



# INNER STATE BEAUTY School

COSMETOLOGY- Full Time  
COSMETOLOGY- PART TIME  
NATURAL HAIR Stylist  
MANICURING- Full Time  
MANICURING- PART TIME  
ESTHETICS- Full Time  
ESTHETICS- PART  
NATURAL HAIR Stylist- PART

## STUDENT HANDBOOK

5150 Mayfield Road Lyndhurst, Ohio 44124  
PHONE: (440) 442-4500  
EMAIL: [INNERSTATE@AOL.COM](mailto:INNERSTATE@AOL.COM)  
WEBSITE: [WWW.INNERSTATEBEAUTYSCHOOL.COM](http://WWW.INNERSTATEBEAUTYSCHOOL.COM)

EDUCATING BEAUTY PROFESSIONALS SINCE 1961

# SCHOOL YEAR 2021- 2022

## **SCHOOL FACULTY & ADMINISTRATIVE STAFF:**

Owner: SJD and Associates, Inc.

Director: Judson DiVincenzo  
Director of Education: Anjela Randle, School Manager  
Financial Aid Officer: Gina Greisl, Registrar

Instructional Staff: Gloria Jones, Instructor  
Delphine McDaniel, Instructor  
Jennifer Nelson, Instructor  
Daniel Reed, Instructor  
Daisha Primes, Instructor  
Jonathan Mitchell, Instructor  
Tamia Tate, Instructor  
Gregory Walker, Instructor  
Victoria Beardon, Instructor

## **CONTACT INFORMATION:**

Name: Inner State Beauty School

Address: 5150 Mayfield Road Lyndhurst, Ohio 44124

Telephone: Admissions Office: (440) 442-4500  
Clinic Floor: (Services) (440) 461-1000

Email: innerstate@aol.com

Website: www.InnerStateBeautySchool.com

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Rules and Regulations may be changed at the discretion of Inner State Beauty School and will be posted. The student handbook is given to each student before enrolling and to each employee of Inner State Beauty School at the time of hiring. In addition, the student handbook is made available to each student or staff member in the admissions office or in the manager's office. Inner State Beauty School will furthermore also be known as Inner State throughout this document.

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## **MISSION STATEMENT**

### ***Professionales Melius Meliores Disciplina***

At Inner State Beauty School we strive to create a learning and teaching environment that promotes academic excellence, practical skills and unlimited opportunities as a beauty professional. **Because better training makes better professionals.**

## **CODE OF PROFESSIONALISM**

As a student and future professional in the professional beauty field I shall, during my professional education program, maintain a high standard of professionalism in demeanor, dress, cleanliness, school assignments, and conduct. In so doing, I shall think of the rights and feelings of others rather than my own. By treating my fellow students, instructors and patrons with kindness and respect I ensure my good reputation in the school and the community. I strive to be a good citizen thereby promoting good citizenship amongst my fellow students.

## **ADMISSION REQUIREMENTS**

Students may enroll in courses only through the Admissions Office. In order to be admitted into any course at Inner State the applicant must meet with an admissions representative and:

1. Be at least sixteen (16) years of age with a driver's license, passport or State I.D. Students under 18 must have parent signature.
2. Have a high school diploma or an equivalent such as a GED. In addition, if a student does not have a high school diploma or the equivalent, and the student has the ability to benefit from the education or training offered at this institution, they may enroll in school as an ability to benefit student. In order to be admitted on the basis of their ability to benefit, a student shall a).complete prior to admission, a nationally recognized, standardized, or industry developed test that measures the applicant's aptitude to successfully complete the program or course, or b). For courses and/or programs of 600 hours or more, after enrollment, student satisfactorily complete 225 clock hours.
3. Students that attended school in a foreign country must have their records translated into English **and** evaluated by an evaluation company to insure that the education is academically equivalent to a U.S. high school diploma. Options include:  
**Foreign Credential Evaluations** Phone: (754)208-2847 Website: [www.foreignevaluations.com](http://www.foreignevaluations.com) Email:info@foreignevaluations.com.  
**Evaluation World** Phone: (302) 504-4410 Email: [admin@evaluationworld.com](mailto:admin@evaluationworld.com) Website: [www.evaluationworld.com](http://www.evaluationworld.com)  
**Aequo International** Phone: (844) 882-3786 Website: <https://aequointernational.com> with phone number.
4. This is a physical and customer service oriented field. Each student must have the ability to deal with a wide variety of personalities and to meet the physical demands of their chosen career path. If you have a disability or special need due to a disability please notify the admissions office in writing at the time of enrollment. Documentation will be required. We make every effort to accommodate students within the framework of a beauty school setting.
5. Education records must be complete and must be submitted no later than the first day of class.
6. If there is some question as to the accuracy of your education records the student will be required to prove the validity of the Records. Diplomas and transcripts are accepted from schools accredited by the state department of education from the state of origination or one of the following accrediting agencies:  
**Commission on Independent Schools** (part of New England Association of Schools and Colleges- NEASC).  
**Council on Accreditation and School Improvement** (part of Southern Association of Schools and Colleges).  
**Accrediting Commission for Schools** (part of Western Association of Schools and Colleges).  
**Commission on Secondary Schools** (part of Middle State Association of Schools and Colleges).  
**Northwest Association of Accredited Schools** (formerly of Northwest Commission on Colleges and Universities).  
**Commission on Accreditation and School Improvement** (part of North Central Association on Accreditation and School Improvement). **Distance Education Training Council (DETC)**
7. The School Director has final approval as to the use of education records and admission of a student.
8. Foreign born students should have a social security number, green card or F1 Visa to enroll. But, a social security number or green card is required to take the State of Ohio examination. Per State Board, a F1 visa cannot be used for testing purposes.
9. Students that attended high school outside the United States must provide a copy of their original education records and an English translation. The translation must be performed by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Education record translation and evaluations are paid for by the student.
10. A limited number of high school students (no more than 10% of currently enrolled students), not enrolled under a training agreement, may be admitted by meeting with an admissions officer and a) provide a transcript showing they have successfully completed the 10<sup>th</sup> grade, b) obtain permission in writing from their high school, c) be at least 16 years of age and d) complete a pre-enrollment evaluation established by the school.

## **ENROLLMENT OR RE-ENROLLMENT**

Students enroll in courses in the Admissions Office. Appointments may be set up by calling (440) 442-4500 or sending an email to [innerstate@aol.com](mailto:innerstate@aol.com). A student re-enrolling is charged a re-enrollment fee and will pay the current tuition rate then in effect. All Students returning to the school, under any circumstances, will return to school at the same hours, grades, attendance, and ledger balance as when they left school. Returning students are responsible for educating themselves on any policy changes. Return to school is not guaranteed. Previous enrollment will be evaluated on a case by case basis and return is at the discretion of the school director. Re-enrolling students will have additional costs if there have been books, kit uniform or other changes to the course costs.

## **ABILITY TO BENEFIT**

Ability to Benefit students are those that do not have a high school diploma or GED. Students using the ATB test may enroll in school, but are not eligible for federal student aid. To use an ATB test, the student must successfully complete an Ability To Benefit test and submit of their high school transcripts. Either the test of the student's transcript must show completion of 10<sup>th</sup> grade.

## **TRANSFER STUDENTS**

Transfer students are accepted at Inner State Beauty School, but we do not have a program for refresher courses.

1. Inner State does not guarantee acceptance of all the hours earned at another school. It may be necessary to test the student on theory and practical information to insure that their knowledge is equivalent to the number of hours they wish to transfer. The school manager evaluates the tests and student transcripts, if available, to determine appropriate credit, even if it is lower than their transferrable hours. Acceptance of transfer hours is indicated on the enrollment agreement.
2. Transfer hours are received directly from the Ohio State Board of Cosmetology. Transfer hours must be received by the school before they can be used. If you begin school without the transfer hours, the hours cannot later be used at Inner State.
3. Inner State only accepts cosmetology related hours from high school cosmetology courses as transferred to us by the Ohio State Board.
4. Students transferring from Inner State must request the transfer in writing and complete an exit interview. The student's hours will be sent to the Ohio State Board of Cosmetology in accordance with state board rules.
5. A licensed nail technician or esthetician may apply 200 hours toward the cosmetology course. To receive credit the student must provide the school a copy of their license. The license must be turned in prior to the start of the course and may need to be updated.
6. Students wishing to transfer to Inner State should complete a transfer application. Inner State will contact the references and check on any possible legal issues including acts of violence. Either of these will lead to Inner State denying admission to transfer students.
7. Inner State will hold the student hours at the Ohio Board of cosmetology until the student ledger account is paid in full. So, if you owe the school money, you must be paid in full to use the hours at another school
8. If a student is discontinued having received credit for transfer hours, the transfer hours are counted as both attempted and completed hours.

## **ORIENTATION PERIOD**

Your first month of school is considered an orientation period. The habits you put in place now will stay with you throughout your attendance here at Inner State Beauty School. Inner State Beauty School reserves the right to expel you from the school if you do not meet the attendance standard during the first month of school. If you are expelled you may have a financial obligation to the school that must be paid. As part of the cosmetology laws and rules section of the curriculum, each class will have a two hour orientation held the first day of class. This orientation reviews industry standards along with school rules, hours record keeping, policies and procedures.

## **APPROVAL AND LICENSING AGENCIES:**

|   |   |
|---|---|
| Ohio State Board of Cosmetology<br>1929 Gateway Circle<br>Grove City, Ohio 43123<br>Phone: (614) 466-3834 | VA Ohio State Approving Agency<br>77 South High Street<br>Columbus, Ohio 43215<br>Phone: (614) 644-0898 |
|---|---|

These organizations may be contacted for complements or complaints. Military Friendly, Approved for GI Bill® benefits by the Ohio State Approving Agency. Inner State Beauty School accepts students through Ohio Means Jobs and the Bureau of Vocational Rehabilitation (BVR). Please see the school director for information on licensure, accreditation or other credentials.

You may file a complaint regarding safety, sanitation, and/or licensing issues with this business by submitting an online complaint at [www.cos.ohio.gov](http://www.cos.ohio.gov) or by calling the Ohio State Board of Cosmetology and Barber board at (800) 686-5780. A copy of the inspection report(s) for this business may be obtained by emailing your request to [ohiocos@cos.ohio.gov](mailto:ohiocos@cos.ohio.gov). Any service related issues must be handled by the business.

## **COURSES OF STUDY ALL courses are licensed by the Ohio State Board of Cosmetology.**

Our goal is for each student to have a complete well-rounded education learning every aspect of the profession you have chosen. As a school we feel our mandate is to make sure every student passes the state board test. We teach to the state board curriculum and test using Milady textbooks. Our practices, services and materials are geared towards this preparation. Consequently, we may be limited as to the practices, services and materials.

### **Cosmetology 1500 hours**

CIP code: 12-0401

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

### **Manicuring 200 hours**

CIP code: 12-0410

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

### **Natural Hair Stylist**

CIP code: 12.0407

Braid hair, apply hair cosmetics and wigs, wig and hairpiece fitting, hair braiding.

### **Esthetics 600 hours**

CIP code: 12-0409

Provide skincare treatments to face and body to enhance an individual's appearance.

### **Advanced Esthetics 750 hours**

CIP code: 12-0414

Provide skincare treatments to face and body to enhance an individual's appearance. Includes advanced training and specialty services.

## **FACILITIES AND EQUIPMENT**

Inner State Beauty School is situated in a conveniently located shopping center. It is set up with salon equipment and has a large student salon clinic area for the students to receive customers. It has a facial room, student lounge and vending, student lockers, two theory rooms, junior classroom, senior practice room, Manicuring classroom, esthetics room, laundry area, managers office, instructors lounge, and a financial aid/admissions office. There are convenient eating establishments in the area. Public transportation is available. And there are child care facilities nearby. Inner State Beauty School has designed the school facilities to be easily accessible to handicapped students.

**HOURS OF OPERATION:** Monday, Friday 9:00 am to 4:00 pm. Tuesday, Wednesday Thursday 9:00 am to 9:00 pm. Saturday from 8:30 a.m.- 5:00 p.m. See the course/clinic schedules for specific times.

**STUDENT LOUNGE (Lunchroom):** Students may use the lounge only for breaks and lunch.

**LIBRARY AND EQUIPMENT:** Inner State has many DVDs, CD's and internet access along with some books that may be borrowed for study while in school. The equipment or materials borrowed are the students' responsibility.

**LOCKERS:** Lockers are available for students. See the admission's office for a locker assignment. Lockers are for use by students actively attending school. If you are not actively attending school, including a leave of absence, you must remove your belongings from your locker within 30 days or the lock will be cut off and the contents thrown away.

**TEMPERATURE:** The school is kept at a comfortable room temperature. No personal heaters or air conditioner units allowed.

**LUNCH AND BREAK:** Instructor's make every effort to give you a 15 minute break for every 4 hours, but it is not guaranteed. Neither lunch nor dinner breaks are not given in the part time weekdays or if you arrived during the 12 pm- 12:30 pm clock in.

**CLINIC:** The Inner State clinic is run and operated as a beauty salon and should be operated professionally. The purpose of training on the clinic floor is to learn the daily operations and procedures you will expect to encounter while working in a salon. The Clinic is for the students to practice their learning on actual clients.

**PARKING:** Student parking is to the west side of the building. Spaces in front of the building are for customers and staff.

**CLEANUP:** As is the case while you are working in a salon, students are expected to participate in keeping the facility clean. Each student will be assigned a daily job to help maintain the appearance of the school. In addition, please keep your work areas clean. Anything left on the stations, countertops, floors or in the station drawers will be discarded.

## **COUNSELING AND ADVISING POLICY**

Students are counseled concerning school related issues by the Inner State staff on an individual basis as needed. The school manager, school registrar and school director maintain a list of agencies that can help the student. See the Director of Admissions in the office for financial aid or institutional issues.

## **FOREIGN EDUCATED STUDENTS**

Foreign born students should have a social security number, green card or F1 Visa to enroll. But, a social security number or green card is required to take the State of Ohio examination. Ohio State Board does not allow only a F1 visa to be used testing purposes. Students must have an understanding of the English language. Students that attended high school outside the United States must provide a copy of their original education records and an English translation. The translation must be performed by an outside agency qualified to translate documents into English. In addition there must be an **evaluation** of the student's foreign academic records to confirm the academic equivalence to a U.S. high school diploma. Education record translation and evaluations are paid for by the student.

## **DRESS CODE**

A dress code introduces the student to the guidelines to dressing in a professional manner while at school. When you dress professionally you reflect well on yourself, the instructors, and the school. Keep in mind that your appearance and professionalism are reflections of your future goals. This dress code conforms to the rules of the Ohio State Board of Cosmetology. When you are attending school you must be in dress code at all times, **including** Saturday and evenings.

- a). The director, instructors, or administrative staff shall determine whether a student is groomed and dressed appropriately for school. At the discretion of the Inner State staff, a student not dressed appropriately may be given a verbal warning or dismissed for the day. Repeated violations may be cause for suspension or expulsion. This code is reviewed regularly and may be adjusted at any time. Changes are posted.
- b). Students may wear solid black headbands, but no scarves or any other type of headgear or hair decoration. No sunglasses, headsets, ear buds, headphones. Inappropriate jewelry, tattoos or body piercings may not be displayed.
- c). Students must obey all rules of personal hygiene and sanitation. Hair, nails and skin must be clean, well groomed and prepared before arriving at school. Remember, a smile is part of the dress code... please put it on.
- d). Clothing must be kept clean at all times and not faded, ripped, torn, folded, cut, painted, or discolored. No workout wear, sweat pants, rolled up pants, nylon crinkle pants, decals, leggings, shorts, stencils, or designs.

**Uniform top:** Inner State Beauty School black shirt (short or long sleeve) must be worn at all times. An Inner State apron can be purchased and is the only item that may be worn over the Inner State shirt. If layering, the Inner State shirt must be the top layer. When worn underneath an Inner State shirt, the base layer shirt should be black or white.

**Bottoms:** Solid black and not faded. Black pants, capri's, or skirts are permitted. (skirt must be no shorter than 2 inches above the knee).

**Footwear:** Closed-toed shoes with stockings or socks are required. Your shoes must be flat and appropriate for a professional environment. No open toed shoes of any kind. Shoes must be black in color, clean and complete.

## **PERSONAL GROOMING**

Personal grooming is practical work done by a student on a student. No Personal Grooming if a customer is waiting. Personal grooming times are designated by your instructor and must be approved in advance. There is no set personal service time or day. Personal grooming should be checked by an instructor. There is a minimal charge for a chemical hair service or skin wax. There is no cost for any other personal grooming service.

## **SALON INTERNSHIP**

To allow students the opportunity to gain valuable work experience Inner State has a salon internship program. The internship is available to students once they have completed 50% of the basic course. At that point they spend up to 10% of their course length learning in a salon. Students earn school credit for the internship hours completed. Eligible students must be in good standing with attendance and grades. The student may only work on services in the that they have been certificated, or tested out on, by the school. The attendance percentage of 67% and required gpa of 75% will continue to apply during the internship.

## **SCHOOL RULES** (These rules are subject to change with changes posted)

In order to maintain a safe, healthy and positive learning environment, students may be clocked out, suspended or expelled for any violation of school rules, causing discord, theft, dishonesty, fraud, profanity, vulgarity, obscenity, insubordination, bullying, absenteeism, or if the student or their representative loses their temper, raises their voice, intimidates, verbally or physically assaults or threatens another student or staff member. the student will be clocked out, suspended or expelled. When a student is asked to leave the school they have 10 minutes to leave.

In addition, the school has the right to dismiss the student for misconduct, unsatisfactory progress, unexplained absences or a delinquent tuition account. The school director has the final say overrule interpretation. We expect every student to abide by the school rules, the rules of the Ohio State Board of Cosmetology and the terms of their contract. The tuition charges are for the right to attend classes and are no way contingent upon satisfactory progress, personal satisfaction, or receipt of financial aid.

1. Our instructors work as a team so you can consider every instructor to be your instructor. This means they may assist you in understanding the school rules or answer a question if your regular instructor is unavailable. Please treat them all with respect.
2. Students that refuse an assignment, service, or a client will be clocked out, suspended or expelled.
3. We have a break room that you may use for scheduled meals or breaks. Please keep the school clean and clean up after yourself.
4. Students must remain in their assigned area while in school. Permission to leave their assigned area must be given by their instructor. This includes visits to the admission's office, the manager's office, the rest room, to make phone calls, etc. Students may not congregate or loiter on the clinic floor or in any unauthorized area.
5. Every student enrolled in Inner State Beauty School must maintain satisfactory academic and attendance progress.
6. Except for emergencies, no personal phone calls may be made or received on the school telephone.
7. Students have 30 minutes for lunch. Lunch time is deducted for a 6 hour day or longer. A student returning late from lunch may be clocked out for the day. Lunch and additional other breaks are assigned by the instructor. The length and duration of breaks will vary based on the number of clients in the clinic, the available students and the current classroom activities. There is no lunch or dinner break permitted for classes less than 6 hours long or during the evening weekday classes.
8. Students clock in and out for arrival departure daily. In addition, each student must sign the attendance book in their classroom. An instructor must sign your time sheet before leaving for the day. Attendance sheets are the property of the school and may not be removed from the building. Clocking in/out or signing the attendance book for another student or having another student do so for them will result in suspension or expulsion for falsifying attendance.
9. Students are required to participate in the end of day clean up activities, both in their area and throughout the school. Junior cosmetology students clean the break room. In addition to cleaning, this is a team building activity which will help you in salon life
10. If a student is clocked out, suspended or expelled while at school, they have no more than 10 minutes to leave school grounds.
11. Students must bring own books, notebooks and other equipment to class. No borrowing. Random kit checks will be performed by the manager, instructors, or administrative staff to ensure that all required supplies are in the student kit. Students are solely responsible for their equipment, supplies and personal effects.
12. Student's must be paid in full for hours attended before graduating, transferring or applying for the state board examination. Although Inner State does not typically agree to payment arrangements, the school director reserves the right to do so.
13. An exit interview is required of every student leaving the school for any reason. These are held in the admissions office.
14. The Ohio State Board of Cosmetology does not allow students to be paid for performing customer services while in school. All services and products must be paid for by the customer including any services added at the chair. A student not charging for a service will be billed for the value of that service. No discounted or free services unless authorized by the instructor, school manager or the director. This includes family members, friends, relatives, or acquaintances. Tips may be accepted, but not solicited.
15. All customers must have a service ticket. The service must be checked by an instructor before the customer leaves. The only services that are performed in the Inner State student clinic are those listed on the service ticket.
16. Unlawful or illegal activities, including weapons of any kind, or the possession or distribution of drugs, alcohol or any controlled substance is not permitted in the Inner State building, parking areas or at any school sponsored activity.
17. No use of use personal electronic devices in such a way as to disrupt theory, practical or clinical education. This includes, telephones, tablets and computers. No cell phone use on the clinic floor or classrooms. Cell phones should be turned off or set to vibrate. Headphones, ear buds or ear pieces are not permitted, but can be used in the lunchroom or when using a classroom as study hall. No speakers allowed. Students may not leave the classroom without permission to "take a call" on a cell phone.
18. Students are charged an hourly rate for each hour they attend classes after their scheduled graduation date.
19. Students must fully participate in theory class while they are in the classroom. This may mean an exam may be taken multiple times. Only the higher score will remain on the permanent record.
20. Only odorless acrylic nail products may be used in the school. Marcel stoves may not be used in the clinic.
21. A student not at their assigned location will be considered late and may not clock in. Students may not leave the premises while "on the clock". Violators will be sent home, suspended or expelled.
22. No personal heaters, fans or air conditioning units are permitted by students or staff in the school.
23. Any student suspected of being under the influence will be sent home for the day and face a possible suspension or expulsion. The decision to dismiss a student is solely at the discretion of Inner State Beauty School and need not be supported by actual proof of drug or alcohol abuse. The smell or alcohol on your breath or marijuana smoke on your clothes or hair will be considered sufficient cause to

send you home, regardless of your actual behavior or conduct. Receiving more than three (3) clock outs under this policy will result in an expulsion, if expelled, it will cost \$100 to re-enroll.

24. Saturday attendance requirements are as follows: Part time students are scheduled for every Saturday and MUST attend at least one Saturday per month to remain in good standing. Full time senior cosmetology students are scheduled for at least two Saturday's per month and must also attend at least one Saturday. Saturday attendance can help you graduate on time or even early and help you avoid over contract fees.
25. Keep the office informed of your current address, phone numbers and email(s). A notice sent to you will be treated as if you received it when we mail it to the address we have on file. Please update your address so you don't miss an important notice.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

**APPEALS:** Suspensions or Expulsions may be appealed to the Director of the School, in writing, within 3 days of the suspension or expulsion. The executive committee will review the suspension or expulsion at the discretion of the director.

**CODE OF ETHICS:** Students are expected to adhere to a firm, professional code of ethics. Inner State's goal is to produce well-rounded entry level professionals with appropriate work ethics and social habits. The prime objective of the student is to dedicate themselves to becoming well trained graduates poised for success. Constant focus by each student on their course objectives is crucial to maximizing the educational experience. Truthfulness, trustworthiness, fairness and consistency in following all of the school policies and procedures will prepare our students to be leaders in their chosen field.

**CONTRACT:** Students are expected to fulfill the terms of their contract and may be suspended or expelled if they consistently fail to live up to their contractual obligations.

**DISCLAIMER:** No responsibility is assumed by the school, its instructors, representatives, agents, or employees for any negligence, carelessness, or lack of skill by a student or instructor while practicing or demonstrating any part of the school curriculum upon another student, staff member or instructor. The school director has the final say as to the interpretation of all school rules, regulations and the interpretation or deviation thereof.

**DISCONTINUANCE POLICY:** A student may voluntarily terminate their studies by submitting a written notice to: Inner State Beauty School, 5150 Mayfield Road, Lyndhurst, Ohio 44124. Non-attendance does not constitute an official withdrawal from the school until a student has been out of school for 30 days. Involuntary termination will occur at the discretion of the school director for any violation of school rules.

**ANTI-BULLYING:** It is our goal that students learn in a supportive, caring and safe environment without fear of being bullied or harassed. These are anti-social behaviors that affect everyone and are unacceptable. We are committed to having a caring, friendly and safe environment for our students, staff members and clients. Bullying, threats or harassment by a student or staff member towards a student or staff member will not be tolerated and will lead to suspension or expulsion. This includes but is not limited to in-person, verbal, nonverbal or cyber bullying, threats or harassment.

**PAYMENTS:** The responsibility for making tuition payments is yours and Inner state does not notify you when a specific payment is due. We allow a grace period until Saturday of the week the payment is due before we charge a 5% late fee. We will make every attempt to be available to receive payments during the week, if not, a mail slot is available for check or money orders in the admissions office for your convenience. In addition, credit or debit card payments may be made in person or by phone. If you fall behind on your payments you may have to stop attending school until you are current.

**SOLICITATION:** No unauthorized solicitation of students by other students, staff, school visitors or salespeople.

**STUDENTS WITH DISABILITIES:** Students with an IEP (individual education plan) should turn them into the office at the time of enrollment. This allows the school to work with the student regarding the disability and will allow accommodations when taking the Ohio state board exam. Inner State will accommodate students with disabilities to the extent reasonably possible.

**STATEMENT AGAINST DISCRIMINATION:** Inner State Beauty School does not discriminate on the basis of race, color, sex, national origin, ethnic origin, religion, age, sexual orientation, gender identity or disability when admitting or educating students.

**VISITORS:** Unauthorized visitors are not permitted in the school. This includes children and family members. No loitering on school grounds, students may be on school grounds only while attending classes. Students may not visit with another student performing a clinic service, working the desk or working the dispensary.

**TEACH OUT PLAN:** This plan has been prepared in the unlikely event of a planned or unplanned closure of Inner State Beauty School or a program within the school. This plan has been developed in accordance with the requirements of Inner State Beauty School's accrediting agency, the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), in order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event that Inner State Beauty School should cease operations and no longer offer instruction. In the event that a decision is made that it should cease operations, Inner State Beauty School shall immediately:

1. Satisfy any outstanding financial obligations to Local, State, or federal providers of financial aid.
2. Place all relevant information regarding the closure on the Inner State Beauty School website and all social media customarily used by the institution.
3. Comply with applicable State and Federal laws regarding record maintenance.
4. Provide the following information to all enrolled students: A). Pro-rata refunds of tuition received, as it has been determined that there are no accredited institutions within fifty (50) miles of Inner State Beauty School or with which it would otherwise be practicable to enter into a Teach-Out Agreement. B). Contact information of the custodian of Inner State Beauty School's files and the address where those files will be kept. C). A copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document no later than (1) thirty (30) days prior to a planned closure, or (2) fifteen (15) days following an unplanned closure or other Teach-Out Event (as defined by NACCAS).

5. Inner State Beauty School shall notify NACCAS of the teach out event and provide the following information to NACCAS: (A) List of all currently-enrolled students to include the arrangements made for each student on the list. (B) Contact information of the custodian of Inner State Beauty School's files and the address where those files will be kept. (C) Copies of all notifications from the Institution to its students related to the institution's closure or teach-out options to ensure the information accurately represents students' ability to transfer credits and/or clock hours.

**GRIEVANCE POLICY** A student, interested third part or their representative may file a complaint against the school. The complaint must be made in writing to the school director. There is no particular format needed, but it must be in writing. The school director will meet with the complainant, in person or by phone within 14 days of receipt of the written complaint. If the complaint cannot be resolved it shall be turned over to the complaint committee which will meet within (21) calendar days of receipt of complaint. A letter will be sent to the complainant within fifteen school days stating the steps taken to correct the problem or information to show allegations were not warranted or based on fact. The complainant must try to resolve the issue through the school’s complaint process. If the complainant wishes to pursue the matter further they may send a letter of complaint to one or both of the following: Ohio Board of Cosmetology 1929 Gateway Circle Grove City, Ohio 43123, NACCAS, 3015 Colvin Street, Alexandria, VA 22314. Records of complaints, and their resolution, are retained for review.

**SOCIAL MEDIA POLICY**

The goal of this policy is to provide some guidelines on proper social networking etiquette. This policy seeks to recognize the fact that in certain contexts, social media can extend the bounds of school related activity to include out of school activities.

**Positive uses for Social Media:**

|  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Stay in contact with people you know.</li> <li>2. Extend your network personally and professionally.</li> <li>3. Formalize a relationship with someone you met in person by connecting online.</li> <li>4. Establish new relationships with people you may not otherwise meet.</li> <li>5. Learn who your acquaintances are connected to and ask for introductions.</li> <li>6. Establish your credentials and build your reputation.</li> </ol> | <ol style="list-style-type: none"> <li>7. Connect with thought-leaders and learn about new trends, and see what others are saying about key issues and news.</li> <li>8. Become an authority in your area of expertise.</li> <li>9. Be the go-to-person for information and referrals.</li> <li>10. Build trust.</li> </ol> <p>Sharing information and engaging others helps you become more trusted over time and people do business with people they trust.</p> |
|--|---|

**The internet is not anonymous, nor does it forget:** Everything written on the web can be traced back to its author one way or another. Information is backed up and posts in one venue are often replicated in others. Use good judgment about content and respect privacy laws. Every student or employee is personally responsible for the content they publish on any form of user-generated media. Do not provide misleading, false or confidential information about the school, the Inner State staff, students or customers.

**There is no clear line between your work life and your personal life:** With the ease of tracing authors back from their posts, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to those you've done in a professional capacity. Always be respectful and write as if everyone knows you.

**The golden rule:** Never write or say anything you wouldn't say out loud to all parties involved. Treat others the way you would want to be treated and don't use social media to subject the employees, students or customers of Inner State to ridicule or intentional infliction of mental distress. Truth is not a defense. Just because something may be true does not mean it is ok to broadcast it to the world.

**Avoid hazardous materials:** You may post content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. You may not cite or refer to the staff, students or customers without their approval.

**Maintain confidentiality:** Be respectful of confidential, proprietary or insider information in regards to Inner State Beauty School. This also means that the personal information of the employees, students and customers should not be shared on or disclosed through social media. Commenting on your own or another's posts to create a false sense of support is not cool and neither is plagiarism.

**Be authentic:** Identify yourself. This will add credibility to your profile and you personally. If you are not comfortable posting something under your real name, it is probably something you shouldn't post. Steer clear of posting or linking to any materials that are defamatory, harassing or indecent.

**Do not return fire:** If a negative post or comment is found online about Inner State, someone you know, or yourself, do not counter with another negative post. Instead, offer to remedy the situation through positive action. Be professional in all situations, especially when accepting criticism

**The last word:** Representation of your personal opinions as being endorsed by the Inner State Beauty School, it's staff, customers, or student body in whole or part is strictly prohibited. You may not use the Inner State name, likeness or logo to promote any opinion, product, cause, brand, or candidate.

**PRIVACY POLICY**

**Neither students nor staff may make recordings, videos or photos or likenesses of the school, other students, customers, the staff or school property without the written permission of the school director and the person in question. No student may record a class in any fashion unless they have written permission from the instructor and the recording device is visible to everyone in the classroom. Recordings, if permitted, may only be used for the individual student’s course study. Neither students nor staff may place comments or posts on social media, or online, that reflect negatively on the school, its students, staff, administration or campus.** All institutional records are maintained according to NACCAS, state and federal law. Records are kept for a minimum of six years from the date the student began school at Inner State Beauty School.

**DISTANCE LEARNING**

Inner State does not offer distance learning. But, in the case of a emergency situation that causes the school to temporarily shut down, Inner State will attempt to offer a limited amount of distance learning. It would require the purchase of a distance learning course from the coursebook manufacturer and is typically limited the theory portion of the course.

**EMPLOYMENT ASSISTANCE AND JOB PLACEMENT**

The school offers employment assistance through job posting on the career board located in the main hallway. While Inner State cannot guarantee employment, feel free to contact a staff member if you need employment assistance.

### **RECRUITING**

Inner State Beauty School does not recruit students that are currently attending another school.

### **STUDENT RECORDS**

All institutional records are maintained according to NACCAS, state and federal law. Records are kept for a minimum of six years from the date the student began school at Inner state Beauty School. **It is each student's responsibility to make sure the school has a current address and phone numbers. Any notice mailed to the student at the address on file will be considered received.** Inner State complies with the Family Educational Rights and Privacy Act. We do not sell or release records to third parties not covered by the act unless requested to do so by the student or if under the age of eighteen their parents or guardian of dependent minors. Access to student records will be provided without written consent for legal or accreditation purposes. Inner State Beauty School guarantees the right of students, and their parents if the student is a dependent minor, access to their cumulative records. The school will also provide the proper supervision and interpretation of student records when they are reviewed. Student requests to see their academic or administrative file must be in writing. The manager will set up a meeting to review their records with a staff member present.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is applied to all full and part time students enrolled at Inner State Beauty Scholl in a NACCAS approved program and scheduled for a particular category of attendance. It is printed in the catalog to ensure that all students have access to the policy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and federal regulations established by the United States Department of Education.

#### **1. EVALUATION PERIODS**

Students are apprised of their cumulative academic and cumulative attendance status based on actual hours, as follows:

|                      |   |
|----------------------|---|
| Cosmetology          | 450 hours, 900 hours, 1200 hours (actual) |
| Esthetics            | 300 hours (actual)                        |
| Advanced Esthetics   | 375 hours (actual)                        |
| Natural Hair Stylist | 225 hours (actual)                        |
| Manicuring           | 100 hours (actual)                        |

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. The frequency of evaluations ensure that students will have at least one evaluation by the midpoint of the course. Transfer students are evaluated at the midpoint of their contracted hours or the established evaluation periods, whichever comes first. SAP evaluation periods are based on actual contracted hours at the institution and must be completed within 7 school days following the evaluation points.

#### **2. ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within 150% of the course length.

#### **3. MAXIMUM TIME FRAME**

The maximum time (may not exceed 150% of the course length, based on 100% clock hour attendance schedule. Students not completing the course within the maximum time frame will no longer be eligible for federal student aid, but may continue in the course as a private pay student if all other academic and attendance requirements are met.

| <b><u>Course</u></b>  | <b><u>Max Weeks</u></b> | <b><u>Max Hours</u></b> |
|---|-------------------------|-------------------------|
| Cosmetology (full time, 32.5 hours per week) 1500 hours       | 70 weeks                | 2250 hours              |
| Cosmetology (part time, 20 hours per week) 1500 hours         | 113 weeks               | 2250 hours              |
| Esthetics (full time 32.5 hours per week) 600 hours           | 29 weeks                | 943 hours               |
| Esthetics (part time 20 hours per week) 600 hours             | 45 weeks                | 943 hours               |
| Advanced Esthetics (full time 32.5 hours per week) 750 hours  | 35 weeks                | 1137 hours              |
| Advanced Esthetics (part time 20 hours per week) 750 hours    | 56 weeks                | 1125 hours              |
| Manicuring (part time, 20 hours per week) 200 hours           | 15 weeks                | 300 hours               |
| Manicuring (full time 32.5 hours per week) 200 hours          | 9 weeks                 | 300 hours               |
| Natural Hair Stylist (part time, 20 hours per week) 450 hours | 34 weeks                | 675 hours               |
| Manicuring (full time 32.5 hours per week) 450 hours          | 21 weeks                | 675 hours               |

#### **4. ACADEMIC PROGRESS EVALUATIONS**

Students will take written tests based on the theory bookwork assigned during school and for homework. In addition, students will be required to complete labs tests that cover practical work completed. At the end of each evaluation period, a student must have achieved a cumulative grade average of at least 75% based on the score of their theory work (test grades, homework, etc.) and practical/ clinical work.

Students will be judged on the following numerical scale:

|              |                |
|--------------|----------------|
| 93% - 100%   | EXCELLENT      |
| 85% - 92.99% | VERY GOOD      |
| 75% - 84.99% | SATISFACTORY   |
| 0% - 74.99%  | UNSATISFACTORY |

#### **5. DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. All students have access to their satisfactory academic progress reports and can get a copy in the administrative offices. They will receive a copy of their report at the time of the evaluation if the evaluation negatively affects their satisfactory academic progress. 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.

#### **6. WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. They are 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 and what, if any potential consequence could be with regard to maintaining financial aid. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be ineligible to receive Title IV funds. The student will be placed on probation if the student appeals a negative progress determination, prevails upon appeal and is mathematically able to achieve satisfactory academic progress by the next evaluation period or is placed on an academic plan which allows for achievement of SAP standards within the student's maximum time frame.

#### **7. PROBATION (probation is not automatic and an appeal must be submitted in writing)**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may, in certain circumstances, appeal the decision to be placed on probation. 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 unforeseen special or mitigating circumstance. If they prevail on appeal they will be considered to be making satisfactory academic progress while during the probationary period and eligible for funding during that time, if applicable. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. These students are placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. An academic plan is a plan that outlines how the student would be able to regain satisfactory progress by the next evaluation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students who are progressing according to their specific academic plan at the subsequent evaluation will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **8. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. To become eligible if their aid has been lost, a student will meet with the School Manager or Director at the end of each month, or upon request, to re-evaluate their progress. When he/she meets the minimum standard they will again be eligible for aid.

#### **9. INTERRUPTIONS, WITHDRAWALS AND LEAVE OF ABSENCE**

If enrollment is temporarily interrupted for any reason, the student will return to school in the same progress status as their previous enrollment. Days elapsed while not in school, on a leave of absence, will extend the student's contract period and maximum time frame by the same number of days that they were out of school. Students who withdraw prior to completion of the course and re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### **10. APPEAL PROCESS**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school 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.

#### **11. COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES, TRANSFERS**

Course incompletes, repetitions and non-credit remedial courses are not applicable at this school and do not have an effect on satisfactory progress. Transfer hours from another institution will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

#### **12. IMPORTANT**

- a). Evaluations for attendance and grades are done on a **CUMULATIVE** basis. They take into account your entire enrollment, not just the current month. Students may request copies of their current or previous SAP evaluations from the school office.
- b). If expelled for lack of satisfactory academic progress, you will be ineligible for federal aid until you are in good standing. You will be placed on a payment plan to make up the difference in funding.

#### **ATTENDANCE POLICIES**

In order for a student to avoid probation and possible expulsion, they must attend school regularly. Inner State can only have successful graduates if the students are serious and maintain consistent attendance. Students are required to meet the scheduled hours as indicated on their enrollment contract. Clock hours are recorded to make sure the required amount of hours are earned.

**Academic Year:** The Inner State Beauty School academic year officially begins on July 1st and ends on June 30th.

**Lunch/dinner:** 30 minutes will be automatically deducted from a student's total daily time, for a lunch/dinner break, if that student was clocked in for more than six 6 hours. When attending less than 6 hours there is no lunch or dinner break.

**Daily and Weekly Minimum/Maximum Attendance:** Students may attend a maximum of 10 hours per day and 60 hours per week, but must stay within the framework of the course schedules. Students must attend a minimum of 3 hours on each day they attend to receive any credit for hours during that day.

### **Clock in/ Early/Late clock In:**

- A. Full time classes meet Monday through Friday from 9:00 am to 4:00 pm. The doors open at 8:30 am, students must be clocked in by 9:00 am. There is a late clock available between 12- 12:30 pm for all senior students. In addition, full time senior cosmetology students are required to attend at least two Saturdays per month.
- B. Part time classes meet Tuesday, Wednesday and Thursday from 5:00 pm to 9:00 pm and Saturday from 8:30 am to 5:00 pm. During the week, part time students must clock in no later than 6:00 pm.
- C. When Thursday evening clinic is open, part time students may clock in early and full time students may clock out late to allow the student to reach a maximum of 10 hours for the day. Remember, missing a day or arriving late will slow your progress!
- D. Saturday classes start at 8:30 am, students must clock in by 9:00 am. Saturday students may clock in between 12:00 pm and 12:30 pm on Saturday, but late arrivals will affect your graduation date and may affect your grades and the course cost.

**Cumulative Attendance:** All advanced cosmetology, cosmetology, advanced esthetics, advanced manicuring and manicuring students must maintain a cumulative attendance average of at least 67% of their scheduled hours.

**Saturday Attendance Requirements-** Cosmetology Part time, Cosmetology Senior Full Time, Advanced Esthetics and Manicuring must attend at least two Saturdays per month.

**Over Contract Charge:** Attending the minimum will keep you in school, but it will not ensure that you graduate on time. After your contract graduation date you are charged a hourly rate for any hour, whole or part, that you attend school.

**Frequency of Attendance:** Please notify the school and your instructor if you miss more than a few days. Although we understand that circumstances may arise after you are enrolled, students not in attendance for will be expelled. This is in addition to the cumulative attendance minimum of 67%. Reminder, missing 14 consecutive calendar days will result in loss of federal financial aid grants or loans.

**Probation:** Our goal is to help you become a successful graduate of Inner State. In addition to our Satisfactory Academic and Attendance Policy (SAP), Inner State will give you feedback on your grades and attendance. We reserve the right to put you on a month probation to help improve your attendance or grades. During the probation you will have to meet the cumulative 75% grades standard and your attendance for that month must meet the 67% attendance standard. If you don't meet these you will be suspended or expelled.

### **EXCUSED ABSENCES**

Each day that classes are held is counted when determining the attendance rate and over contract fees if you graduate late. The student's contract end date can be extended by medical or legal issues. Proof of the medical or legal issue must be provided to the school so we can extend your graduation rate. This does not affect the attendance rate for satisfactory academic progress purposes. The student may make up any work done for a grade during the time missed. It doesn't excuse the student from completing the assignment exam due during the period missed. Whenever possible, please inform the instructor, turn in assignments and arrange to make up classwork to be missed. A positive covid test can also

### **LEAVE OF ABSENCE POLICY**

1. A student may request a leave of absence and must follow the policy in requesting the leave.
2. A leave of absence is granted with the reasonable understanding that the student will return from the leave of absence. A leave can be taken for illness, family issues, personal issues, medical matters, employment issues, etc. The school director must approve any extenuating circumstances.
3. The approved leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave and the institution will not assess the student any additional institutional charges as a result of the leave of absence. Changes to the enrollment agreement will be initialed by all parties OR an addendum to the enrollment agreement must be signed by all parties.
4. A student who is granted an LOA is not considered to have withdrawn and no refund calculation is required at that time. A leave of absence will not be granted within the first 30 days of enrollment, except for a death in the immediate family or a major medical issue.
5. A leave must be requested in advance unless unforeseen circumstances prevent the student from doing so. The leave must:
  - a. Be in writing
  - b. Must include the student's reason for the LOA; and
  - c. Must include the student's signature.
6. A LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
  - a. The school documents the reason for the decision;
  - b. The school collects the request from the student at a later date; and
  - c. The school establishes the start date of the approved LOA as the first date the student was unable to attend.
7. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12 month period.
8. Students who take an unapproved LOA or fail to return to school the first school day following their leave will be unofficially dropped from their program. The withdrawal date for the purpose calculating a refund will be the student's last day of attendance.

### **TERMINATION POLICY**

**Policy on Termination or Withdrawal:** Students are terminated after 30 days of continuous absence from school or if they voluntarily stop attending classes. A student may voluntarily terminate their studies by withdrawing at any time. The student should meet with a school administrator to officially withdraw. Students who cannot meet with a school administrator must contact the school by telephone, fax, email or letter. In the case of an exit without notice, the last date of attendance is determined to be the last date of an academically related activity in which the student participated.

### **RECORDING HOURS**

1. Students must clock in/out when they arrive and at the end of their day. You may not earn hours unless you are in school so any time

- you leave the building, unless you are on school business, you must clock out.
2. Clocking in/out consists of signing the attendance book and entering your student ID in the attendance computer. It is important to complete both procedures to record your hours attended and work completed. If you do not properly clock in you will only be able to earn a maximum of 3 hours for the day unless we can verify your attendance through other forms of documentation such as the classroom attendance book. Students only earn hours that can be documented.
  3. A student clocking in/out a student other than themselves will be suspended or expelled.

### **MAKING UP HOURS AND COURSEWORK**

**Hours:** Opportunities to make up hours are limited so please attend class regularly. When making up hours you are assigned to the student clinic to complete the hours. You must continue to sign the attendance book in your regular classroom and clock in at the attendance computer. Remember to bring your books, kit and uniform.

**During the course:** Hours are made up until after the student's contracted graduation date, not during the course. Arrangements to make up hours prior to the student's contracted graduation date must be approved in advance by the school manager and are scheduled completely at the manager's discretion. Make up hours are permitted as a courtesy to the student and the school is not obligated to make arrangements to complete make up hours prior to the end of their course.

**After graduation date:** To make up hours after the contract graduation date the student simply continues to attend school during their regular class times unless other arrangements are made with the school manager

**Coursework:** Students must make arrangements in advance to make-up or re-take tests. Please be aware that continuously neglecting to take exams on a timely basis is grounds for dismissal from the school.

### **FIELD TRIPS, SHOWS and COMPETITIONS**

1. Students may receive hours for attending a beauty show, beauty competition or field trip. The event must be approved by Inner State in advance of the event so that state board may be notified.
2. Students must notify the school prior to attending the show if they wish to receive hours.
3. An Instructor must accompany the students. Regular school attendance procedures apply and the student must sign in with the instructor.
4. Entry fees for student competitions will be paid by Inner State Beauty School. If a student fails to participate they have to re-pay the entry fee. In order to keep it fair for everyone, students are limited to a maximum of 1 entry per category.
5. Students attending the event but not meeting the criteria will not receive hours and will be considered absent from school if the event falls on a school day. While at the event, students are expected to dress and conduct themselves as professionals.
6. Students staying overnight are responsible for their own accommodations and expenses. Inner State Beauty School is not responsible for any injuries, damages, or theft while on the field trip.

### **CALENDAR, HOLIDAYS AND SCHOOL CLOSINGS**

Cosmetology and esthetics classes begin the first Monday/ Tuesday of each month. Day manicuring begins every 7 weeks and evening begins every 10 weeks. The school is closed on: New Year's Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Additional closings are scheduled as necessary. During weather related emergencies, Inner State closes when the South Euclid/Lyndhurst School district closes. If a snow or emergency day occurs on a Saturday or when South Euclid-Lyndhurst Schools has a scheduled holiday, check the school closings. We use the ILERT system and post our closings on WKYC TV ( www.wkyc.com).

### **FINANCIAL AID (including verification and UED)**

Students must maintain satisfactory academic and attendance progress to remain eligible for financial aid programs. For More Information about qualifications to apply for financial aid contact the Financial Aid Officer. To receive Federal financial aid, a student must have a high school diploma or GED.

**Pell Grant:** If you apply for a Department of Education Pell Grant, federal funds may be available to you for up to 750 (esthetics) or 1500 (cosmetology) hours worth of coursework, depending on the course. This federal grant is need based and does not have to be repaid. Student's qualifying for Pell grant aid will be notified by email and phone call. The FAFSA can be completed on your own or in the school admissions office. When you receive a grant, you obligate yourself to maintain good attendance and grades and to complete the program. If you don't complete the program you may have to repay some of the grant money received.

Applications for a Pell Grant may be made on your own or in the admissions office. Our school code is 017070. Federal Pell Grants may be used for a maximum of the equivalent of 12 semesters (600%) combining all your post-secondary schools. After 12 semesters the student is responsible for paying the balance due the school. **Professional Judgement (and dependency override):** The financial aid office may take into account a student's special circumstances to make adjustments to student's expected family contribution for educational expenses, standard budget, and/or financial aid dependency status as determined by federal guidelines. For more information, please see the financial aid person. **Verification:** Often a fafsa application will result in the student being verified. When you are verified it means you must document your income and/or your education record. It is the student's responsibility to provide the school with the needed documentation. An admissions representative will meet with the student to review the verification requirements. Verification documentation should be submitted before starting school, but if your verified while in school, you should submit your verification documentation within 30 days. Failure to properly document your record when verified will result in the loss of student's financial aid. The student will then have to pay the balance due as a private pay student.

**Unusual Enrollment History (UEH):** Students with an unusual enrollment history must document that they received academic credit from previous schools in order to receive a current Pell grant. The Department of Education goal is to stop students from repeatedly attending school to receive refund checks without successful completion of academic credit. The student must provide Inner State with proof of academic credit from each school attended. Access the school list from the National Student Loan Data System (www.NSLDS.ed.gov). Sign in with your FSAID and print the list. If Inner State is one of the schools, no further action is needed.

Proof can include transcripts, diplomas, report cards, etc. You must prove academic credit received, for each school attended, during the last four financial aid years receiving Federal Pell grants/ Student loans. If you cannot provide proof for every school, you are denied use of a Pell grant.

**Appeal Process:** If the student does not provide Inner State with proof of academic credit for one or more schools, the student must provide documentation, or an acceptable explanation, as to why they could not provide proof for each school. Some acceptable reasons for an unusual enrollment history include: Personal reasons such as unforeseen circumstances, physical or mental medical issues, legal issues, military obligations, loss of employment, outside commitments, family emergency and change in where the student is living. Academic reasons can include unexpected academic challenges, or the academic program did not meet the student's needs, as determined by the student. Inner State then determines if the explanation supports the reasons given by the student for failure to prove academic credit. Third party documentation should be provided to the extent possible. Inner State reserves the right to request additional documentation to support the student's claim. It must also seem clear to Inner State that the student did not enroll only to receive financial aid refunds. **Academic Plan:** If denied, you can regain Pell grant eligibility by completing the equivalent of at least one half of the enrollment period (188 hours in esthetics or 225 hours in cosmetology). You must be in good standing (SAP) and meeting the satisfactory academic progress requirements at that point in time. Any disbursements are retroactive to the start of the payment period.

**VA Students:** Veterans Administration benefits are available to a veteran or family member of a veteran if you qualify. Eligible students may use their GI Bill® at our school.

**Bureau of Vocational Rehabilitation (BVR):** A state fund which pays for a person with a mental or physical handicap to obtain a trade. This can include learning disabilities. Student hours are totaled and sent to BVR for payment. **Ohio Means Jobs (WIA):** Apply for admission to the Ohio Means Jobs program. If you are approved they will forward a Referral to the school.

### **KITS, BOOKS, AND SUPPLIES**

Students receive a uniform, kit, and books at the start of the course. Specific items in the kit may be held back until the first portion of the course is complete. Any lost, stolen or depleted items must be replaced by the student.

### **GRADING STANDARDS**

The grading standards are the same for all courses. Students must maintain a 75% grade point average to remain in good standing. Courses are taught with a combination of theory and practical. The theory tests are written, the practical tests are given on a criterion basis. Students must receive a score of at least 75% to pass each test. Tests with a score below 75% may be retaken. When an exam is re-taken, the higher of the scores will become the student's permanent score on that test. Courses are taught in English using a combination of theory and practical. Tests must be turned in immediately after taking the exam and may not be kept by the student. Neglecting to take exams on a timely basis is grounds for dismissal from the school. A student is required to take a test any time the class is taking that test, even if they have previously taken the test. **Grading System:** The grade scale is as follows:  
93%- 100% Excellent (A) 85%- 92.99% Good (B) 75%- 84.99% Average (C) below 75% (F) Unsatisfactory

**COURSE SCHEDULES** All programs must be completed by the student within the period of time prescribed by The Ohio State Board of Cosmetology, NACCAS, the Veterans Administration and Inner State Beauty School.

#### **COSMETOLOGY**

**Full Time:** Monday - Friday 9:00 am- 4:00 pm and, after the student completes 300 hours, two or more Saturdays per month 8:30 am- 5:00 pm Students attend school at least 32.5 hours per week. When student is scheduled for a Saturday, a day during the week may be scheduled off. Prior notice to the instructor is required. New classes start the first Monday of every month.

**Part Time:** Tuesday, Wednesday, Thursday 5:00 pm-9:00 pm and every Saturday 8:30 am- 5:00 pm. A student attends school 20 hours a week. New classes start the first Tuesday of every month.

#### **MANICURING**

**Full Time:** Monday - Friday 9:00 am-4:00 pm Students attend school 32.5 hours a week. Classes start every 7 weeks.

**Part Time:** Tuesday, Wednesday, Thursday evening from 5:00 pm- 9:00 pm & every Saturday 8:30 am-5:00 pm Students attend school 20 hours a week. Classes start every 10 weeks.

#### **NATURAL HAIR STYLIST**

**Part Time:** Tuesday, Wednesday, Thursday evening from 5:00 pm- 9:00 pm & every Saturday 8:30 am-5:00 pm. Students attend 20 hours per week. New classes start the first Tuesday of each month.

#### **ESTHETICS**

**Full Time:** Monday - Friday 9:00 am -4:00 pm. Students attend 32.5 hours a week. New classes start first Monday of the month.

**Part Time:** Tuesday, Wednesday, Thursday evening from 5:00 pm- 9:00 pm & every Saturday 8:30 am-5:00 pm. Students attend 20 hours per week. New classes start the first Tuesday of each month.

### **STUDENT OF THE MONTH AWARD**

The faculty and staff of Inner State often recognize a Student of The Month. This award can be used on the student's professional resume and presented to future employers. This award is given at the school manager's discretion to a student in the school that has worked to improve their performance, deserves recognition for an outstanding achievement, has received high grades for written or practical work, or has exhibited professionalism in dealing with students, faculty, staff and customers. Additional factors such as timeliness, quality of work, dress, citizenship, and attitude are taken into account. A student may not win consecutive awards.

## **STATE BOARD PRACTICE**

Instructors may schedule time in the state board practice room to help students prepare for the Ohio State Board of Cosmetology examination, or they may prepare students in their classroom or in the student clinic. Time for state board practice room must be scheduled in advance.

## **COURSE CHANGES**

1. Once a contract has been signed between Inner State and the student, the school is not obligated to allow any student to change their schedule or their contract. Any changes to the student's program must be requested in writing.
2. Students that switch between full and part time courses will have some chapters in both theory and practical to make up before graduation.
3. The cost for a course change after the first day of class including add or drop is \$100.

## **TUITION AND FEES**

Students are responsible for their tuition payments. Students falling more than two payments behind may be expelled.

| <b>COSMETOLOGY<br/>1500 Hour</b> |                 | <b>MANICURING<br/>200 Hour</b> |                 | <b>ESTHETICS<br/>600 Hour</b> |                 | <b>NATURAL HAIR STYLIST<br/>450 Hour</b> |                 |
|----------------------------------|-----------------|--------------------------------|-----------------|-------------------------------|-----------------|--|-----------------|
| Deposit:                         | \$ 100          | Deposit:                       | \$ 100          | Deposit:                      | \$ 100          | Deposit:                                 | \$ 100          |
| Books:                           | \$ 286          | Books:                         | \$ 209          | Books:                        | \$ 274          | Books:                                   | \$ 76           |
| Kit:                             | \$ 598          | Kit:                           | \$ 159          | Kit:                          | \$ 199          | Kit:                                     | \$ 200          |
| Uniform:                         | \$ 30           | Uniform:                       | \$ 30           | Uniform:                      | \$ 30           | Uniform:                                 | \$ 30           |
| Tuition:                         | \$12,634        | Tuition:                       | \$ 1,794        | Tuition:                      | \$ 7,466        | Tuition:                                 | \$ 3,090        |
| <b>TOTAL:</b>                    | <b>\$13,648</b> | <b>TOTAL:</b>                  | <b>\$ 2,292</b> | <b>TOTAL:</b>                 | <b>\$ 8,069</b> | <b>TOTAL:</b>                            | <b>\$ 3,496</b> |

## **PAYMENT PLANS**

Available in all courses as stated below or by arrangement with the director or registrar. Inner State must be paid in full before the student can transfer hours or sit for the Ohio licensing examination. Payment may be made by cash, check, money order or credit/debit card. Payment plans are put in place for the students' convenience and do not represent a specific hour, day, week or month. Students falling more than two payments behind may be placed on probation or expelled from the course until their account is current. If expelled, the student must re-apply, pay the \$100 course change and be responsible for any additional fees associated with the course.

### **COSMETOLOGY:**

\$100 at sign up. Pay \$300 the first day of class

Full-time Cosmetology students then make weekly payments to pay off the balance.

Part-time Cosmetology students then make weekly payments to pay off the balance.

### **MANICURING:**

Pay \$100 at sign up, pay \$300 the first day of class.

Full Time Manicuring then pays 7 weekly payments to pay off the balance.

Part Time Manicuring then pays 9 weekly payments to pay off the balance.

### **ESTHETICS or ADVANCED ESTHETICS:**

\$100 at sign up. Pay \$300 the first day of class.

Full Time Esthetics students then pays 19 weekly payments to pay off the balance.

Part Time Esthetics students then pays 30 weekly payments to pay off the balance.

### **NATURAL HAIR STYLIST:**

Pay \$100 at sign up, pay \$300 the first day of class.

Part Time Natural Hair Stylist then pays 21 weekly payments to pay off the balance

## **ADDITIONAL COSTS AND FEES**

|   |  |
|---|--|
| Late fee:   | 5% late fee will be charged on payments received after Saturday of the week due. |
| Bad check:  | \$ 20.00 per occurrence  |
| Collections Fee:                                  | \$ 95.00 administrative fee is charged on people sent to collections.            |
| Re-enrollment, course change, add or drop:        | \$ 100.00 (includes any course change after the first day of classes)            |
| Extra Instructional Charges/ Over contract hours: | \$ 9.00 per hour (hours needed after the contracted graduation date)             |

Students are charged an hourly charge for each hour they attend classes after their scheduled graduation date. Select absences may be taken into account to eliminate some over contract fees. They may mandatory legal issues, funeral, active military service, sick days for yourself or your child. The documentation must be in writing and should be turned in to the admissions office immediately upon return. The school is not obligated to accept the absence. Students are responsible for the cost of new books, uniform or kit supplies if they change during the course. Students not paid in full within 30 days of graduation may be sent to collections unless payment arrangements have been made.

## **WITHDRAWAL AND SETTLEMENT POLICY**

This policy applies to all terminations for any reason, by either party.

- a.) An applicant rejected by the school will be given a full refund of all monies paid. A cancellation of the enrollment contract by the student, parent or guardian, in writing, within 3 business days of signing the contract will be given a full refund of all money paid, regardless whether the student has actually started school. After three business days, but before training has begun, the student will receive a full refund of all monies paid less a termination fee of \$100, regardless of the course enrolled. A rescheduled course will re-start the 3 day period as of the date the student was notified. Refunds, including Title IV credit balances, are paid within 45 days.
- b.) A course canceled after the student enrolls, but before instruction has begun, the school at its option shall provide a full refund of all monies paid or provide completion of the course. If the school closes after classes have begun, the school, at its option will either participate in a teach-out agreement or provide a pro rata refund of all monies paid. If the school cancels a course and ceases to offer instruction after students have enrolled and instruction begun, the school at its option can; provides a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; provide completion of the course; participate in a teach-out agreement; or provide a refund of all monies paid.
- c.) Books, kit and uniform, once issued, become the property of the student and are non-refundable.
- d.) A \$100 fee is charged for re-enrollments, re-enrollments, termination, changing a course, including adding or dropping the advanced course. Students that re-enroll must sign a new contract at the current prices.
- e.) All withdrawal and settlement calculations are done at the tuition rate on the student contract and will be based on the actual hours they attended as of the last date of attendance. Withdrawals for students with passing and failing grades are handled the same.
- f.) Students are terminated after 30 days of continuous absence from school or if they voluntarily stop attending classes. Unofficial withdrawals are determined by the school through monitoring attendance at least every 30 days. A student failing to return from a leave of absence will be terminated as of the earlier of the scheduled date of return or the date the student notifies the school that they will not be returning. Any money due the student shall be refunded within 45 days from the date it's determined that the student is no longer in school either officially or unofficially.
- g.) Students wishing to withdraw must submit written notice to: Inner State Beauty School, 5150 Mayfield Rd, Lyndhurst, OH 44124
- h.) **Refund Schedule:**

- Students who cancel after attending .0001% to 4.9% of the course are refunded 80% of the total tuition
- Students who cancel after attending 5% to 9.9% of the course are refunded 70% of the total tuition
- Students who cancel after attending 0% to 14.9% of the course are refunded 60% of the total tuition
- Students who cancel after attending 15% to 24.9% of the course are refunded 55% of the total tuition
- Students who cancel after attending 25% to 49.9% of the course are refunded 30% of the total tuition
- Students who cancel after attending 50% to 100% of the course are refunded 0% of the total tuition

The money due the school will be determined by dividing the student's clock hours scheduled, as of their last date of attendance, by the total number of hours in the course. An administrative fee of \$100 will be assessed to a student that terminates early. For a student terminating training after completing more than 50% of the period of enrollment, the student will owe the entire contract price of the course, including tuition, fees, and other charges. The school director reserves the right to issue a refund that exceeds the minimum tuition refund schedule due to mitigating circumstances.

- i.) The cancellation date is determined by the postmark on the written notification or the date the notice is delivered to the school in person.
- j.) The refund schedule applies when the student withdraws, is expelled, or leaves a course for any reason. The procedure when changing a course is to perform a withdrawal calculation and withdraw the student from the first course and then re-enroll the student in the second course. If the total owed from the first course is greater than the cost of the second course, the difference in tuition is added to the cost of the second course.
- k.) Costs in addition to tuition are stated in the catalog or the enrollment agreement. Students are responsible for any additional items charged to their student ledger while in school.
- l.) Collection procedures shall reflect ethical business practices and acknowledge the existence of the Withdrawal and Settlement Policy. Students sent to collections will incur the maximum fees allowed by Ohio law. Collection correspondence regarding cancellation and settlement from the school to any third parties will clearly acknowledge the existence of the school withdrawal and settlement policy. If contracts for tuition are sold to third parties, that third party will comply with the withdrawal and settlement policy of the institution.

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

**Return of Funds:** The Department of Education may require that a student repay the Department of Education a portion of their award amount if they do not complete at least 60% of the hours in the enrollment period for which they use the Pell Grant funds. A student on financial aid will be given written notice detailing the amount that must be repaid if applicable. The repayment must be made within 45 days or the student's account goes to the Department of Education for further collections. This repayment is in addition to any balance the student owes the school when they withdraw from classes.

- a.) An official withdrawal date is used in the return to Title IV calculation of the student's federal financial aid and is the date indicated on the withdrawal form.
- b.) An un-official withdrawal date is used if a student stops attending without officially withdrawing from the enrolled course. Each instructor monitors daily attendance and notifies the financial aid office if a student is not in attendance for either 10 school days or 14 calendar days, whichever is longer. The withdrawal date used is then the last date of physical attendance.
- c.) When a student receiving Title IV funds leaves school a return to Title IV calculation is completed upon confirmation of the withdrawal date. As a clock hour school Inner State uses the greater of actual hours attended or hours scheduled to attend as of the last date of physical attendance. Inner State does not participate in the federal loan programs. If excess Pell Grant funds are collected the school will refund within 14 days.
- d.) If excess Pell grant funds are collected and the student is owed a refund of the Pell money paid, the refund will be mailed within 45 days of the last date of physical attendance. The Title IV order of refund is Pell grant, then other federal, county, state, local financial aid, then student refund.

e.) In some circumstances a student who has withdrawn from Inner State may be eligible for a post-withdrawal disbursement of all or some portion of Title IV financial aid. Inner State will automatically use all or a portion of a student's post withdrawal disbursement of Pell Grant funds for tuition charges/fees.

### **COURSE HOURS**

#### **COSMETOLOGY: 1500 Hours**

Full Time: Monday through Friday 9:00 a.m.- 4:00 p.m. & 2 Saturdays a month 8:30 a.m.-5:00 p.m. (12 Mos. 32.5 hrs/ week)

#### **COSMETOLOGY: 1500 Hours**

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.- 9:00 p.m. & every Saturday 8:30 a.m. -5:00 p.m. (19 Months 20 hrs/ week)

#### **MANICURING: 200 Hours**

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.-9:00p.m. & every Saturday 8:30 a.m.-5:00 p.m.(10 Weeks 20 hours/ week)

#### **MANICURING: 200 Hours**

Full Time: Monday through Friday 9:00 a.m.-4:00 p.m. (7 Weeks 32.5 hours/ week)

#### **NATURAL HAIR STYLIST: 450 Hours**

Full Time: Monday through Friday 9:00 a.m.-4:00 p.m. (7 Weeks 32.5 hours/ week)

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.-9:00p.m. & every Saturday 8:30 a.m.-5:00 p.m.(8 months 20 hours/ week)

#### **ESTHETICS: 600 Hours**

Full Time: **Monday** through Friday 9:00 a.m.-4:00 p.m. (5 months 32.5 hours/ week)

#### **ESTHETICS: 600 Hours**

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.-9:00p.m. & every Saturday 8:30 a.m.-5:00 p.m.(8 months 20 hours/ week)

#### **ADVANCED ESTHETICS: 750 Hours**

Full Time: **Monday** through Friday 9:00 a.m.-4:00 p.m. (6 months 32.5 hours/ week)

#### **ADVANCED ESTHETICS: 750 Hours**

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.-9:00p.m. & every Saturday 8:30 a.m.-5:00 p.m.(9 months 20 hours/ week)

### **GRADUATION REQUIREMENTS**

In order to graduate from Inner State Beauty School and receive a Certificate, the student must:

1. Complete all hours required for the course enrolled as specified in the contract within 150% of the course length.
2. Complete all practical work, projects, written tests and exams necessary to maintain a cumulative grade average of at least 75%.
3. All monies owed, including late fees and over contract time, must be paid in full.
4. Students must complete an exit interview with the School Manager or Admissions Representative.
5. The course ends when the student has completed the required number of hours. This may require the student to complete their hours on the clinic floor.
6. Your final hours are sent to state board upon your completion, but **Inner State reserves the right to hold your exam application until your financial obligations to the school have been met.**

### **LICENSING AND PRE-REQUISITES FOR EMPLOYMENT**

1. To sit for a professional beauty license, the Ohio State Board of Cosmetology requires that the applicant complete the appropriate training at a licensed beauty school. The applicant must be at least 16 years of age, completed 10<sup>th</sup> grade and eligible to work in the State of Ohio.
2. Beauty professionals must be licensed by the Ohio State Board of Cosmetology for the service they are performing and the salon in which they are working.
3. Meeting Requirements of Employers: Employers look for licensed professionals that are loyal, punctual, efficient, have good hygiene and present themselves professionally. When you have strong ethics and good communication skills both your employers and clients have a greater level of trust.
4. This field requires a person to deal with a wide variety of personalities. All professionals must be able to communicate with their clients and deal effectively with the public.
5. According to the Ohio State Board of Cosmetology Ohio Revised Code (4713.14)(C), **No individual shall practice a branch of cosmetology, for pay, free, or otherwise, without a current, valid license.** Please be aware that having a boutique registration does not allow you to perform services outside the scope of practice of the registration. Students found to be working without a license are subject discipline by the Ohio State Board of Cosmetology and being expelled from school.

### **PHYSICAL DEMANDS OF THE SCHOOL AND INDUSTRY**

*Body Position:* Long intervals of standing with good posture are required in cosmetology and esthetics. Nail technicians must sit for long periods of time. *Hands and Wrists:* Requires strength in hands, wrists and fingers for providing services. *Back:* Requires prolonged standing and bending and may place extra stress on the lower back and neck. If you have a history of back, neck and/or wrists injuries we advise students to consult their physician. *Chemicals:* You will be required to work with many different types of products. If you currently have allergies or sensitivities we advise the student to consult their physician prior to program enrollment. *Trade Tools:* There are obvious hazards working with any equipment such as, shears, and hair tools. While estheticians use various equipment. Use caution while operating all equipment.

### **EXIT INTERVIEW**

Prior to leaving school as a graduate, discontinued or withdrawn student, each student must complete an exit interview with the school manager or in the admissions office. The student should be prepared to discuss the issues they encountered during their time in school, their account balance, answer any questions about the state board exam or re-enrollment, and their future employment.

### **STATE BOARD OF COSMETOLOGY EXAM**

Inner State will assist each Student as they apply to take the Ohio State Board of Cosmetology exam for their course(s). Students pay their own state board application and exam board fees. Student should set an appointment in the admissions office or the school manager to apply for the examination and fill out their final paperwork. Inner State will send your application(s) to State Board within 30 days. Please bring the following to you appointment:

- a). Reminder: You cannot sit for the state board examination until all payments due Inner State are paid in full.
- b). The application fee is paid directly to the Ohio State Board of Cosmetology by electronic check, debit or credit card. There is a fee for each exam and an additional fee work permit. The Work Permit allows you to work in a salon from the time you receive it until you take the exam. You must bring the permit to the exam. If you do not pass the exam or fail to show up, the permit is void.
- c). If you do not apply to the Ohio State Board of Cosmetology for your licensing examination upon completion, your final hours are sent to state board without your application. Remember, you will not be able to take the exam until Inner State is paid in full.
- d). Inner State will help the student fill out the application and submit it to the state board. The state board will notify the student by email to select an exam date. Student hours are valid for 5 years from the date you start school. If after 5 years, from the day you start school, the course has not been completed, all hours will expire. Testing arrangements may be made for students with disabilities by providing the state board with an IEP or its equivalent. The request must be included with the original application.
- e). Individual study sessions prior to taking the test for the first time may be arranged with the instructor. It's the student's responsibility to make sure they have all the supplies necessary to take the exam.
- f). In order to sit for the Ohio State Board of Cosmetology examination, an examinee must be eligible to work in the United States either by citizenship, social security number, work permit, Visa or some other legal documentation.

### **CONTINUING EDUCATION**

Licensed beauty professionals are required to take eight hours of continuing education every two years. Students are encouraged to attend advanced education events whenever possible. Students are only able to earn hours at events outside the school when scheduled in advance with the approval of the school manager and Inner State has a least one instructor in attendance.

### **SANITARY RULES**

The Ohio State Board of Cosmetology has developed a list of rules by which all beauty salons and school must operate. These rules are posted in a conspicuous place in each location and are known as the Sanitary Rules. Copies of the sanitary rules are posted throughout the school. It is the responsibility of all students to help maintain the school in a safe and sanitary condition.

### **CONDUCT AND DISCIPLINE POLICY**

Students are required to act in a manner that will reflect positively of themselves, the school and the beauty industry. Professional standards must be maintained by the students and staff at all times and lack of professionalism will not be tolerated. It is incumbent on each student and employee to help identify suspected cheating, drug trafficking, substance abuse, illegal acts or serious violations of the school rules. Students are required to comply with all school rules and regulations as outlined in this handbook and reviewed during the orientation session, plus any posted additions or changes. Failure to do so may result in one or more of the following:

**Sent Home/Clocked Out:** Being dismissed from school for the day. When a student is sent home they will be given a verbal warning with a note in their student file. Students that are clocked out have 10 minutes to leave school grounds.

**Probation:** A period of evaluation imposed on the student to ascertain their fitness to continue as a student at Inner State. This is a temporary measure to allow students to correct a unwanted behavior and is not related to satisfactory progress.

**Suspension:** The temporary removal of a student from the school. A student may be suspended for violations of school rules or regulations. Suspensions are not counted against you for attendance purposes. Repeated suspensions will result in expulsion.

**Discontinue:** The removal of a student from the school by the school for procedural violations of school rules. If you are discontinued you may re-enroll, but you will sign a new contract at the current contract price and pay the re-enrollment fee.

**Expulsion:** The permanent removal of a student from the school. Students may be expelled at the discretion of the school manager or director for violations of school rules or acts of violence or threats toward other students, staff or employees of Inner State.

**Appeal:** The student may appeal a suspension, discontinuance or expulsion within 10 calendar days. The appeal must submitted in writing to the school director with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. Students are entitled to one appeal. If the student prevails upon appeal, the expulsion will be reversed and they will return to school at the same hours, grades and financial situation as when they left. If the decision is not reversed, the student attendance will be terminated as of the date on the letter notifying the student. The appeal documents will be retained in the student file.

**Last Date of Attendance:** The date the student is discontinued is the date used for the calculation of any refund. When a student is discontinued the school performs a withdrawal calculation and a return of funds calculation. Either or both of these may require the student to re-pay funds to the school or the Department of Education.

### **SUGGESTIONS**

If you have a concern or complaint don't sit around and talk about it. Let the school manager know you have a concern. In addition, the school director is available by appointment. In the alternative, feel free to use the suggestion boxes located by the front door. We need to know how you feel about your education so please keep us informed. If we don't know we can't help you.

### **CURRICULUM**

We follow the general course curriculum requirements as set by the Ohio State Board of Cosmetology. The material is designed to give you the background, foundation and specific content material you will need to successfully begin your professional beauty career. The Ohio State Board of Cosmetology gives school the total required hours (CORE). The school must meet at least Clinic 50% CORE and Theory 25% CORE. This allows the school some flexibility to account for variations in attendance for each individual student. Inner State will help you

learn the theory and practical material needed to help you pass the state board of cosmetology exams. Each student is given a two hour orientation period as part of the cosmetology laws and rules section of the curriculum. Because there is not time to learn every single service that you may encounter in a salon setting, Ohio requires continuing education for its licensees

### **CURRICULUM, PROGRAMS AND OBJECTIVES**

Inner State teaches the basic licensing courses for cosmetology, esthetics and manicuring. You can earn an advanced license by working in the field for a year and then taking the advanced exam at the Ohio State Board of Cosmetology.

Typically, we offer only live courses here at the physical school location. If an emergency or other situation arises that would indicate a need for temporary distance learning, we are prepared with a distance learning curriculum. The classes are presented using the Zoom classroom, or similar system, and the Milady online course as needed.

**PROGRAM AND OBJECTIVES 1500 HOUR COSMETOLOGY COURSE:** Our Cosmetology Course is designed to teach and allow each individual the opportunity to practice the art of hair styling on all types of hair. Inner State follows the Ohio State Board of Cosmetology recommended clinical and theory core hours as indicated in the curriculum below. Each student is expected to complete the earned hours in each category to be eligible for the licensing examination. By the end of the cosmetology course, each student will have received 1500 hours of state board approved training. They will learn how to give a professional shampoo, learn the art of hair shaping and cutting. The cosmetology license is a general beauty license that will allow the licensee to work as a beautician, manicurist, esthetician or stylist. The student will be able to give a professional manicure and facial. They will also know how to mix hair colorings to achieve the desired shade and apply solution in a professional manner in order to receive optimum results. The student will learn to color hair, perm or relax hair and learn state board cutting techniques. A graduate of this course will be able to take the Ohio State Board of Cosmetology examination. There are three components to the cosmetology education, theory (book work and lecture), practical (practicing on each other or mannequins, and clinical (working on actual customers). Students begin as junior cosmetology students. They achieve senior status by testing out of the junior program after they earn approximately 300 hours. All students will have theory class on a regular basis. The junior students then work on their skills in the junior practical room. Senior students will work in the clinic, in the senior practice room, or study in the study hall. Full time and Saturday students will have one-half hour for lunch as assigned by the instructor. Students are given tests after completion of the chapter. Part time students have theory during the weekday evening hours or as assigned by the instructor. Part time junior students work on practicals during the week and on Saturdays. Part time senior students have theory during the week along with both clinical and practical time. Saturdays will be spent improving their skills in the student clinic. Tests are primarily multiple choice to correspond with the State Board of Cosmetology test, but will also include essay and fill in. We use the Milady Standard Cosmetology Textbook, Milady Standard Practical Workbook, Milady Standard Theory Workbook and Milady Standard Exam Review along with corresponding lesson plans and support materials. Theory is taught through a combination of lecture, handouts, videos, workbooks and reading. Practical is taught through demonstration, lecture and hands on practice.

| <b>1500 Hour Cosmetology</b>   | 1500 Hour<br>Core | Clinic 50%<br>Core | Theory<br>25% Core |
|--|-------------------|--------------------|--------------------|
| <b>1. Infection Control &amp; Principels/Practice;</b> Bacteriology; Dispensary Requirements and Operations  | 60                | 30                 | 15                 |
| <b>2. Properties of the Hair &amp; Scalp;</b> Trichology; Draping techniques/Client Protection; Shampoo/Rinses/Treatments; Disorders/Diseases/Conditions; Chemistry  | 120               | 60                 | 30                 |
| <b>3. Hair Procedures &amp; Practices;</b> Styling & Finishing (roller sets, hair molding); Thermal Styling (thermal iron/straightening/blow dry techniques); Formal Styling (braiding/wigs/hair pieces & hair additions); Haircutting Basics; Haircutting techniques& Tools (shears/razors/texturizing/clippers/trimmers) | 460               | 230                | 115                |
| <b>4. Chemical Procedures &amp; Practices;</b> Chemical texturizing (Permanent wave/chemical relaxers/curl reforming/correction)   | 480               | 240                | 120                |
| <b>5. Manicure &amp; Pedicure Procedures &amp; Practices;</b> Structure of nails (Anatomy of bones,skin and muscles); Diseases, disorders and conditions; Basic manicure and pedicure; Manicure and pedicure (tools/equipment); Hand/Arm/Foot/Leg massage; Artificial nail enhancements/maintenance                        | 120               | 60                 | 30                 |
| <b>6. Skin Care Procedures and Practices;</b> Skin theory ( Anatomy of skin/body systems/cells/tissues); Diseases, disorders, and conditions; Basic facials (techniques/treatments/facial makeup/hair removal); Relaxation treatments/Health history; Electricity (principles/safety/effects/therapies)                    | 90                | 45                 | 22.5               |
| <b>7. Artificial Lashes/ Extensions</b>  | 8                 | 4                  | 2                  |
| <b>8. Facial Make-Up, Brow Tinting</b>   | 22                | 11                 | 5.5                |
| <b>9. Salon Operations &amp; Communication Skills;</b> Salon operation &management (sales/consultation/career development/professional image); Communication skills (listening skills/product & service education/consultation)  | 120               | 60                 | 30                 |
| <b>10. Cosmetology Laws &amp; Rules;</b> Ohio Administrative Code/Ohio Revised Code/Inspection and Enforcement; Continuing Education/Policies and Procedures; Human Trafficking (1 hour)   | 20                | 10                 | 5                  |
| <b>Total</b>   | <b>1500</b>       | <b>750</b>         | <b>375</b>         |
| <b>Flexible Learning Hours</b>   | <b>375</b>        |                    |                    |

**PROGRAM AND OBJECTIVES 300 HOUR ADVANCED COSMETOLOGY COURSE:**

Students interested in teaching in a beauty may want to add the advanced port of the basic course. A successful graduate of this course will take both the basic and advanced exam at the Ohio State Board of Cosmetology. In addition, the advanced license

allows you to market yourself as an advanced cosmetologist which is a better look on your resume and business cards.

### 300 Hour Advanced Cosmetology Curriculum

| SUBJECT AREA   | 300 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|---------------|-----------------|-----------------|
| <b>1. Cosmetology Laws and Rules</b><br>Ohio Revised Code Statutes<br>Ohio Administrative Rules<br>License and Permit Policy and Procedures<br>Continuing Education Policies & Procedures<br>Inspection and Enforcement Policy & Procedures                                    | 10            | 0               | 10              |
| <b>2. Public Health and Safety</b><br>Sanitation Practices & Procedures<br>Sterilization Practices & Procedures<br>Dispensary Operations & Procedures<br>Bacteriology, Contagious & Communicable Disease Control<br>Salon Operations & Procedures<br>Consumer & Product Safety | 50            | 25              | 12.5            |
| <b>3. Advanced Techniques</b><br>Advanced techniques/services<br>Salon Supervision and Management<br>Specialized Equipment Use and Control<br>Product and Service Sales Training<br>Communication Skills   | 240           | 120             | 60              |
| <b>Total</b>   | 300           | 145             | 82.5            |
| <b>Flexible Learning Hours</b>   |               | 72.5            |                 |
| <b>Parameters:</b> <ul style="list-style-type: none"> <li>• Each School must prepare and submit for approval a teaching plan within this curriculum.</li> <li>• Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li> </ul>        |               |                 |                 |

Rev. 04272020

### 1500 COSMETOLOGY DISTANCE LEARNING

\*Each student can earn up to 25% of their course length in distance learning if conditions warrant.

| <b>1500 Hour Cosmetology DISTANCE LEARNING</b>   | 1500 Hour<br>Core | Clinic<br>50% Core | Theory<br>25% Core |
|--|-------------------|--------------------|--------------------|
| <b>1. Infection Control &amp; Principels/Practice;</b> Bacteriology; Dispensary Requirements and Operations  | 70                | 30                 | 15                 |
| <b>2. Properties of the Hair &amp; Scalp;</b> Trichology; Draping techniques/Client Protection; Shampoo/Rinses/Treatments; Disorders/Diseases/Conditions; Chemistry  | 60                | 35                 | 15                 |
| <b>3. Hair Procedures &amp; Practices;</b> Styling & Finishing (roller sets, hair molding); Thermal Styling (thermal iron/straightening/blow dry techniques); Formal Styling (braiding/wigs/hair pieces & hair additions); Haircutting Basics; Haircutting techniques& Tools (shears/razors/texturizing/clippers/trimmers) | 175               | 60                 | 40                 |
| <b>4. Chemical Procedures &amp; Practices;</b> Chemical texturizing (Permanent wave/chemical relaxers/curl reforming/correction)   | 100               | 50                 | 30                 |
| <b>5. Manicure &amp; Pedicure Procedures &amp; Practices;</b> Structure of nails (Anatomy of bones,skin and muscles); Diseases, disorders and conditions; Basic manicure and pedicure; Manicure and pedicure (tools/equipment); Hand/Arm/Foot/Leg massage; Artificial nail enhancements/maintenance                        | 64                | 35                 | 30                 |
| <b>6. Skin Care Procedures and Practices;</b> Skin theory ( Anatomy of skin/body systems/cells/tissues); Diseases, disorders, and conditions; Basic facials (techniques/treatments/facial makeup/hair removal); Relaxation treatments/Health history; Electricity (principles/safety/effects/therapies)                    | 25                | 20                 | 19                 |
| <b>7. Artificial Lashes/ Extensions</b>  | 25                | 20                 | 16                 |
| <b>8. Facial Make-Up, Brow Tinting</b>   | 35                | 25                 | 20                 |
| <b>9. Salon Operations &amp; Communication Skills;</b> Salon operation &management (sales/consultation/career development/professional image); Communication skills (listening skills/product & service education/consultation)  | 30                | 15                 | 15                 |
| <b>10. Cosmetology Laws &amp; Rules;</b> Ohio Administrative Code/Ohio Revised Code/Inspection and Enforcement; Continuing Education/Policies and Procedures; Human Trafficking (1 hour)   | 30                | 20                 | 1                  |
| <b>Total</b>   | <b>614</b>        | <b>310</b>         | <b>201</b>         |
| <b>Flexible Learning Hours</b>   | <b>375</b>        |                    |                    |
| <b>Total Cosmetology:</b>  | <b>1500</b>       |                    |                    |

**PROGRAM AND OBJECTIVES 200 HOUR MANICURING COURSE:** Upon completion of the Manicuring course the student will have knowledge of nail wrapping, acrylic nails, sculpturing nail tips, anatomy, nail structure, oil manicures, water manicures, French manicures, nail irregularities, diseases and sanitation. Inner State follows the Ohio State Board of Cosmetology

recommended clinical and theory core hours as indicated in the curriculum below. Each student is expected to complete the earned hours in each category to be eligible for the licensing examination. A graduate of this course will be able to take the Ohio State Board of Cosmetology examination to be a Manicurist. A typical day will consist of a combination of theory, practical and clinical experiences. You'll have a half hour break for lunch then get right back to it. This course gives you a lot of information in a short period of time so be ready to learn. Students begin as junior manicuring students. They can achieve senior status by testing out of the junior portion of the course. This usually occurs after they earn approximately 50 hours. At that point they may begin performing basic services on clients on a rotation basis. Tests are given at the end of each chapter. Students are tested on practical skills as well as theory. Tests are primarily multiple choice to correspond with the State Board of Cosmetology test, but will also include essay and fill in. We use the Milady Standard Nail technology Textbook, Milady Standard Nail Technology Workbook. Theory is taught through a combination of lecture, handouts, videos, workbooks and reading. Practical is taught through demonstration, lecture and hands on practice.

| <b>200 Hour Manicuring</b>  | <b>200 Hour Core</b> | <b>Clinic 50% Core</b> | <b>Theory 25% Core</b> |
|---|----------------------|------------------------|------------------------|
| <b>1. Infection Control &amp; Principles/Practices;</b> Bacteriology; Dispensary Requirements & Operations  | 30                   | 15                     | 7.5                    |
| <b>2. Anatomy • Bones, Muscles &amp; Systems;</b> Nervous System; Joints, Cartilage; Ligaments of the Hand, Arm, Foot & Leg   | 10                   | 5                      | 2.5                    |
| <b>3. Massage;</b> Client Health Issues & Pre-Screening; Preparation; Manipulations (Hand/Arm, Feet/Legs); Relaxation Treatments  | 10                   | 5                      | 2.5                    |
| <b>4. Nail Care Procedures &amp; Practices;</b> Safety Precautions; Basic & Advanced Manicures; Basic & Advanced Pedicures; Polish Application Techniques; Structure of the Nail; Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) | 55                   | 27.5                   | 13.75                  |
| <b>5. Chemistry;</b> Compounds and Mixtures; Nail Enhancement Composition; Ingredients; Nail Cosmetics  | 10                   | 5                      | 2.5                    |
| <b>6. Nail Enhancements;</b> Application Procedures; Artificial Nail Structure; Preparation; Application; Removal; Nail Repairs   | 35                   | 17.5                   | 8.75                   |
| <b>7. Specialized Equipment;</b> Curing Methods; Drills/Advanced Tools; Safety & Effects  | 10                   | 5                      | 2.5                    |
| <b>8. Salon Operations &amp; Communication Skills;</b> Salon Operation & Management (Sales/Consultation/Career Development/Professional Image); Communication Skills (Listening Skills/Product & Service Education/Consultation)              | 20                   | 10                     | 5                      |
| <b>9. Cosmetology Laws &amp; Rules;</b> Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement; Continuing Education / Policies & Procedures; Human Trafficking (1 Hr)   | 20                   | 10                     | 5                      |
| <b>Total:</b>   | <b>200</b>           | <b>100</b>             | <b>50</b>              |
| <b>Flexible Learning Hours</b>  | <b>50</b>            |                        |                        |

**PROGRAM AND OBJECTIVES 100 HOUR ADVANCED MANICURING COURSE:**

Students interested in teaching in a beauty may want to add the advanced port of the basic course. A successful graduate of this course will take both the basic and advanced exam at the Ohio State Board of Cosmetology. In addition, the advanced license allows you to market yourself as an advanced manicurist which is a better look on your resume and business cards.

### 100 Hour Advanced Manicuring Curriculum

| SUBJECT AREA   | 100 Hour<br>Core | Clinic<br>50% Core | Theory<br>25% Core |
|--|------------------|--------------------|--------------------|
| <b>1. Cosmetology Laws and Rules</b>   |                  |                    |                    |
| Ohio Revised Code Statutes<br>Ohio Administrative Rules<br>License and Permit Policy and Procedures<br>Continuing Education Policies & Procedures<br>Inspection and Enforcement Policy & Procedures  | 10               | 0                  | 10                 |
| <b>2. Public Health and Safety</b>   |                  |                    |                    |
| Sanitation Practices & Procedures<br>Sterilization Practices & Procedures<br>Dispensary Operations & Procedures<br>Bacteriology, Contagious & Communicable Disease Control<br>Salon Operations & Procedures<br>Consumer & Product Safety             | 40               | 20                 | 10                 |
| <b>3. Advanced Techniques</b>  |                  |                    |                    |
| Advanced techniques/services<br>Salon Supervision and Management<br>Specialized Equipment Use and Control<br>Product and Service Sales Training<br>Communication Skills  | 50               | 25                 | 12.5               |
| <b>Total</b>   | 100              | 45                 | 32.5               |
| <b>Flexible Learning Hours</b>   |                  | 22.5               |                    |
| <b>Parameters:</b>   |                  |                    |                    |
| <ul style="list-style-type: none"> <li>• Each School must prepare and submit for approval a teaching plan within this curriculum.</li> <li>• Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li> </ul> |                  |                    |                    |

**PROGRAM AND OBJECTIVES 450 HOUR NATURAL HAIR STYLIST COURSE:** Our Natural Hair Stylist Course is designed to teach and allow each individual the opportunity to learn and practice the art of natural hair styling. Inner State follows the Ohio State Board of Cosmetology recommended clinical and theory core hours as indicated in the curriculum below. Each student is expected to complete the earned hours in each category to be eligible for the licensing examination. By the end of the cosmetology course, each student will have received 450 hours of state board approved training. They will learn infection control, properties of the hair and scalp, hair procedures and practices, anatomy and facial shapes, salon operations, communication skills and cosmetology laws and rules. In addition, the course will teach trichology including growth patterns and textures, draping techniques, shampoo, disorders, diseases, chemistry, conditioning and scalp treatments, dispensary requirements and operation, sectioning, tools and equipment, comb, brush, detangling, artificial hair removal, care of wigs, hair additions, artificial hair, ponytails, switches, strands, wiglets, applying hair additions, trimming artificial hair, Ohio laws and rules and human trafficking. review hair procedures and practices, anatomy, salon operations, hair additions, removing hair, and of course braiding. The successful graduate will be able to work with hair... naturally! A graduate of this course will be able to take the Ohio State Board of Cosmetology examination. There are three components to the education, theory (book work and lecture), practical (practicing on each other or mannequins, and clinical (working on actual customers). Students begin as junior cosmetology students. They achieve senior status by testing out of the junior program after they earn approximately 90 hours. All students will have theory class on a regular basis. The junior students then work on their skills in the junior practical room. Senior students will work in the clinic, in the senior practice room, or study in the study hall. Students attending more than 6 consecutive hours during the day will have one-half hour for lunch as assigned by the instructor. Students are given tests after completion of the chapter. Tests are primarily multiple choice to correspond with the State Board of Cosmetology test, but will also include essay, true and false or fill in. We use the Milady Standard Natural Hair Care and Braiding along with lesson plans and support materials. Theory is taught through a combination of lecture, handouts, videos, workbooks and reading. Practical is taught through demonstration, lecture and hands on *practice*.

#### 450 Hour Natural Hair Stylist Curriculum

| SUBJECT AREA   | Recommended<br>450 Hour<br>Core | Recommended<br>Clinic<br>50% Core | Recommended<br>Theory<br>25% Core |
|--|---------------------------------|-----------------------------------|-----------------------------------|
| <b>1. Infection Control &amp; Principles/Practices</b> <ul style="list-style-type: none"> <li>Bacteriology</li> <li>Dispensary Requirements &amp; Operations</li> </ul>  | 80                              | 40                                | 20                                |
| <b>2. Properties of the Hair &amp; Scalp</b> <ul style="list-style-type: none"> <li>Trichology including growth patterns and textures</li> <li>Diseases and Disorders</li> <li>Draping Techniques/ Client Protection</li> <li>Shampoos/Rinses/Treatments</li> <li>Disorders/Diseases/Conditions</li> <li>Chemistry</li> <li>Scalp Treatments, Oils, Creams &amp; Conditioners</li> <li>Massage</li> <li>Electricity</li> <li>Moisturizing, Conditioners, Scalp Creams and Oils</li> </ul>  | 60                              | 30                                | 15                                |
| <b>3. Hair Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>Safety Precautions</li> <li>Sectioning, Partings</li> <li>Tools and Equipment (Types of Combs, Brushes, Hooks, Yarn, Loops, Hook Needles, Thread, Coils)</li> <li>Combing, Brushing, Detangling</li> <li>Artificial Hair Removal, Braids, Weaves, Extensions</li> <li>Dryer Equipment</li> <li>Types and Patterns of Braids, Twists, Knots, Multiple Strands, Corn Rows, Hair locking</li> <li>Care of Wigs, Hair Additions, Artificial Hair, Ponytails, Switches, Strands, Wiglets</li> <li>Methods of Applying Hair Additions</li> <li>Artificial Hair Design Special Effects</li> <li>Trimming of Artificial hair, Cutting of Perimeter Lines, Braid Ends</li> </ul> | 190                             | 95                                | 47.5                              |
| <b>4. Anatomy &amp; Facial Shapes</b> <ul style="list-style-type: none"> <li>Anatomy of the Head, Bones, Muscles, Nerves, Circulatory System</li> <li>Structure of Skin</li> <li>Facial Structures</li> </ul>  | 60                              | 30                                | 15                                |
| <b>5. Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>Salon Operation &amp; Management (<i>Sales/Consultation/Career Development/Professional Image</i>)</li> <li>Communication Skills (<i>Listening Skills/Product &amp; Service Education/Consultation</i>)</li> </ul>  | 30                              | 15                                | 7.5                               |
| <b>6. Cosmetology Laws &amp; Rules</b> <ul style="list-style-type: none"> <li>Ohio Administrative Code/ Ohio Revised Code/ Inspection &amp; Enforcement</li> <li>Continuing Education / Policies &amp; Procedures</li> <li>Human Trafficking (1 hour)</li> </ul>   | 30                              | 15                                | 7.5                               |
| <b>Total</b>   | <b>450</b>                      | <b>225</b>                        | <b>112.5</b>                      |
| <b>Flexible Learning Hours</b>   |                                 | <b>112.5</b>                      |                                   |
| <b>Parameters:</b>   |                                 |                                   |                                   |
| <ul style="list-style-type: none"> <li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li> <li>Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li> <li>Internship Hours would be designated as Flexible Learning Hours.</li> </ul>   |                                 |                                   |                                   |

Revised 072014

**200 HOUR MANICURING DISTANCE LEARNING**

\*Each student can earn up to 25% of their course length in distance learning if conditions warrant.

| <b>200 Hour Manicuring</b>  | <b>200 Hour Core</b> | <b>Clinic 50% Core</b> | <b>Theory 25% Core</b> |
|---|----------------------|------------------------|------------------------|
| <b>1. Infection Control &amp; Principles/Practices;</b> Bacteriology; Dispensary Requirements & Operations  | 14                   | 10                     | 6                      |
| <b>2. Anatomy • Bones, Muscles &amp; Systems;</b> Nervous System; Joints, Cartilage; Ligaments of the Hand, Arm, Foot & Leg   | 10                   | 5                      | 3                      |
| <b>3. Massage;</b> Client Health Issues & Pre-Screening; Preparation; Manipulations (Hand/Arm, Feet/Legs); Relaxation Treatments  | 8                    | 5                      | 3                      |
| <b>4. Nail Care Procedures &amp; Practices;</b> Safety Precautions; Basic & Advanced Manicures; Basic & Advanced Pedicures; Polish Application Techniques; Structure of the Nail; Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) | 11                   | 6                      | 3                      |
| <b>5. Chemistry;</b> Compounds and Mixtures; Nail Enhancement Composition; Ingredients; Nail Cosmetics  | 10                   | 5                      | 4                      |
| <b>6. Nail Enhancements;</b> Application Procedures; Artificial Nail Structure; Preparation; Application; Removal; Nail Repairs   | 5                    | 3                      | 3                      |
| <b>7. Specialized Equipment;</b> Curing Methods; Drills/ Advanced Tools; Safety & Effects   | 5                    | 4                      | 3                      |
| <b>8. Salon Operations &amp; Communication Skills;</b> Salon Operation & Management (Sales/Consultation/Career Development/Professional Image); Communication Skills (Listening Skills/Product & Service Education/Consultation)              | 5                    | 4                      | 3                      |
| <b>9. Cosmetology Laws &amp; Rules;</b> Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement; Continuing Education / Policies & Procedures; Human Trafficking (1 Hr)   | 5                    | 4                      | 3                      |
| <b>Total:</b>   | <b>73</b>            | <b>46</b>              | <b>31</b>              |
| <b>Flexible Learning Hours</b>  | <b>50</b>            |                        |                        |
| <b>Total Manicuring:</b>  | <b>200</b>           |                        |                        |

**PROGRAM AND OBJECTIVES 600 HOUR ESTHETICS:** Skin care is an emerging field and there is a lot to learn with new concepts being introduced on a regular basis. This is a combination course teaching esthetics and salon management. This course includes thorough training in theory, demonstration, and practice in all aspects of facials and skin care. Inner State follows the Ohio State Board of Cosmetology recommended clinical and theory core hours as indicated in the curriculum below. Each student is expected to complete the earned hours in each category to be eligible for the licensing examination. Students begin as junior esthetician students. They can achieve senior status by testing out of the junior portion of the course. This usually occurs after they earn approximately 50 hours. The student will learn everything from the esthetician course plus salon management. The advanced portion of the course will consist of theory, practical and clinical work. This combination course is designed to teach the full esthetician course plus advanced esthetics and allow each student the opportunity to learn to handle the responsibilities of running a salon efficiently and effectively. They will learn how to solve problems in the salon including diagnosing problems with skin and recommending remedies. The student will learn how to schedule appointments, take inventory, hire and train personnel, maintain a bank account, bookkeeping and how to run a salon floor. This license qualifies the student to take the state board test in both esthetics and advanced esthetics. Having completed this course a student will be able to work as a esthetician, beauty therapist, make-up artist, demonstrator, platform artist, or a manufacturer’s representative. The advanced portion of the course is merged into the esthetician course and completed at the conclusion of the esthetician course. Tests are primarily multiple choice to correspond with the State Board of Cosmetology test, but may also include essay and fill in. We use the Milady Standard Fundamentals for Estheticians, Milady Standard Fundamentals for Estheticians Workbook, Milady Standard Fundamentals for Estheticians Exam Review, and in the management portion Milady’s Successful Salon Management and Milady’s Successful Salon Management Workbook along with corresponding lesson plans and support materials. Theory is taught through a combination of lecture, handouts, videos, workbooks and reading. Practical is taught through demonstration, lecture and hands on practice. The advanced esthetics course combines the 600 hour esthetics course with an additional 150 hours to create the 750 hour advanced esthetics course.

|  | 600 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|---------------|-----------------|-----------------|
| <b>600 Hour Esthetics</b>  |               |                 |                 |
| <b>Esthetics</b>   |               |                 |                 |
| <b>1. Infection Control &amp; Principals/Practices;</b> Bacteriology; Dispensary requirements and operations   | 60            | 30              | 15              |
| <b>2. Anatomy;</b> Head; Bones (full body); Muscles. Nerves. Cells, Tissues (full body)  | 30            | 15              | 7.5             |
| <b>3. Specialized Equipment;</b> Electricity (principles/safety/effects/therapies); Ultraviolet and infra red light therapies; safety and effects  | 30            | 15              | 7.5             |
| <b>4. Massage;</b> Client health issues and pre screening; Preparation; Manipulations; Relaxation Treatments   | 60            | 30              | 15              |
| <b>5. Chemistry;</b> Compounds and mixtures; Water, chemistry and effects; Ingredients; Cosmetics  | 30            | 15              | 7.5             |
| <b>6. Skin Care Procedures &amp; Practices;</b> Skin theory (anatomy of skin/body systems/cells/tissues); Diseases, disorders and conditions; Basic facials (techniques/treatments/facial makeup/hair removal); Health history; Brow tinting; Hair removal | 200           | 100             | 50              |
| <b>7. Study of Skin;</b> Skin theory (histology/structure/functions); Nutrition; Skin analysis; Diseases and disorders   | 55            | 27.5            | 13.75           |
| <b>8. Make-Up;</b> Equipment, implements and products; Artificial lashes/Extensions; Theory; Application (corrective, day/night, theatrical)   | 67            | 33.5            | 16.75           |
| <b>9. Artificial Lashes/ Extensions</b>  | 8             | 4               | 2               |
| <b>10. Salon Operations &amp; Communication Skills;</b> Salon operation and management (sales/consultation/career/development/professional image); Communication skills ( listening skills/product and service education/consultation)                     | 40            | 20              | 10              |
| <b>11. Cosmetology Laws and Rules;</b> Ohio Administrative Code/Ohio Revised Cod/Inspection and Enforcement; Continuing Education/Policies and Procedures; human Trafficking (1 hour)  | 20            | 10              | 5               |
| <b>Total Esthetics</b>   | <b>600</b>    | <b>300</b>      | <b>150</b>      |
| <b>Flexible Learning Hours</b>   | <b>150</b>    |                 |                 |

**600 HOUR ESHTETICIAN DISTANCE LEARNING**

\*Each student can earn up to 25% of their course length in distance learning if conditions warrant.

| <b>600 Hour Esthetics DISTANCE LEARNING</b>  | 600 Hour<br>Core | Clinic<br>50% Core | Theory<br>25% Core |
|--|------------------|--------------------|--------------------|
| <b>Esthetics</b>   |                  |                    |                    |
| <b>1. Infection Control &amp; Principals/Practices;</b> Bacteriology; Dispensary requirements and operations   | 25               | 15                 | 10                 |
| <b>2. Anatomy;</b> Head; Bones (full body); Muscles. Nerves. Cells, Tissues (full body)  | 20               | 16                 | 13                 |
| <b>3. Specialized Equipement;</b> Electricity (principles/safety/effects/therapies); Ultraviolet and infra red light therapies; safety and effects   | 20               | 15                 | 10                 |
| <b>4. Massage;</b> Client health issues and pre screening; Preparation; Manipulations; Relaxation Treatments   | 22               | 15                 | 10                 |
| <b>5. Chemistry;</b> Compounds and mixtures; Water, chemistry and effects; Ingredients; Cosmetics  | 20               | 16                 | 13                 |
| <b>6. Skin Care Procedures &amp; Practices;</b> Skin theory (anatomy of skin/body systems/cells/tissues); Diseases, disorders and conditions; Basic facials analysis; Diseases and disorders   | 21               | 17                 | 13                 |
| <b>8. Make-Up;</b> Equipment, implements and products; Artifical lashes/Extensions; Theory; Application (corrective, day/night, theatrical)  | 20               | 15                 | 10                 |
| <b>9. Artifical Lashes/ Extensions</b>   | 13               | 8                  | 5                  |
| <b>10. Salon Operations &amp; Communication Skills;</b> Salon operation and management (sales/consultation/career/development/professional image); Communication skills ( listening skills/product and service education/consultation) | 10               | 10                 | 10                 |
| <b>11. Cosmetology Laws and Rules;</b> Ohio Administrative Code/Ohio Revised Cod/Inspection and Enforcement; Continuing Education/Policies and Procedures; human Trafficking (1 hour)  | 9                | 6                  | 5                  |
| <b>Total Esthetics</b>   | 196              | 145                | 109                |
| <b>Flexible Learning Hours</b>   | <b>150</b>       |                    |                    |

**PROGRAM AND OBJECTIVES 150 HOUR ADVANCED ESTHETICIAN COURSE:**

Students interested in teaching in a beauty may want to add the advanced port of the basic course. A successful graduate of this course will take both the basic and advanced exam at the Ohio State Board of Cosmetology. In addition, the advanced license allows you to market yourself as an advanced esthetician which is a better look on your resume and business cards.

**150 Hour Advanced Esthetics Curriculum**

| SUBJECT AREA   | 150 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|---------------|-----------------|-----------------|
| <b>1. Cosmetology Laws and Rules</b><br><br>Ohio Revised Code Statutes<br>Ohio Administrative Rules<br>License and Permit Policy and Procedures<br>Continuing Education Policies & Procedures<br>Inspection and Enforcement Policy & Procedures                                    | 10            | 0               | 10              |
| <b>2. Public Health and Safety</b><br><br>Sanitation Practices & Procedures<br>Sterilization Practices & Procedures<br>Dispensary Operations & Procedures<br>Bacteriology, Contagious & Communicable Disease Control<br>Salon Operations & Procedures<br>Consumer & Product Safety | 50            | 25              | 12.5            |
| <b>3. Advanced Techniques</b><br><br>Advanced techniques/services<br>Salon Supervision and Management<br>Specialized Equipment Use and Control<br>Product and Service Sales Training<br>Communication Skills   | 90            | 45              | 22.5            |
| <b>Total</b>   | 150           | 70              | 45              |
| <b>Flexible Learning Hours</b>   |               | 35              |                 |
| <b>Parameters:</b> <ul style="list-style-type: none"> <li>• Each School must prepare and submit for approval a teaching plan within this curriculum.</li> <li>• Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li> </ul>            |               |                 |                 |

Rev. 04272020

**PROGRAM AND OBJECTIVES 750 HOUR ESTHETICS WITH ADVANCED ESTHETICS:** Skin care is an emerging field and there is a lot to learn with new concepts being introduced on a regular basis. This is a combination course teaching esthetics and salon management. This course includes thorough training in theory, demonstration, and practice in all aspects of facials and skin care. Inner State follows the Ohio State Board of Cosmetology recommended clinical and theory core hours as indicated in the curriculum below. Each student is expected to complete the earned hours in each category to be eligible for the licensing examination. Students begin as junior esthetician students. They can achieve senior status by testing out of the junior portion of the course. The student will learn everything from the esthetician course plus salon management. The advanced portion of the course will consist of theory, practical and clinical work. This combination course is designed to teach the full esthetician course plus advanced esthetics and allow each student the opportunity to learn to handle the responsibilities of running a salon efficiently and effectively. They will learn how to solve problems in the salon including diagnosing problems with skin and recommending remedies. The student will learn how to schedule appointments, take inventory, hire and train personnel, maintain a bank account, bookkeeping and how to run a salon floor. This license qualifies the student to take the state board test in both esthetics and advanced esthetics. Having completed this course a student will be able to work as a esthetician, beauty therapist, make-up artist, demonstrator, platform artist, or a manufacturer’s representative. The advanced portion of the course is merged into the esthetician course and completed at the conclusion of the esthetician course. Tests are primarily multiple choice to correspond with the State Board of Cosmetology test, but may also include essay and fill in. We use the Milady Standard Fundamentals for Estheticians, Milady Standard Fundamentals for Estheticians Workbook, Milady Standard Fundamentals for Estheticians Exam Review, and in the management portion Milady’s Successful Salon Management and Milady’s Successful Salon Management Workbook along with corresponding lesson plans and support materials. Theory is taught through a combination of lecture, handouts, videos, workbooks and reading. Practical is taught through demonstration, lecture and hands on practice. Students interested in teaching in a beauty may want to add the advanced port of the basic course. A successful graduate of this course will take both the basic and

advanced exam at the Ohio State Board of Cosmetology. In addition, the advanced license allows you to market yourself as an advanced esthetician which is a better look on your resume and business cards.

The advanced esthetics course combines the 600 hour esthetics course with an additional 150 hours to create the 750 hour advanced esthetics course.

**750 HOUR ESTHETICIAN WITH ADVANCED ESTHETICS**

|  | 600 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|---------------|-----------------|-----------------|
| <b>600 Hour Esthetics</b>  |               |                 |                 |
| Esthetics  |               |                 |                 |
| <b>1. Infection Control &amp; Principals/Practices;</b> Bacteriology; Dispensary requirements and operations   | 60            | 30              | 15              |
| <b>2. Anatomy;</b> Head; Bones (full body); Muscles. Nerves. Cells, Tissues (full body)  | 30            | 15              | 7.5             |
| <b>3. Specialized Equipment;</b> Electricity (principles/safety/effects/therapies); Ultraviolet and infra red light therapies; safety and effects  | 30            | 15              | 7.5             |
| <b>4. Massage;</b> Client health issues and pre screening; Preparation; Manipulations; Relaxation Treatments   | 60            | 30              | 15              |
| <b>5. Chemistry;</b> Compounds and mixtures; Water, chemistry and effects; Ingredients; Cosmetics  | 30            | 15              | 7.5             |
| <b>6. Skin Care Procedures &amp; Practices;</b> Skin theory (anatomy of skin/body systems/cells/tissues); Diseases, disorders and conditions; Basic facials (techniques/treatments/facial makeup/hair removal); Health history; Brow tinting; Hair removal | 200           | 100             | 50              |
| <b>7. Study of Skin;</b> Skin theory (histology/structure/functions); Nutrition; Skin analysis; Diseases and disorders   | 55            | 27.5            | 13.75           |
| <b>8. Make-Up;</b> Equipment, implements and products; Artificial lashes/Extensions; Theory; Application (corrective, day/night, theatrical)   | 67            | 33.5            | 16.75           |
| <b>9. Artificial Lashes/ Extensions</b>  | 8             | 4               | 2               |
| <b>10. Salon Operations &amp; Communication Skills;</b> Salon operation and management (sales/consultation/career/development/professional image); Communication skills ( listening skills/product and service education/consultation)                     | 40            | 20              | 10              |
| <b>11. Cosmetology Laws and Rules;</b> Ohio Administrative Code/Ohio Revised Cod/Inspection and Enforcement; Continuing Education/Policies and Procedures; human Trafficking (1 hour)  | 20            | 10              | 5               |
| <b>Total Esthetics</b>   | <b>600</b>    | <b>300</b>      | <b>150</b>      |
| <b>Flexible Learning Hours</b>   | <b>150</b>    |                 |                 |

**150 Hour Advanced Esthetics Curriculum**

| SUBJECT AREA   | 150 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|---------------|-----------------|-----------------|
| <b>1. Cosmetology Laws and Rules</b><br>Ohio Revised Code Statutes<br>Ohio Administrative Rules<br>License and Permit Policy and Procedures<br>Continuing Education Policies & Procedures<br>Inspection and Enforcement Policy & Procedures                                    | 10            | 0               | 10              |
| <b>2. Public Health and Safety</b><br>Sanitation Practices & Procedures<br>Sterilization Practices & Procedures<br>Dispensary Operations & Procedures<br>Bacteriology, Contagious & Communicable Disease Control<br>Salon Operations & Procedures<br>Consumer & Product Safety | 50            | 25              | 12.5            |
| <b>3. Advanced Techniques</b><br>Advanced techniques/services<br>Salon Supervision and Management<br>Specialized Equipment Use and Control<br>Product and Service Sales Training<br>Communication Skills   | 90            | 45              | 22.5            |
| <b>Total</b>   | <b>150</b>    | <b>70</b>       | <b>45</b>       |
| <b>Flexible Learning Hours</b>   |               | <b>35</b>       |                 |
| <b>Parameters:</b>   |               |                 |                 |
| <ul style="list-style-type: none"> <li>Each School must prepare and submit for approval a teaching plan within this curriculum.</li> <li>Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary</li> </ul>                               |               |                 |                 |

## **STUDENT CLINIC**

The clinic is run by an instructor who directs the students and provides helpful tips on servicing the clients and conducting yourself in a salon atmosphere. The student clinic is staffed by senior cosmetology students. Students are expected to treat clients courteously and with respect. Professionalism is of utmost importance and will be stressed at every opportunity. Every service must be checked by an Instructor.

### **Desk Responsibilities:**

1. Greet every person that walks through the door in a pleasant, friendly and polite manner. Direct prospective students to the admissions office. Soliciting by outside vendors must be approved by the school manager or school director. Breaks from desk duty must be approved in advance by the instructor.
2. Senior Cosmetology students shall inform the desk person of arrival and departure times.
3. Service Book- Clients are assigned to students in order of the names listed on the daily time sheet. Clients may not request specific students. An exception can be made for an immediate family member if the student is available. The first person that signs the daily time sheet gets the first client service, the second person gets the second client and so on. Only an Instructor may alter an assignment. As customers are assigned, write down the service ticket number, receptionists name, stylists full name, and the service to be performed in the service book.
4. Client Information Cards- All tint and perm cards must have a signed release form attached. Update the perm, relaxer and tint cards after service is complete. File client perm, relaxer and tint client cards in the record box.

### **Cash Register Responsibilities:**

1. Keep track of client payments and give accurate change. The cash drawer must have sufficient change at all times. Count the drawer at the end of the day and record the totals. The register should start and end the day with \$40.00, including coins.
2. Service Tickets- Fill out the top portion of the service ticket in its entirety. Include the name of the student, receptionist name, ticket number, customer name and date. Write down the service the client desires. Give the ticket to the next student on the list. At the conclusion of the service double check the ticket to make sure all the services have been listed and that the customer filled out the bottom of the service ticket. Make sure every ticket is signed by an instructor. Add the cost of all services in the right hand column and total at the bottom. Collect the payment from the client and stamp the service ticket paid. Put the tickets in numerical order at the end of your shift.
3. Gift Certificates, free haircut cards, or school sponsored discount coupons must be signed by the customer when they are used and attached to the service ticket. Check for an expiration date on coupons.
4. Golden Buckeye and Kids First Card holders receive a 10% discount. The card must be presented at the time of use. Write the card number on the service ticket.
5. Inner State does not give cash refunds. A due bill or gift certificate will be given at the discretion of the instructor.
6. Only an instructor or the specific student assigned to the front desk may open the cash register.

### **Phone Responsibilities (Answer each call by the second ring):**

1. Calls should be answered as follows: Thank you for calling Inner State Beauty School, this is \_\_\_\_\_, how may I help you?
2. Admissions calls- Direct them to call the Admissions Office at (440) 442-4500. If the Admissions Office is closed, write down the caller's name, phone number, time they called and any message.
3. Instructor or student calls- Write down the caller's name, phone number, time they called and any message. If it is an emergency, get the person immediately. Student calls are not permitted on the clinic unless it is an emergency.
4. School Manager calls- Put the caller on hold and contact the Manager for instructions on how to proceed. If the Manager is unavailable, take a message. Write down the caller's name, phone number, time they called and any message.

### **Dispensary Responsibilities:**

1. Change sanitizers daily. Clean returning combs, brushes and implements.
2. Pass out supplies and keep the dispensary clean and orderly at all times.
3. Student not assigned to the dispensary or picking up supplies may not congregate in or around the dispensary.
4. Breaks from dispensary duty must be approved in advance by the Instructor.
5. Students are not permitted to enter the dispensary stock room.

### **Clinic and Practice Room Responsibilities:**

It is the responsibility of the staff and all students to help maintain a clean and orderly school.

1. Students are assigned shop duties that must be completed daily. Time cards/sheets will not be signed until the duties have been completed. Stations and shampoo bowls must be cleaned immediately after each client.
2. Day students must go to the desk, dispensary, or station following theory class. Night students go to their assigned place immediately upon arrival. Stations must be set up by 10:00 a.m. for day students and 5:00 p.m. for evening students.
3. If a student does not have a client they should read or study their educational materials in the theory room or work in the senior practice room if available. If you do not have a client your assigned area is the theory classroom until a new client arrives. Do not loiter on the clinic floor and talk to other student while they are working on a client.
4. Greet your client at the front door, introduce yourself and escort them to your station. Clients must be taken immediately upon receipt of the service ticket. Weekday client services start promptly at 10:00 am, Saturdays clients start promptly at 8:30 a.m. Students refusing a client or service, switching tickets, or take clients out of order may be sent home. At the conclusion of the service(s) double check the service ticket to make sure all the services have been listed and turn the service ticket in to the front desk.
5. When servicing a customer students will not be paid for their work. Tips may be accepted, but not solicited.

6. Each client must have a service ticket. The service ticket must be signed by an instructor at the conclusion of the service. This includes students receiving services on the clinic floor. Children receiving clinic services must be accompanied by an adult.
7. Stations must be kept clean and sanitary. Anything left on your stations, on the floor or in the station drawer will be discarded.

**CONSUMER INFORMATION**

**CAMPUS SECURITY**

Pursuant to The Jeanne Clery Act and Higher Education Act, Inner State Beauty School has implemented an Annual Security Report, which is updated annually, that provides institutional information regarding our Security Policies and Procedures (including but not limited to Emergency Evacuation Procedures, Emergency and Timely Warning Policies, and access to the Public Crime Log), Crime Awareness and Prevention Program, Sexual Assault Awareness, and the Annual Crime Statistics Reports.

Inner State Beauty School will publish a campus safety and security report by October 1st to every student/prospective student/staff member upon request. This will also be available on the student services board. This report includes statistics for the previous year concerning reported crimes that occurred on-campus; property owned or controlled by Inner State Beauty School; within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. The Inner State Beauty School location has been a safe environment for cosmetology, esthetics and manicuring training. The results indicated below include information from the school internal records along with the City of Lyndhurst records. **A copy of the Inner State Annual Safety and Security Report is available upon request in the Administrative office.**

**Campus Safety & Security Survey Three Year Results**

| OFFENSES                                      | ON CAMPUS |      |      | OFF CAMPUS |      |      |
|---|-----------|------|------|------------|------|------|
|   | 2015      | 2016 | 2017 | 2015       | 2016 | 2017 |
| <b>Criminal Offenses</b>                      |           |      |      |            |      |      |
| a. Murder and non-negligent manslaughter      | 0         | 0    | 0    | 0          | 0    | 0    |
| b. Negligent manslaughter                     | 0         | 0    | 0    | 0          | 0    | 0    |
| c. Rape                                       | 0         | 0    | 0    | 0          | 0    | 0    |
| d. Fondling                                   | 0         | 0    | 0    | 0          | 0    | 0    |
| e. Incest                                     | 0         | 0    | 0    | 0          | 0    | 0    |
| f. Statutory Rape                             | 0         | 0    | 0    | 0          | 0    | 0    |
| g. Robbery                                    | 0         | 0    | 0    | 0          | 3    | 0    |
| h. Aggravated Assault                         | 0         | 0    | 0    | 0          | 0    | 0    |
| i. Burglary                                   | 0         | 0    | 0    | 0          | 0    | 0    |
| j. Motor Vehicle Theft                        | 0         | 0    | 0    | 0          | 0    | 0    |
| k. Arson                                      | 0         | 0    | 0    | 0          | 0    | 0    |
| <b>Hate Crimes</b>                            |           |      |      |            |      |      |
| a. Murder and non-negligent manslaughter      | 0         | 0    | 0    | 0          | 0    | 0    |
| b. Negligent manslaughter                     | 0         | 0    | 0    | 0          | 0    | 0    |
| c. Rape                                       | 0         | 0    | 0    | 0          | 0    | 0    |
| d. Fondling                                   | 0         | 0    | 0    | 0          | 0    | 0    |
| e. Incest                                     | 0         | 0    | 0    | 0          | 0    | 0    |
| f. Statutory Rape                             | 0         | 0    | 0    | 0          | 0    | 0    |
| g. Robbery                                    | 0         | 0    | 0    | 0          | 0    | 0    |
| h. Aggravated Assault                         | 0         | 0    | 0    | 0          | 0    | 0    |
| i. Burglary                                   | 0         | 0    | 0    | 0          | 0    | 0    |
| j. Motor Vehicle Theft                        | 0         | 0    | 0    | 0          | 0    | 0    |
| k. Arson                                      | 0         | 0    | 0    | 0          | 0    | 0    |
| l. Simple assault                             | 0         | 0    | 0    | 0          | 0    | 0    |
| m. Larceny-Theft                              | 0         | 0    | 0    | 0          | 0    | 0    |
| n. Intimidation                               | 0         | 0    | 0    | 0          | 0    | 0    |
| o. Destruction/Damage/Vandalism of property   | 0         | 0    | 0    | 0          | 0    | 0    |
| <b>Violence Against Women (VAWA) Offenses</b> |           |      |      |            |      |      |
| a. Domestic Violence                          | 0         | 0    | 0    | 0          | 0    | 0    |
| b. Dating Violence                            | 0         | 0    | 0    | 0          | 0    | 0    |
| c. Stalking                                   | 0         | 0    | 0    | 0          | 0    | 0    |
| <b>Arrests</b>                                |           |      |      |            |      |      |
| a. Weapons: carrying, possessing, etc.        | 0         | 0    | 0    | 0          | 0    | 0    |
| b. Drug Abuse Violations                      | 0         | 0    | 0    | 0          | 0    | 0    |
| c. Liquor Law Violations                      | 0         | 0    | 0    | 0          | 0    | 0    |
| <b>Disciplinary Actions</b>                   |           |      |      |            |      |      |
| a. Weapons: carrying, possessing, etc.        | 0         | 0    | 0    | 0          | 0    | 0    |
| b. Drug Abuse Violations                      | 0         | 0    | 0    | 0          | 0    | 0    |

**EMERGENCY RESPONSE AND EVACUATION**

Every staff member is responsible for issuing a warning to the campus. An intruder should be announced by yelling, "Intruder". In addition, the warning will be issued through a meeting held with staff, student and customers. This or additional warnings will be located on our information bulletin board which is located in the hallway near the time clock. Anyone with information warranting a timely warning should report the circumstances to the Inner State Beauty School in person or by phone at (440) 442-4500.

If there is an emergency or dangerous situation that occurs on the campus, the student/staff must immediately dial 911 and notify the administrative office. Inner State Beauty School will, without delay determine the content of the notification and inform the classroom instructors, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the situation is unknown, the teacher or staff member will evacuate the classroom. People should leave through closest exit and proceed to Aldi's in the back and the parking lot in front of Aldi's in the front of the school. If an evacuation is not possible, the room should be put on lockdown. If the lockdown is due to an intruder, the doorways should be barricaded to prevent entry from outside the classroom. Please contact an administrative staff member if there is a significant emergency. They will determine the content of the notification and initiate the notification system.

This list of people includes:

| Contact                            | Phone          |
|------------------------------------|----------------|
| Anjela Randle, School Manager      | (704) 200-5321 |
| Judson DiVincenzo, Director        | (440) 442-4500 |
| Gina Greisl, Financial Aid Officer | (440) 442-4500 |

**SEXUAL ASSAULT PREVENTION AND RESPONSE**

The School educates the student community about sexual assaults and date rape through mandatory orientations. The Police Department offers sexual assault education and information programs to students and employees upon request. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Inner State Beauty School strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault on School grounds should be reported directly to a School official. Additionally, filing a Police report is vital to:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. When a sexual assault victim contacts the Police Department, the Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the School Conduct Council, or only the latter. A representative from the Police Department or the School will guide the victim through the available options and support the victim in his or her decision.

**SEX OFFENDER REGISTRATION**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the School is providing a link to the AZ Sex Offender Information website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Ohio Attorney General is responsible for maintaining this information. Follow the link below to access the Protecting Ohio Families website. [http://sheriffalerts.com/cap\\_main.php?office=55149](http://sheriffalerts.com/cap_main.php?office=55149)

**THE CLERY ACT**

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies.

**STUDENT BODY DIVERSITY (2020 calendar year)**

Male students: 4%      Female students: 96%  
 African American students: 78%      Asian Students: 8%      Caucasian students: 9%      Hispanic students: 5%  
 Students receiving federal Pell grants: 59%

**TITLE IX**

Education institutions that receive Federal financial assistance are prohibited under Title IX from subjecting any person to discrimination on the basis of sex. Our Title IX Coordinator is our School Manager.

**SECURITY**

A.L.I.C.E. is a good guideline to follow if an emergency situation occurs during the school day. Be aware of all classroom and school exits. A-alert Alert your classmates and the school community to an intruder or threat as loudly as possible.

L-lockdown If necessary, review the lockdown procedure for your classroom.

I-inform If possible, inform everyone the status of the current situation as loudly as possible.

C-counter Be prepared to defend yourself if there is a threat. Anything can be used as a defensive weapon.

E-evacuate Remove yourself from the threatening situation. This should be your first recourse.

### **DRUG AND ALCOHOL POLICY**

In accordance with the Drug-Free Schools and Communities Act, Inner State Beauty School has implemented a comprehensive drug and alcohol abuse policy and a prevention program aimed at ensuring our campus community is drug- and alcohol-free. Inner State Beauty School is a drug-free environment. No alcoholic beverages or illegal drugs are permitted in or around school property. Any student suspected of being under the influence will be sent home for the day and face a possible suspension or expulsion. (the decision to dismiss a student is solely at the discretion of Inner State Beauty School and need not be supported by actual proof of drug/alcohol abuse.) It is unlawful to sell, furnish or provide alcohol to anyone under the age of 21 according to the State of Ohio. Any student distributing alcohol, illegal or prescription drugs on or adjacent to school grounds will be immediately expelled. The local Lyndhurst police department will be notified of any suspected distribution of illegal substances. Students taking over-the-counter medication that may affect functioning should inform the instructor. Student participation may be terminated by School for the following causes: Possession and/ or distribution of alcohol or drugs in or around school property, including motor vehicles.

### **DRUG & ALCOHOL ABUSE PREVENTION PROGRAM**

Students and Employees are referred to the Administration office to receive information on referral numbers. This information is accessible on the student services board located in the student lunch area.

| <b>Organization</b>                                 | <b>Contact Number</b>         |
|---|-------------------------------|
| 24 Hour Addictions Referral Network                 | (800) 577-4740 (216) 515-7279 |
| Al-Anon/Al Ateen                                    | (216) 621-1381                |
| Alcoholics Anonymous                                | (216) 241-7387                |
| Bureau of Alcohol, Tobacco, Firearms and Explosives | (800) 800-3855                |
| Community Action Against Addiction                  | (216) 881-0765                |
| Drug & Poison Control                               | (216) 231-4455                |

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY**

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students are granted certain rights with respect to their educational records. Inner State Beauty School has implemented the following FERPA Policy to inform students of their rights to access institutional and financial aid information in their records. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

1. Guarantees the right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. A written request should be submitted to the School Director that identifies the record(s) the student wishes to inspect. The Director of Education will make arrangements for access and notify the student of the time and place for the records inspection.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Institute to amend a record should write the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Institute decides not to amend the record as requested, the Director of Education will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Advisory Committee; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

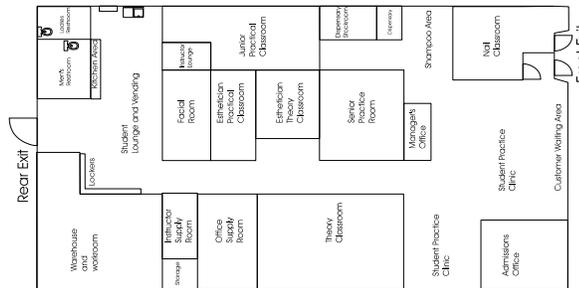
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Institute requires written authorization from a student or parent or guardian (in case of a minor) or graduate in order to release academic, attendance, enrollment status, financial aid and/or any other information to agencies, prospective employers, or any other party seeking information about the student. NACCAS reserves the right to inspect student records for any accreditation purposes. The institute requires written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law, or when involving persons who need to know in cases of health or safety emergencies. **Health and Safety Exemption:** There are limited exceptions to FERPA regulations under which the school is permitted to disclose education records or personally identifiable, non- directory information, from educations records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students or members of the school community in order to qualify as an exception.

**FIRE SAFETY and EMERGENCY EXITS**

Drills are conducted periodically. Escape routes are posted in various locations throughout the school. At the sound of the warning, proceed to the nearest exit in a calm orderly manner. Wait at least 100 feet from the building for further instructions. Front Door: Walk out and proceed across parking lot to Mayfield Road, line up on sidewalk. Rear Door: Walk out and proceed across parking lot to the Aldi’s building. The fire department will check all rooms for missing students or patrons.

**FIRE EXITS:**



**ESTABLISHING AND MAINTAINING INFORMATION SECURITY**

Information security ensures the integrity and confidentiality of the school’s data. The institutions building security also prevents unauthorized individuals from gaining access to the school’s proprietary information. The institutions computers are kept in locked offices with only administrator access. The institution maintains an up to date virus scanning software. The computers are password protected and have a desktop firewall. Only authorized personnel have access to computer and hard copy student records.

**COPYRIGHT INFRINGEMENT**

Inner State prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the school’s information technology system for those activities. A student involved in such an act may be expelled and will be reported to the proper authorities.

**VOTER REGISTRATION**

If you are citizen of the United States, at least 18 years old and a resident of Ohio for at least 30 days, then you are likely eligible to register to vote in Ohio. To find out more or to register to vote you can go to the Ohio Secretary of State website or get the form in the admissions office. <https://www.sos.state.oh.us/globalassets/elections/forms/4010.pdf>

**CONSTITUTION DAY**

Constitution Day is an American federal holiday recognizing the adoption of the United States Constitution and those who have become U.S. citizens. Each year on September 17th, Inner State conducts a Constitution Day educational program to commemorate the September 17, 1787 signing of the U.S. Constitution. If Constitution Day will be held during the preceding or following week. Students should consult with the school director to confirm the specific day each year.

**VETERANS**

Eligible students may use their GI Bill® at our school. Veterans are held to a higher standard than the typical student. All the same rules apply as with the rest of the student body, but in addition, the following are used when evaluating a veteran: Veteran attendance evaluations are based on scheduled hours, not actual hours. Veterans’ attendance must be at least 80% of the scheduled hours or a warning is given. If during the next evaluation they do not reach 80% they are put on probation and if they don’t reach 80% by the third evaluation then they are dismissed from school. A veteran dismissed from school may re-enroll as a private pay student. When evaluating the satisfactory academic and attendance progress of a veteran it is based on term grades. Terms are defined as the following: Cosmetology 1-450, 451-900, 901-1200 and 1201- 1500; Advanced Esthetics 1-375 and 376-750; Manicuring 1-100 and 101-200. In addition, Inner State ensures veterans of the following coverage for any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

Inner State permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter

31 or 33 and ending on the earlier of the following dates: The date on payment from the VA is made to the institution or 90 days after the date the institution certified tuition and fees following the receipt of the COE. In addition, Inner State ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations due to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

**SCHOOL AND INDUSTRY INFORMATION**

Inner State Beauty School offers a unique multi-cultural education that is unavailable at any other local school. To help you make a good decision about whether or not to invest in an education here at Inner State we want you to know the latest information: **COMPENSATION:** When you become licensed in the field of cosmetology there are many options. Many graduates go on to open their own salons. A person may work in a salon and receive a salary plus tips. A person may work and receive a base salary, tips, and a commission on all services performed and products sold. A person may also rent space in a salon. When you rent a space in a salon you are operating a business within that salon, so you must have an independent contractor's license. Salaries depend on the salon you are in and number of hours you work. Pay can be either hourly or salary and may vary from one salon to the next. \$35,000 is an average salary for cosmetologists and can be over \$100,000 for a stylist with a large clientele. Once you own a salon, the profit potential and possibilities are unlimited. **PHYSICAL DEMANDS:** Cosmetology may require standing for long periods of time, Cosmetology and Esthetics will require bending and light lifting to service the clients, Manicuring requires a great deal of sitting and some bending if you perform pedicures. All disciplines require concentration, focus and the ability to communicate with clients and co-workers.

**Please Note:**

Inner State hereby acknowledges and certifies that it has applied for and received Federal funding under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students. The total funding available was \$43,602 received which has directly benefited 93 eligible students. All students have received funding based on the number of hours in their program enrollment. Students were instructed that funding would be applied for by the school and the amount of the grant would depend on their course.

| Student ID | Amount   |
|------------|----------|------------|----------|------------|----------|------------|----------|
| D4634      | \$247.75 | M9324      | \$247.75 | K7476      | \$495.50 | M4452      | \$495.50 |
| B2100      | \$247.75 | D9215      | \$495.50 | K3813      | \$247.75 | S2720      | \$495.50 |
| E2836      | \$495.50 | B1657      | \$495.50 | L6060      | \$495.50 | T3884      | \$247.75 |
| M0917      | \$495.50 | A5335      | \$495.50 | T9304      | \$495.50 | M2237      | \$495.50 |
| D0751      | \$495.50 | T3660      | \$495.50 | A1498      | \$495.50 | S8960      | \$495.50 |
| C4838      | \$495.50 | M4483      | \$247.75 | A3600      | \$495.50 | A6328      | \$495.50 |
| M3323      | \$495.50 | T4446      | \$495.50 | P5247      | \$495.50 | J8817      | \$495.50 |
| M6076      | \$495.50 | S6290      | \$495.50 | A9905      | \$247.75 | C5120      | \$495.50 |
| I7592      | \$495.50 | L8451      | \$495.50 | A0526      | \$247.75 | K8342      | \$495.50 |
| L3620      | \$495.50 | D7856      | \$495.50 | D8753      | \$495.50 | L8712      | \$495.50 |
| M5304      | \$247.75 | A8196      | \$247.75 | M1009      | \$495.50 | R1494      | \$495.50 |
| B3413      | \$495.50 | L9243      | \$495.50 | M6663      | \$495.50 | O9902      | \$495.50 |
| N2366      | \$495.50 | B0385      | \$247.75 | B4519      | \$495.50 | S8660      | \$247.75 |
| J8287      | \$495.50 | A0847      | \$495.50 | T0333      | \$495.50 | C9309      | \$247.75 |
| S0996      | \$495.50 | B2042      | \$495.50 | A2273      | \$247.75 | M4386      | \$495.50 |
| S7813      | \$247.75 | B7610      | \$495.50 | K9113      | \$247.75 | T1091      | \$247.75 |
| J9275      | \$495.50 | I9491      | \$247.75 | P3685      | \$495.50 | S5782      | \$495.50 |
| I3345      | \$247.75 | E4349      | \$495.50 | L1760      | \$495.50 | T3860      | \$495.50 |
| S6619      | \$495.50 | B2360      | \$495.50 | D9691      | \$247.75 | S5255      | \$247.75 |
| K6339      | \$247.75 | E4230      | \$247.75 | B1678      | \$247.75 | M8175      | \$495.50 |
| B9474      | \$247.75 | I7269      | \$247.75 | D7514      | \$247.75 | L6750      | \$495.50 |
| D5747      | \$495.50 | K7791      | \$247.75 | D4408      | \$495.50 | S9940      | \$495.50 |
| M0810      | \$495.50 | K7791      | \$495.50 | G0636      | \$495.50 | E5598      | \$495.50 |
| C1015      | \$247.75 | D8254      | \$247.75 | T1316      | \$495.50 | L4989      | \$495.50 |
| P0470      | \$495.50 | A4676      | \$247.75 | Q3922      | \$495.50 | C1849      | \$495.50 |
| J1544      | \$495.50 | C2193      | \$247.75 | K9742      | \$495.50 | R5286      | \$495.50 |

**PASS/FAIL, COMPLETION & PLACEMENT RATES BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2020:**

\*GRADUATION RATE 71.43%      \*LICENSURE RATE 86.57%      \*PLACEMENT RATES 61.25%

**Acknowledgement:** *I certify that I have received, read and understand the current student handbook, school and state board rules and procedures as they apply to my education. I understand the school may apply for additional federal funding for my enrollment and if it is granted, I give permission for the school to apply it to my account towards my balance due. Once paid in full any excess balance on my account will be refunded to the student. In addition I have received my course kit, course books and Inner State Beauty School uniform tops.*

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_