



INNER STATE BEAUTY School

COSMETOLOGY- Full OR PART TIME

COSMETOLOGY MANAGER- Full OR PART TIME

ESTHETICIAN MANAGER- Full OR PART TIME

MANICURING- Full OR PART TIME

MANICURING MANAGER- Full OR PART TIME

STUDENT HANDBOOK

5150 Mayfield Road Lyndhurst, Ohio 44124

Phone: (440) 442-4500 Fax: (440)442-4630

Email: innerstate@aol.com

Website: www.innerstatebeautyschool.com

Educating beauty professionals since 1961

**SCHOOL
FACULTY &
ADMINISTRATIVE
STAFF:**

Owner: SJD and Associates, Inc.
Steven J. DiVincenzo, President

Director: Judson DiVincenzo
Director of Education: Stephanie Jones, Manager
Financial Aid Officer: Gina Greisl

Faculty: LaTosha Brown, Instructor
Myia Simon, Instructor
Kathy Hoehnen, Instructor
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INFORMATION:**

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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 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.

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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 professionalism amongst my fellow students.

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. This applies whether you are a new student or you are re-enrolling. Also, you will have to be assigned a new start date to continue.

ADMISSION REQUIREMENTS

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 parents signature.
2. Have a high school diploma or an equivalent. Equivalents include a GED or the student may provide proof of high school attendance and pass an Ability To Benefit (ATB) test. In addition to passing the test, for State Board purposes either the high school transcripts or the ATB test must show a grade level completion of at least 10th grade.
3. 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 will make every effort to make accommodations if appropriate accommodations can be made within the framework of a vocational school setting.
4. Education records must be complete and should be submitted no later than two weeks from the start of your class.
5. 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)
6. The School Director has final approval as to the use of education records and admission of a student.
7. 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.
8. A limited number of high school students (no more than 10% of currently enrolled students), not enrolled under a training agreement, may be admitted under the following conditions: a) Meet with an admissions officer, b). Provide a transcript showing they have successfully completed the 10th grade, c) Obtain permission, in writing, from the high school in which they are enrolled., d) be at least 16 years of age.

ENROLLMENT AND RE-ENROLLMENT POLICY

Students may enroll in courses through the Admissions Office. Appointments may be set up by calling (440) 442-4500.

If you are expelled you must sit out 30 days before you can re-enroll. This applies to withdrawals, expulsions or transfers.

A student leaving school and returning within 6 months of their original start date will be charged their initial tuition rate plus a re-enrollment fee. After 6 months a student re-enrolling, for any reason, must sign a new contract, at the rates then in effect, and pay a re-enrollment fee. Students are limited to four enrollments. To request an additional enrollment a written appeal must be submitted to the school director. The appeal must be in writing and, once received, will be evaluated by the executive committee and the result decided on an individual basis. Students returning from a leave of absence or re-enrolling will begin school at the same grade and attendance status and when they last left school.

ABILITY TO BENEFIT

Ability To Benefit students are people beyond the State recognized age of compulsory education, lacking a high school diploma or its equivalent, and possessing the ability to benefit from the education or training offered at an educational institution. Inner State uses the Wonderlic ATB Basic Skills Test. This test is administered by the testing center at Cleveland State University, appointments and payment should be made directly to Cleveland State. To pass the test, applicants must score with a grade level showing completion of the 10th grade. The test consists of a verbal portion and a quantitative portion. If the applicant does not pass they may retake the test one time. If they do not pass on the second attempt they must wait 30 days and pay an additional fee to retake the test. The state is allowed by the State of Ohio. Students using the ATB test may enroll in school, but are not eligible for federal financial aid.

RECRUITING

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

ACCREDITING AND LICENSING AGENCIES:

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, OH 43123

NACCAS
4401 Ford Avenue, Suite 1300
Arlington, VA 22302

U.S. Department of Education
400 Maryland Avenue
Washington, DC 20202-4723

Inner State Beauty School is approved by the Veterans Administration (VA), and Bureau of Vocational Rehabilitation (BVR).

COURSES OF STUDY ALL courses are approved by NACCAS and 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

Cosmetology and Manager Combination 1800 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

Manicuring and Manager Combination 300 hours

CIP code: 12-0410

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

Esthetician and Manager Combination 750 hours

CIP code: 12-0409

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

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 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- Saturday from 8:30 a.m.- 9:00 p.m. See the course/clinic schedules for specific times.

STUDENT LOUNGE: Students may use the lounge only for breaks and lunch.

LIBRARY AND EQUIPMENT: Inner State has many DVDs, CDs and VHS tapes and some books that may be checked out 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 an average temperature of 70 degrees. No personal heaters or AC units.

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 students 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. The parking lot directly in front of the building is reserved for customers and staff. Unless given permission by the school manager, in writing, student's parking in front should be sent home.

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.

JOB PLACEMENT

Inner State Beauty School offers employment assistance through posting of job opportunities, but cannot guarantee employment. Available jobs are posted on the career board located in the main hallway.

SALON INTERNSHIP

To allow students the opportunity to gain valuable work experience Inner State has a salon internship program. The internship is available to cosmetology students when they reach 1000 hours. At that point they spend up to 150 hours working in a salon.

Students get school credit for the internship hours worked. To be eligible a student must have 75% attendance and a 80% grade point average. The attendance percentage of 67% will continue to apply during the leave.

FOREIGN STUDENTS

The state board examinations are given in English so all classes are taught in English. Students must have the ability to legally work in Ohio to take the state board exams. Educational records not in English must be translated into English.

DRESS CODE

A dress code is used to present people with guidelines to enable them to dress in a professional manner. When you dress in a professional manner 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. If you are clocked in you must be in dress code at all times, **including** Saturday and evenings. Don't clock in if you are not in dress code.

- 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). No sunglasses, phone headsets, scarves or any type of headgear. 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. The base layer shirt should be predominately 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 another 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. Students may not perform personal grooming on themselves. There is a minimal charge for a chemical service (bleach, color, perm, relaxer). There is no cost for any other personal grooming service.

SCHOOL RULES (These rules are subject to change with all changes being 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, 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. 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 over rule 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 for which I am enrolled, and in 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 patron will be clocked out, suspended or expelled.
3. We have a break room that you may use for lunch. Please help keep the school clean and keep all food in the break room.
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 clinic phone.
7. Students have 30 minutes for lunch. Lunch breaks will be 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 dinner break permitted for classes less than 6 hours long.
8. Students clock in and out for arrival, lunch and 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. 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. Student time cards and time sheets are the property of the school and must remain in the school at all times.
10. If a student is clocked out, suspended or expelled while at school, they have 15 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 director, 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.

14. The Ohio State Board of Cosmetology students does not allow students to be paid for doing 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. We do not allow discounted or free services unless authorized by the school manager or 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. This applies to any procedure done in a service area. The service areas are the clinic, facial rooms and pedicure room. The only services that are performed on 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 a controlled substance is not permitted in the Inner State building, parking areas or at any school sponsored activity.
17. Student's may not use personal electronic devices in such a way as to disrupt theory, practical or clinical education. Cell phones are very disruptive so please keep them turned off or set to vibrate and confine their use to the break room or behind the school. Wearing a cell phone ear piece is not permitted. Music players may only be used in the lunchroom or while in the study hall with headphones. No speakers are allowed.
18. 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.
19. Management students participate in all aspects of the basic course, to the full extent possible, while they are in the management portion of the course. This includes taking tests and continuing to service clients. Management students may not complete the state board paperwork in their subject area until they have completed the entire course including management.
20. Only odorless acrylic nail products may be used in the school. Marcel stoves may not be used in the clinic.
21. Acrylic nails must be removed before the first day of class. Only senior cosmetology students may wear acrylic nails thereafter.
22. Students are expected to be at their desk or station when class begins. A student not at their assigned location will be considered late and may not clock in. Five times per month full-time students, except junior cosmetology, are permitted an additional clock in time between 12:00- 12:30 p.m. on weekdays. Part time students may clock in until 6:00 p.m. Students not clocked in and earning hours may not loiter in the school. If you miss the 9 :00 a.m. clock in you must leave the school. Students may not leave the premises while "on the clock". Violators will be sent home, suspended or expelled.
23. Students are charged an hourly charge for each hour they attend classes after their scheduled graduation date.
24. Saturday attendance requirements are as follows: **Full-time Cosmetology seniors-** at least two (2) Saturdays per month until graduation. **Part-time Cosmetology, Nail Tech and Esthetician-** Saturday is a crucial part of the course so plan on attending every Saturday. When absolutely necessary part time students may miss a maximum of one Saturday per month. If you miss your required Saturdays you will be suspended. Repeated suspensions may result in expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES

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.

STUDENT RECORDS: All records are kept for 5 years from the date the students begins 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 will be considered received even if the address is incorrect.** 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. 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. Copies, if requested, will be made at a cost of .20 cents per page.

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.

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

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 violations of school rules, more than three suspensions, lack of attendance for 30 consecutive days, or acts of violence or threats toward other students, staff or employees of Inner State.

STATEMENT AGAINST DISCRIMINATION: Inner State Beauty School does not discriminate against anyone on the basis of race, color, sex, national origin, ethnic origin, religion, age, sexual orientation or disability.

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. The school director shall meet with or call the complainant 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 a complaint form is available through the accrediting agency: NACCAS, 4401 Ford Avenue, Suite 1300, Arlington, VA 22302.

APPEALS: Suspensions or Expulsions may be appealed to the Director of the School, in writing, within 3 days of the suspension or expulsion.

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 the contractual obligations in their enrollment agreement. Each contract between the student and the school is a separate document and may be treated as such when re-enrolling in school at a later date.

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 a practical or service, or part thereof, upon another student, staff member, instructor or client. The school director has the final say as to the interpretation of all school rules, regulations and the interpretation or deviation thereof.

PAYMENTS: The responsibility for making tuition payments is yours and we do 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. If you fall behind on your payments you may have to stop attending school until you are current.

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.

Twelve positive uses for Social Media:

1. Stay in contact with people you know.	7. Learn new things
2. Extend your network personally and professionally.	8. Connect with thought-leaders and learn about new trends, and see what others are saying about key issues and news.
3. Formalize a relationship with someone you met in person by connecting online.	9. Become an authority in your area of expertise.
4. Establish new relationships with people you may not have met otherwise.	10. Be the go-to-person for information and referrals.
5. Learn who your acquaintances are connected to and ask for introductions.	11. Build trust.
6. Establish your credentials and build your reputation.	12. Sharing good information and engaging others will help you become more trusted over time and people do business with people they trust.

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.

SCHOOL PRIVACY POLICY

Neither students, staff, nor clients may make recordings, videos or photos of the school, other students, the staff or school property without the permission of the student, staff member or client, or the case of the school, the school director. Neither students nor staff may place comments or posts online that reflect negatively on the school, its students, staff, administration or campus.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

1. EVALUATION PERIODS

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

- Cosmetology 450 hours, 900 hours, 1350 hours
- Cosmetology Manager 450 hours, 900 hours, 1350 hours

Esthetics Manager	375 hours
Manicuring	100 hours
Manicuring Management	100 hours

The frequency of evaluations ensure that students will have at least one evaluation by the midpoint of the course.

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

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 the maximum time frame allowed.

3. MAXIMUM TIME FRAME

The maximum time (not to exceed 150% of the course length) and will be determined based on 67% of the scheduled contracted 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. Students have access to their satisfactory academic progress reports and 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, students may be deemed ineligible to receive Title IV funds.

The student may be placed on probation if the student appeals a negative progress determination and prevails upon appeal.

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 LOA

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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 do not have an effect on satisfactory progress at this school. 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.
- 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. And remember, even if you complete the course hours, you cannot take your licensing exam until the money you owe the school is paid in full.

ATTENDANCE POLICIES

In order for a student to avoid probation and possible termination and to continue to receive federal financial aid funds, 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. Inner State uses an honor system to assist in tracking student attendance. It is the responsibility of each student to help maintain this policy. Clock hours are recorded to make sure the required amount of hours are covered in each subject area.

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 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 8 hours per day and 48 hours per week. Students must be in school a minimum of 3 hours on each day they attend to receive any credit for hours.

Late clock in: Evening classes start at 5:00 p.m. You must clock in by 6:00 p.m. to earn hours for the day. Saturday classes start at 8:30 a.m. You may clock in until 9:00 a.m. to earn hours for the day. Daytime cosmetology classes start promptly at 9:00 a.m. Esthetician and day time Manicuring and Management classes begin at 8:30 a.m. and you may clock in until 9:00 a.m. No one may clock in after 9:00 a.m. Full time senior cosmetology, manicuring and esthetician students may clock in between 12:00 p.m. and 12:30 p.m. up to 5 times per month.

Cumulative Attendance: All cosmetology and esthetician students must maintain a cumulative attendance average of at least 67% of their scheduled hours. Manicuring students should maintain an attendance average of at least 75% of their scheduled hours, a student not meeting the minimum must be warned and if not improved they must either discontinue and re-enroll or take a leave of absence.

Saturday Attendance Requirements- Students must attend their required Saturdays. Repeated violations of this policy may result in expulsion. The Saturday attendance requirements: Cosmetology Full Time: At least two Saturdays per month. Cosmetology Part Time and Esthetics: Every Saturday, but students may miss one Saturday 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 be in contact with your instructor if you miss more than two days. Although we understand that circumstances may arise after you are enrolled, students not in attendance for 14 consecutive calendar days will be considered for expulsion. This is in addition to the cumulative attendance minimum of 67%.

Probation: In addition to our quarterly Satisfactory Academic and Attendance Policy (SAP), Inner State gives you monthly feedback on your attendance. A student not meeting the minimum required attendance hours for the month will be put on probation for the next month. This is an automatic probation. You will not be given formal notification. If you fail to meet the minimum while on probation you will be suspended for 3 days. Your instructor will post the minimum hours. Attending more than the minimum is advisable.

EXCUSED ABSENCES

Excused absences are not taken into account when evaluating monthly attendance. Excused absences will extend your graduation date so you are not charged as much for over contract fees. Examples of excused absences include mandatory court appearances, active military service, bereavement days for an immediate family member, and sick days if accompanied by a written doctor's excuse with the student name on doctor's stationary. Proof of an excused absence must be in writing and turned in to the admission's office immediately upon return.

Anything not specifically listed above will not be allowed unless by approved by the director. Excused absences are a courtesy to the student and the school is not obligated to accept the excused absence. *Students are not penalized for school closings due to school holidays, severe weather, teacher training, or other unforeseen business interruptions.

LEAVE OF ABSENCE POLICY

Inner State Beauty School may grant each student one leave of absence during their enrollment. A leave of absence is scheduled for 180 days in length, but the student may return early. During the leave the student is not considered to be withdrawn and no refund calculation is required at the time. The leave will extend the student's contract graduate date and maximum time frame by the same number of days in the leave. The student must sign in with the admissions office upon their return so we can update your graduation date. Please empty your locker during the leave. A leave must be in writing and submitted in advance of the request, include the start date, end date, reason for the leave, the student's signature and be approved by the school registrar, manager or director. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave, but the rationale must be documented in the file. The beginning of the leave is determined by the first date the student was unable to attend the school because of the accident or unforeseen circumstance and an end date will be noted. A leave will only be granted if there is a reasonable expectation that the student will return. The Financial Aid Office is notified of the leave at which time financial aid funds will be put on hold. No additional institutional charges will be generated during the leave. If the student fails to return from an approved leave of absence, they will be

considered officially withdrawn as of that failure to return date. All institutional refund and return of Title IV fund calculations will then go into effect based on the student's last date of attendance. *An additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act.

WITHDRAWAL POLICY

Students planning to withdraw should meet with the School Director to officially withdraw. Students who are unable to physically meet with the School Director 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. Non-attendance does not constitute an official withdrawal.

If a student stops attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours / percentage of time the student was scheduled to attend school. If after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid Program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

For students who withdraw without notifying the school, the school will use fourteen (14) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of Federal funds to the U.S. Department of Education. Federal returns will be made within 45 days of the determination date.

RECORDING HOURS

1. Students must clock in/out when they arrive at the school, when they take lunch, and at the end of their day. You are not allowed to 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 placing your time card in the time clock to get a time stamp. It is important to complete both procedures to get credit for hours attended and work completed. Handwritten clock in/clock out are not acceptable. If you do not have a time stamp you will only be able to earn a maximum of 3 hours for the day if we can verify your attendance through other forms of documentation such as the attendance book or service book. You can only earn credit for hours that are documented.
3. On the top of the time sheet PRINT your full name, month and year. Use only the date on individual blocks. When calculating hours use .25 for $\frac{1}{4}$, .50 for $\frac{1}{2}$ and .75 for $\frac{3}{4}$. Round to the nearest quarter hour.
4. Time card should be stapled to the time sheet and kept on the wall near the time clock. Time cards/sheets are property of the school. Do not carry your time card/time sheet with you or take it home.
5. Time card and time sheets must be signed by an Instructor at the end of the day, after the student completes their shop duty.
6. The student is responsible for adding their monthly time card and time sheets by totaling them at the end of each month. Incorrect calculations may result in lost hours. After totaling the hours, the student will give them to their instructor. The instructor will double check the calculations. The hours are entered in the computer by the school manager. As a student, it is your responsibility to record each hour you attend school. If you would like to double check old time cards, time cards can be re-evaluated, by the school manager, for up to three months from the end of the previous month. After 3 months, the cards will not be re-evaluated.
7. A student clocking in/out a card other than their own, or doing so for another student will be suspended or expelled.
8. Once a student clocks out for the day, they may not be readmitted for that day.

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 record your hours on the time card and time sheets. Remember to bring your books, kit and uniform.

During the course: Hours may be made up during the course if you fall behind your scheduled level of attendance. Arrangements to make up hours 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 with the student to complete make up hours prior to the end of their course. Make up hours are not available until after the student is able to work on clients without close supervision.

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/ 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. Students must notify the school prior to attending the show earn hours.
2. An Instructor must accompany the students. Regular school attendance procedures apply and the student must sign in with the instructor.
3. 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 2 entries per category.
4. While at the event, students are expected to dress and conduct themselves as professionals.
5. 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.

HOLIDAYS AND SCHOOL CLOSINGS

Inner State is closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Additional closings and vacation days will be scheduled as necessary. During a snow

or other emergency day the school 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 post closings on WTAM Radio (AM 1100 or www.wtam.com) and WKYC Television (Channel 3 or www.wkyc.com).

FINANCIAL AID

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 450, 900, 1350, 1500 or 1800 hours worth of coursework. You must qualify based on financial need. This is a federal grant and does not have to be repaid. When you receive a grant, you obligate yourself to maintain good attendance, satisfactory progress, and to complete the program. If you don't complete the program you may have to repay some of the grant money you received. Applications for a Pell Grant may be obtained at Inner State Beauty School. If you are expelled for lack of satisfactory academic or attendance progress you must sit out 30 days before you re-start. Federal Pell Grants may be used for a maximum of 12 semesters or the equivalent of 12 semesters. After 12 semesters the student is responsible for paying the balance due the 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 One Stop program, Towards Employment or United Labor Agency. If you are approved they will forward a referral to the school. **VA Students:** Veterans Administration benefits available to a veteran or family member of a veteran. When you receive veteran's education benefits you are held to a higher standard than the typical student. To maintain your status in the program you must maintain an attendance average of 80% of the hours in the course. If you fall below 80%, the VA will be notified and your payments will be suspended. You then become a private pay student. If you re-enroll you cannot again receive VA funding until you make up enough hours to reach the required 80% attendance.

TRANSFER STUDENT/ REFRESHER COURSE/ STATE BOARD REQUIRED ADDITIONAL HOURS

Transfer students are accepted at Inner State Beauty School. See Additional Costs and Fees for the pricing. Generally, we do not provide refresher courses. We will make arrangements for state board required additional hours as needed.

1. Inner State does not guarantee acceptance of all the hours earned at another school. Transfer students may be tested to insure that their knowledge is equivalent to the number of hours they wish to transfer. Students are given credit for the level at which they performed on the test, 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. Starting school without the transfer hours voids the hours both at Inner State and other schools.
3. The school manager will evaluate official transcripts and documentation of previous education and appropriate credit will be given.
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 tech may apply 200 hours toward the cosmetology course and a licensed esthetician may apply 160 towards the cosmetology course. Management students may apply 50 hours toward another management course. To receive credit the student must provide the school a copy of their license. Inner State does not guarantee acceptance of a prior license to apply to a current course unless agreed to prior to the start of class.
6. Students transferring to Inner State must complete a transfer application.
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 pay 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.
9. Inner State only accepts cosmetology related hours from high school cosmetology courses as transferred to us by the Ohio State Board.

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 OR COSMETOLOGY MANAGER

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

Part Time: Tuesday, Wednesday, Thursday 5:00pm-9:00pm and every Saturday 8:30am- 5:00pm. A students attend school 20 hours a week. Classes start the first Tuesday of every month.

MANICURING OR MANICURING MANAGER

Full Time: Monday - Friday 8:30 a.m.-5:00 p.m. Students attend school 40 hours a week. Classes start every 8 weeks.

Part Time: Tuesday, Wednesday, Thursday evening from 5:00 p.m.- 9:00 p.m. & every Saturday 8:30 a. m.-5:00 p.m.. Students attend school 20 hours a week. Classes start every 15 weeks.

ESTHETICIAN MANAGER

Full Time: Tuesday - Saturday 9:00 a.m. -4:00 p.m. Students attend 30 hours a week. Classes start the first Tuesday of the month.

TUITION AND FEES

Students are responsible for their tuition payments. If a student falls behind they may be suspended or expelled.

T U I T I O N & F E E S	Cosmetology 1500 Hour Course		Cosmetology Manager 1800 Hour		Esthetician Manager 750 Hour	
	Deposit	\$ 100	Deposit	\$ 100	Deposit	\$ 100
	Books	\$ 240	Books	\$ 355	Books	\$ 365
	Kit	\$ 499	Kit	\$ 499	Kit	\$ 260
	Uniform	\$ 30	Uniform	\$ 50	Uniform	\$ 30
	Tuition	\$ 9,630	Tuition	\$11,556	Tuition	\$ 4,980
	TOTAL	\$10,499	TOTAL	\$12,560	TOTAL	\$ 5,735
	Manicuring 200 Hour		Manicuring Manager 300 Hour			
	Deposit	\$ 100	Deposit	\$ 100		
	Books	\$ 164	Books	\$ 279		
Kit	\$ 195	Kit	\$ 195			
Uniform	\$ 30	Uniform	\$ 30			
Tuition	\$ 1,010	Tuition	\$ 1,515			
TOTAL	\$ 1,499	TOTAL	\$ 2,119			

PAYMENT PLANS

Tuition is due the first Tuesday of each month. Payments must be complete in order to graduate

COSMETOLOGY and COSMETOLOGY MANAGER (*Financial Aid is available for those who qualify*)

1. \$100 at sign up and \$400 the first day of class
2. Full-time Cosmetology students make 12 monthly payments of \$833. Program takes 10-12 months.
Full-time Cosmetology Management students make 15 monthly payments of \$804. Program takes 14-15 months.
3. Part-time Cosmetology students make 18 monthly payments of \$556. Program takes 18-19 months.
Part-time Cosmetology Management students make 22 monthly payments of \$549. Program takes 22-23 months.

ESTHETICIAN MANAGER (*Financial Aid is available for those who qualify*)

1. \$100 at sign up and \$400 the first day of class.
2. Full-time students make 5 monthly payments of \$1046. Program takes 6 months.

MANICURING and MANICURING MANAGER (*Pell grants are not available in the nail courses*)

1. \$100 at sign up and \$400 the first day of class
2. Full-time Manicuring students make 5 weekly payments of \$198. Program takes 5 weeks.
Full-time Manicuring Management students make 7 weekly payments of \$229. Program takes 8 weeks.
3. Part-time Manicuring students make 9 weekly payments of \$109. Program takes 10 weeks.
Part-time Manicuring Management students make 14 weekly payments of \$114. Program takes 15 weeks.

ADDITIONAL COSTS AND FEES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate by their contract graduation date, additional training will be billed at an hourly rate until graduation.

Hourly over contract fee:	\$ 8.00 per hour (additional hours needed after the contract graduation date)
Bad check:	\$ 25.00 for each bad check
Course change including re-enrollment, add or drop:	\$ 100.00 (includes any course change after the first day of classes)
Late fee:	5% of the payment due will be charged as a late fee .

*Students are responsible for the cost of new books, uniform or kit supplies if they change while not enrolled or on leave.

Students not paid in full within 30 days of graduation will be sent to collections unless payment arrangements have been made. The collections fee is the maximum allowable by Ohio law.

REFUND AND RETURN OF FUNDS POLICIES

- a.) Students wishing to withdraw must submit written notice to: Inner State Beauty School, 5150 Mayfield Rd, Lyndhurst, OH 44124
- b.) An applicant rejected by the school will be given a full refund of all money paid. If the cancellation is within 3 business days they will be entitled to a full refund of all monies paid, regardless of whether course has begun. If the cancellation is after 3 business days they will be entitled to a full refund less the registration fee of \$100. A rescheduled course will re-start the 3 day period beginning the day the student was notified. Cancellation must be in writing. The date is determined by the postmark on the envelope or the date the notice is received. Attendance is monitored at least every 30 days. When situations of mitigating circumstances are in evidence, the school director, at his sole discretion, may issue a refund that exceeds the school refund policy.
- c.) If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option will provide 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 and/or program, participate in a Teach-Out Agreement or provide a full refund of all monies paid. If a course is cancelled after a student enrolls and before instruction in the course has begun, the school at its option will provide a full refund of all monies paid or completion of the course. If the school closes permanently and ceases to offer instruction after student has enrolled, and

instruction has begun, the school will make arrangements for the students by, at the school's option, provide a pro rata refund or participate in a teach out agreement.

d.) A \$100 fee is charged for enrollments, re-enrollments, withdrawals and changing a course, including adding or dropping management after the three day grace period has expired. Students that re-enroll must sign a new contract. Books, kit and uniform, once issued, become the property of the student and are non-refundable.

e.) Withdrawal calculations for discontinued students are done at the tuition rate then in effect and will be based on actual hours attended.

f.) Students are discontinued, and a withdrawal calculation performed, if they leave school for any reason other than graduation such as expulsion, voluntary withdrawal, failure to return from an approved leave of absence on their scheduled date of return or if they notify the school that they will not be returning from a leave of absence. In the case of a leave, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.

Money will be refunded within 45 days from the date they are discontinued.

g.) **Refund Schedule:**

Students who cancel after attending	.0001% to 4.99%	of the course are refunded 80% of the total tuition
Students who cancel after attending	5% to 9.99%	of the course are refunded 70% of the total tuition
Students who cancel after attending	10% to 14.99%	of the course are refunded 60% of the total tuition
Students who cancel after attending	15% to 24.99%	of the course are refunded 55% of the total tuition
Students who cancel after attending	25% to 49.99%	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

An administrative fee of \$100 will be assessed to any student that terminates early. Students terminating training after completing more than 50% of the contracted course length will owe the entire balance of their ledger balance, including tuition, fees, and other charges.

h.) Formal termination or graduation shall occur no more than the later of 10 school days or 14 calendar days after the end of the following: The last date of physical attendance, the date on which the student notifies the school of their intent to withdraw, the end of the leave of absence if the student does not return, or the date the student is expelled. Any money due the student shall be refunded within forty-five (45) days from the date of formal termination or graduation. Refunds are calculated based on the student's last date of attendance.

i.) Enrollment time is defined as the time elapsed between the actual starting date and the last physical date of physical attendance.

j.) Students wishing to drop the management portion of cosmetology or manicuring, but continue in the basic portion of the course, will be withdrawn from the management portion and re-enrolled in the basic course at the price then in effect.

k.) Costs not included in the course pricing are stated in the catalog. Students are responsible for any additional items charged to their student ledger while in school. Students sent to collections will incur the maximum fees allowed by Ohio law.

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 a notice detailing the amount that must be repaid if applicable. The repayment must be made within 45 days or the student 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.

COURSE CHANGES

1. Any changes to the student's program such as dropping a course, transferring between courses, or transferring between full-time and part-time, must be requested in writing before the student completes 90% of the scheduled hours in either the current course or the new course.
2. When transferring between courses, the new graduation date will be determined based on the student's original starting date if possible.
3. Students that switch between full and part time courses will have some chapters in both theory and practical to make up before graduation.
4. 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.
5. The cost for a course change after the first day of class including add or drop is \$100. The length and cost of your course will be updated based on your original start date.

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 and your satisfactory progress check is complete. Any lost, stolen or depleted items must be replaced by the student.

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)

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)

COSMETOLOGY MANAGER: 1800 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. (15 Months 30 hours/ week)

Part Time: Tuesday, Wednesday & Thursday 5:00 p.m.- 9:00 p.m. & every Saturday 8:30 a.m.-5:00 p.m. (23 Mos. 20 hours/ week)

MANICURING: 200 Hours

Full Time: Monday through Friday 8:30 a.m.-5:00 p.m. (5 Weeks 40 hours/ week)

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 MANAGER: 300 Hours

Full Time: Monday through Friday 8:30 a.m.-5:00 p.m. (8 Weeks 40 hours/ week)

Part Time: Tuesday, Wednesday, Thursday 5:00 p.m.-9:00 p.m. & every Sat 8:30 a.m.- 5:00 p.m. (15 Weeks 20 hours a week)

ESTHETICIAN MANAGER: 750 Hours

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

GRADING STANDARDS

The grading standards are the same for all courses. Students failing to take or pass an exam with a score of at least 75% will be allowed to retake the exam. When an exam is re-taken, the higher of the scores will become the student's permanent score on that test. A student is required to take the test any time the class is taking that test, even if they have previously taken that test. Courses are taught with a combination of theory (non-clinic) and practical (clinic). Please be aware that continuously neglecting to take exams on a timely basis is grounds for dismissal from the school. The grade scale is as follows:

93%- 100% Excellent (A) 85%- 92.99% Good (B) 75%- 84.99% Average (C) below 75% (F) Failing

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 the time allowed.
2. Complete necessary practicals, projects, tests and exams. The cumulative grade point average must be at least 75%.
3. All monies owed, including late fees and over contract time, must be paid in full unless other arrangements have been made.
4. Students must complete an exit interview.
5. The course ends when the student has completed the required number of hours.
6. Your final hours are sent to state board upon your completion, but Inner State reserves the right to hold your exam application until all financial obligations due to the school have been satisfied.

LICENSING AND PRE-REQUISITES FOR EMPLOYMENT

To sit for a professional beauty license, the Ohio State Board of Cosmetology requires that the applicant complete the appropriate training course at a licensed beauty school. They must be at least 16 years of age and completed 10th grade. In order to test, the applicant must be eligible to work in Ohio.

Physical Demands: Cosmetologists and Estheticians have long hours of standing with good posture. Nail Technicians must sit for long periods of time. 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.

Regulatory oversight restrictions:

Professionals in the field must be licensed by the Ohio State Board of Cosmetology both for the service they are performing and the salon in which they are working.

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.

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 positives and negatives they encountered during their time at Inner State, 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). One wallet size photo (2-1/2" x 3-1/2").
- b). The application fee is \$31.50 for each examination with an additional \$7.50 required for a work permit. A Work Permit allows you to work in a salon from the time you receive it until 30 days after you take the test. You must bring the permit to the test. If you do not pass the test or fail to show up, the permit is immediately void.
- c). The check or money order must be made out to "Treasurer State of Ohio".
- d). Inner State will help you fill out your application and mail it the state board who will notify the Student of their test date. Student hours are valid for 5 years from the date they start school. If after 5 years, the Student has not passed the state board of exam, the hours expire and the student will have to retake all their hours. Testing arrangements may be made for students with disabilities by providing the state board with an IEP or it's equivalent. The request must be included with the original application.
- e). After 30 days if you have not applied to the Ohio State Board of Cosmetology for your licensing examination your final hours will be sent to state board without your application. Reminder: You cannot test until all payments due Inner State are paid in full.
- f). Inner State will conduct periodic exam reviews throughout the year to prepare students for the state board exam. Individual study sessions prior to taking the test for the first time may be arranged with the school manager. It is the student's responsibility to make sure they have all the supplies necessary to take the exam.
- g). 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 or some other legal documentation.

STATE BOARD PRACTICE ROOM

All full time senior students will be scheduled for one practice day per week in the state board practice room when they reach approximately 600 hours. You must attend this weekly session and, unless approved by the school manager in advance, may not clock in or attend the regular classroom on your scheduled day. Please note: **Students missing more than 5 of their scheduled practice days, without making them up, will lose the privilege of attending state board practice sessions after graduation.**

CONTINUING EDUCATION

Licensed beauty professionals are required to take 8 hours of continuing education every 2 years. Continuing education classes are offered by The Beauty Educators on Sundays here at the school. Advanced classes in cosmetology, esthetics and nails are offered on Sundays.

SANITARY RULES

The Ohio State Board of Cosmetology has developed a list of rules by which all beauty salons and schools must operate. These rules, known as 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 15 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. Students will be put on probation for 30 days if they fail to maintain Satisfactory Academic or Attendance Progress. Each student may have a maximum of 3 consecutive probations before they are expelled.

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, but they do not extend your contract graduation date.

Discontinue: The removal of a student from the school by the school for procedural violations of school rules.

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. Each student is allowed 3 suspensions during their enrollment. If you are suspended for a 4th time you will be expelled. If you are expelled you may re-enroll, but you will have to sign a new contract at the current contract price and pay a \$100 re-enrollment fee. Suspensions are not counted against you during the month you are suspended. Suspensions do not extend your contract graduation date. Suspensions or expulsions must be appealed to the Director in writing within 3 days to be considered. The appeal and requests for re-instatement will be reviewed by the Executive Council or the Director and a response will be mailed to the student within 30 days.

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 one of the suggestion boxes located by the front door and by the time clock. We need to know how you feel about your education so please keep us informed. If we don't know, we can't help.

STUDENT OF THE MONTH AWARD

The faculty and staff of Inner State often recognizes a Student Of The Month. These awards can be saved and used on the students professional resume or presented to future employers. This award is given at the instructor's discretion to a student in the school that has worked to improve their performance as a student during the last month, 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 will be taken into account. A student may not win this award more than one month in a row.

CURRICULUM

Please keep in mind that we as a school are here to help you learn the profession and pass the state board of cosmetology exam. There is not the time to teach you every single service that you may encounter in a salon setting. That is why in Ohio we have continuing education and salon apprenticeship training programs.

PROGRAMS AND OBJECTIVES

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. 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. HOURS IN EACH SUBJECT AREA **Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary Requirements, Operations- 18 NC, **Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary Requirements, Operations- 30 C, **Scalp Care:** Head, Hair and Scalp Definitions, Shampoo, Rinses, Scalp Treatments, Disorders and Diseases- 30 NC, **Scalp Care:** Head, Hair and Scalp Definitions, Shampoo, Rinses, Scalp Treatments, Disorders and Diseases- 70 C, **Hair I:** Marcelling, Iron curls, Fingerwave, Pin curls, Basic hairstyling & techniques, Haircutting, Hair trimming, Care of wigs, Pastiches, Pressing- 150 NC, **Hair I:** Marcelling, Iron curls, Fingerwave, Pin curls, Basic hairstyling & techniques, Haircutting, Hair trimming, Care of wigs, Pastiches, Pressing 300 C, **Hair II:** Permanent wave, Chemical relaxing, Tinting, Bleaching, Foiling- 200 NC, **Hair II:** Permanent wave, Chemical relaxing, Tinting, Bleaching, Foiling- 280 C, **Manicuring:** Anatomy of nails, skin & muscles, Basic water, oil, electric nail techniques, Artificial nail applications, Hand and arm bleach, Hand and arm massage- 35 NC, **Manicuring:** Anatomy of nails, skin & muscles, Basic water, oil, electric nail techniques, Artificial nail applications, Hand and arm bleach, Hand and arm massage- 75 C, **Skin Care:** Anatomy of skin and muscles, Facial, Make-up, Masks and packs, Eyebrow arching, Body massage, Client health- 45 NC, **Skin Care:** Anatomy of skin and muscles, Facial, Make-up, Masks and packs, Eyebrow arching, Body massage, Client health- 63 C, **Salon Operations, Communication Skills & Electives-** 52 NC, **Salon Operations, Communication Skills & Electives-** 128 C, **Cosmetology Laws and Rules:** Ohio cosmetology statutes and rules, Inspection and enforcement- 10 NC, **Cosmetology Laws and Rules:** Ohio cosmetology statutes and rules, Inspection and enforcement- 14 C, Total hours- 1500. **Grading standards:** 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 a least 75% to pass each test. When any exam is re-taken the higher of the scores will become the student's permanent score on that test. The grade scale is as follows: 93%- 100% Excellent, 85%- 92.99% Good, 75%- 84.99% Average, below 75% Failing.

PROGRAM AND OBJECTIVES 1800 HOUR COSMETOLOGY MANAGER COURSE: This course will fully train you as a cosmetologist with much more. This combination course is designed to teach the full cosmetology course plus and allow each student the opportunity to learn how to handle the responsibilities of running a salon efficiently and effectively. The student will learn everything from the cosmetology course plus salon management. The additional 300 hours will consist of 100 theory hours with 200 clinical hours. Management students will continue in the theory class and work on clients. They will learn how to solve problems in the salon including diagnosing problems with hair, scalp, nails and 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. Students will practice advanced salon techniques in coloring, cutting, styling, perm waving, and gain further knowledge in all areas of cosmetology. A graduate of this course will be able to take the Ohio State Board of Cosmetology examination in Cosmetology and Management. Because a cosmetology manager can work in a salon without supervision, this course gives the student a priority in the job market and a chance for greater income. In addition, to renting a chair, table or room in an existing salon, you must hold a management license. Senior cosmetology students may begin the 100 hour theory portion of the management class any time after reaching 1200 hours or at the completion of the cosmetology course. They will then complete cosmetology or be assigned to the clinic floor to help manage the clinic. The student will be given written tests after the completion of the chapter throughout the management portion of the class. 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, Milady Standard 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.

Cosmetology Management begins with the cosmetology course in full. 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. 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 can achieve senior status by testing out of the junior program

after they earn approximately 300 hours. All full time students will have theory class in the mornings. The junior students then works 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. Junior and Senior students will have ½ 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. 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 may 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. **HOURS IN EACH SUBJECT AREA: Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary Requirements, Operations- 18 NC, **Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary Requirements, Operations- 30 C, **Scalp Care:** Head, Hair and Scalp Definitions, Shampoo, Rinses, Scalp Treatments, Disorders and Diseases- 30 NC, **Scalp Care:** Head, Hair and Scalp Definitions, Shampoo, Rinses, Scalp Treatments, Disorders and Diseases- 70 C, **Hair I:** Marcelling, Iron curls, Fingerwave, Pin curls, Basic hairstyling & techniques, Haircutting, Hair trimming, Care of wigs, Pastiches, Pressing- 150 NC, **Hair I:** Marcelling, Iron curls, Fingerwave, Pin curls, Basic hairstyling & techniques, Haircutting, Hair trimming, Care of wigs, Pastiches, Pressing 300 C, **Hair II:** Permanent wave, Chemical relaxing, Tinting, Bleaching, Foiling- 200 NC, **Hair II:** Permanent wave, Chemical relaxing, Tinting, Bleaching, Foiling- 280 C, **Manicuring:** Anatomy of nails, skin & muscles, Basic water, oil, electric nail techniques, Artificial nail applications, Hand and arm bleach, Hand and arm massage- 35 NC, **Manicuring:** Anatomy of nails, skin & muscles, Basic water, oil, electric nail techniques, Artificial nail applications, Hand and arm bleach, Hand and arm massage- 75 C, **Skin Care:** Anatomy of skin and muscles, Facial, Make-up, Masks and packs, Eyebrow arching, Body massage, Client health- 45 NC, **Skin Care:** Anatomy of skin and muscles, Facial, Make-up, Masks and packs, Eyebrow arching, Body massage, Client health- 63 C, **Salon Operations, Communication Skills & Electives-** 52 NC, **Salon Operations, Communication Skills & Electives-** 128 C, **Cosmetology Laws and Rules:** Ohio cosmetology statutes and rules, Inspection and enforcement- 10 NC, **Cosmetology Laws and Rules:** Ohio cosmetology statutes and rules, Inspection and enforcement- 14 C. Total hours- 1500. After completing the requirements for cosmetology, the management portion of the course will continue. **HOURS IN EACH SUBJECT AREA: Cosmetology Laws & Rules:** Ohio revised code statues, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 46 NC, **Cosmetology Laws & Rules:** Ohio revised code statues, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 26 C, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 27 NC, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 41 C, **Advanced Techniques:** Advanced anatomy of hair & scalp, Advanced haircutting & styling, Advanced chemical services, Salon supervision & management, Specialized equipment use & control, Product & service sales training, Communication skills- 47 NC, **Advanced Techniques:** Advanced anatomy of hair & scalp, Advanced haircutting & styling, Advanced chemical services, Salon supervision & management, Specialized equipment use & control, Product & service sales training, Communication skills- 113 C, Total Hours- 300 Because the State Board of Cosmetology management curriculum is somewhat limited we also add material on opening and managing a salon to the course. **Grading standards:** 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 a least 75% to pass each test. When any exam is re-taken the higher of the scores will become the student's permanent score on that test. The grade scale is as follows: 93%- 100% Excellent, 85%- 92.99% Good, 75%- 84.99% Average, below 75% Failing.

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. 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. **HOURS IN EACH SUBJECT AREA: Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements & operations- NC 14, **Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements & operations- C 10, **Anatomy & Physiology:** Bones, muscles, blood, Nervous system, joints, cartilage, Ligaments of hand/arm, Structure of nail, Disorders & diseases of skin & nail- NC 10, **Anatomy & Physiology:** Bones, muscles, blood, Nervous system, joints, cartilage, Ligaments of hand/arm, Structure of nail, Disorders & diseases of skin & nail- C 10, **Hand, Arm and Leg Massage:** Preparation, Procedures, Techniques- NC 8, **Hand, Arm and Leg Massage:** Preparation, Procedures, Techniques- C 8, **Manicuring Procedures:** Safety precautions, Basic & oil procedures, Pedicuring, Man's manicure, Application of polish, Nail cosmetics & nail repair, Nail bleach applications, Special problems- NC 20, **Manicuring Procedures:** Safety precautions, Basic & oil procedures, Pedicuring, Man's manicure, Application of polish, Nail cosmetics & nail repair, Nail bleach applications, Special problems- C 36, **Artificial Nails:** Types & styles, Artificial nail anatomy & artificial nail composition, Preparation, application, removal- NC 12, **Artificial Nails:** Types & styles, Artificial nail anatomy & artificial nail composition, Preparation, application, removal- C 14,

Specialized Equipment: Specialized equipment types, Procedures for use & safety standards- NC 10, **Specialized Equipment:** Specialized equipment types, Procedures for use & safety standards- C 8, **Salon Operations & Communication Skills:** Human relations and personalities/presentation, Sales & interpersonal skills, Career development- NC 8, **Salon Operations & Communication Skills:** Human relations & personalities/presentation, Sales & interpersonal skills, Career development- C 10, **Cosmetology Laws & Rules:** Ohio cosmetology statutes, rules, inspection & enforcement- NC 12, **Cosmetology Laws & Rules:** Ohio cosmetology statutes, rules, inspection & enforcement- C 10 Total 200 hrs. **Grading standards:** 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 a least 75% to pass each test. When any exam is re-taken the higher of the scores will become the student's permanent score on that test. The grade scale is as follows: 93%- 100% Excellent, 85%- 92.99% Good, 75%- 84.99% Average, below 75% Failing.

PROGRAM AND OBJECTIVES 300 HOUR MANICURING MANAGER COURSE:

Manicuring Management begins with the manicuring course in full. A graduate of this course will be able to take the Ohio State Board of Cosmetology examination to be a Manicurist and Manicuring Manager. Upon completion of the Manicuring Manager's 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. In addition they will salon management training. A graduate of this course will be able to take the Ohio State Board of Cosmetology examination to be a Manicurist and in addition, test for their manicuring manager license. 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. **HOURS IN EACH SUBJECT AREA: Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements & operations- NC 14, **Sanitation & Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements & operations- C 10, **Anatomy & Physiology:** Bones, muscles, blood, Nervous system, joints, cartilage, Ligaments of hand/arm, Structure of nail, Disorders & diseases of skin & nail- NC 10, **Anatomy & Physiology:** Bones, muscles, blood, Nervous system, joints, cartilage, Ligaments of hand/arm, Structure of nail, Disorders & diseases of skin & nail- C 10, **Hand, Arm and Leg Massage:** Preparation, Procedures, Techniques- NC 8, **Hand, Arm and Leg Massage:** Preparation, Procedures, Techniques- C 8, **Manicuring Procedures:** Safety precautions, Basic & oil procedures, Pedicuring, Man's manicure, Application of polish, Nail cosmetics & nail repair, Nail bleach applications, Special problems- NC 20, **Manicuring Procedures:** Safety precautions, Basic & oil procedures, Pedicuring, Man's manicure, Application of polish, Nail cosmetics & nail repair, Nail bleach applications, Special problems- C 36, **Artificial Nails:** Types & styles, Artificial nail anatomy & artificial nail composition, Preparation, application, removal- NC 12, **Artificial Nails:** Types & styles, Artificial nail anatomy & artificial nail composition, Preparation, application, removal- C 14, **Specialized Equipment:** Specialized equipment types, Procedures for use & safety standards- C 10, **Specialized Equipment:** Specialized equipment types, Procedures for use & safety standards- C 8, **Salon Operations & Communication Skills:** Human relations and personalities/presentation, Sales & interpersonal skills, Career development- NC 8, **Salon Operations & Communication Skills:** Human relations & personalities/presentation, Sales & interpersonal skills, Career development- C 10, **Cosmetology Laws & Rules:** Ohio cosmetology statutes, rules, inspection & enforcement- NC 12, **Cosmetology Laws & Rules:** Ohio cosmetology statutes, rules, inspection & enforcement- NC 10 Total 200 hours. After completing the manicuring portion of the course, the student will continue on with salon management. The student will be doing practical work on clients, practice mannequin hands or other students. 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. Each student is tested on their practical skills as well as theory. Senior manicuring students will begin the management class at the conclusion of the manicuring course. As a Nail Tech Management student, the schedule is the same as it was for the 200 hour nail course. 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, 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. **HOURS IN EACH SUBJECT AREA:** (Same as 200 hour Manicuring course plus the following): **Cosmetology Laws & Rules:** Ohio revised code statutes, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 24 NC, **Cosmetology Laws & Rules:** Ohio revised code statutes, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 18 C, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 16 NC, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 18 C, **Advanced Techniques:** Advanced anatomy of nail & skin, Advanced muscles & massage techniques, Advanced pedicure care & service, Salon supervision & management, Specialized equipment use & control, Product & service sales training, Communication skills- 12 NC, **Advanced Techniques:** Advanced anatomy of nail & skin, Advanced muscles & massage techniques, Advanced pedicure care & service, Salon supervision & management, Specialized equipment use & control, Product &

service sales training, Communication skills- 12 C, Total hours- 100 Because the State Board of Cosmetology management curriculum is somewhat limited we also add material on opening and managing a salon to the course.

Grading standards: 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 a least 75% to pass each test. When any exam is re-taken the higher of the scores will become the student's permanent score on that test. The grade scale is as follows: 93%- 100% Excellent, 85%- 92.99% Good, 75%- 84.99% Average, below 75% Failing.

PROGRAM AND OBJECTIVES 750 HOUR ESTHETICS MANAGER: 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. 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 management portion of the course will consist of theory, practical and clinical work. This combination course is designed to teach the full esthetician course plus salon management 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 management. 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 management portion of the course begins 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. **HOURS IN EACH SUBJECT AREA:** **Sanitation and Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements/operations- NC 30, **Sanitation and Bacteriology:** Sanitation, Sterilization, Bacteriology, Dispensary requirements/operations- C 45, **Anatomy:** Head, Bones- chest/neck/shoulders, Muscles, Nerves, Cells, Tissues- NC 28, **Anatomy:** Head, Bones- chest/neck/shoulders, Muscles, Nerves, Cells, Tissues- C 42, **Specialized Equipment/ Treatments:** Electricity, Light therapy, Safety & effects, Brow tint/waxing, Artificial lashes- NC 15, **Specialized Equipment/Treatments:** Electricity, Light therapy, Safety & effects, Brow tint/waxing, Artificial lashes- C 25, **Massage:** Preparation, Manipulations- NC 28, **Massage:** Preparation, Manipulations- C 42, **Chemistry:** Compounds & mixture, Water- chemistry and effects, Ingredients- chemistry and cosmetics- NC 14, **Chemistry:** Compounds & mixture, Water- chemistry and effects, Ingredients- chemistry and cosmetics- C 26, **Facial:** Preparation, Equipment, Treatments- NC 30, **Facial:** Preparation, Equipment, Treatments- C 50, **Skin:** Skin types/ textures/ nerves, Histology- elasticity and nourishment, Diseases and disorders- NC 30, **Skin:** Skin types/ textures/ nerves, Histology- elasticity and nourishment, Diseases and disorders- C 40, **Make-up:** Equipment, implements, products, Color coordination and contouring, Corrective make-up, Eye make-up- NC 30, **Make-up:** Equipment, implements, products, Color coordination and contouring, Corrective make-up, Eye make-up- C 65, **Salon Operations & Communication Skills:** Human relations, Career development, Personality & presentation, Salon operation/management, Sales/interpersonal skills- NC 15, **Salon Operations & Communication Skills:** Human relations, Career development, Personality & presentation, Salon operation/management, Sales/interpersonal skills- C 25, **Cosmetology Laws and Rules:** Ohio cosmetology laws and rules, Inspection/enforcement- NC 6, **Cosmetology Laws and Rules:** Ohio cosmetology laws and rules, Inspection/enforcement- C 14, Total hours- 600

Management Portion: Cosmetology Laws & Rules: Ohio revised code statutes, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 22 NC, **Cosmetology Laws & Rules:** Ohio revised code statutes, Ohio administrative rules, License & permit policy & procedures, Continuing education policy & procedures, Inspection & enforcement policy & procedures- 20 C, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 21 NC, **Public Health and Safety:** Sanitation practices & procedures, Sterilization practices & procedures, Dispensary operations & procedures, Bacteriology, contagious & communicable disease control, Salon operation & procedures, Consumer & product safety- 27 C, **Advanced Techniques:** Advanced anatomy of skin, Advanced treatment of muscles & nerves, Advanced facial & body treatments, Salon supervision & management, Specialized equipment use & control, Product & service sales training, Communication skills- 24 NC, **Advanced Techniques:** Advanced anatomy of skin, Advanced treatment of muscles & nerves, Advanced facial & body treatments, Salon supervision & management, Specialized equipment use & control, Product & service sales training, Communication skills- 36 C. Total hours- 150. Total Esthetician Management course hours- 750.

Grading standards: 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 a least 75% to pass each test. When any exam is re-taken the higher of the scores will become the student's permanent score on that test. The grade scale is as follows: 93%- 100% Excellent, 85%- 92.99% Good, 75%- 84.99% Average, below 75% Failing.

STUDENT CLINIC

The Clinic is run by an Instructor with the assistance of the Management Students. The instructor and management students will provide 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 is prohibited. 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 and tint cards after service is complete. File client perm 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. Each call 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 calls- Write down the caller's name, phone number, time they called and any message. Give the Instructor the message so they can return the call at their convenience. If it is an emergency, get the Instructor immediately.
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.
5. Student calls- Direct the caller to the Student phones. Personal calls are not permitted on the clinic unless it is an emergency.

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 enter or congregate around the dispensary.
4. Breaks from dispensary duty must be approved in advance by the Instructor.

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 a 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. A copy of the Inner State Beauty School Annual Security Report may be requested in the Administrative office. 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 printed copy of the Inner State Annual Safety and Security Report is available upon request in the Administrative office.**

2014 Campus Safety & Security Survey Results

OFFENSES	OCCURANCES		
	2012	2013	2014
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible Sex Offenses	0	0	0
Motor Vehicle Theft	0	0	0
Murder and non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Non- Forcible Sex Offenses	0	0	0
Robbery	0	0	0
HATE CRIMES			
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
Forcible Sex Offenses	0	0	0
Intimidation	0	0	0
Larceny-Theft	0	0	0
Motor Vehicle Theft	0	0	0
Murder and non-negligent manslaughter	0	0	0
Non- Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Simple assault	0	0	0
ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION			
Drug Abuse Violation	0	0	0
Liquor Law Violation	0	0	0
Weapons Possessions	0	0	0

Emergency Response/Evacuation

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 classroom instructor will lock down the classroom until an administrator or emergency personal directs them to end the lock down or evacuate. Evacuations will be conducted through closest exit based on the classroom location. 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 will include:

Contact	Phone
Judson DiVincenzo, Director	(440) 442-4500
Stephanie Jones, School Manager	(440) 461-1000
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

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.

Title IX Coordinator

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.

Timely Emergency Warnings

The administrative team will be responsible for issuing a warning to the campus. The warning will be issued through our information meeting held with staff and students. This warning will also be located on our information bulletin board which is located in our student lunch room. Anyone with information warranting a timely warning should report the circumstances to the Inner State Beauty School by phone at (440) 442-4500. In the event an emergency warning should occur, students and staff will be notified immediately through verbal communication/local media/website and posting by the time clock to assure all students and staff are aware of the warning. This posting will be conducted and issued by the Administrative team and/or appropriate staff member.

Drug & Alcohol Abuse Policy and Prevention Program

In accordance with the Drug-Free Schools and Communities Act, Inner State Beauty School has implemented a comprehensive Drug & Alcohol Abuse Policy and a Prevention Program aimed at ensuring our campus community is drug- and alcohol-free:

Drug & Alcohol Policy

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. (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 illegal or prescribed drugs to other students will be immediately and permanently dismissed. 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.

Organization	Contact Number
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. 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 student should submit to the Director of Education a written request 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.

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

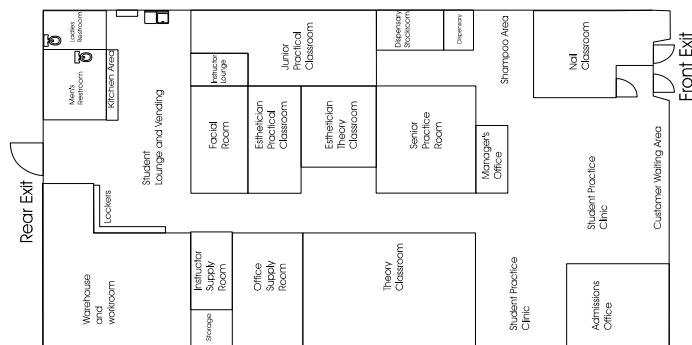
Inner State requires written authorization from a student or parent/ guardian (in case of a minor) or graduate in order to release academic, attendance, enrollment status, financial aid and/or any other information to any party seeking information about the student. NACCAS reserves the right to inspect 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.

Fire Exits and Emergency Evacuation Procedure Escape routes are posted in various locations throughout the school. At the announcement of an emergency proceed to the nearest exit in a calm orderly manner. Maintain a safe distance from the building and await further directions.

Front Door: Walk out front door, proceed across parking lot to Mayfield Road, line up on sidewalk.

Rear Door: Walk out back exit, proceed across parking lot to the Aldi's building, line up against the building.

FIRE EXITS:



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 as an independent contractor within that salon, so you must have a managers 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.

PASS/FAIL, COMPLETION & PLACEMENT RATES BASED ON STUDENTS SCHEDULED TO GRADUATE IN 2014:

*GRADUATION RATE 75.37% *LICENSURE RATE 90.36% *PLACEMENT RATES 71.00%

We determine the placement rate of our graduates by Dividing the total number of students completing the course within 150% of the normal completion time and found jobs by the Total number of students who completed the course within 150% of the normal completion time minus students ineligible for employment.

I certify that I have received, read and understand the current Student Handbook.

Date: _____

Student Signature: _____