

# **DEL-MAR-VA BEAUTY ACADEMY**

## **EDUCATION EQUALS SUCCESS**

**111 Milford Street  
Salisbury, MD 21804**

# **Student Catalog**

**Carol M. Evans**  
President

**Nicholas T. Evans**  
Vice President

**Tammy E. Lankford**  
Director/VP Operations

**Corporate Name**  
KCS, LTD

**ACCREDITED  
BY  
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES INC.  
3015 COLVIN STREET  
ALEXANDRIA, VIRGINIA 22314**

**Phone 410-742-7929  
Fax 410-749-0363  
Website [DelMarVaBeautyAcademy.com](http://DelMarVaBeautyAcademy.com)**

**Last Updated  
August 15, 2022**

**CERTIFIED TRUE AND CORRECT AS TO CONTENT  
AND POLICY**

**SIGNED**

Mrs. A. Jankford

August 31, 2022

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## **MISSION STATEMENT**

It is the mission of Del-Mar-Va Beauty Academy to provide quality education in basic and advanced Cosmetology and Nail Technology skills. These skills will enable the students to become proficient and allow flexibility in their choice of areas to pursue in the Cosmetology and Nail Technology profession.

## **FACILITY INFORMATION**

Del-Mar-Va Beauty Academy was originally founded in 1960. Carol and Nicholas Evans purchased the school in 1976 and remain the current owners, operators. The school is located in a custom built facility at 111 Milford Street, Salisbury, MD.

The interior of the building was designed to create a professional environment conducive to learning. The laboratory (1449sq ft) area is spacious and tastefully decorated. There are eighteen styling stations, each with a professional hydraulic chair. The shampoo area contains five shampoo bowls and chairs, with sufficient storage for clean and soiled towels. There are three classrooms (totaling 1262 sq ft) The school utilizes a computer program designed for cosmetology schools, which assists the students in learning to utilize client record keeping, and offers a sophisticated record keeping and financial aid program. The remainder of the facility is comprised of a pedicure room, facial room and private offices. Private parking is provided for staff and students. The school is a smoke-free environment.

The institution is approved by the following agencies:

Maryland Higher Education Commission  
6 N. Liberty St, 10<sup>th</sup> floor  
Baltimore, Md 21201  
410-767-3301/ 1-800-974-0203

Delaware Department of Education  
The Townsend Building  
401 Federal St., Suite 2  
Dover, Delaware 19901-3639  
1-302-857-3340

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
1-703-600-7600

## ADMISSION REQUIREMENTS

Del-Mar-Va Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.

The following requirements apply to the Cosmetology Program, and Nail Technology Program.

- Typed resume
- Essay addressing: Why I chose this career
- Current – Driver’s License or State ID
- Social Security Card
- High school diploma or equivalent (The school does not admit Ability To Benefit Students)
  - Official High School Transcript is required and must show high school completion
  - GED or GED Test Scores
  - State approved Home Schooling documentation
- Completed Application for Admission
- \$150.00 Registration Fee Cosmetology/ \$135.00 Nail Technology Registration Fee
- Applicant must be 16 years of age or older

A student may be re-admitted after dismissal. Student applications submitted for re-admittance will be reviewed by the administration within ten days of receipt. The student will be notified by as to the outcome. Final decision to re-admit the student will be determined by the administration.

The admissions office hours are 9:00am – 5:00pm Tuesday through Friday. Appointments may be scheduled by calling 410-742-7929 ext. 104 or by walk-in.

Criteria for admissions must be met prior to the program start including attendees under a training agreement with a government agency, school district, or other entity.

The school provides students with appropriate information regarding GED and ESL programs available in their area.

All Classes are taught in English only.

Each student is provided with an equipment kit. This kit can be purchased from the school or from an outside supplier, provided the equipment is equivalent in quality and content as that provided by the school.

**Del-Mar-Va Beauty Academy complies with Title IV of the Civil Rights Act of 1964 and does not discriminate regarding race, color, national origin, ethnic origin, disability, age, sex or religion. (Criminal convictions may affect a student’s ability to be licensed, certified or registered)**

## CREDITS FOR PREVIOUS TRAINING

Credit for previous training will be permitted, provided the school is presented a transcript containing grades and hours from the prior institution attended. Credit for previous training will be considered after the student has been evaluated for educational status.

Tuition charges are computed according to the number of hours remaining, in addition to the standard registration fee.

The minimum score required for each subject area of evaluation is 80%. For example, if the subject area being evaluated is permanent waving, there is a possible 70 points. This indicates that in order to be considered proficient in this subject, a total of 56 points must be achieved.

The student is required to achieve a minimum score of 80% in the theory portion of the evaluation. The student and the recommendation of the examiner base the number of hours granted for transfer on the performance.

## VETERAN STUDENTS

The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs. The 1500 Hour Cosmetology Program and the Nail Technology program are approved for VA Educational Benefits.

Should a transfer student be a VA student, the school will obtain written records on previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the VA claimant and the Department of Veterans Affairs accordingly, and maintain records.

The school will notify the VA of any change in the enrollment status of students certified to receive VA educational benefits. This includes changes in enrollment status being placed on or removed from probation and leaves of absence.

Any student using Chapter 33 Post 9/11 GI Bill® or Chapter 31 Voc Rehab benefits, even if the VA has not yet paid tuition and fees, Del-Mar-Va Beauty Academy policy will allow enrollment, no assessment of late fees or penalties, no requirement to secure additional funding and the student will have access to the same school resources as other students who have paid. These students will be required to produce the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and provide any additional information needed to properly certify with VA.

## CALENDAR

Cosmetology classes start the second Tuesday of each month. Orientation is conducted the morning of the first day of class. Nail Technology classes start based on demand.

## OFFICIAL SCHOOL HOLIDAYS AND CLOSINGS

The school observes the following holidays:

Memorial Day	Independence Day
Labor Day	Thanksgiving Day
New Year's Day	Christmas Day

In the event of inclement weather, student is instructed to obtain closure information on specific television stations and social media. If they are unable to determine the status, a phone number is also provided.

## PROGRAM OFFERINGS

Del-Mar-Va Beauty Academy offers two accredited programs. The first program is the 1500 hour **Cosmetology Program**. Upon the completion of the 1500 hours, the student receives a Certificate of Graduation and qualifies to take the Maryland, Delaware or Virginia State Board examination. Provided the student passes both the practical and the theory segment of the test, they are issued a Cosmetology License, which enables them to perform all phases of Cosmetology in a professional salon.

The second program offered is the **Nail Technology Program**, which consist of 250 hours. The student is able to graduate within twelve weeks. Basic manicuring, pedicuring, and the application of artificial nails are the components taught in this program. At the completion of the program, the student is required to take a state examination, demonstrating practical skills and successfully passing a theory test. A student, who successfully passes both portions of the test, is eligible to secure their license and become employed in a beauty salon or limited practice nail salon.

Cosmetology enrollment limitations are set for one hundred students. Each classroom has a seating capacity for twenty-five students. One instructor is provided for each twenty-five students.

Nail Technology classes are limited to 10 per instructor.

**Cosmetology Schedule:**

Phase I and Phase II      0-1500 Hrs.      Tuesday- Friday      9:00am to 5:00pm

Lunch Times: Phase I 12:30-1:00 Phase II 12:15-12:45 Students held for lunch coverage take clients during this time and take lunch 1:00-1:30 Students returning late will be sent home for remainder of day.

Total weekly hours – 30  
Course length 50 weeks

**Nail Technology Schedule:**

Tuesday	4 hours	5:30pm to 9:30pm
Wednesday-	4 hours	5:30pm to 9:30pm
Thursday	4 hours	5:30pm to 9:30pm
Friday	4 hours	5:30pm to 9:30pm
Saturday	6.5 hours (1/2 hour lunch)	9:00am to 4:00pm

Total weekly hours-22.5  
Course length 11.111 weeks (250 hours)

**PROGRAM PERFORMANCE**

**(Calculated by National Accrediting Commission of Career Arts And Sciences, Inc. for students scheduled to complete in 2020)**

**The institution’s accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.**

Employment rates	92.31%
Licensure rates	100.00%
Completion rates	56.67%

**Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.**

www.bls.gov reports 2021 average pay for Cosmetologists in Maryland as \$39,440.

Prospective and current students may obtain Maryland enrollment, graduation, and employment rates on the Maryland Higher Educations web site ([www.mhec.state.md.us](http://www.mhec.state.md.us)).

## **Cosmetology Information Sheet**

Compensation for entry level Cosmetologists on Delmarva is:

1. Minimum wage or minimum wage plus commission
2. Straight 50% commission
3. Booth rental (self-employed at a salon belonging to someone else  
All monies earned are individuals, responsible for own products used as well as responsible for taxes and insurance.

Physical Demands

1. Excessive standing
2. Long hours, especially for entry level, hours are flexible as clientele are accumulated.
3. Tremendous use of arms, wrists, and hands, which later can develop tendon problems.

Safety Requirements

1. Comfortable shoes for back and leg support
2. Rubber gloves for chemical services
3. Eye protection for chemical services
4. Nose mask for chemical services and artificial nail services

Licensing Requirements for **Maryland** students

1. Must complete 1500 hours
2. Must take and pass the State Board Examination (theory & practical)  
With a score of 75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade
- 6. Criminal convictions may affect a student's ability to be licensed.**

Licensing Requirements for **Delaware** students

1. Must complete 1500 hours
2. Must take and pass the Delaware State Board examination (theory & practical) with a score of 75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade

Licensing Requirements for **Virginia** Students

1. Must complete 1500 hours
2. Must take and pass the Virginia State Board Examination with a 75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade

The school will make modifications in the requirements when they occur for each respective state.

## **Nail Technology Information Sheet**

Compensation for entry level Nail Technicians on Delmarva is:

1. Minimum wage or minimum wage plus commission
2. Straight 50% commission
3. Booth rental (self-employed at a salon belonging to someone else  
All monies earned are individuals, responsible for own products used, as well as responsible for taxes and insurance.

Physical Demands

1. Excessive bending and sitting
2. Long hours, especially for entry level, hours are flexible as clientele is accumulated.
3. Tremendous use of arms, wrists, and hands, which later can develop tendon problems.

Safety Requirements

1. Ergonomic chair for back and leg support



2. Eye protection for chemical services
3. Nose mask for chemical services and artificial nail services

Licensing Requirements for **Maryland** students

1. Must complete 250 hours
2. Must take and pass the State Board Examination (theory & practical)  
With a score of 75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade
- 6. Criminal convictions may affect a student's ability to be licensed.**

Licensing Requirements for **Delaware** students

1. Must complete 300 hours
2. Must take and pass the Delaware State Board examination (theory & practical) with a score of  
75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade

Licensing Requirements for **Virginia** Students

1. Must complete 250 hours
2. Must take and pass the Virginia State Board Examination with a 75%
3. Must be at least 17 years of age
4. Must be a United States Citizen or hold a green card
5. Must have completed the eighth grade

The school will make modifications in the requirements when they occur for each respective state.

## GRADUATION REQUIREMENTS:

Students are required to complete 1500 hours for the Cosmetology Program.

Students are required to complete 250 Hours for the Nail Technology Program

Students must pass all written and practical examinations with a final grade of at least 80%.

Student must have fulfilled financial obligations to the school unless other arrangements have been made.

Students must achieve a minimum attendance rate of 80% of the total program in order to graduate from a program.

If all the above criteria have been met student will be issued a certificate of graduation.

Please see [www.bls.gov/oooh](http://www.bls.gov/oooh) for complete occupational descriptions.

Graduates of the Cosmetology Program who have become licensed have many choices regarding occupations in the industry. The following are some of the employment choices available:

- |                        |                      |                |
|------------------------|----------------------|----------------|
| 1. Cruise ship stylist | 4. Salon Coordinator | 7. Salon owner |
| 2. Hair colorist       | 5. Stylist           |                |
| 3. Platform stylist    | 6. Instructor        |                |

The school offers a Nail Technology Program consisting of 250 hours. The following are some of the employment choices available to those with a Nail Technology license:

1. Nail Technician in a limited practice salon
2. Nail Technician in a full service/day spa environment
3. Instructor/ Educator for Nail Supply Company

All graduates must present the testing agency with a fee for the examination. This must be a certified check, money order or credit card. The required fee varies in the three respective states. The school official will provide the student with the appropriate fee information. A fee also must be paid for the appropriate license that the student is applying for.

## **PLACEMENT SERVICES:**

Del-Mar-Va Beauty Academy maintains an active, professional placement assistance service. This does not guarantee the graduate a job, however, the school will research the job market for availability.

## **CURRICULUM – 1500 Hour Cosmetology Program**

The 1500 Hour Cosmetology Program consists of a curriculum designed to prepare the student for a rewarding career in Cosmetology. Methods used for instruction consist of, but are not limited to; Interactive lecture, role playing presentations, Q&A, Demos, and online resources. Basic lesson plans, textbooks, workbooks and support material is also used to supplement the curriculum. The program length for days is fifty (50) weeks, which includes 1500 hours of fundamental and advanced training approved by The Maryland Higher Education Commission.

### **Grading Procedures/Cosmetology**

Students are taught theory and practical aspects of cosmetology. At the completion of each theory chapter, students grades are based on 100%, 50% notes / workbook and 50% test scores. Total grade must be 80% or above Practical assignments are evaluated on the basis of ten criteria designed for the specific task worth ten points each. Grades below 80% are considered failing and task must be redone to achieve a passing grade.

Grading Scale:

95-100%	Excellent
90-94%	Very Good
85-89%	Good
80-84%	Satisfactory
0-79%	Unsatisfactory

## **COSMETOLOGY PROGRAM OBJECTIVES**

### **Cosmetology Phase I Description, 0-900 Hours**

The Cosmetology educational objective for Phase I students is to obtain an in-depth introduction to the Cosmetology industry. This includes completing 32 theory chapters.

History & Career Opportunities	Wigs & Hair Enhancements
Life Skills	Chemical Texture Services
Your Professional Image	Hair color
Communicating for Success	Skin Diseases & Disorders
Infection Control	Hair Removal
Anatomy & Physiology	Facials
Skin Structure & Growth	Facial Makeup
Nail Structure & Growth	Nail Diseases & Disorders
Properties of the Hair & Scalp	Manicuring
Basics of Chemistry	Pedicuring
Basics of Electricity	Nails Tips, Wraps & No- Light Gels
Principles of Hair Design	Acrylic (Methacrylate) Nails
Shampooing, Rinsing, & Conditioning	UV Gels
Haircutting	Business Skills
Hairstyling	On the Job
Braiding & Braid Extensions	Salon Business

The subjects listed above are designed to provide each student a good foundation in preparation for the remaining phases of their training, as well as for future employment. Each phase has a designated instructor who is qualified to teach the respective subject matter. Students are required to successfully complete the first phase before progressing to Phase II. Phase I students are eligible to perform services on the clinic floor when 350 hours are completed and the student has satisfactorily completed the corresponding class.

## Cosmetology Phase II Description, 900-1500 Hours

The educational objectives for Phase II students include encouraging students to increase their speed and accuracy during the performance of the practical skills on manikins and clients. Students participate in one-hour of theory review each morning. This portion of the 1500 hour program involves reinforcement of all prior subjects, both theory and practical. Subjects for review are structured weekly.

All students are required to participate in State Board Examination preparation classes administered by a competent Instructor during this period of time, as well as practice on accuracy and timing. Career counseling is an on-going process during student training, however, a more intense approach is conducted during the last phase of training during salon business. Motivational classes and communication skills are also included and stressed during this process. Students are also instructed on writing a resume, job applications, cover letters, and how to successfully dress for a job interview.

### Cosmetology Hours Breakdown

	Theory Hours	Demonstration Hours	Clinic Hours	Total Hours
History & Career Opportunities	4	1	0	5
Life Skills	8	1	0	9
Your Professional Image	8	2	0	10
Communicating for Success	8	1	0	9
Infection Control	16	1	30	47
Anatomy & Physiology	16	0	0	16
Skin Structure & Growth	8	0	0	8
Nail Structure & Growth	8	0	0	8
Properties of Hair & Scalp	12	0	0	12
Basics of Chemistry	8	1	0	9
Basics of Electricity	8	1	0	9
Principles of Hair Design	16	2	0	18
Shampooing, Rinsing, & Conditioning	8	2	20	30
Hair cutting	32	16	175	223
Hairstyling	32	16	225	273
Braiding & Braid Extensions	16	8	10	34
Wigs & Hair Enhancements	16	8	10	34
Chemical Texture Services	48	16	225	289
Haircoloring	48	16	100	164
Skin Diseases Disorders	8	0	0	8
Hair Removal	8	4	10	22
Facials	12	8	10	30
Facial Makeup	8	4	10	22
Nail Diseases &				

Disorders	8	0	0	8
Manicuring	12	4	30	46
Pedicuring	8	4	25	37
Nail Tips, Wraps & No- Light Gels	16	4	15	35
Acrylic Nails	12	4	15	31
UV Gels	8	0	0	8
Business Skills	12	0	0	12
On the Job	12	4	0	16
Salon Business	16	2	0	18
TOTAL	460	130	910	1500

#### Orientation

The instructor will provide to the student all necessary information pertaining to their responsibilities during their education. This will include the rules and regulations of the school, a brief history of the school, required materials needed for the program, career opportunities, and an opportunity for questions and answers.

#### Cosmetology Educational Objectives

1. History & Career Opportunities
  - A. Describe the origins of appearance enhancement
  - B. Describe the advancements made in cosmetology the nineteenth, twentieth, and twenty-first centuries
  - C. List the career opportunities available to a licensed Cosmetologist
2. Life Skills
  - A. List the principles that contribute to personal and professional success
  - B. Explain the concept of self-management
  - C. Create a mission statement
  - D. Explain how to set long-and short term goal
  - E. Discuss the most effective ways to manage time.
  - F. Describe good study habits, define ethics
  - G. List the characteristics of a healthy, positive attitude
3. Your Professional Image
  - A. Understanding professional hygiene
  - B. Explain the concept of dressing for success
  - C. Use appropriate methods to ensure personal health and well-being
  - D. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movement
4. Communicating for Success
  - A. List the Golden Rules of Human Relations
  - B. Explain the importance of effective communication
  - C. Conduct a successful client consultation
  - D. Handle delicate communication with your clients
  - E. Build open lines of communication with coworkers and salon managers

5. Infection Control
  - A. Understand state laws and rules
  - B. List the types and classifications of bacteria
  - C. List the types of disinfection and how they are used
  - D. Define hepatitis and HIV and explain how they are transmitted
  - E. Describe how to safely clean and disinfect various salon tools and surfaces
  - F. Explain the difference between cleaning, disinfection, and sterilization
  - G. Discuss Universal Precautions and your responsibilities as a salon professional
6. General Anatomy and Physiology
  - A. Explain the importance of anatomy and physiology to the cosmetology Profession.
  - B. Describe cells, their structure, and their reproduction
  - C. Define tissue and identify the types of tissue found in the body
  - D. Name the 10 main body systems and explain their basic functions
7. Skin Structure & Growth
  - A. Describe the structure and composition of the skin
  - B. List the functions of the skin
8. Nail Structure & Growth
  - A. Describe the structure and composition of the nails
  - B. Discuss how nails grow
9. Properties of the Hair & Scalp
  - A. Name and describe the structures of the hair root
  - B. List the three layers of the hair shaft
  - C. Describe the three types of side bonds in the cortex
  - D. List the factors that should be considered in a hair analysis
  - E. Describe the process of hair growth
  - F. Discuss the different types of hair loss treatment
  - G. Recognize hair and scalp disorders commonly seen in the salon and school and know which can be treated by cosmetologist
10. Basics of Chemistry
  - A. Explain the difference between organic and inorganic chemistry
  - B. Discuss the difference forms of matter: elements, compounds, and mixtures
  - C. Explain the difference between solutions, suspensions, and emulsions
  - D. Explain pH and the pH scale
11. Basics of Electricity
  - A. Define the nature of electricity and the two types of electric current
  - B. Define electrical measurements
  - C. Understand the principles of electrical equipment safety
  - D. Define electrical modalities used in cosmetology
  - E. Explain electromagnetic radiation and the visible spectrum of light
  - F. Describe the types of light therapy and their benefits
12. Principle of Hair Designs
  - A. List the five elements of hair design
  - B. List the five principles of hair design
  - C. Identify different facial shapes
  - D. Demonstrate how to design hairstyles to enhance or camouflage facial features
  - E. Explain design considerations for men
13. Shampooing, Rinsing, and Conditioning
  - A. Explain pH and its importance in shampoo selection
  - B. Explain the role of surfactants in shampoo
  - C. Discuss the uses and benefits of various types of shampoo and conditioners
  - D. Perform proper scalp manipulations as part of a shampoo service
  - E. Demonstrate proper shampoo and conditioning procedures
14. Haircutting
  - A. Identify reference points on the head form and understand their role in haircutting

- B. Define angles, elevations, and guidelines
  - C. List the factors involved in a successful client consultation
  - D. Demonstrate the safe and proper use of the various tools of haircutting
  - E. Demonstrate mastery of blunt haircutting
  - F. Demonstrate mastery of the graduated 45-degree elevation haircut
  - G. Demonstrate mastery of the uniform-layered (90-degree) haircut
  - H. Demonstrate mastery of the long-layered (180-degree) haircut
  - I. Demonstrate mastery of a men's basic clipper cut
15. Hairstyling
- A. Demonstrate the techniques of finger waving, pin curls, roller setting, and hair wrapping
  - B. Demonstrate three basic techniques of styling long hair
  - C. Demonstrate mastery of various blow-dry styling
  - D. Demonstrate the proper use of thermal irons
  - E. Demonstrate various thermal iron manipulations and explain how they are used
  - F. Describe the three types of hair presses
  - G. Demonstrate the procedures involved in soft pressing and hard pressing
  - H. List the safety precautions that must be observed in thermal styling and hair pressing
16. Braiding & Braid Extensions
- A. Perform a client consultation and hair analysis with respect to hair braiding
  - B. Explain how to prepare for hair braiding
  - C. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid
  - D. Demonstrate the procedures for single braids, with and without extensions
  - E. Demonstrate the procedures for cornrowing, with and without extensions
17. Wigs & Hair Enhancements
- A. List the elements of a client consultation for wig services
  - B. Explain the differences between human-hair and synthetic wigs
  - C. Describe the two basic categories of wigs
  - D. Demonstrate the procedure for taking wig measurements
  - E. Demonstrate the procedure for putting on a wig
  - F. Describe the various types of hairpieces and their uses
  - G. Explain the various methods of attaching extensions
18. Chemical Texture Service
- A. List the factors of a hair analysis for chemical texture service
  - B. Explain the physical and chemical action that takes place during permanent waving
  - C. List and describe the various types of permanent waving solutions
  - D. Demonstrate basic wrapping procedures: straight set, curvature wrap, bricklay wrap, weave wrap, double-rod wrap and spiral wrap
  - E. Describe the procedure for chemical hair relaxing
  - F. Understand the difference between hydroxide neutralizers and thio neutralizers
  - G. Explain the basic procedure for a curl re-forming service
19. Haircoloring
- A. Identify the principles of color theory and relate them to haircolor
  - B. Explain level and tone and their role in formulating haircolor
  - C. List the four basic categories of haircolor, explain their chemical effects on the hair, and give examples of their use
  - D. Explain the action of hair lighteners
  - E. Demonstrate the application techniques for (a) temporary colors, (b) semipermanent colors, (c) demipermanent colors, (d) permanent colors, and (e) lighteners
  - F. Demonstrate special effects haircoloring techniques
  - G. Understand special problems encountered in haircoloring
  - H. List safety precautions in hair coloring
20. Skin Diseases & Disorders
- A. Describe the aging process and the factors that influence aging of the skin
  - B. Define important terms relating to skin disorders

- C. Discuss which skin disorders may be handled in the salon and which should be referred to a physician
21. Hair Removal
    - A. Describe the elements of a client consultation for hair removal
    - B. Name the conditions that contraindicate hair removal in the salon
    - C. Identify and describe three methods of permanent hair removal
    - D. Demonstrate the techniques involved in temporary hair removal
  22. Facials
    - A. List and describe different skin types and skin conditions
    - B. Understand contraindications and the use of health-screening forms to safely perform facial treatments
    - C. Identify the various types of massage movements and their physiological effects
    - D. Describe different types of products used in facial treatments
    - E. Demonstrate the procedure for a basic facial
  23. Facial Makeup
    - A. Describe the different types of cosmetics and their uses
    - B. Demonstrate an understanding of cosmetic color theory
    - C. Demonstrate a basic makeup procedure for any occasion
    - D. Identify different facial types and demonstrate procedures for basic corrective makeup
    - E. Demonstrate the application and removal of artificial lashes
    - F. List safety measures to be followed during makeup application
  24. Nail Diseases & Disorders
    - A. List and describe the various disorders and irregularities of nails
    - B. Recognize diseases of the nails that should not be treated in the salon
  25. Manicuring
    - A. Identify the four types of nail implements and/or tools required to perform a manicure
    - B. Demonstrate the safe and correct handling of nail implements and tools
    - C. Exhibit the proper set up of a manicuring table
    - D. Demonstrate the necessary three-part procedure requirements for nail services
    - E. Identify the five basic nail shapes
    - F. Perform a basic and conditioning hot oil manicure incorporating all safety, sanitation, and disinfection requirements
    - G. Demonstrate the correct technique for the application of nail polish
    - H. Perform the five basic nail polish applications
    - I. Perform the hand and arm massage movements associated with manicuring
    - J. Perform a paraffin wax hand treatment
    - K. Display all sanitation, disinfection, and safety requirements essential to nail and hand care services
    - L. Define and understand aromatherapy
    - M. Identify carrier oils and understand their use
    - N. Understand how aromatherapy can be incorporated into a service
  26. Pedicuring
    - A. Identify the equipment and materials needed for a pedicure and explain
    - B. List the steps in the pedicure pre-service
    - C. Demonstrate the proper procedures and precautions for a pedicure
    - D. Describe the proper technique to use in filing toenails
    - E. Describe the proper technique for trimming the nails
    - F. Demonstrate your ability to perform foot massage properly
    - G. Understand proper cleaning and disinfecting of pedicure equipment
  27. Nails Tips, Wraps, & No-Light Gels
    - A. Identify the supplies needed for nail tips and explain why they are needed
    - B. Identify the three types of nail tips
    - C. Demonstrate the proper procedure and precautions to use in applying nail tips
    - D. Demonstrate the proper removal of tips
    - E. List four kinds of nail wraps and what they are used for

- F. Explain benefits of using silk, linen, fiberglass, and paper wraps
  - G. Demonstrate the proper procedures and precautions to use in fabric wrap application
  - H. Describe the maintenance of fabric wrap, including a description of the two-week and four-week rebalance
  - I. Explain how to use fabric wrap for crack repairs
  - J. Demonstrate the proper procedure and precautions for fabric wrap removal
  - K. Define no-light gels
  - L. Demonstrate the proper procedures for applying no-light gels
28. Acrylic
- A. Explain acrylic (methacrylate) nail enhancement chemistry and how it works
  - B. List supplies needed for acrylic ( methacrylate) nail enhancement applications
  - C. Demonstrate the proper procedures for applying acrylic (methacrylate) nail enhancements using forms, over tips, and on natural nails
  - D. Practice safety precautions involving the application of nail primers
  - E. Describe the proper procedure for maintaining healthy acrylic (methacrylate) nail enhancements
  - F. Perform regular rebalance procedures and repairs
  - G. Implement the proper procedure for removal of acrylic (methacrylate) nail enhancements
  - H. Explain how the application of odorless acrylic (methacrylate) products differs from the application of traditional acrylic products
29. UV Gels
- A. Describe the chemistry and main ingredients of UV gels
  - B. Identify the supplies needed for UV gels application
  - C. Demonstrate the proper procedures for maintaining UV gel services using forms, over tips, and on natural nails
  - D. Demonstrate the one-color and two-color method for applying UV gels
  - E. Explain how to safely and correctly remove UV gels
30. Business Skills
- A. Licensing requirements. Discuss the essentials of becoming test-wise.
  - B. Explain the steps involved in preparing for employment
  - C. Income reporting. List and describe the different types of salon businesses
  - D. Write an achievement-oriented resume and prepare an employment portfolio
  - E. Explain how to explore the job market and research potential employers
  - F. Be prepared to complete an effective employment
  - G. Interview
31. On the Job
- A. Describe the qualities that help a new employee succeed in a service profession
  - B. Professional Ethics, list the habits of a good salon team player
  - C. Explain the function of a job description
  - D. Describe three different ways in which salon professionals are compensated
  - E. Create a personal budget
  - F. List the principles of selling products and service in the salon
  - G. List the most effective ways to build a client base
  - H. State Laws and Regulation
32. Salon Business
- A. Describe the two ways in which you may go into business for yourself
  - B. List the factors to consider when operating a salon
  - C. Name and describe the types of ownership under which a salon may operate
  - D. Explain the importance of keeping accurate business records
  - E. Discuss the importance of the reception area to a salon's success
  - F. Demonstrate good salon telephone techniques  
List the most effective forms of salon advertising



## CURRICULUM – 250 Hour Nail Technology Program

The 250 hour Nail Technology Program consists of a curriculum designed to prepare the student for a rewarding career in Nail Technology. Methods used for instruction consist of, but are not limited to: Interactive lecture, role playing presentations, Q&A, Demos, and online resources. Basic lesson plans, textbooks, workbooks and support material is also used to supplement the curriculum. The program length is just over eleven (11.11) weeks consisting of 22.5 hours per week of instruction, which is approved by the Maryland Higher Education Commission.

### Grading Procedures/Nail Technology

Students are taught theory and practical aspects of nail technology. At the completion of each theory chapter, students grades are based 100% on theory test grades. Total grade must be 80% or above. Practical assignments are evaluated on the basis of criteria designed for the specific task worth ten points each. Grades below 80% are considered unsatisfactory and task must be redone to achieve a passing grade.

#### Grading Scale:

95-100%	Excellent
90-94%	Very Good
85-89%	Good
80-84%	Satisfactory
0-79%	Unsatisfactory

## Nail Technology Hours Breakdown

Subjects	Theory Demo	Clinic	Total
A. Orientation	4		4
B. Anatomy/Physiology	36		36
1. Bacteriology			
2. Nail Disorders/Diseases			
3. Skin Disorders/Diseases			
C. Sanitation/Sterilization	5	12	17
D. Equipment/Chemicals	5	6	11
1. Implements			
2. Cosmetics			
3. Product Chemistry/Safety			
E. Manicure/Pedicure/Massage	5	20	25
1. Plain			
2. Oil			
3. Polish/Nail Art			
F. Artificial Nails	18	86	104
1. Acrylic Nails			
2. Gel Nails			
3. Nail Wraps			
4. Nail Tips			
5. Electric Filing Techniques			
G. Introduction /Demo New Products/tech.	10	10	20
H. Professional Ethics/Mosh Regulations	5		5
I. Business Practices	8		8
1. Client Consultation			
2. Salesmanship/Retail			
J. Hygiene/Personal Grooming	3		3
K. Safety Precautions/Procedures	6	6	12
L. State Laws & Regulations	5		5

## Nail Technology Program Educational Objectives

SUBJECT	DESCRIPTION
Orientation	The instructor will provide to the student all necessary information pertaining to their responsibilities during their education. This will include the rules and regulations of the school, a brief history of the school, required materials needed for the program, career opportunities, and an opportunity for questions and answers.
Anatomy and Physiology	These lessons will include: bacteria, types of bacteria, pathogenic and non-pathogenic, cells, tissues, organs of the body, specifically how they are affected when specializing on the hands and arms during manicuring and massage. Nail disorders and diseases, how they are recognized and treatment. How they affect the nail technician during services. Skin disorders and diseases, how they are recognized and the treatment. How they affect the nail technician during services.
Sanitation and Sterilization	These lessons will describe the difference between the process of sterilization & sanitation, identify the various methods of sanitation, equipment used, using physical agents. Explain sterilizing in the salon, safety precautions and dangerous chemicals to avoid.
Equipment & Chemicals	This lesson will identify chemicals used by nail technicians danger of over exposure to chemicals and chemicals to avoid during nail procedures. Implements commonly used will be described and their use explained, as well as the various cosmetics used during nail procedures.
Manicure, Pedicure & Massage	These lessons will introduce the student to manicuring, pedicuring and massage. The student will learn to give a plain manicure, oil manicure, pedicure and basic massage used during each procedure. The student will learn to differentiate the various types of massage, when to utilize each one and also when it is not advisable to use massage. The student will learn to apply nail enamel in a proficient neat manner. They will also learn to choose colors based on skin tones and choice of the client.
Artificial Nails	These lessons will train the student to identify supplies, chemistry, application and safety procedures and precautions for the application of the following: A. Gel Nails B. Acrylic Nails C. Nail Wrapping

- D. Nail Tips
- E. Electric Filing techniques

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Introduction & Demo. of new products & tech.	This lesson will provide the student with the knowledge of new nail technology, to include new products, advanced techniques and trends that will improve the marketability of the student when employed.
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Professional ethics	This lesson will teach the student how to conduct themselves in a professional, ethical manner toward clients, employer, and co-workers. It will train the individual student regarding their personal appearance and how to conduct themselves to reflect well on themselves and the salon. They will also learn the importance of being well groomed, clean and refreshed.
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Mosh Regulations	The student will learn the important role that MOSH plays in the salon environment and the importance of understanding product ingredients and the safety regulations pertaining to the products. The student will also learn the importance of the material data safety sheets.
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Business practices	This lesson will teach the student the important issues regarding communication skills and methods, types of salons, choosing a salon that is right for them, the proper use of required business records, booking appointments, determining client retail needs, salesmanship and retail skills.
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Hygiene & personal	This lesson will teach the student the importance of good hygiene and grooming, as it will impact them in the salon. It will emphasize exactly what criteria is the most important in reference to this segment. It will teach the student how to accomplish success using the suggestions in this lesson.
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Safety Precautions & Procedures	In this lesson, the student will be informed regarding how infections can be spread, how to follow proper safety procedures. The student will be able to identify when a client or themselves are in jeopardy.
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State Laws	This lesson will inform the student of the laws and regulations that pertain to their industry. It will also provide them with the knowledge of the ramifications of breaking the law and not following the regulations assigned to the nail industry. Students are issued a copy of the appropriate rules and regulations including licensing requirements.
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## **FINANCIAL AID**

Del-Mar-Va Beauty Academy offers a variety of financial aid opportunities, including grants, Title IV educational loans, state scholarships, institutional scholarships, and a variety of local scholarships. The school encourages students to research and apply for any grants and scholarships for which they are eligible.

Students interested in applying for aid with a need-based component must complete the “Free Application for Federal Student Aid” (FAFSA) and provide follow-up documentation as requested. Students can complete the FAFSA on line at <https://studentaid.gov/h/apply-for-aid/fafsa> as early as Jan.1<sup>st</sup>.

To be eligible for consideration of any federal, state or local financial aid students must have a high school diploma or the equivalent.

### **A. Financial Responsibilities**

Monthly tuition payments are due on the 15<sup>th</sup> of each month.

### **B. Financial Assistance**

Students receiving financial assistance are encouraged to remain current on their financial status. Documentation required from the student must be submitted in a timely manner to avoid a lapse in eligibility.

The school implements this policy, however it is set by the agency that is providing the financial benefits to the student. Accounts not paid by financial assistance are the student’s responsibility. Questions regarding account and or financial assistance status should be directed to the financial aid office. This information is confidential and students are encouraged to be discreet.

## **ACADEMIC YEAR**

Del-Mar-Va Beauty Academy defines its academic year as 900 clock hours and 30 weeks of instruction time at 30 hours per week. Therefore, in the Cosmetology program of 1500 clock hours, the student will complete one academic year with 900 clock hours and a partial academic year of 600 clock hours and may be eligible for financial aid.

The academic year of 900 clock hours is broken down into two (2) payment periods of 450 hours each for the payment of federal Pell grants and federal Direct Loans

The Nail Technology program of 250 hours is not eligible for Title IV financial aid.

## **PELL GRANTS**

Pell grants provide a primary source of federal financial aid for full and part-time students who qualify. The amount of the award is based on the student’s financial need, the cost of the student’s education and the number of clock hours the student is taking. Financial need is determined by information provided on the FAFSA. These grants do not require repayment.

## **FEDERAL DIRECT STUDENT LOAN PROGRAMS**

The federal government offers a variety of low interest loans through lending institutions. These loans are available to students who are enrolled and maintaining satisfactory academic progress. In addition to the FAFSA, interested students must participate in a loan entrance counseling and complete a promissory note.

The federal direct loan program includes:

1) Subsidized Stafford Loans, which are based on financial need, the federal government pays the interest on the loan during periods of enrollment, and during authorized periods of deferment. The

borrower is obligated to begin repayment of the loan within six months after graduation or when he/she withdraws.

2) Unsubsidized Stafford Loans, which are not awarded on the basis of need, the federal government does not pay the interest while the student is enrolled, but the principal amount of the loan is deferred during periods of enrollment status and the student is charged interest from the time the loan is disbursed until it is paid in full;

3) Unsubsidized Loans for Parents (PLUS), which are available to parents of dependent students who are enrolled on a full or half-time basis. Parents with good credit histories can borrow to pay the educational expenses of each child who is a dependent undergraduate, with repayment of the principal and interest beginning within 60 days of the final loan disbursement.

## **RETURN OF TITLE IV FUNDS POLICY FOR STUDENTS WHO WITHDRAWAL**

The Cosmetology program is required to take attendance and Title IV aid is based on clock hours. The Nail Technology program is not eligible for Title IV aid.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations.

Eligibility for Title IV fund recalculations are performed on all withdrawals who received Title IV aid. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of hours completed up to the withdrawal date divided by the total scheduled hours in the payment period. This percentage is also the percentage of earned aid.

The withdrawal date for the purpose of this calculation is the last date of academic attendance for both official and unofficial withdrawal.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than **45 days** after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required

The student will be provided with a copy of the Return to Title IV calculation and a student

ledger showing funds returned and balance due to the school, if any. In the event the student is not physically present to receive the withdrawal documents, they will be sent by certified mail to the student's last known address.

## **JACK F. TOLBERT MEMORIAL GRANT**

### **What is a Tolbert Grant?**

Tolbert Grants are for Maryland residents who attend an approved private career school in Maryland. The Tolbert grant is funded by the State of Maryland.

### **Qualifications**

Student must demonstrate financial need. Student and parents (if you are dependent) must be residents of Maryland. Student must be enrolled at an approved Maryland Private Career School full time (at least 18 clock hours per week). The program must be at least 100 hours in length

### **What is the amount of the award?**

Tolbert grant awards are currently \$500.00 per year per student. The grant may be renewed provided the program is longer than one year. The funds are required to be applied directly to the school for related costs. The number of awards at each school is determined each year by the size of the school enrollment.

### **How do I apply?**

The student is required to apply through the school's financial aid office or office designated to process Tolbert Grant applications. The student must also file a FAFSA-Free Application for Federal Student Aid. The FAFSA may be completed online at [www.studentaid.gov](http://www.studentaid.gov). The deadline for the school to submit the candidate selection form to the State Scholarship Administration is July 15<sup>th</sup>, November 15<sup>th</sup>, and March 15<sup>th</sup>. The school will announce the deadline for applying. Contact the school for more information and an application

## EDUCATIONAL COST

Upon registration for school, the student pays the registration fee. Payment for tuition, textbooks, kits and supplies is due the first day of school unless other financial arrangements have been approved. All payments can be made with Cash, Personal Check, Money Order or Credit Card

<b>Student Cost</b>	<b>Cosmetology</b>	<b>Nail Technology</b>
Registration Fee	150.00	135.00
Tuition	18,825.00	3450.00
Textbooks (See below)	480.00	279.00
Kits & Uniforms	2633.21	499.30
Sales Tax	186.79	46.70
State Board Testing Fee	150.00	----
<b>Total</b>	<b>\$ 22,425.00</b>	<b>\$ 4,410.00</b>

A Down Payment is required. The price breakdown is as follows:

	<u>Cosmetology</u>	<u>Nail Technology</u>
Registration Fee	150.00	135.00
First month Tuition	1569.00	1150.00
Textbooks (See below)	480.00	279.00
Kits & Uniforms	2633.21	499.30
Sales Tax	186.79	46.70
State Board Testing Fee	150.00	--
<b>Total Down Payment</b>	<b>\$ 5169.00</b>	<b>\$ 2110.00</b>
Tuition for remaining 11 months \$ 1569.00 per month		Tuition for remaining 2 months \$ 1150.00 per month

### \*Textbooks

**Cosmetology Program - Milady's Standard Cosmetology 13<sup>th</sup> Edition**  
 Textbook ISBN 9781285769417  
 Theory Workbook ISBN 9781285769455  
 Practical Workbook ISBN 9781285769479  
 Exam Review ISBN 9781285769554  
 Mindtap Access code card minimum of 12 months

**Nail Technology Program – Milady's Standard: Nail Technology**  
 Textbook ISBN 9781285080475  
 Workbook ISBN 9781285080512  
 Exam Review ISBN 9781285080543

## REFUND POLICY

**Right to Cancel Agreement:** Student (or, if Student is a minor, his/her parent or legal guardian) may cancel this Agreement, and may receive a full or partial refund of the fees and costs paid as set forth herein. For the purpose of cancellation and refunds, the date of cancellation shall be the date which written notification of cancellation is delivered in person to the Academy's director; or, in the case of mailing, the date on which the envelope containing written notification of cancellation is postmarked.

**Cancellation Within 7 Business Days:** All monies paid to Academy on account of fees and costs shall be refunded if Student cancels his/her enrollment within 7 business days (defined to exclude Sundays and legal holidays) after the execution of this Enrollment Agreement, and regardless of whether or not the Student has started Program of Study.

**Cancellation After Seven Business Days and Prior to Program of Study:** If Student cancels his/her enrollment after SEVEN (7) business days (defined to exclude Sundays and legal holidays) after the execution of this Enrollment Agreement, and prior to beginning classes for the Program of Study, Student shall be refunded all monies paid to Academy on account of fees and costs less a registration fee not to exceed 10% of the full cost of the Program of Study. (i.e., the Total Due as set forth herein.)

**Cancellation After Commencement of Program of Study:** If Student cancels his/her enrollment after beginning classes for the Program of Study, the following refund schedule shall be applicable.

Percentage of Enrollment Time To Total Program Time	Total Amount Of Tuition Refund
Less than 10%	90% Refund
10% Up To But Not Including 20%	80% Refund
20% Up To But Not Including 30%	60% Refund
30% Up To But Not Including 40%	40% Refund
40% Up To 50%	20% Refund
More Than 50%	No Refund

Enrollment time is defined as the time elapsed between the actual starting date of the Program of Study and the Student's last day of physical attendance in the Academy.

**Discontinuance of Program of Study:** If the Academy closes or discontinues the Program of Study, the Academy shall refund all monies paid by Student for tuition and fees, and Student shall have no further obligations hereunder.

**Payment of Refunds:** All refunds shall be based on the date of Student's withdrawal or termination, and shall be paid within 30 days after the date of withdrawal or termination. If applicable, the date of withdrawal or termination is the Student's last day of physical attendance in the Academy. In the case of an official leave of absence approved by the Academy, if student fails to return to the Program of Study and the requisite training, withdrawal or termination will be the last day of the leave of absence. Enrollment time is defined as the time elapsed between the actual start day and the date of the student's last physical attendance in the school.

Cost for books and equipment is non-refundable.

Dismissal could result if student does not abide by all POLICIES AND PROCEDURES, or if non-payment of tuition occurs, unless otherwise specified.



## ATTENDANCE

Students must complete 1500 hours. Incompletion of training by the contract date is in violation of the standards set forth by this institution. All time must be made up promptly. Time is made up on student's non-scheduled day.

Students must clock in and out daily. Daily attendance is recorded and retained in the student's permanent record. Time is calculated on each ¼ hour. Lunch is ½ hour. Students are responsible for their time.

A student absent for five consecutive days, who fails to notify the school, is subject to dismissal. A student anticipating a long absence is required to notify the school administrator to request an interruption of training.

All students are required to maintain 80% attendance rate to remain in satisfactory standing with the school. This attendance policy provides the foundation for the element of responsibility that a student will be required to demonstrate in the salon.

The administration of the school realizes that it may be necessary for a student to be absent periodically, however this is monitored closely for abuse. Should an absence be necessary, it is the student's responsibility to make up the required work missed. Students are encouraged to make up work prior to progress reports being issued.

## Tardiness

Roll call is promptly at 9:00am. Tardiness is effective at 9:01am. **Any Student That Will Not Be Here By 9:00 Must Text 302-841-0811 With Name, Reason And When Returning (BEFORE 9:00)** A student not present during roll call (without a legitimate note) will not be permitted to clock in and will be sent home (may return during break). This policy is in effect to avoid disruption for the students and instructor during class time. The administration enforces this rule to also encourage the students to be prepared to be punctual in the work place.

A student demonstrating a pattern of tardiness will be counseled. Consistent tardiness will affect academic and attendance progress and may result in suspension or termination.

All cosmetology students are allowed 79.5 hours of absence without penalty, however, they must maintain 80% attendance. The Veterans Administration will be notified immediately when a VA student is placed on attendance probation, terminated or reinstated after termination.

Nail Technology students are required to be in the classroom promptly as the schedule dictates. Proper dress code is required at roll call. A student demonstrating a pattern of tardiness will be counseled. Consistent tardiness will affect academic and attendance progress and can result in suspension or termination. Nail Technology students are allowed 5 hours of absence without penalty, however, they must maintain 80% attendance.

## LEAVE OF ABSENCE POLICY

An official leave of absence may be provided to the student if the student requests a leave of absence following the institution's policy. The request should be made in advance (unless unforeseen circumstances prevent the student from doing so; see below) and that:

1. The request must be in writing
2. The request must include the student's reason for the LOA; and
3. The request must include the student's signature

***A request does not necessarily mean approval. The LOA must be approved by the school director to be valid.***

A student may be granted a leave of absence for the following reason (s):

Medical & family medical (to include illness & appointments), jury duty & court attendance, bereavement, child care, maternity, military, return to work, vacation and; ***including but not limited to:*** any prior approved and documented reason at the discretion of the school director. At that time, the administration will determine if there is a reasonable expectation that the student will return to school.

In total a student may not be granted cumulative leave from the school for more than 180 cumulative days. . The number of days allowed will depend on each individual situation at the discretion of the school director. Leaves after the fact (not notified or approved in advance) may be granted due to unforeseen circumstance(s) if:

- a. The institution documents the reason for its decision; the student provides the documentation as soon as possible.
- b. The institution collects the request for leave from the student at a later date; the student provides the request as soon as possible; and
- c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

A student granted LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. The student is informed that accumulated hours remain intact and are not affected by the leave. The student's contract period will be extended by the same number of calendar days taken in the LOA and the such changes to the contract period are documented in one of the following ways:

- a. Changes to the enrollment agreement will be initialed by all parties; or
- b. An addendum to the enrollment agreement must be signed by all parties.

The student is also informed that attendance at the school on or before the end of the leave must occur or the student will be considered officially withdrawn from the school. A student who is withdrawn for taking an unapproved LOA or not returning by the expiration of an approved LOA will be withdrawn according to the last date of attendance for the purposes of calculating a refund. ***However, a student may request an additinal LOA in writing, according to the institutions policy for LOA or LOA due to unforeseen circumstance for approval by the school director in the event the LOA return date is not able to be met. This request will be scrutinized closely for abuse and ALL the proper documentation must be provided to the school director.***

No additional fees are charged the student on LOA. A student who is a Title IV program recipient is counseled prior to taking a leave of absence. During this time the administrator explains that the failure to return from a leave of absence may affect loan repayment terms, including the exhaustion of some or all of the student's grace period.

The Veterans Administration will be notified immediately when a Veteran student is granted a leave of absence and upon their return.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. The policy is included in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by Maryland Higher Education Commission, 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 as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours  
Nail Technology 90, 180 clocked (actual) hours

Transfer students will be evaluated at the midpoint of contracted hours or the established evaluation period, whichever comes first.

### ATTENDANCE PROGRESS EVALUATION

Students are required to attend a minimum of 80% 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 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME:** The maximum time frame (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Program	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (30 hrs/wk) – 1500 Hours	63 Weeks	1875 Hours
Nail Technology (22.5 hrs/wk) – 250 Hours	14 Weeks	313 Hours

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. Students who are deemed unable to complete the course within the maximum timeframe will not be able to meet the graduation requirements of 80% attendance and will be withdrawn. Students on a Leave of Absence will have their Contract date and Maximum Time Frame extended by the same number of days as their Leave of Absence. Only a LOA can extend these.

### ACADEMIC PROGRESS EVALUATIONS

Students must have achieved a cumulative academic grade average of 80% or higher at the conclusion of the evaluation period. Academic learning is evaluated after each unit of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

#### Grading Scale:

95-100% Excellent  
90-94% Very Good  
85-89% Good  
80-84% Satisfactory  
0-79% Unsatisfactory

A copy of each satisfactory progress report will be maintained in the student's permanent file. The school maintains permanent grade records for as long as the school exists. The institution notifies students of any evaluation that impacts the student's eligibility for financial aid.

Students taking an Official Leave of Absence or withdrawing from school will have their Satisfactory Progress Evaluation up to the last date of attendance.

#### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements at the evaluation point will be considered making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-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.

#### **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 while 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, students may be deemed ineligible to receive Title IV funds, if applicable, unless they prevail upon appeal and are placed on probation.

#### **PROBATION**

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, the student may be placed on probation only provided the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. If at the end of the probationary period the student has still not met both the attendance and academic requirements for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be eligible to receive Title IV funds..

#### **APPEAL PROCEDURE**

If a student is determined not to 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 describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### **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 before the end of the probationary period.

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

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

**READMITTANCE FOLLOWING DISMISSAL**

A student can be re-admitted after dismissal for failure to achieve satisfactory progress and maintain the same number of hours, providing the student returns within one year. A student returning after one year will be evaluated for proficiency and hours would be credited based on outcomes of evaluation. Student applications submitted for re-admittance will be reviewed by the administration within ten days of receipt. The student will be notified as to the outcome. Final decision to re-admit the student will be determined by the administration and the decision will be final.

This standard applies to the 1500 hour Cosmetology Program and the 250 hour Nail Technology Program.

**TRANSFER STUDENTS**

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 are based on actual contracted hours at the institution.

## **GRIEVANCE POLICY**

For the protection of the student, the school has adopted the following grievance policy.

1. The student is required to submit complaint in writing to the director. The director will conduct a counseling session to resolve the issue. If the student is not satisfied at the end of this session they will be referred to the school owner.
2. The student must contact school owner in writing within five days of close of director's decision. The school owner will then meet with complainant to resolve issue. Should the problem not be resolved, the student will be advised to refer it in writing to the following agencies.

**Secretary of Higher Education  
Maryland Higher Education Commission**  
6 N. Liberty St. 10<sup>th</sup> floor  
Baltimore, Md. 21201  
800-974-0203

**Maryland Board of Cosmetology**  
500 N Calvert Street, Room 201  
Baltimore, MD 21202-3651  
410-230-6320

**Delaware Department of Education**  
Private Business and Trade Schools  
401 Federal Street Suite 2  
Dover, De 19940  
302-735-4000

**Maryland Office of the Attorney General**  
Consumer Affairs  
200 St Paul Place  
Baltimore, MD 21202  
888-743-0023 / 410-528-8662

**National Accrediting Commission of Career Arts and Sciences, Inc.**  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

## **WITHDRAWAL POLICY**

Students who chose to withdrawal from school are required to follow the following withdrawal procedure.

The beginning of the official withdrawal procedure is the date that the student first notifies the school in writing of her/his intent to withdraw.

1. Student completes an official withdrawal form, signed and dated by the student, documenting the last day attended.
2. School suggests that the student complete the official withdrawal form and complete the exit counseling interview at the same time.
3. Withdrawal form is filed with school director in the main office in the student's permanent file.
4. At this time the administration will advise the student of their financial obligations to the school and federal government, if applicable.

Should student have questions after formal withdrawal, said student should notify the school administrator for advisement.

For the purpose of the institutional refund policy, the date of withdrawal or termination is the Student's last day of physical attendance in the Academy. In the case of an official leave of absence approved by the Academy, if student fails to return to the Program of Study and the requisite training, withdrawal or termination will be the last day of the leave of absence.

In the event that a student does not contact the administration prior to leaving school and the administration is unable to contact student by phone, an exit counseling packet is mailed registered- return receipt, to the borrower at his/her last known address. The material is mailed within 5 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. Documentation that materials were mailed to the student is maintained in the student file.

## PROFESSIONAL DRESS CODE

The school has established a standard dress code for all students in attendance. This has been based on the feedback the school has solicited from area salons regarding their policies and the rationale for their decisions.

Professional Image is a critical requirement in a professional salon, therefore in preparation for employment all students are required to adhere to the following standards:

### A. Female Stylist

1. Black Smock
2. Black Pants
3. Black Shirts
4. **Shoes must be all black leather (closed toe and heel) NO EXCEPTIONS**
5. **COMPLETE UNIFORM** must be worn daily.
6. **Sufficient makeup is to be worn to look professional**
7. Personal hygiene should be monitored daily.
8. Hair must be styled in a professional manner and hats are not permitted during school hours
9. Nails should be manicured and clean. Polish is not required, however chipped polish is not acceptable.
10. NO HEAD GEAR OF ANY KIND

### B. Male Stylist

1. Black Smock
2. Black Pants
3. Black Shirts
4. **Shoes must be all black leather (closed toe and heel) NO EXCEPTIONS**
5. Facial hair must be maintained in a professional manner
6. **COMPLETE UNIFORM** must be worn daily.
7. **Nails should be manicured and clean.**
8. Hair must be styled in a professional manner and hats are not permitted during school hours.
9. Personal hygiene should be monitored daily.
10. NO HEAD GEAR OF ANY KIND

ALL OF THE POLICIES ABOVE ARE MANDATORY IN ORDER FOR A STUDENT TO BE IN COMPLIANCE WITH DRESS CODE REQUIREMENTS. FAILURE TO COMPLY WILL RESULT IN THE FOLLOWING (Student must clock out, however, he or she may return in proper dress.)

## KITS AND SUPPLIES

Maintaining kits and professional supplies issued to the student is the responsibility of that student. Lockers are provided to all students and personal belongings should be secured there. The school does not assume responsibility for the loss or theft of articles. Books and kit contents will be labeled and removed from the building upon payment to the school. The student must replace damaged, lost or stolen training equipment in order to continue performing the required assignments.

Books and supplies must be in the student's possession during school hours in order for them to participate in required activities. It is the responsibility of each student to attend school prepared for class.

## STUDENT FILE ACCESS

Students or parents/guardians of dependent minor students have access to student's permanent file upon request. The student or parent /guardian is required to remain in the office with supervision during this process. Student permanent records are maintained for as long as the school exists.

## PRIVACY ACT

In the event an individual or agency requests information on a student, it must be done in writing and the reason stated in the request. Students are required to sign a statement each time, allowing the school to disclose the requested information. The school respects the right of privacy and will not disclose information should the student refuse to sign the release statement. All federal and state agencies and NACCAS may request information without obtaining student permission.

## PROFESSIONAL CONDUCT AND SAFETY POLICIES

### **Smoking Policy**

The school is a smoke free environment. Smoking is permitted only in back patio area. Containers are provided for cigarette butts.

### **Duties policy**

Each student is assigned a duty on a weekly basis.  
Students are required to fulfill their job obligation.

### **Defacing/destroying school property or equipment**

Students defacing school property will be required to compensate the school for the damage. Intentionally committing this act will result in compensating the school for the damage and dismissal from school.

### **Visitors**

Visitors are required to remain in the reception area; therefore students are required to inform family and friends of this policy. This is enforced as a protective mechanism for the staff, students, and clients in the school.

Students are not permitted to bring children with them to school. Exception to this would be if the child is receiving a service, however the child is required to leave immediately after the service is complete.

### **Clinic (laboratory) policies**

Students are required to maintain a professional attitude regarding salon assignments.

All clients will be serviced in a prompt, friendly, and professional manner.

Students who choose not to perform in this manner will be

Sent home for the day on a first occurrence.

Sent home for two days for a second occurrence.

Consequences will be imposed by the administration regarding more than two offenses or a more serious violation.

Students are required to comply with all school policies as outlined. Students are required to act in manner that will reflect credit on themselves, the school, and the profession of Cosmetology and Nail Technology. Failure to adhere to and observe school policies and procedures will result in probation or immediate dismissal. **Inappropriate behavior towards staff, students, or clients will not be tolerated.** The administration will review the circumstances and handle accordingly. Student will be subject to dismissal.



In the event verbal or physical confrontations occur, the situation will be handled by the administration swiftly and with harsh consequences. This type of behavior will not be tolerated in the school or on school property.

**Profanity or Derogatory Racial Remarks**

A student demonstrating this type of behavior and voicing this type of inappropriate language will be subject to dismissal. The final decision will be determined by the administration. Student may be subject to dismissal.

Inappropriate behavior towards staff, students, or clients will not be tolerated. The administration will review the circumstances and handle accordingly. This type of behavior will not be tolerated in the school or on school property.

**Public Domains**

Posting of derogatory remarks on Facebook, Twitter etc. about students, staff or the school is discouraged. We feel that refraining from this behavior will cause less tension in the school and will allow for your education to be uninterrupted. Keep in mind social media is visible to potential employers.

**Drug Policy**

THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF DRUGS OR ALCOHOL ON SCHOOL PREMISES, OR WHILE INVOLVED IN SCHOOL RELATED ACTIVITIES BY A STUDENT WILL RESULT IN IMMEDIATE DISMISSAL, REFERRAL FOR COUNSELING, AND PROSECUTION.

**ANY DISCIPLINE PROBLEMS WILL BE HANDLED BY THE ADMINISTRATION AND COULD RESULT IN TERMINATION.**

## **CAMPUS SECURITY REPORT**

Del-Mar-Va Beauty Academy has established the following policy for the distribution of the Campus Security Report to all prospective students, enrolled students and employees. The Campus Security Report is provided to the prospective student on their first appointment. The Campus Security Report is also reviewed with the students at orientation. Staff are provided with the Campus Security Report at hiring and each year when the report is updated. The Campus Security report and Campus Crime Statistics are available on the school website.

Del-Mar-Va Beauty Academy provides a Campus Security Report to all students enrolled in the program. The report contains the following pertinent information. The information is provided to the school by the Salisbury City Police Department.

**Campus Crimes:**

Reflect crimes committed in the school, property owned by the school.

**Non-Campus Crime:**

Reflects crimes committed in a building or on property owned or controlled by a student organization.

**Public Property:**

Reflects crimes committed on all public property that is within the same campus or immediately adjacent to and accessible from the campus.

The following is a list of required crimes for reporting by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Drug-Free Campus/ Drug-Free Workplace* legislation:

1. Murder
2. Manslaughter
3. Forcible/non forcible sex offenses
4. Robbery
5. Aggravated Assault
6. Arson
7. Burglary
8. Motor Vehicle Theft
9. Liquor Law Violations
10. Drug Abuse Violations
11. Weapons Possession
12. Hate Crimes

The above information is issued to all students prior to enrollment. Students should retain a copy of the report for their use. Students that require clarification regarding the report are advised to contact the administrator

## **FIRE DRILL INSTRUCTIONS**

Each room has a diagram of the route to be taken in the event of a fire. Each student will quickly evacuate the building in an orderly, calm manner. The meeting place will be in the front of the parking lot where roll call will take place. Personal belongings are disregarded in the event of a fire, as immediate evacuation is enforced.

Fire drills are conducted periodically during the course of the students' enrollment.

## **STAFF DIRECTORY**

### **Carol M. Evans**

President/Owner  
Substitute Teacher

Carol Evans has been actively involved in the Cosmetology profession in various capacities since 1964. Her professional career began as a hair stylist and later a salon manager.

She began her teaching career as a student teacher in the public school sector. She received her senior instructors license and continued to teach for an additional four years at the same location. During this time, Mrs. Evans participated and was certified in continuing educational classes at the local college. Certifications were earned in the following classes: Psychology, Accounting, English and Teaching Principles.

Mrs. Evans purchased Del-Mar-Va Beauty Academy in 1976 with the commitment to provide quality education in basic and advanced Cosmetology and Nail Technology. She transferred her passion and love for the profession to her students through her outstanding teaching and communication skills. The school has flourished over the years due to dedication, hard work, professional work ethics and a sincere desire to make a difference in the profession as a whole. It is obvious that the school is successfully accomplishing the goals established years ago with the success of the graduates. Tracking the graduates and obtaining feedback from employers has validated the success of the students training. She is confident that her work ethic, experience and communications skills are allowing her to perform her responsibilities in an effective manner.

### **Nicholas Evans**

Vice-President/Co-Owner  
Financial Aid Officer

Mr. Evans is the financial aid officer for the school. His responsibilities include verifying student eligibility for financial aid and supervising the financial aid program at the school. Mr. Evans is a certified public accountant which has been a tremendous benefit in performing his duties. He participates in financial aid seminars and continuing education workshops to stay abreast of new regulations affecting the programs offered by the school.

### **Tammy Lankford**

Director/VP Operations

Mrs. Lankford has been a licensed Cosmetology Instructor since 1986 and has been employed at the school since that date. She has extensive training by Paul Mitchell, Dudley, Pivot Point International, Matrix, OPI, Redken and many additional classes. She has also been trained by Carol Phillips, educator in styling techniques and retail sales, Judy Byrne, motivational speaking in the classroom, Winn Claybough, motivational speaker, Geno Stampora, How to train your students for success and Bruce McDonald, motivational speaker. Mrs. Lankford also attends the CEA conventions with the instructional staff, as well as the New York Teachers Seminar and Educational classes in Westborough Ma. sponsored by Marianna. Her experience is instrumental in the successful performance in her position at the school.

### **Latoya Milbourne**

Practical Instructor /Assistant Director

Ms. Milbourne began her Cosmetology career in 2003. She graduated from Del-Mar-Va Beauty Academy at the top of her class. After graduating she started her professional career as a stylist at the Hair Cuttery in Easton, Md. and later accepted a position as a Senior Stylist with the Regis Corporation. Ms. Milbourne developed a passion for teaching and began her teaching career in 2005. She is an instructor of Cosmetology and also teaches the Nail Technology program. She is a certified OPI Educator and has attended educational class with the New York Beauty School Association, a host of CEA conventions and numerous hair shows, including The Proud Lady Hair Show Chicago, IBS in New York City and the International Hair and Beauty Show in Secaucus, New Jersey. Ms.

Milbourne has a true passion for her profession and this is validated by her performance and interaction with the students

**Lesia Pruitt**

Theory and Practical Instructor

Ms. Pruitt graduated from Del-Mar-Va Beauty Academy in 1993 and has been actively involved in cosmetology and teaching for over twenty years. She has a true passion for teaching and encourages her students to develop the same passion and love for their chosen career. She has attended numerous CEA conventions, has participated in training with Matrix Corporation, Redken, Dudley, Influence and Pivot Point International. Ms Pruitt is an inspiration to her students and fellow staff as well. Her instructional skills are superior and her love for people is an asset

**A'Pree Carter**

Theory Instructor

Mrs. Carter graduated from Del-Mar-Va Beauty Academy in 2006. She has been a Maryland licensed cosmetologist for sixteen years including ten years of management experience. Since graduating she has attended many classes to further her education in the beauty industry gaining an enormous amount of product knowledge and learning new techniques and the latest trends. She specializes in natural hair services, coloring/highlighting services, haircutting skills and brings her enthusiasm for the profession to her students in the classroom.

**Aileen Schuyler**

Admissions Coordinator / Student Services

Ms. Schuyler has a strong background in public relations and administration. As a true people person, she enjoys meeting prospective students and helping current students. Aileen believes strongly in the principles and quality of the education the school has provided to the community in its 45 year history. She displays her genuine excitement every day while helping current and future students succeed in our Cosmetology or Nail Technology programs and move on to a rewarding career in the beauty profession.

**Maria Flint**

Financial Aid Assistant

Mrs. Flint has worked in the accounting field for over thirty years. She works with our third party servicer (Financial Aid Management for Education) in processing student records. She regularly participates in seminars and workshops to remain current on proper administration of the financial aid programs.