughout the school and exit using the path outlined in the evacuation material posted.

STUDENT PARKING

Ample parking is provided free of charge to our students in the designated area.

STUDENT SERVICES

Tutoring is available for students having trouble understanding and learning the material contained in the training programs.

EMPLOYMENT ASSISTANCE

Cookeville Cosmetology School is committed to assisting in the placement of every graduate student seeking employment. We cannot guarantee you a job, but we are always willing to assist you in placement.

NEW STUDENT ORIENTATION

Orientation for new students is held on the first day of classes to acquaint students with Cookeville Cosmetology School policies and procedures.

GRADUATION REQUIREMENT

Cookeville Cosmetology School will grant a diploma of graduation of Hours for the course when the student has successfully completed all phases of study, required tests, practical assignments; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

STATE EXAMINATION REQUIREMENTS

After completion of programs requiring state licensure for employment, students are entitled to take the examination required by the applicable state board. Each student must take a copy of their driver's license or social security card. The board does not make copies of these items for you, so each graduate is asked to be prepared. To become licensed to practice your profession you must pass the state board examination requirements applicable to your course of study.

STUDENT EVALUATION and course completion

Successful completion of a program requires the student to complete the required clock hours, practical and theory coursework, minimum academic grades, satisfactory academic progress standards, final examinations (if applicable), and any institutional exit requirements established by the school. Students must meet all program hours, academic, and SAP requirements to be considered eligible for program completion.

Programs are divided into credit hours. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase per the grading system a completion plan will be compiled for the student. The completion plan is intended to provide guidance to the students on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements.
- There has been no attendance or contact with Cookeville Cosmetology School from the student in 14 days.
- Student grade point average falls below 70 %.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR REPEATED COURSES, WITHDRAWALS AND READMISSION

REPEATED COURSES: Students must repeat a course which they have failed. They must achieve a grade of C or higher in a course required for program completion. The grade earned in the repeat course will replace the previous grade, and the previous grade will be dropped from the cumulative GPA calculation.

WITHDRAWALS: All students who withdraw and re-enter the program will do so in the same progress as when they left regardless of the amount of lapsed time. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an unexcused leave of absence and the school's leave of absence policy will apply.

READMISSION: A student may apply for readmission to the school. The student must meet with the Admissions Representative to determine if readmission is approved. The student services representative will determine Satisfactory Academic Progress status at the time of the re-enrollment; however, students who withdraw while on Satisfactory Academic Progress warning or probationary status will re-enter in the same status.

TRANSFER HOURS: Transfer hours from another institution are accepted toward the student's education program are counted as completed hours.

FAILURE TO RETURN FROM SUSPENSION

Suspension: If a student fails to complete their probation they will be suspended and must re-enroll.

Probation: You will receive a 30-day probation after 3 unexcused absences. While on probation if you receive an unexcused absence, you will be suspended and will have to re-enroll in the program. If a student fails to return from a suspension for any reason (conduct, academic, attendance, etc.)

Cookeville Cosmetology School will determine the student's status as withdrawn as of the date the student was scheduled to return. The withdrawal process will begin immediately upon determining the student's status as withdrawn.

ACADEMIC DISHONESTY

Student behavior viewed and/or considered dishonest will not be tolerated. Any student displaying dishonest activity will be subject to disciplinary actions including but not limited to probation or termination.

SEXUAL HARASSMENT AND ASSAULT

Sexual harassment is illegal under federal, state, and local laws. It is defined by the equal employment opportunity commission (EEOC) as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the

person involved feels compelled to submit to that misconduct to keep his/her position, to receive appropriate pay, or to benefit from a certain employment decision.

PROCEDURE FOR HARASSMENT COMPLAINT

The employee/student should tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once. The employee/student also should report any assault or harassment to his/her immediate supervisor/instructor. The investigation of the assault or harassment claim will begin immediately by the Executive director. Cookeville Cosmetology School will conduct its investigation in as confidential a manner as possible. If there is suspicion or evidence of criminal activity found during the investigation the school will notify the local police immediately.

A timely resolution of the complaint will be reached and communicated to the employee/student and other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment.

Any person who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the people engaging in retaliatory conduct will be subject to disciplinary action up to and including termination.

SPECIAL SERVICES TO THE DISABLED

Cookeville Cosmetology School has been designed for the accommodation of all our employees, students, and patrons. We do realize, however, that all needs may not be met for those who are disabled. If there is an unmet need that we can remedy, please contact the campus executive director during regular business hours to discuss reasonable accommodation to make our schools a more comfortable environment for all people.

SCHOOL CLOSURE POLICY

If Cookeville Cosmetology School closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, Cookeville Cosmetology School will decide for students a teach-out plan.

AFFIRMATIVE ACTION STATEMENT

Cookeville Cosmetology School does not discriminate based on race, color, religion, sex, age, mental and physical handicaps, veteran status, or national origin in educational and employment opportunities and is committed to education of non-rationally identifiable student body.

Cookeville Cosmetology School prepared this Catalog. Curriculum, tuition, fees, expenses, academic requirements, etc. are subject to change at the discretion of the school. Information contained in this catalog is true and accurate to the best knowledge of the school's administration.

Competency Based Programs

At Cookeville Cosmetology School no Competency based education is offered.

Distance Education

At Cookeville Cosmetology School No distant education is offered.

RIGHTS TO FILES

Students have the right to gain access to their files.

CHANGE OF ADDRESS

At any time when a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform Cookeville Cosmetology School of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a change of address form from the admissions representative and submit the correct information. Cookeville Cosmetology School will not be responsible for any information not received by the student if a change of address form has not been turned in.

LICENSE AND ACCREDITATION

License By:

Tennessee State Board of Cosmetology
500 James Robertson Parkway
Nashville, TN 37243-1147 615-741-2515

Accreditation: The institution is not yet approved to offer Title IV funding.

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600