

Student Catalog



Aiken School of Cosmetology & Barbering
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Aiken School of Cosmetology & Barbering

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Mission Statement

Aiken School of Cosmetology & Barbering is committed to improving a student's future through motivation and providing a life-long experience to be leveraged in the ever-growing demand of quality cosmetology, esthetics and nail industry. Our curriculum is current and relevant to the needs of today's student. We prepare each student for the state licensing testing and maximize the student's ability to obtain gainful employment in the field in which they trained.

Objectives

1. To develop a knowledge, understanding, skill and appreciation in the theory and operation of cosmetology arts & sciences.
 2. To develop habits of good workmanship and the orderly performance of various tasks in the work environment.
 3. Protect health, safety and welfare of the public and the workforce.
 4. To learn to select wisely, care for, and use properly, commercial products that are related to the application of treatments.
 5. To promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.
 6. To help the student to prepare for the state board examinations in order to obtain a license to practice.
 7. To prepare students for entry level jobs in their demanding workforce.
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Admissions Requirements

Prior to a student starting class, the following documentation listed below must be secured, as applicable. If you do not provide the documentation, you will not be allowed to begin class.

NEW STUDENTS:

Documents Required for Admissions:

- Social Security Card
- Driver's License or ID, Permanent Resident Card (Green Card), or Passport (For foreign students, a VISA is also accepted as birth verification) showing a minimum required age of sixteen (16) years old.
- 10TH grade transcript/High School Diploma (HSD) or GED (must be in English by a state board approved agency)
 - A foreign diploma must also receive a translation (if necessary) and verification from an outside evaluation agency that it is the equivalent to a U.S. high school diploma (at a minimum). The school will help you find the resources to meet these requirements but any applicable costs are to be accepted by the student.
 - For home-schooled students, documentation of a state certification is required.
 - We do NOT offer ATB testing for HSD replacement
- **INSTRUCTOR TRAINING:** An applicant must have a current Cosmetology license issued by the South Carolina State Board of Cosmetology.

TRANSFER STUDENTS:

- If the student is transferring hours into the school, ALL hours from the original school are accepted as long as the hours correspond with South Carolina state board curriculum requirements.
- Provide all documents listed under "New Students".
- If a student wishes to transfer out of the Aiken School of Cosmetology & Barbering to another school, the student must pay all financial obligations and then we issue a transcript to the student or to the school that the student requests

RE-ENTRY: If a student would like to re-enroll before ninety (90) days after voluntary withdrawal or termination, then he or she would be subject to previously contracted tuition rates (which will be pro-rated) and other fees. Before a student can be considered for re-entry, all previous balances due to the school must be paid in full and made current based on the percent of program completed prior to the withdraw or termination. If a student decides to return from a voluntary withdrawal or termination after ninety (90) days, the student will be subject to any new tuition rates enacted by the school since the student withdrew. The student will return in the same satisfactory academic progress status as before withdrawal/termination.

NON-RECRUITMENT POLICY:

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

HSD TRANSLATION POLICY:

The student must make sure that his/her High School Diploma is translated to English if in another language. The South Carolina state board will not accept High School Diplomas in any other language. The following policies must be recognized by the student and the school:

- The school reserves the right to deny any student's HSD if deemed invalid and/or illegitimate.
- HSDs are to be translated before the student is able to start his/her program of study.
- If the HSD is not translated, the school will provide a list of translators that are approved by the SC State Board.
- Any student providing a HSD received at an online institution is at risk of the HSD being rejected by the school in the event the school is not Department of Education (DOE) approved.
- If a student's HSD looks questionable, the school will take the following actions to verify validity:
 - Search for the school's DOE code
 - Search and thoroughly review the school's website and assess for validity
 - Online HSDs are subject to extensive investigation, as they are more likely to be illegitimate
 - If a HSD cannot be verified, the student must obtain a GED prior to enrolling into the school.

Tuition & Fees

PROGRAM	Nail Technology	Cosmetology	Barbering	Esthetics	Instructor Training
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Books & Kit	\$550.00	\$800.00	\$800.00	\$650.00	\$0.00
Graduation Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Tuition Fee	\$3,200.00	\$11,300.00	\$11,300.00	\$7,400.00	\$7,400.00
Total course	\$3,950.00	\$12,300.00	\$12,300.00	\$8,250.00	\$7,600.00
Up Front pay- in- full amount	\$3,450.00	\$11,300.00	\$11,300.00	\$7,250.00	\$6,600.00

***Overtime Charges:**

(1) Each course has been contracted for a specific number of hours for instruction and under a prescribed schedule for completion within the time frame defined on the enrollment agreement. (2) Students are provided a graduation date based on contracted hours and the defined attendance schedule. Any student, by virtue of absences or other non-attended hours issue that remains in school more than 120% beyond their contracted or amended graduation date will have to pay per hour for each additional hour beyond their scheduled completion date according to the enrollment agreement. (3) Students who require additional training to satisfy the required clock hours of their program will be billed at the hourly rate of \$10.00 per each hour of required attendance. (5) Any student with unpaid overtime charges will be reported to State Board as a non-completer.

TRANSFER STUDENT TUITION CHARGES

Upon review of a transfer student's accepted hours from his/her previous school and program, the school will apply a tuition credit to the student's ledger based on the current dollar per hour rate in the tuition charts above. The student will still be obligated to pay the regular registration fee, and book/kit fees **IF** the student either does not have a book or kit or if the student's current book and kit do not match the school's standard materials for the selected program.

Payment Options

For all programs: The student is required to pay registration fees down prior to starting school. Payments are due on the 1st of the month and considered late by the 5th of the month. A late fee of \$50 will be charged if a student has not paid by the 5th of the month, with the exception of school holidays longer than one day that might fall on a payment due date. In this scenario, payment will be due by the end of the week that the school returns from the holiday. Payment terms are contracted and signed off by both the student and the school staff on the Enrollment Agreement, and must be followed exactly as contracted. No partial payments will be accepted at any time. Should a student become more than two (2) months late on tuition payments at any point during their program, the student will automatically be dropped from the program with the option to re-enroll under the “re-entry” student status terms in the “Admissions Requirements” section above once tuition payments are made current.

Prior to graduation, any remaining balance will be due. If all funds owed are not paid to the school prior to graduation, the school reserves the right to withhold the student’s transcripts and/or Certificate of Completion. **We accept cash, credit card, money order, cashier’s check or personal check**

Refund Policy (Institutional)

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant not accepted by the School is entitled to a refund of all monies paid.
- B. A student may cancel this agreement at no penalty by notifying the School in writing within three (3) business days after midnight on the day on which the agreement was signed, regardless of whether or not the student has actually started training. All monies paid will be refunded to the Student.
- C. If a Student cancels after the three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.
- D. A student notifies the institution of his/her withdrawal.
- E. A student on an approved leave of absence notifies the school that he or she will not be returning. The 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 institution that the student will not be returning.
- F. A student is expelled by the school.
- G. In types B, C, D and E, the cancellation date will be determined by the postmark, or the date it is delivered in person or by means other than the U.S. Mail.
- H. Terminations by the school for unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Fourteen (14) consecutive days of absences will result in termination.
- I. In all cases of withdrawal, expulsion and/or termination of student status, refunds will be calculated based on the student’s last date of attendance at the school.
- J. The school will refund all monies due the Student per this agreement within 45 days of a determination that a student has withdrawn, whether officially or unofficially
- K. When situations of mitigating circumstances occur, the School may adopt a policy that exceeds the minimum requirements of this refund policy.
- L. All extra costs, such as books, supplies or other materials that are not included in the tuition price are non-refundable **except** where defined in bullet “B” above (this means that if you cancel before the 3 business days, the items would be refundable).
- M. In the event of a cancellation after attendance has begun, but prior to fifty (50%) of the term being completed based on actual program clock hours, the school shall abide by the following refund schedule

Percentage of scheduled time to total time of the program	Percentage of total tuition due
.01 to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- N. If a Student wishes to terminate training and withdraw from the school, the Student must notify the School Administrator in writing.
- O. If a program is cancelled subsequent to a student's enrollment, and before instruction has begun, the school shall provide a full refund of all monies paid or provide completion of the course.
- P. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - Provide completion of the course and/or program; or
 - Provide a full refund of all monies paid.
- Q. If the School is permanently closed and no longer offering instruction, after a student has enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition fees paid
- R. **NON-REFUNDABLE FEES:** In types O, P and Q the registration fee is non-refundable once grace period has passed; kits and books are non-refundable once grace period has passed and once items are issued and opened.

School Schedule

- ☐ Closed on Saturdays and Sundays
- ☐ **Start dates: See "Admissions Information" sheet for current dates**

DAILY SCHEDULES & PROGRAM LENGTHS					
Program		Cosmetology	Instructor Training	Esthetics	Nail Technician
Time/Sched.					
Clock Hours		1500	750	450	300
FT	Mths	12	6	4	3
PT	Mths	18	9	6	4
Schedules					
FT (30 hrs/wk)	Mon - Thurs 8:30am - 4:30pm				
PT Evening (20 hrs/wk)	Mon - Thurs 5:00pm - 10:00pm				

All schedules above include a mandatory off-the-clock 30-minute lunch if scheduled 5 or more hours

All Courses are taught in English
(Director may change Schedules for instructional, administrative, and/or regulatory necessity)

Absence & Tardy Policy

1. If more than fifteen (15) minutes past start time you are considered LATE. Any student coming in late will not be allowed to clock in for that entire day and will be required to leave the school without obtaining hours for that day. It is up to the student to coordinate with the assigned instructor to arrange make-up hours in order to maintain minimum program attendance requirements. (PER INSTRUCTOR DISCRETION)
2. For the purposes of program attendance, there is no distinction between types of absences. They are all counted towards attendance percent equally.
3. If you are going to be absent or late, you must contact your instructor. If, for any reason, you know that you will be late or tardy, it is your responsibility to have yourself marked off the appointment book.
4. If a student misses more than 14 days, and does not return to the school on the 15th day, the student will be subject to termination with the dropped date as the last date attended.

Code of Ethics

1. Principle objective is to train qualified individuals to render the best possible service to patrons.
2. Strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in the cosmetology industry.
3. Observes all rules and regulations issued by the State Board of Cosmetology and the Health Department.
4. Encourages its instructors to keep current of the latest teaching methods by reading educational books, attending teacher refresher, or advanced courses, workshops, trade schools, etc.
5. Makes use of acceptable teaching techniques and training aids (such as textbook, workshops, films, filmstrips, and other audio-visual aids) in order to advance and provide the best possible training for our students.
6. Takes part in education conferences and regional meetings in order to advance the profession of the cosmetology industry.
7. Purchases only the high-grade equipment, cosmetics, and supplies to be used in the instruction and training of its students.
8. Maintains honest and fair relationships with its staff, students, patrons, the State Board, and other schools.
9. Advertises truthfully, and makes honest representations to its students.
10. Refrains from any advertisements or criticism, which might reflect unfavorably on other schools or the Cosmetology profession.
11. Develops a strong network with more successful salons to ensure a greater opportunity for students in the search of a career.

Conduct and General Rules and Regulations

The following rules and regulations must be observed and obeyed in order for our school to operate in a professional and efficient manner:

1. Each student must have his/her own proper and sufficient equipment. No borrowing is allowed.
2. Any person found stealing will be dismissed from school immediately.
3. Kits are subject to inspection at any time. Non-professional equipment and products will be removed.
4. It is the responsibility of the student to keep their equipment and workstations clean, sanitized and/or sterilized. The school furnishes most necessary supplies to keep areas clean.

5. It is illegal to perform services in unapproved location and illegal to receive pay for services in these locations.
6. Students are not allowed to clock or sign anyone in or out other than themselves. Students violating this policy may be subject to immediate dismissal from school.
7. Students are not permitted in the Administration Office or the Instructors Office without permission. Students are permitted behind the reception desk and dispensary areas only while assigned to work these stations.
8. Gossip, dirty jokes, profane language and dissension are not permitted.
9. Smoking, eating, drinking or chewing gum will not be permitted on the clinic floor.
10. Absolutely no intoxicating substances will be allowed on the premises. Anyone found to be on behavioral or mind altering substances will be dismissed immediately.
11. Poor attitudes, moods, illnesses, etc., are to be left at the door when you arrive for school. You are more than welcome to pick them up again at the end of the day.
12. A solicitation is not permitted in the school, or on the school grounds.
13. Students must work diligently in all aspects of instruction.
14. Any student refusing to service a customer, or less than anxious to perform the service will be subject to strong disciplinary action. Refusal may constitute dismissal from the school.
15. Students should not have discussions with each other while servicing a client.
16. Students having the ability to speak in any languages other than English will not be permitted to speak these languages on the clinic floor. Courses are taught in ENGLISH.
17. Students are not permitted to do their own hair. Fellow students need these hours too!
18. Student agrees that the school reserves the right to modify, amend or supplement the catalog or any other notices furnished to the student. Student agrees to comply with the rules and regulations of the school. Failure to comply with the school rules and regulations may result in termination by the school.

Dress Code (Uniforms)

- Students must wear ALL black (no shorts or miniskirts) with a smock or lab jacket (nail technician & esthetician students).
- Student must wear closed toe shoes at all times.
- Professional hair and make-up is required
- No hats, scarves or any other head dressing unless it is for religious reason, which should be addressed with your instructor by the first day of class.

Student Responsibilities

It is a student's responsibility to:

- o Review and consider all information about a school's program before you enroll.
- o Carefully read and understand all forms that you are asked to sign and keep copies of them.
- o Accept responsibility for all agreements that you sign.
- o Understand and comply with your school's refund procedures.
- o Follow your assigned or chosen schedule on a weekly basis
- o Keep up with what course you will be transitioning into based on your schedule and group assignments

School Facilities

The Cosmetology, Nail Technology, and Esthetics Programs have a large clinic floor area with stations, classrooms, restrooms, and a study area for students. Client and student parking are available. Campus housing is not available.

The facility is a single story, one level building with ample space for maneuverability for the handicap needing such accommodations.

Statement of Non-Discriminatory and Handicap Accessibility (USC-ADA):

Aiken School of Cosmetology & Barbering in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school's Director immediately in order for appropriate action to be taken. If a prospective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Director, as soon as possible in order for the school to assist the student with their accommodation.

Equal Opportunity:

It is a violation of **Aiken School of Cosmetology & Barbering** published Policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against any member of the institutional Community based on gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height weight ratio, disability, sexual orientation, or religion. Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated, should be reported directly and immediately to the CEO, or a managing staff member.

Special Services and Facilities Available to Handicapped Students:

Aiken School of Cosmetology & Barbering is handicapped accessible at street level. The upper level of the school is not handicapped accessible. The institution will NOT knowingly enroll any student who could not reasonably be expected to benefit from training however there are no special services or facilities provided beyond handicapped accessibility. The school however, will make a reasonable effort to accommodate the needs of a handicapped or disabled person.

Zero Tolerance

Aiken School of Cosmetology & Barbering has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at will not be approved.

Safety & Health Considerations

A cosmetologist or esthetician must possess hand-to-eye coordination and leg mobility in order to move about while performing services. Clients are shampooed by their stylist at the shampoo bowl, then moved and seated in an adjustable hydraulic styling chair. The stylist moves around the client as the service is performed. Persons unable to stand for long periods of time, or having limited mobility would have difficulty using regular shampoo bowls and hydraulic chairs. Manicuring and the application of artificial nails do not require standing or mobility. Clients are seated for the entire manicure or artificial nail application. The Esthetician program does not require a great deal of physical mobility, however; hand and finger strength is required for the massage portion of a facial skin service. Facial clients generally recline on an adjustable facial chair with the skin technologist seated at the client's head. Make-up, cosmetic applications, and brow shaping are performed while the client is seated and the cosmetology professional is in a standing position. Instructors in this profession work a lot on their feet and long hours are required

Hazardous Chemicals:

On a daily basis, students and cosmetology professionals handle and store hazardous chemical solutions and products, which could burn the skin and scalp, damage hair, or produce dangerous fumes if not properly used, mixed, and stored. If a student is, or becomes pregnant at the time of enrollment, or while attending training the school will require a written release from a student's physician before a student is allowed to begin or continue their cosmetology training. *(This policy is intended to protect both the student and student's unborn child.)*

Allergic Reactions:

The products, chemicals, and solutions routinely used by students and cosmetology professionals MAY cause allergic reactions. Students are instructed to follow all manufacturers' instructions to wear disposable gloves, and to protect their clothing by wearing their lab coats during ALL chemical operations. Should any type of allergic reaction occur, a student is required to immediately notify a staff member.

Your Feet and Legs:

In order to work in the Cosmetology Profession, all students and cosmetology professionals must have the use of their feet and legs. In the future work environment, a cosmetology professional is expected to stand for long hours, while performing services. In order to protect from any type of "career -ending" injury or permanent damage to feet and legs, students are advised to wear closed-toed shoes with socks, with non-skid soles, that have a reasonable heel height. Students and cosmetology professionals work on concrete or linoleum floors, and on a daily basis they lift volume containers of shampoos and other products off shelves. In order to support the feet and legs, and protect them from falls, slipping, or other injuries students must wear appropriate footwear.

Skin and Clothing:

Students and cosmetology professionals handle products and chemical disinfectants that can burn skin, enter the body, and damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, students are required to wear protective smocks and to protect clients with protective aprons.

Physical Contact:

Students and cosmetology professionals maintain close body contact with clients. During the performance of a service skin and hair cells pass from the client to the student. A student MAY encounter a parasite or a contagious disease. A student may be exposed to human blood, or other bodily fluids. Students are instructed to wear disposable gloves and their lab coats with the public, and to follow all safety procedures to ensure that a disease or parasite cannot infect the student or additional persons.

Electrical Appliances:

Electrical appliances such as blow dryers and curling irons are used near sink and water areas. These appliances must be properly cared for and maintained so that an electrical shock is not produced. Students are not allowed to use any appliance with a frayed or "taped" cord. All electrical appliances must be plugged into grounded outlets. Electrical cords cannot be stretched across aisle.

Family Educational Rights & Privacy Act (FERPA) Policy

Students and parents or guardians of dependent minor students have the right to review a student's educational records, to request amendment to student's educational records, to provide consent prior to disclosure of personally identifiable information, and to file complaint with the U.S. Department of Education regarding the failure of **Aiken School of Cosmetology & Barbering** to comply with FERPA.

1. Students and parents or guardians of dependent minor students may request access to their records from the school Owner/Director.
2. Records will be made available in the appropriate school office only on an appointment basis.
3. No personally identifiable information will be released to a third party without the written consent of a student or parent/guardian of a dependent minor student each time a record is requested unless it is:
 - a. To other school officials who have educational interest in the information.
 - b. To officials of another school where the student seeks or intends to enroll.
 - c. To representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities.
 - e. To State officials if required by State Statute.
 - f. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
 - h. To parents or guardian of a dependent student.
 - i. To comply with a judicial order or subpoena.
 - j. To meet health or safety emergency.
 - k. To accrediting agency(ies).
4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interest of the parties for inspection of the records.

Before publishing directory information such as student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended, the school allows the student or guardian to deny authority to publish one or more of these items.

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in any program and for any particular category of attendance (part-time/full-time). This policy is provided prior to enrollment to ensure applicants understand all requirements.

1. **Maximum Course Completion Time Frame:** All courses must be completed within one hundred and twenty percent of the published course length (120% program maximum). Should a student exceed the maximum time frame, he or she will be allowed to continue in the program, but over-contract fees of \$10.00 per hour will continue to accrue beyond the original or amended contract graduation date.
2. **Determination of Progress:** Students will be evaluated and provided written evaluations of cumulative attendance and academic status when they reach certain actual clock hours as follows:

Program	Cosmetology & Master Hair Care	Instructor Training	Nail Technician	Esthetician
Report Hours	450 900 1200 1500	375 750	150 300	225 450

The evaluations will show actual hours versus scheduled hours, and will be completed within seven (7) days of the student reaching the above hour checkpoints. Students only have to sign the formal progress evaluations when and if he or she is below the progress standards (academic or attendance). Students must be evaluated at least by the midpoint of the course or the midpoint of the academic year, whichever occurs sooner. In addition, each student must maintain a cumulative 70% rate of attendance.

3. **Academic Progress Evaluations:** Student Academic Progress (i.e. evaluation on theory, practical and clinical work; however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Attendance Progress Evaluations". Each student is expected to achieve a minimum grade point average of 75% (80% for VA students). The grading system shall be: 100-90% A (Excellent); 89.9-80% B (Above Average); 79.9 – 75% C (Satisfactory); and 74.9 – 0% D (Failing).
4. **Student Status:**
 - ❑ **Satisfactory Academic Progress:** Students who meet the standard for both attendance and academic evaluation period shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. To meet requirement for satisfactory academic progress, each student must have a cumulative GPA of 75%, as well as maintained a cumulative attendance rate of 70% of scheduled clock hours.
 - ❑ **Warning and Probation:** Students who fail to meet one or both of the evaluation requirements (Attendance or Academic) shall be placed on a *warning* until the next evaluation period. If a student fails to meet one or both of the evaluation requirements (Attendance or Academic) after the warning period, he or she will be placed on *probation if the student prevails upon appeal of a negative progress determination prior to being placed on probation (see appeal information below)*. The school may allow for the status of probation if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If a student determines this is an inappropriate action based on personal circumstances, he or she may submit an appeal as stipulated in Item 6 below. A student can re-establish progress status by meeting the minimum attendance and/or academic minimum requirements.
 - ❑ **Withdrawals:** Academic Progress achieved will not be adversely affected by withdrawals. Students re-entering their program will return in the same SAP status as when they left.
 - ❑ **RE-ENTRY:** If a student would like to re-enroll before ninety (90) days after voluntary withdrawal or termination, then he or she would be subject to previously contracted tuition rates (which will be prorated) and other fees. Before a student can be considered for re-entry, all previous balances due to the school must be paid in full and made current based on the percent of program completed prior to the withdraw or termination. If a student decides to return from a voluntary withdrawal or termination

after ninety (90) days, the student will be subject to any new tuition rates enacted by the school since the student withdrew. The student will return in the same satisfactory academic progress status as before withdrawal/termination.

- ❑ **Transfer:** Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations periods will be based on actual contracted hours at the institution.

5. **APPEAL PROCESS**

Students may appeal a satisfactory academic progress determination. The appeal must be in writing and directed to the school director, along with any supporting documentation as to why the student failed to meet SAP requirements in the specified period. Submitted documentation must also include a statement signed by the student as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress by meeting the cumulative academic and/or attendance requirements by the next evaluation.

Mitigated Circumstances: If it is determined and documented that a student's failure to demonstrate satisfactory progress was due to personal illness, death of a family member (immediate relation), emotional trauma, etc., the appeal will be accepted and the student will be on probation, if applicable. The institution may allow for probationary status if it is determined that the student will meet SAP requirements by the end of the probationary period. If at the end of the probationary period, if the student is still not meeting Satisfactory Progress, the student is allowed to continue the program but is notified that the over-contract fees continue to accrue. The student is no longer eligible for any applicable funding (school not eligible for Title IV), unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status or probation. A copy of the appeal and determination of the appeal will be placed in the student file.

6. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply and have no effect on satisfactory academic progress.

Make-Up Policy

You must make arrangements with your instructor to make up any missed hours or examinations. Each program has a built-in single day per week timeframe for any make-up hours (subject to change depending on program instructor availability). Although not commonly utilized, it is also possible for a student to make up missed hours/assignments on school holidays with prior consent of the school and the instructor.

Withdrawal Policy

All students who wish to withdraw must notify their instructor and the school administration staff in writing in order to appropriately process the withdrawal. In the event a student withdraws from the school, the school will hold their hours for return for a maximum of thirty -six (36) months. After this period, if the student returns, the student must start the program from the beginning.

Advising/Counseling

All students are encouraged to seek assistance from their instructors or other appropriate staff members concerning their classes, or other problems that affect the student's attendance at school including but not limited to: school personnel issues, issues between other students, and personal issues.

Student Grievance Policy

The school will make every attempt to resolve any complaint that is not frivolous or without merit. Complaint procedures are discussed in orientation thereby assuring all students know the steps to follow should they desire to register a complaint at any time. All confidentiality in personnel complaints shall be reserved. The school will react promptly to any student complaints in order to maintain quality, value, and a conflict-free environment in our school. Evidence of final resolution of all complaints will be retained in school files.

1. The complaint must be made in writing and any supporting documentation must be submitted within 60 days of the subject of the grievance occurred.
2. The complaint will be reviewed by management and a response will be sent in writing to the complainant within 30 days. Interviews may be necessary, depending on the natures of the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management, it can be referred to an appropriate agency if applicable. The complainant must exhaust the internal complaint process before submitting to a regulatory agency, as applicable.

Equipment

Students are issued with equipment and supplies. It is the student's responsibility to sanitize equipment and make sure it is in good working order. If any equipment is lost or damaged, it is the student's responsibility to repair damaged items or purchase lost items.

Visitors

Visitors are allowed on a limited basis. Administration must pre-approve all visitors.

Lost and Found

Any items found are to be turned into the instructor's office. Students may contact an instructor to inquire about and claim lost property. It is NOT the school's responsibility if personal items (i.e. clothing, purses, wallets, etc.) are lost or stolen on school premises. We will do what we can within reasonable limit to help the student in recovering such items.

Solicitation

No solicitors are allowed on Aiken School of Cosmetology & Barbering premises at any time or day. Violators will be reported to local authorities if necessary.

Weapons Policy

Weapons are not allowed on the premises, including the school building and cars parked on the premises. Anyone found to be in possession of any weapon including but not limited to guns, knives, and stun gun will be terminated from the program with no eligibility to be reinstated.

Accidents/Emergency Medical Care

If and when an accident occurs at Aiken School of Cosmetology & Barbering, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the instructor's office and at the front reception area for easy access. When an accident has occurred, a follow-up Accident Report form must be completed after all actions taken are complete. These forms are to be completed by an instructor and filed in the student or employee files located in the Administration office.

Emergency Procedures & Evacuation

Aiken School of Cosmetology & Barbering has emergency evacuation plans posted throughout the school building. Each student will be made familiar with his /her evacuation route, depending on the student's work area.

- **BOMB THREAT:** In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.
- **FIRE:** Fire drills are held on a regular basis. In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building staff will the precede to nearest exit. Lead instructor is in charge of calling 911.
- **TORNADO:** In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.
- **HOSTAGE SITUATION:** Remain calm. Cooperate with offenders.
- **ROBBERY:** Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises proper authorities will be called.
- **RAPE:** If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- **PROBLEM STUDENT OR CLIENT:** If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out control, the School Director has the option of calling local law enforcement to have the person-removed from the school premises.

Graduation

The school has defined successful completion of the selected program as follows: (i) documented attendance for the total hours of instruction contracted in the program pursuant to state law requirements; (ii) have an overall GPA of 75% or above; (iii) tuition contract and course costs are fulfilled (payment plan established, if necessary);. Upon satisfactory completion of the graduation requirements, Aiken School of Cosmetology & Barbering will issue a Diploma (a document that certifies the student has met all requirements in the chosen course of study).

Examination for Licensure

The school offers application assistance for the South Carolina state board examination application to any graduating student. This service includes assisting the student with the candidate "Examination Registration Application," as well as the sending of the student's completed hours using the "Candidate Eligibility for Examination Form." The South Carolina state board also requires a \$45 application fee at the time of application (price could vary) to be paid to the testing agency.

Employment Assistance

Student acknowledges that the school offers employment assistance services to assist its students in obtaining employment after graduation, but does not guarantee student's placement. Student also acknowledges and agrees that the school has not offered or guaranteed student placement in employment in order to cause the student to enter the school's program. Student acknowledges that the school is not responsible for any failure to obtain a placement for the student or for any problem that should arise upon placement in any particular employment. The student further acknowledges that the school has defined employment assistance as the posting of positions related to the programs offered by the school, as well as hosting job fairs.

School Licensing

The school is licensed by the following agencies:

South Carolina Department of Labor, Licensing, And
Regulation Board of Cosmetology
110 Synergy Drive
P.O. Box 11329
Columbia S.C. 29211-1329
Phone: 803-896-4494



PROGRAM CURRICULA

COSMETOLOGY (1500 hours)

Sanitation, Sterilization = 45	Scalp and Hair Care - Treatments (Safety) = 30
Hygiene and Good Grooming = 30	Hair Shaping (Safety) = 150
Professional Ethics = 35	Hair Styling (Safety) = 325
Public Relations/ Psychology /Salesmanship = 50	Manicuring and Pedicures = 25
Anatomy = 45	Chemical Wave / Chemical Straightening = 225
Dermatology = 25	Hair Coloring = 225
Trichology = 25	Facial Treatment and Makeup = 30
Nail Structure = 15	Rules, Regulations, Code = 15
Chemistry = 100	Threading = 10
Safety Precaution (Public Safety) = 30	Unassigned=20
Shampoos and Rinses = (Safety) = 45	

NAIL TECHNOLOGY (300 hours)

Sanitation and Safety Measure = 65
Anatomy and Physiology = 50
Manicuring and Pedicures = 160
Artificial Nail Application = 20
Unassigned = 5

ESTHETICS (450 hours)

Professional Practices = 50
Sciences = 150
Facial Treatment = 175
Hair Removal = 25
Makeup = 50

INSTRUCTOR TRAINING (750 hours)

Basic Teaching Methods, Counseling Techniques, Development of Lesson Plans, & SC Cosmetology Laws & Regulations	125
Instruction of Theory, Use of Audio-Visual Equipment, Evaluation Techniques & Instruments, Classroom Observation, Practice Teaching, & Record Keeping	240
Sterilization & Sanitation, Supervision of Clinical Activity, Student Counseling and Evaluation, Records Documentation, Effective, Demonstration Procedures, Presentation of Styling Techniques, & Student/Patron Relationship	240
Federal & State Enrollment Procedures & Requirements, Financial Aid Requirements, Inventory Control & Purchasing, Student Scheduling, & Graduate Records	120
Licensure Application Forms	120
Lesson Plan	25

School Vacation Schedule

Dates and Holidays 2025

Date Range	Holiday
January 1-3, 2025	Winter Break
January 20, 2025	MLK Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 26-28, 2025	Thanksgiving Break
December 24-26, 2025	Winter Break

Dates and Holidays 2026

Date Range	Holiday
January 1-2, 2026	New Year
January 19, 2026	MLK Day
May 25, 2026	Memorial Day
July 3, 2026	Independence Day
September 7, 2026	Labor Day
November 25-27, 2026	Thanksgiving Break
December 24-25, 2026	Winter Break

****We will only follow the Aiken County School District weather advisory. It is student's responsibility to check with Aiken School of Cosmetology & Barbering.****

I HAVE READ AND UNDERSTAND ALL OF THE STATED RULES AND REGULATIONS IN THE AIKEN SCHOOL OF COSMETOLOGY & BARBERING SCHOOL CATALOG. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY AT THE TIME OF ENROLLMENT FOR MY OWN PURPOSES, AND WILL ABIDE BY THESE RULES AND REGULATIONS.

**** Please note the following additional policies and fees****

- 1. The student must make sure that his/her High School Diploma is translated to English if in another language. The South Carolina Board will not accept High School Diplomas in any other language. A state board-approved translation must be submitted to the school before the student's start date.**
- 2. Student lockers are for use only during the time the student is enrolled in the school. Once the student graduates or drops, the student has fourteen (14) days from his/her graduation/drop date to remove all items from the locker. After this period, anything left in the locker will be given away or thrown away.**
- 3. The South Carolina Board also requires a \$45 application fee to take the licensure at the time of application (price could vary).**
- 4. The school will provide the initial SC Board "Eligibility Form for Approval" or Student Transcript free of charge. Any subsequent requests for the Approval Form or a Student Transcript will be for a charge of \$100 per request.**
- 5. Upon completion or withdrawal from the student's program, the school will report the total number of the student's completed hours to the SC Board of Cosmetology. The school sends a report of all student completed/withdrawn hours to-date to the SC Board before the 12th of every month.**
- 6. Student agrees to allow the posting of student's picture(s) on Facebook or other social media platforms taken on campus or at an official school-related event for the purposes of advertising the school, the classroom, and/or school social events.**

Student Signature

Date

Please sign this form and return to the admissions office. This form must be kept on file to acknowledge that you have read and agree to the policies and procedures outlined in the school catalog.

The school reserves the right to update this catalog at any time during the student's course of study.

