

Table of Contents

Headquarters Staff/Administrative Staff	2
St. Andrews Campus Info	3
Garners Ferry Campus Info	4
Spartanburg Campus Info	5
North Augusta Campus Info	6
Florence Campus Info	7
Rock Hill Campus Info	8
Greenville Campus Info	9
Educational Goals & Objectives, Mission Statement	10
Schedule of Attendance	10
Admissions Requirements	10, 11
Refund Policies	11-13
<u>STUDENT RULES AND REGULATIONS</u>	
Dress Code	13, 14
General Rules for Conduct	14, 15
Student and School Relationship	15
Attendance Policy	15, 16
Make Up Hours	16
Report Cards	16
Tardy Policy	16, 17
Charges for Additional Instruction	17
Conditions for Re-entrance	17
Policy for Credit of Previous Training	17, 18
Job Opportunities	18
Placement Services	18
Confidentiality & Access of the Student's Records	19
Drug-Free Policy Statement	19
Leave of Absence Policy	20
Transfer Procedure for All Program	20
Tuition & Fees	20, 21
<u>COSMETOLOGY PROGRAM OUTLINE</u>	
Course Objective	21
Course Description	21
Grading Procedures	21
Completion Requirements	21
Clinic Recommendations	22
Practical/Theory Requirements	22
Curriculum	22
Course Content	23
<u>NAIL TECHNOLOGY PROGRAM OUTLINE</u>	
Course Objective	24
Course Description	24
Grading Procedures	24
Completion Requirements	24
Clinic Recommendations	25
Practical/Theory Requirements	25
Curriculum	25
Course Content	26
<u>ESTHETICS PROGRAM OUTLINE</u>	
Course Objective	27
Course Description	27
Grading Procedures	27
Completion Requirements	27
Clinic Recommendations	28
Practical/Theory Requirements	28
Curriculum	28
Course Outline	29

INSTRUCTOR TRAINING PROGRAM OUTLINE

Course Objective	30
Course Description	30
Grading Procedures	30
Completion Requirements	30
Clinic Recommendations	31
Practical/Theory Requirements	31
Curriculum	31
Course Content	32, 33
Satisfactory Academic Progress Policy	34 - 35
Campus Security	36
Licensing Requirements	36, 37
Continuing Education Information	37

Appendix –Signed Prior To Enrollment

Drug-Free Policy
Rules & Regulations Agreement
Photo Consent Form
Orientation Checklist

Headquarters Administration

Kenneth Shuler - President/Owner of all locations

Brenda Flora, Marilyn Montgomery, & Joyce Adams - Accounting

Angie Shuler - Educational Director

Steven Dawson – Director of Compliance

Tracy Jasinski – Director of Operations

Darlene Roy – Director of Financial Aid

Mary Jay – Systems Specialist

Barbara Padget – Curriculum Specialist

Garrett Shuler – Financial Analyst

Camp, Moring, & Cannon - Certified Public Accountants

Catalog/Handbook revised February 1, 2012
This Catalog/Handbook is certified true and correct by
Kenneth Shuler, President/Owner.



Kenneth Shuler School of Cosmetology & Nails

449 St. Andrews Rd
Columbia, SC 29210
(803) 772-6098 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of 11,000 square feet of classrooms, offices, and student salon. The school uses the Milady's textbooks and materials. The school maintains audio-visual training aids to educate the students.
Faculty & Staff:	<p>Sharon Everett – School Director Jeneen Jefferson-Dickerson – Customer Service Representative Connie McCutchen – Customer Service Representative Cayla Lockhart – Customer Service Representative Nikki Rowland – Admissions Representative Tomekia Oliver – Business Administrator April David – Academic Coordinator Joe Stinson – Salon Coordinator Alisa Allen – Instructor Phyllis Carbajal-Benitez – Instructor Kelli Cobbs – Instructor Dora DeVarie – Instructor Vicki Gattis – Instructor Francine Greco – Instructor Debra Moore – Instructor Echo Morris – Instructor Lauren Thompson – Instructor</p>
State and National Agencies:	<p>Member of the American Association of Cosmetology Schools [AACS]</p> <p>Member of the South Carolina Association of Cosmetology Schools [SCACS]</p> <p>Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432</p> <p>Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211</p>
Programs Offered:	<p>Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Nail Technology – 600 Hours – SOC Code: 39-5092.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00</p>

Kenneth Shuler School of Cosmetology

7474 Garners Ferry Road
Columbia, SC 29209
(803) 776-9100 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of over 12,000 square feet of classrooms, offices, and student salon. The school uses the Milady's textbook and materials. This campus is a branch campus of Kenneth Shuler School of Cosmetology & Nails located on St. Andrews Road in Columbia, SC.
Faculty & Staff:	<p>Irish McCormick – School Director Reika Durant – Customer Service Representative Shelby Fields – Customer Service Representative Maranda Williams – Admissions Representative Nicole Hogg – Business Administrator Betty Dixon – Academic Coordinator Tonya Peay – Salon Coordinator Steve Blake – Instructor Wyteria Cunningham – Instructor Jessica Dillard – Instructor Adrienne Oakman – Instructor Tokesia Oliver – Instructor Veronique Ragin – Instructor</p>
State and National Agencies:	<p>Member of the American Association of Cosmetology Schools [AACS]</p> <p>Member of the South Carolina Association of Cosmetology Schools [SCACS]</p> <p>Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432</p> <p>Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211</p>
Programs Offered:	<p>Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Esthetics – 600 Hours – SOC Code: 39-5094.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00</p>

Kenneth Shuler School of Cosmetology

1515 John B. White Sr. Blvd.

Spartanburg, SC 29301

(864) 587-6000 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of approximately 10,000 square feet of classrooms, offices, and student salon. The school is conveniently located 5.1 miles from I-85 and 2 miles from I-26. The school uses Milady's Textbooks and materials. The school maintains audio-visual training aids to educate the students. This campus is a branch campus of Kenneth Shuler School of Cosmetology & Nails located on St. Andrews Road in Columbia, SC.
Faculty & Staff:	Jennifer Varn – School Director Brittney Brown – Customer Service Representative Sonia Nieves – Customer Service Representative Lynette Tucker – Admissions Representative Tamra Stewart – Business Administrator Pam Slouffman – Academic Coordinator Amy Cash– Salon Coordinator Jennifer Gordon – Instructor Paige Jackson – Instructor Jacqueline Jones – Instructor Scarlette Mabry – Instructor Erica McKelvey– Instructor Velma Norman – Instructor Hanna Talley – Instructor
State and National Agencies:	Member of the American Association of Cosmetology Schools [AACS] Member of the South Carolina Association of Cosmetology Schools [SCACS] Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432 Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211
Programs Offered:	Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Esthetics – 600 Hours – SOC Code: 39-5094.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00

Kenneth Shuler School of Cosmetology & Hair Design

736 E. Martintown Rd.
 North Augusta, SC 29841
 (803) 278-1200 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of 3,800 square feet of classrooms, offices, lounge, and student salon. The school uses Milady's Textbooks and materials. The school maintains audio-visual training aids to educate the students.
Faculty & Staff:	<p>Kathy King – School Director Casey VanZant-Owen – Customer Service Representative Julie Swearingen – Admissions Representative Melissa McKnight– Business Administrator Lanita Battle – Academic Coordinator Amy Burgess – Instructor Verlinda Dobbs – Instructor Miracle Herrin – Instructor Annette Miller – Instructor</p>
State and National Agencies:	<p>Member of the American Association of Cosmetology Schools [AACS]</p> <p>Member of the South Carolina Association of Cosmetology Schools [SCACS]</p> <p>Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432</p> <p>Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211</p>
Programs Offered:	<p>Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Nail Technology – 600 Hours – SOC Code: 39-5092.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00</p>

Kenneth Shuler School of Cosmetology

2443 West Lucas Street

Florence, SC 29501

(843) 679-3778 Admissions

<p>Facilities & Equipment:</p>	<p>The school is incorporated, owned and operated by Kenneth Shuler and consists of 10,200 square feet of classrooms, office space, and student salon. The school uses Milady's Textbooks and materials. The school maintains audio-visual training aids to educate the students. This campus is a branch campus of Kenneth Shuler School of Cosmetology & Hair Design located on East Martintown Road in North Augusta, SC.</p>
<p>Faculty & Staff:</p>	<p>Haley Gandy – School Director Shontell Hunter– Customer Service Representative Robin Mixon – Customer Service Representative Denise Poston – Admissions Representative Christen Severance – Business Administrator Kelli Stevens – Salon Coordinator Liza Campbell – Instructor Linda Green – Instructor Gwanda Hill – Instructor Vanessa Oliver – Instructor Carla Miles – Instructor Shirley Sanders – Instructor Tammy Schapansky – Instructor Peggy Wallace – Instructor</p>
<p>State and National Agencies:</p>	<p>Member of the American Association of Cosmetology Schools [AACCS] Member of the South Carolina Association of Cosmetology Schools [SCACS] Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432 Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211</p>
<p>Programs Offered:</p>	<p>Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Nail Technology – 600 Hours – SOC Code: 39-5092.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00</p>

Kenneth Shuler School of Cosmetology

2383 Cherry Road

Rock Hill, SC 29732

(803) 328-5166 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of 6,450 square feet of classrooms, offices, and student salon. The school also maintains a separate facility located at 2429 Cherry Road, Rock Hill, S.C. 29732. The location's size is 2,180 square feet and is used only as theory and practical classrooms. The school uses Milady's Textbooks and materials. The school maintains audio-visual training aids to educate the students.
Faculty & Staff:	<p>Hollie-Jo Dostie – School Director Tamara Thomasson – Customer Service Representative Tiffany Peay – Customer Service Representative Susan Mooring – Admissions Representative Rene Trautwein – Business Administrator Ryan Eller – Salon Coordinator Kisha Alston – Instructor Kathy Emery – Instructor Lesley McCurry – Instructor Tamika Pinckney – Instructor Lisa Puckett – Instructor Hannah Robinson – Instructor Angela Williamson – Instructor Sidra Young – Instructor</p>
State and National Agencies:	<p>Member of the American Association of Cosmetology Schools [AACS]</p> <p>Member of the South Carolina Association of Cosmetology Schools [SCACS]</p> <p>Accredited by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432</p> <p>Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211</p>
Programs Offered:	<p>Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00</p>

Kenneth Shuler School of Cosmetology

3528-A Highway 153

Greenville, SC 29611

(864) 269-6886 Admissions

Facilities & Equipment:	The school is incorporated, owned and operated by Kenneth Shuler and consists of 5,500 square feet of classrooms, office space, and student salon. The school uses Milady's Textbooks and materials. The school maintains audio-visual training aids to educate the students.
Faculty & Staff:	Molly Skidmore – School Director LaSheba Collins – Customer Service Representative Joy Morton – Customer Service Representative Letitia Sullivan – Customer Service Representative Amy Eskew – Admissions Representative Michelle Holbrooks – Business Administrator Wendi Ingalls – Academic Coordinator Karen Adcox-Tolley – Instructor Ciara Anderson – Instructor Karen Bright – Instructor Maggie Gambrell – Instructor Pam Gobeille – Instructor Joseph Haire – Instructor Brooke Hunter – Instructor Emily Joy – Instructor Michelle Miller – Instructor Patsy Pylat – Instructor Cassie Rainey – Instructor
State and National Agencies:	Member of the American Association of Cosmetology Schools [AACS] Member of the South Carolina Association of Cosmetology Schools [SCACS] Provisional Branch Campus approval by the National Accrediting Commission of Career Arts & Sciences [NACCAS] 4401 Ford Avenue Suite 1300 (703) 600 -7600 Alexandria, VA. 22302-1432 Licensed by the S.C. Department of Labor, Licensing & Regulations Board of Cosmetology (803) 896-4588 110 Centerview Drive Columbia, S.C. 29211
Programs Offered:	Cosmetology – 1500 Hours – SOC Code: 39-5012.00 Instructor Training – 750 Hours – SOC Code: 25-1194.00

EDUCATIONAL GOALS AND OBJECTIVES

Kenneth Shuler's School of Cosmetology, Inc. goals are to educate cosmetologists, nail technologists, estheticians, and instructors with all the skills and training necessary to enter the field of cosmetology and its related fields. Upon acceptance of our students, we take the responsibility to help them be the best they can be.

Our goal is for all our students to pass the State Board Examination, to become professional licensed cosmetologists, nail technologists, estheticians, and instructors and to create a positive difference in our profession.

MISSION STATEMENT

To provide superior education for a successful cosmetology career.

SCHEDULE OF ATTENDANCE

The schools are closed the following legal holidays: New Year's Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24th – 26th. You will be notified of any other closings.

St. Andrews Road Campus	Full Time (30 hrs/wk): Tuesday – Friday from 9:00am to 3:30pm Saturdays from 8:15am to 2:45pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.
Garners Ferry Road Campus	Full Time (30 hrs/wk): Monday – Friday from 9:00am to 3:30pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.
Spartanburg Campus	Full Time (30 hrs/wk): Monday – Friday from 9:00am to 3:30pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Esthetics Alt (20 hrs/wk): Monday, Tuesday, Thursday from 5:30pm to 9:30pm Saturday from 8:15am to 4:45pm Instructor Training Program Schedule may vary.
North Augusta Campus	Full Time (30 hrs/wk): Monday – Friday from 9:00am to 3:30pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.
Florence Campus	Full Time (30 hrs/wk): Monday – Friday from 9:00am to 3:30pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.
Rock Hill Campus	Full Time (30 hrs/wk): Tuesday – Friday from 9:00am to 3:30pm Saturdays from 8:30am to 3:00pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.
Greenville Campus	Full Time (30 hrs/wk): Monday – Friday from 9:00am to 3:30pm Part Time (20 hrs/wk): Monday – Friday from 5:30pm to 9:30pm Instructor Training Program Schedule may vary.

We are also offering Full Time Option #1 and Option #2 for those individuals who have attended for at least 15 weeks and have maintained a GPA and Attendance percentage of 85% respectively. The optional schedules are as follows:

St. Andrews Road Campus

- Full Time Option #1(40 hrs/wk): Tuesday – Friday from 9:00am to 5:30pm
Saturdays from 8:15am to 4:45pm
- Full Time Option #2(30 hrs/wk): Monday – Friday from 3:30pm to 9:30pm

Rock Hill Campus

- Full Time Option #1(40 hrs/wk): Tuesday – Friday from 9:00am to 5:30pm
Saturdays from 8:30am to 5:00pm
- Full Time Option #2(30 hrs/wk): Monday – Friday from 3:30pm to 9:30pm

North Augusta, Garners Ferry, Spartanburg, Florence, and Greenville Campuses

- Full Time Option #1(40 hrs/wk): Monday – Friday from 9:00am to 5:30pm
- Full Time Option #2(30 hrs/wk): Monday – Friday from 3:30pm to 9:30pm

HOW TO APPLY

Start Dates: Cosmetology and Nail Technology classes start every five weeks (approximately). Instructor Training classes will start once a month depending on prospective student interest. Please see the Admissions Representative to receive the actual start dates.

ADMISSION REQUIREMENTS FOR COSMETOLOGY/NAILS/ESTHETICS

To be accepted into the school all applicants must meet the following requirements:

1. Must be at least 17 years old by their projected graduation date.
2. Must provide proof of being a standard high school graduate or GED recipient.
3. Must provide a valid driver's license or photo ID and a social security card.
4. Must complete and submit:
 - a completed Kenneth Shuler's Schools application with a \$100 non-refundable application fee
5. Be approved for acceptance by the school. The school does not recruit students already attending or admitted to another school offering the same course of study.
6. Complete all financial arrangements, applications, and paperwork. In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met.

*Class size usually ranges from 10 to 20 students depending on space availability and time of year.

**Kenneth Shuler School of Cosmetology does not discriminate on the basis of age, sex, race, color, ethnic origin, or religion.

***Official transcripts must be signed, embossed, and sealed for delivery to the school. A high school transcript that is faxed from the high school may be accepted as long as it contains a cover sheet with the school's letterhead and a school official's signature.

****All courses are taught in English.

ADMISSION REQUIREMENTS FOR INSTRUCTOR TRAINING PROGRAM

1. Must be a licensed Cosmetologist, Nail Technician, or Esthetician.
2. Must provide proof of being a standard high school graduate or GED recipient.
3. Must provide a valid driver's license or photo ID and a social security card.
4. Must complete and submit:
 - a completed Kenneth Shuler's Schools application with a \$100 non-refundable application fee*
5. Be approved for acceptance by the school. The school does not recruit students already attending or admitted to another school offering the same course of study.
6. Complete all financial arrangements, applications, and paperwork. In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met.

*The application fee is waived for Kenneth Shuler School of Cosmetology graduates.

** This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.

PAYMENT PLAN

All tuition required is due on the first day of enrollment unless prior arrangements have been made with the financial aid office. Any payment plans will be implemented and enforced according to the student's contract. Any payments that are 10 days past due will be charged a \$10.00 late fee per month. Any past due payment that exceeds 15 days will result in suspension until payment is made in full.

REFUND POLICIES

For those students who choose to withdraw from school the refund policies are as follows:

1. RETURN OF TITLE IV FUNDS:
The school is required by Federal Regulations to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. The calculation of the Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each payment period, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. The school is required to return any unearned Title IV funds, it is responsible for, within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement within 30 days of the date the school determined the student withdrew.

The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the amount disbursed from each source:

1. Unsubsidized Direct Federal loans (other than PLUS loans)
 2. Subsidized Direct Federal loans
 3. Direct PLUS loans
 4. Federal Pell Grants for which a return of funds is required.
FSEOG (Federal Supplemental Educational Opportunity Grant)
2. STATE REFUND:
Not applicable
3. INSTITUTIONAL POLICY:
This refund policy is based on your elapsed time known as scheduled time. The scheduled time as of your withdrawal date is divided by the number of contracted hours for the course, this percentage is then compared to the back of your contract. The school takes the portion that is earned and deducts all monies paid to the account. If the difference incurs a negative balance then the funds will be returned to that student within fourteen (14) days from the schools determination of drop date. If this incurs a positive number then the student owes the school the balance.

Examples for those above items are available upon request.

All students will be charged a \$100.00 drop fee as stated in your contract.

REFUND POLICY NOTES

In cases of formal termination by the school (which shall occur no more than fourteen (14) calendar days from the last day of physical attendance), unofficial withdrawal, or in the case of a leave of absence, any monies determined to be owed to the student shall be returned to the student within fourteen (14) days from the termination date. If a student, who is on an approved leave of absence, does not want to return to school, then he/she must inform the school in writing. The date of official withdrawal will be the earlier of either the return date of the approved leave of absence or the date in which the school was informed of the withdrawal. Unofficial withdrawals will be determined based upon the monitoring of monthly attendance. Students who have not attended school for 14 consecutive calendar days will be terminated. The termination date will be the last day of physical attendance.

REFUND POLICIES • TITLE IV RECIPIENTS / NON TITLE IV RECIPIENTS / 2ND TIME ENROLLMENTS

All refunds are based on your elapsed time known as scheduled time.

- A) An applicant not accepted by the school, before beginning the ten-day program, shall be entitled to a refund of all monies paid less an application fee of \$100.00
- B) If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days of signing of the contract, all monies collected by the School shall be refunded less an application fee of \$100.00. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the School Administrator in person. This policy applies regardless of whether or not the student has actually started school.
- C) If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies less an application fee of \$100.00.
- D) For students who enroll and begin classes, the following schedule of tuition adjustment will apply:

PERCENTAGE TIME TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION DUE TO THE SCHOOL
0.01% to 9.9%	20%
10% to 24.9%	35%
25% to 34.9%	45%
35% to 39.9%	60%
40% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the School. Any tuition due the applicant shall be refunded within 14 days of formal cancellation by the student, or in case of a minor, his/her parent or guardian, or a formal termination by the School which shall occur no more than fourteen (14) calendar days from the last day of physical attendance or in the case of a leave of absence, the documented date of return. If a student on a leave of absence does not want to return to school, then he/she must give written notice. The date of withdrawal will be the earlier of either the return date on the leave of absence or the date in which the school was notified of withdrawal. This contract may be terminated by written notice to the School. The termination date will be the date of the postmark of the notice or the date of receipt by hand-delivery to the School Administrator. Unofficial withdrawals will be determined based upon the monitoring of monthly attendance. Students who have not attended school for 14 consecutive calendar days will be terminated. The termination date will be the last day of physical attendance.

- E) When situations of mitigating circumstances are in evidence, (long-term illness, disabling accident, death in the immediate family, etc.) the school will make a settlement with the student that is fair and reasonable to both parties.
- F) Students who terminate for any reason will be charged a termination fee of \$100.00 to cover the cost of related office procedures.
- G) A \$50.00 processing fee will be charged for students re-entering within one year's time of their last physical date of attendance; a \$100.00 processing fee will be charged for students re-entering after one year's time of their last physical date of attendance.
- H) If the School is permanently closed or is no longer offering instruction after the student had enrolled, the student shall be entitled to a pro rata refund of tuition. A listing of students, as well as the amount of their refunds, will be sent to our accrediting agency.
- I) If a course is cancelled subsequent to a student's enrollment, the school, which is covered by a surety bond, at its option will: (1) provided a refund of all monies paid or (2) will assist in transfer to another school for completion of course. The student's rights hereunder may not be assigned, but the School may sell, assign or transfer its rights to payment hereunder, but such assignment will not relieve the School from its obligation hereunder. Both parties hereto are bound to the faithful and earnest performance of the enrollment contract. Students who are using Title IV funds to pay tuition that fail to complete the entire course will be refunded according to the Return of Title IV Funds Calculation.
- J) The school provides no teach-out agreement, therefore the school will provide the student with a pro-rata refund of the tuition when applicable.
- K) Students, who have withdrawn or were terminated, will be notified in writing if there is an outstanding balance on their account. The student must contact the school within 30 days to either pay the balance or make arrangements for paying the balance. If no contact is made by the student, then his/her account will be sent to collections.

In the situation that a credit balance occurs, student may allow the school to hold any excess funds to cover any costs such as overtime fees. If no additional fees apply then a refund payable to the student will be made within fourteen (14) days from graduation date, formal termination, or withdrawal.

In the event a Veteran or person eligible to participate in Veteran's benefits fails to enter the course or withdraws or is discontinued at any time prior to completion, the amount charged for tuition and other charges shall not exceed the pro-rata portion of the total charge for tuition. Students who are using Veteran's Benefits to pay tuition and fees who fail to complete the entire course will be subject to a pro-rata refund.

By authority of Title 38, US Code of Federal Regulations 21.4255 for Non-College Degree programs only, the following refund policy applies to any Veteran and others eligible for VA Education Benefits: An established Registration Fee exceeding \$10.00 must be pro-rated upon withdrawal / termination. The amount in excess of \$10.00 is to be pro-rated and refunded to the student within forty (40) days of withdrawal / termination.

STUDENT RULES AND REGULATIONS

These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits and attitude for a successful career in the hairstyling profession. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process. The third violation of any rule may result in a one-day suspension.

All tool kits are to be brought to school every day. If you do not bring your tools, you may not be able to clock in.

DRESS CODE

The proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. Therefore, your appearance must reflect a professional image. With this in mind, we have devised a list of basic rules as guidelines.

1. All students are required to be in proper uniform at the beginning of his/her scheduled hours and when clocking in.
2. No student will be allowed to attend school if he/she is not in compliance of the dress code. You will be asked to clock out and return the next day.
3. Tops: Black and white only (no graphics). You may wear your Kenneth Shuler shirt underneath your lab vest. When assigned to a station on the student salon, you may not wear a jacket.
4. Pants: Black pants at least 3 inches below the knee, No sweat pants, no leggings, no denim, no torn pants, no ripped pants, and no faded pants.
5. Skirts: Black skirts may be worn instead of pants, but they may not be less than 3 inches above the knee.
6. Shoes: Because of the profession in which you have chosen, the types of shoes you wear are critical to your health. You must wear rubber soled shoes with closed toes and heels. No heels over 1 inch and no boots.
7. Lab Vest: Students must wear their black lab vests, at all times, while clocked in. Instructor Training students must wear their white lab vests while clocked in.
8. Head Coverings: No head coverings, of any nature, are allowed.
9. All students are required to have a neat, clean, fashionable hairstyle while attending school.
10. All students are required to have neat, clean manicured fingernails.
11. All students are required to wear name badges. It is a STATE BOARD REQUIREMENT!!!! (There is a \$4.00 fee for replacement badge.)
12. Decisions on appropriateness of student's dress is left to the discretion of the staff.
13. **Under no circumstances may a bandana be worn, in any fashion, on school premises.**
14. Body and facial jewelry **must** be removed while on campus (except for earrings in the ear) if it is excessive, disruptive, or brings undue attention.
15. Any offensive or inappropriate tattoos must be covered at all times.

IF YOU ARE NOT PROFESSIONALLY ATTIRED AND LOOKING YOUR BEST EVERY DAY WITH A POSITIVE ATTITUDE AND SMILE ON YOUR FACE, YOU WILL NOT BECOME A PROFESSIONAL STYLIST. WHEN YOU ARE, YOU WILL GAIN THE RESPECT, THE FINANCIAL REWARDS AND ADMIRATION OF THOSE AROUND YOU.

GENERAL RULES FOR CONDUCT OF STUDENTS

1. If a student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all broken or lost items within a 2 week period. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.
2. Each student is responsible for his/her own equipment and personal property. The school is not responsible for any items stolen or lost.
3. The classroom is to be used for theory, practice, and study only. It must be kept clean and orderly at all times. Refrain from loud talk in and around this area so that those who are studying can concentrate.
4. Students must observe good habits of personal hygiene, sanitation and sterilization of tools and work area while in school.
5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the instructor.
6. Racial remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish racial harmony among the student body. Violation of this policy could result in termination from the school.
7. Students are not allowed to have food or beverages on the student salon.
8. Gum chewing is allowed unless it becomes disruptive. Disruptiveness is determined by the discretion of the staff. It is unprofessional to chew gum while practicing on clients.
9. Smoking in the building is PROHIBITED for all students and staff. Smoking is only allowed in designated areas during break time.
10. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued materials to perform all assignments (clinical, practical, and written). Students must bring their books and kits into the building before clocking in.
11. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible. **Cell phones must be turned off before entering the building. Bluetooth technology is also not allowed. See the Director if there is an emergency. Students should check their phone messages during their scheduled breaks. Taking photos and video footage is prohibited unless permitted by the School Director.** Not adhering to the statements above will result in disciplinary action
12. Students may not use Ipods, MP3 players, or any other music playing device within the school.

13. Excessive visitation and/or loitering by visitors are not allowed during scheduled school hours; this includes family members. Any messages are to be delivered to the front desk and will be given to the student at break time.
14. Student services are a privilege—Students may receive a service under the following conditions: perfect attendance the previous week, all theory grades are current, all practical grades are current, obtain the Student Salon Supervisor's permission, and prepayment of service at the front desk. Students will be charged student prices and the Student Salon Supervisor must initial before beginning the service. No responsibility is assumed by Kenneth Shuler's School for negligence, carelessness or lack of skill by one or more students or instructors while practicing any part of course upon one another. No responsibility is assumed for injury or loss. Violation of this rule may result in ****NO SERVICES** until completion of 1500 hours.
15. If a student is giving or receiving student services and is called for a client, the student is responsible for taking the client. If the student refuses the client, the student will be written up and may be sent home. Remember, clients come first. They are your priority and will become your income.
16. Soliciting of any nature is not permitted on school property.
17. **Cheating, in any form, may be considered as grounds for dismissal. Theft may also be grounds for dismissal.**
18. A satisfactory standard of attendance and conduct is required and Kenneth Shuler's School reserves the right to terminate any student who does not maintain these standards.
19. Any fees incurred by the Board of Cosmetology are the sole responsibility of the graduating student unless previous arrangements have been made.
20. All rules herein and posted must be followed or suspension and/or termination may result. Kenneth Shuler's School reserves the right to make any changes in the rules and regulations at any time. Students will be notified of any changes.
21. Only students completing eight (8) hours of school each day are required to take a thirty minute lunch break and two fifteen minute breaks unless they have time to make up. Students who complete six (6) hours of school each day are required to take a thirty minute lunch break. All students are to clock in and out for lunch. If the student fails to clock in or out for a lunch break, disciplinary action may occur. Scheduling of breaks/lunches are at the discretion of the Instructor.
22. Students are not to leave the building without permission, without clocking, or notifying your instructor. This will result in disciplinary action left to the discretion of the instructor. If a student leaves the premises without clocking out, the student will not receive their hours for the day and the disciplinary action is at the discretion of the instructor. Credit is only given for verifiable time.
23. It is the student's sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student's attendance in clock hours. The school will not add or deduct hours as a penalty. Example: 1) If you clock in @9:00 and did not clock out at the end of the day, your hours for the day would be zero unless verified by a staff member.
2) If you clocked in @9:00 and clocked out for lunch @12:00, but did not clock back in after lunch, but clocked out @3:30 at the end of the day, your hours would be three(3) hours unless verified by a staff member.
24. Attempting to falsify your time will result in disciplinary action.
25. Refusing to complete salon management duties to Kenneth Shuler standards may result in disciplinary action.
26. Fighting / any type of physical attack or participation in such will result in immediate termination.
27. Students who do not charge clients for the full amount of the services that the client received will be expelled from the school. This is considered theft and it is punishable by law.

STUDENT AND SCHOOL RELATIONSHIP

During your enrollment at Kenneth Shuler's you are our school. We expect you to treat other students as family and the facilities as your home. As to your fellow students, we expect you to treat them in a manner to make Kenneth Shuler's a happy, fun loving, educational family.

Each student will be assigned salon management each month. Your salon management is mandatory and must be completed and checked by an instructor. If a student fails to do their assigned salon management, they will be written up and the disciplinary action will be at the discretion of the instructor. Students enrolled in the Instructor Training Program will be assigned as salon management inspectors.

Our facilities are used extensively and must be constantly kept clean. As a student we expect you to pick up your trash and place it in a container. Don't wait on someone else to do it. When you see trash or any other item which needs to be put in its proper place—Do It. Keep your school looking neat and tidy.

When employed in a salon after graduation, you will be required to keep the floor swept and clean around your chair. Also

you will be required to place towels in the washer and dryer, fold them and put them in the cabinets. At Kenneth Shuler's you will be expected to do the same.

South Carolina law requires you to have dispensary duty. You will be assigned Salon Management by your instructor. This is an excellent opportunity for you to learn about products, supplies and inventory. We want to be proud of you and want you to be proud to be a Kenneth Shuler student.

ATTENDANCE POLICY

Students are expected to attend school every day, as per their contracted schedule. Students must maintain a minimum 66 2/3 % attendance rate in order to be in compliance with the Satisfactory Academic Progress (SAP) Policy. Attendance will be monitored monthly and students will be informed of their missed hours and percentage of attendance on their monthly time sheets.

If you are absent, or need to be absent from school, it is mandatory that you contact either the School Director or the appointed night staff person. If you are a day student, the school must receive your call by 10:00 AM of the day of your absence. If you are a night student, the school must receive your call by 7:00 PM of the day of your absence.

Students abusing their contracted schedule may be terminated from the program. Any appeal to this decision because of mitigating circumstances would require Director approval/disapproval before a final decision is made.

Any student terminated by the school must reapply and pay all fees for re-admittance after a sixty (60) day period. Re-admission into the school is not guaranteed and will be at the school's discretion.

VA ATTENDANCE POLICY:

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (13) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits after 30 days from the date of termination/interruption of VA benefits only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence".

MAKE-UP HOURS:

Students are allowed to make up absent hours during Phase 2 and Phase 3 only. Once all absent hours have been made-up, the student is no longer eligible to make-up hours. Permission may be granted for make-up time, at the discretion of the school, within federal and state guidelines. All make-up hours must be pre-approved by the Director.

REPORT CARDS

Cosmetology students will receive a minimum of two report cards while they are enrolled in school. A minimum of one report card will be given prior to the student reaching the midpoint of the program. All students enrolled in other programs offered by Kenneth Shuler Schools will receive a report card on a monthly basis.

TARDY POLICY

Any of the following circumstances will be considered a tardy:

- Students who arrive and clock in after their contracted scheduled arrival time.
- Returning late from a scheduled break/lunch.
- Leaving school before your scheduled daily ending time.

More than 3 tardies in a month is considered excessive. Disciplinary actions may be taken towards those students who have excessive tardies.

*****Don't abuse absences & tardies** – Be in school on time and be dependable. The school has the authority to take whatever action is necessary to control excessive absences and tardies. If you clock-in on time, but are not attending class, then you may be subject to being clocked out and sent home.

CHARGES FOR ADDITIONAL INSTRUCTION

EFFECTIVE JULY 5, 2011 any student that exceeds their contracted allowable absent hours prior to completing their required program hours, will be responsible for paying charges for additional instruction (Overtime Charges).

The student will be charged \$25 per week for each week it takes to complete the required clock hours to graduate from their program. Once the student is notified of the OT charges, the \$25/week charge will begin the following scheduled school week.

The student cannot return to school until the \$25 is paid. If the student is absent 14 consecutive calendar days, then he/she will be terminated from the program. This charge cannot be prorated. This payment must be made to the Director (or in his/her absence to the Business Administrator) prior to clocking in that day.

The student must attend school their contracted schedule, at minimum, and will be allowed to attend as many hours as possible to make up their time. The maximum allowed weeks to graduate, at the \$25 per week rate, will be calculated by dividing the remaining hours needed to graduate by the students weekly scheduled hours. If the student does not graduate within this time frame, the same formula will be used to calculate the remaining weeks needed to graduate. At that time, the student will be required to pay \$100 a week until graduation and he/she must follow the same guidelines.

<u>PROGRAM</u>	<u>REQUIRED HOURS TO GRADUATE</u>	<u>ALLOWABLE SCHEDULED HOURS</u>
Cosmetology	1500	1700
Esthetics	600	680
Nail Technology	600	680
Instructor Training	750	780
Transfer Students	Per Contract	Per Contract

Example: A Day schedule Cosmetology student that reaches 1700 scheduled hours and has only clocked in 1300 hours would now owe charges for additional instruction. The number of hours still needed to graduate is 200. 200 divided by 30 = 7 weeks maximum to complete.

Example: A Night schedule Nail Tech student that reaches 680 scheduled hours and has only clocked in 500 hours would now owe charges for additional instruction. The number of hours still needed to graduate is 100. 100 divided by 20 = 5 weeks maximum to complete.

CONDITIONS FOR RE-ENTRANCE

Students who are interrupted from school for either voluntary, academic or disciplinary reasons may be considered for re-enrollment after a period of 60 days and must reapply with admissions for consideration of reinstatement on a space available basis. A person wanting to re-enroll will be subject to paying a \$300.00 re-entrance deposit that will go towards their tuition and fees. All students who re-enroll will be put on a 30-day probation. Their academic and/or disciplinary action will be monitored for the probation period. At the end of the 30 days, the student will be notified if the student is to stay enrolled at the school. A student that reapplies to enter the school, between 60 days and 180 days will not have any changes made to

their cost of attendance. Their costs will reflect those of their previous contract. After 180 days from the last date of their physical attendance, a student that reapplies to enter the school will be subject to pay a \$100.00 non-refundable application fee. Such students will also be charged an hourly rate of the current tuition fees for their remaining hours to complete the course. Any previous accounts that have been with the collection agency must meet all financial obligations prior to enrollment.

POLICY FOR CREDIT OF PREVIOUS TRAINING

Credit will be given from approved schools for cosmetology only. We will not give credit for previous nail technology training, instructor training, or esthetics training. All hours must have been recorded with the school. Credit will depend on the student’s ability to perform practical work and his/her theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing. Based on the transcript provided, the Director will generate a test using a minimum of 10 questions from each area of study from our own school tests. In order to receive full credit, the student must pass each section of the test with *the minimum required grade level as stated in the Satisfactory Academic Progress Policy specific for their program of study*. If the student does not meet the minimum grade level, the student will not be awarded any hours for that particular area of study. Maximum transfer hours accepted will be 750. The only allowed variance from this policy is for students eligible for VA Education Benefits. Because of federal guidelines relating to previous training for Veteran students, students may not receive education benefits for hours that have been previously certified. Students eligible for VA Education Benefits who have had previous training may receive more than the schools allowed transfer hours based on the results of the testing as stated above. Any student transferring from this school requesting a transcript of their credit or academic hours will be charged a \$35.00 fee for each transcript after their first initial free transcript. All documentation pertaining to previous training must be kept in the students’ files.

JOB OPPORTUNITIES

The US Department of labor says that job openings for cosmetologists/nail technicians/estheticians are expected to be plentiful. As licensed cosmetologists/ nail technicians/estheticians, you have many options. After completing school, cosmetologists/nail technicians/estheticians could work in salons, on cruise ships, in hotels, or in local health spas. These careers are used many times as stepping-stones to other professions. Many cosmetologists/nail technicians/estheticians continue their education to become instructors for cosmetology schools, platform artists, product knowledge specialists, or even instructors for continuing education classes. Ultimately, these licensed professionals may go on to become members of their State Board of Cosmetology or owners of various chains of salons. Career opportunities, with cosmetology/nail technology/esthetics experience, exist as far as the mind expands.

There are also many job options for licensed instructors. Instructors not only will be able to teach in schools, they will also be able to teach continuing education courses. Many instructors become manufacturing representatives for salon products, while others become platform artists who travel to hair shows worldwide.

All programs lead to licensure.

Program by Standard Occupation Code	Sample of Occupations listed on O*NET Code Connector
Cosmetology – SOC Code: 39-5012.00	Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Manager Stylist, Nail Technician, Esthetician
Nail Technology – SOC Code: 39-5092.00	Nail Technician, Pedicurist, Manicurist
Esthetics – SOC Code: 39-5094.00	Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
Instructor Training – SOC Code: 25-1194.00	Instructor, Business Instructor, Cosmetology Instructor, Teacher

PERTINENT CHARACTERISTICS

Kenneth Shuler’s Cosmetology School uses Milady’s Standard Cosmetology to teach the curriculum. The school also uses supplementary materials for portions of the theory instruction. The nail technology course uses Milady and the accompanying CD-ROM. Students enrolled in the instructor training course will also be using the above mentioned materials as well as the Milady Master Educator textbook. The school also subscribes to trade journals which are available for students to read, such as Modern Salon. Mr. Shuler also schedules a photo shoot each year. This allows a student to have his or her work photographed by a professional photographer. The students are then able to use these photos in their personal portfolio as exhibits of their talents. These portfolios are excellent tools for obtaining employment. Some of our students’ work has been published in national hair magazines!

PLACEMENT SERVICES

Kenneth Shuler's School of Cosmetology, Inc. does not guarantee employment after completing the required hours of your course; however, the school has an excellent placement record for its graduates. All graduates are encouraged to request our staff to assist them in securing a position in cosmetology or its related fields. The student bulletin board is kept current with salons/spas in the area requesting stylists, estheticians, or nail technicians. Our school also invites salons/spas to our Career Days. These Career Days provide a means in which the current students can ask the salon/spa managers questions regarding employment opportunities. Many salons/spas set up times with our School Directors in order to interview our students who are about to graduate. This is an excellent opportunity for our students to provide the salon/spa manager with a resume that they had completed as part of their salon business requirements.

CONFIDENTIALITY & ACCESS OF THE STUDENT'S RECORDS

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at \$.50 per page plus postage costs. If the review is done at the institution, the institution reserves the right to have a staff person present during the review. The FERPA also insures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

1. To school officials who have legitimate educational interest in the records.
2. To certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
3. Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.
4. To accrediting commission to conduct their functions- judicial order or subpoena – parents of dependent minor students – or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpoena. However, reasonable efforts will be made to notify the student or parent of the dependent student prior to the release of information. This is true except in cases of *ex parte* which is a subpoena that would require the school to not inform the student or parents of the dependant minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals.

*** Records of the school will be maintained for a minimum period of 5 years. ***

The school does not publish a student directory.

DRUG-FREE POLICY STATEMENT

Standards of Conduct:

The Drug-free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions. In the event that the school suspects usage all students and employees involved will be subject to drug testing at their expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

Institution Sanctions:

If the student/employee is found to have violated the institution's Drug-free Policy, then immediate termination may take place. The school may make referral to local and state authorities for prosecution.

These measures will be imposed for use, distribution or possession of illegal drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three (3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The student/employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The institution's administration will then notify the student/employee of the board's decision.

****Sources of Rehabilitation are available to each student/employee in the admissions office. Guest speakers are also invited by the school to speak with the students regarding support services.

LEAVE OF ABSENCE POLICY

The school does not grant a leave of absence except in extreme cases where the student can show just cause, with documentation. This information must be presented to the School Director and will be considered by a staff committee which shall determine the validity of the request. Only students in good standing in the areas of academics, attendance, and conduct will be considered for a leave of absence.

Any student returning after a granted leave of absence will be required to meet the same financial requirements as any other re-entering student. If a student does not return on the scheduled return date, the student will be terminated. Any request for an extension of a leave of absence must be re-submitted, with documentation, as was the initial request, and will be considered in the same process. Individuals taking a leave of absence will have their contracted graduation date extended the same number of days as the leave of absence.

A leave of absence cannot be longer than a total of 60 days. More than one leave of absence may be granted per student if there are exceptional circumstances.

In case of formal termination by the school, which shall occur no more than fourteen (14) calendar days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return, any monies determined to be owed to the student shall be refunded.

Students receiving VA Education Benefits will have their benefits discontinued while on an official leave of absence.

A Leave of Absence may affect a student’s Financial Aid and will affect his/her contracted date of completion.

SCHEDULE TRANSFER PROCEDURE FOR ALL PROGRAMS

When a student requests a transfer from night to day, or day to night, from part-time to full-time, or full-time to part-time, or any change in schedule, there will be no charge for the first change. Any 2nd change will incur a \$25.00 charge. Each additional change will be a \$50.00 charge. Money will be due on effective date of change. To request a transfer, you must use the following steps:

1. Speak to your current instructor about transferring.
2. Speak to the instructor that you would be switching to about the transfer.
3. Speak to the director of the school about the transfer.
4. Speak to the financial aid officer about the transfer.
5. After receiving approvals from all of the above, you may be allowed to transfer depending on the space available.

TUITION AND FEES

	Cosmetology 1500 Hours	Nail Technology 600 Hours	Esthetics 600 Hours	Instructor Training 750 Hours
Tuition	\$16,275.00	\$6,390.00	\$6,198.00	\$7,747.50
Application Fee	\$100.00	\$100.00	\$100.00	\$100.00*
Kit Charge + Tax	\$1,448.00	\$460.00	\$300.00	0.00
Book Charge + Tax	\$475.00	\$569.00	\$450.00	\$165.00
Lab Fees	\$475.00	\$150.00	\$300.00	\$135.50
TOTAL	\$18,773.00	\$7,669.00	\$7,348.00	\$8,148.00

These fees do not include uniforms or name tags which are required by the State Board of Cosmetology, nor the fees required by the State Board of Cosmetology for the License Exam. Kenneth Shuler Schools of Cosmetology will pay for your application fee to take the licensing exam the first time.

Each student will be required to sign an enrollment agreement before beginning school. Students who are 18 and over may accept financial responsibility. Students who are under 18 are required to have their parent, guardian, or sponsoring institution's signed permission. All fees due to the school must be paid in full before the school will release any transcripts or final papers for licensing purposes.

Students requesting a transcript of clock hours and academic grades will be given the first one (1) free of charge. Each

additional transcript is \$35.00.

*The application and registration fees are waived for Kenneth Shuler graduates for the Instructor Training Program.

** The Instructor Training Program is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail tech, or esthetician.

COSMETOLOGY PROGRAM
COURSE OUTLINE

COSMETOLOGY COURSE OBJECTIVE – 1500 HOURS

The primary objective of the Cosmetology curriculum is to prepare students for the state licensing examination necessary to become a licensed cosmetologist in S.C. The 1500 hour course includes cutting and styling, hair coloring, make-up and facials, manicuring and pedicures, permanent waving, scalp and hair treatments, and other related subjects.

COSMETOLOGY DESCRIPTION

The cosmetology course is a 1500 clock hour course that covers the sciences of beautifying and improving the complexion, skin, hair, and nails, including practical hands-on training as well as theory. Your first few months will consist mainly of classroom instructions and basic mannequin practice. After successfully completing these requirements, the remaining months will cover clinic practice on school customers with a combination of demonstration, mannequin practice, lectures, and utilization of audio aids and textbooks.

GRADING PROCEDURES

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. In the event of failing a written test, the student will only be allowed to retest once (phase 2 only), and then the grades will be averaged. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN

A - 94 to 100
B - 87 to 93.9

C - 80 to 86.9
D - 75 to 79.9

F - below 75

PRACTICAL

5 = 100
4 = 95

3 = 85
2 = 80

1 = 75

Practical study and artistry are graded according to the Phase 1 test out, Practical Exam #1, Practical Exam #2, Practical Exam #3 and Mock Boards.

COMPLETION REQUIREMENTS FOR COSMETOLOGY

- A. Each student must clock 1500 hours of training for the cosmetology curriculum and complete practical and theory credit as prescribed by Kenneth Shuler's.
- B. **Cosmetology**-Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All cosmetology theory work should be completed and turned in at 1400 hours. The last 100 hours will be spent on the student salon to practice your skills for employment.
- C. Pass a final examination administered by his/her designated instructor with a minimum of 75% as well as pass all required practical exams with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 1450 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the school.

Additional Information

- A. The state exam is held in South Carolina and it is the responsibility of the student to make his/her arrangements. The requirements for S.C. exam are a completed application, one (1) current photo of student, proof of high school education, an affidavit of completion from the school, and one (1) cashier's check (or money order) in the amount of \$165.00 payable to PCS*. Once you have completed the application and sent it to PCS, then you will receive a letter with the procedures on how to schedule your theory exam. You will also receive a second letter regarding your practical exam. All items are to be completed by the deadline provided by the school director.

B. All State Board paperwork must be turned in before graduation in order to receive a diploma.

***Amount payable to PCS is only applicable to students who enrolled prior to February 2008. For those students who enrolled after February 1, 2008, the school will pay for your application fee for taking the test for the first time. Test must be taken within 90 days of the date of graduation.**

ALL ASPECTS OF YOUR TRAINING ARE VERY IMPORTANT AT KENNETH SHULER'S

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

COSMETOLOGY CLINIC RECOMMENDATIONS

150 - Shampoos	2 - Perm-a-curls	2 - Artificial Nail applications
50 - Hair Cuts	150 - Conditioners	5 - Pedicures
50 - Hair Sets	2 - Hair Pressing	4 - Tweeze/Wax
50 - Comb Outs	10 - Hair Color	4 - Facials/Makeup
30 - Blow Dry/Curl Iron	5 - Bleaches	75 - Consultations
20 - Permanent Waves	10 - Hair Scalp Treatments	8 - Color Rinses
20 - Hair Relaxing	10 - Manicures	

COSMETOLOGY PRACTICAL/THEORY REQUIREMENTS

Shampoo	Blow Drying	Updo	Phase 1 Test Out
Fingerwaving	Thermal Curl	Facials	Practical #1, #2, #3
Waxing	Scalp Treatments	Pedicure	Mock Board #1
Braiding	Pin Curling	Hair Color	Mock Board #2
Roller Sets	Chemical Relaxing	Manicuring	Final Exam
Comb Outs	Haircutting	Permanent Wave	

COSMETOLOGY CURRICULUM

SUBJECTS	HOURS
Sanitation and Sterilization	45
Personal Hygiene & Good Grooming	30
Professional Ethics	35
Public Relations, Salesmanship & Psychology	50
Anatomy	45
Dermatology	25
Trichology (Consultations)	25
Nail Structure	15
Chemistry	100
Safety Precautions	30
Shampoos and Rinses	45
Scalp and Hair Care Treatments	30
Hair Shaping	150
Hair Styling: Thermal Pressing, Thermal Curling, Wiggery, Roller Placement, Molding, Pin Curling	325
Manicuring and Pedicuring	25
Chemical Waving and Chemical Relaxing or Straightening	225
Hair Tinting (coloring) and Lightening (bleaching)	225
Facials, Skin Care and Make-up	30
State Law: Rules, Regulations and Codes	15
Threading	10
Unassigned	20
TOTAL	1500 Hours

Cosmetology Course Content

(Some content below may be covered more in-depth than other content)

- I. **Orientation**
 - a. **History & Career Opportunities** – Brief History of Cosmetology, Career Paths for a Cosmetologist, A Bright Future
 - b. **Life Skills** – Psychology of Success, Managing your Career, Goal Setting, Time Management, Study Skills, Ethics, Personal Development and Attitude
 - c. **Your Professional Image** – Beauty & Wellness, Looking Good, Your Physical Presentation
 - d. **Communicating for Success** – Human Relations, Communication Basics, Client Consultation, Special Issues in Communication, In-Salon Communication
- II. **General Sciences**
 - a. **Infection Control: Principles and Practice** – Regulation, Principles of Infection, Principles of Prevention, Disinfection Procedures, Universal Precautions, Professional Salon Image
 - b. **General Anatomy and Physiology** – Cells, Tissues, Organs & Body Systems, Skeletal System, Muscular System, Nervous System, Circulatory System, Endocrine System, Digestive System, Excretory System, Respiratory System, Integumentary System
 - c. **Skin Structure and Growth** – Anatomy of Skin, Maintaining Skin Health
 - d. **Nail Structure and Growth** – The Natural Nail, Nail Anatomy, Nail Growth, Know your Nails
 - e. **Nail Diseases and Disorders**
 - f. **Properties of the Hair and Scalp** – Structure of Hair, Chemical Composition of Hair, Hair Analysis, Hair Growth, Hair Loss, Disorders of the Hair, Disorders of the Scalp
 - g. **Basics of Chemistry** – Chemistry, Matter, Potential Hydrogen (pH)
 - h. **Basics of Electricity** – Electricity, Electrical Equipment Safety, Electrotherapy, Other Electrical Equipment, Light Therapy
- III. **Hair Care**
 - a. **Principles of Hair Design** – Philosophy of Design, Elements of Hair Design, Principles of Hair Design, Influence of Hair Type on Hairstyle, Creating Harmony between Hairstyle and Facial Structure, Designing for Men
 - b. **Shampooing, Rinsing, and Conditioning** – Understanding Shampoo, Conditioners, Brushing the Hair, Scalp Massage, Shampoo Procedures
 - c. **Haircutting** – Principles of Haircutting, Tools/Body Positions/Safety, Haircuts, Cutting Techniques, Clippers and Trimmers
 - d. **Hairstyling** – Wet Hairstyling, Finger Waving, Pin Curls, Roller Curls, Comb-Out Techniques, Hair Wrapping, Blow-Dry Styling, Thermal Hairstyling, Thermal Hair Straightening, Styling Long Hair
 - e. **Braiding and Braid Extensions** – Basics, Braiding the Hair
 - f. **Wigs and Hair Enhancements** – Wigs, Hairpieces, Hair Extensions
 - g. **Chemical Texture Services** – Structure of Hair, Consultation, Permanent Waving, Chemical Hair Relaxers, Cur Re-Forming (Soft Curl Permanents)
 - h. **Haircoloring** – Hair Facts, Identifying Natural Hair Color and Tone, Types of Haircolor, Consultation, Selecting Haircolor, Haircolor Applications, Using Lighteners, Using Toners, Special Effects Haircoloring, Special Challenges in Haircolor/Corrective Solutions, Safety Precautions
- IV. **Skin Care**
 - a. **Skin Diseases and Disorders** – Aging of the Skin, Disorders of the Skin, Avoiding Skin Problems
 - b. **Hair Removal** – Client Consultation, Permanent Hair Removal, Methods of Temporary Hair Removal
 - c. **Facials** – Skin Analysis, Determining Skin Type, Skin Care Products, Facial Massage, Electro/Light Therapy, Facial Treatments, Aromatherapy
 - d. **Facial Makeup** – Cosmetics, Color Theory, Application, Special-Occasion Makeup, Corrective Makeup, Artificial Eyelashes, Safety
- V. **Nail Care**
 - a. **Manicuring** – Supplies, Nail Shape, Basic Manicure, French/American Manicures, Conditioning Oil Manicure, Men's Manicure, Paraffin Wax Treatment, Hand/Arm Massage, Spa Manicure, Aromatherapy
 - b. **Pedicuring** – Tools, Performing Pedicures, Massage, Beyond the Basic
 - c. **Nail Tips, Wraps, and No-Light Gels**
 - d. **Acrylic (Methacrylate) Nails** – Liquid and Powder, Forms, Maintenance and Removal, Enhancements, Odorless, Colored Acrylic Powders
 - e. **UV Gels** – Application of UV Gels, Maintenance and Removal, Enhancements
- VI. **Business Skills**
 - a. **Seeking Employment** – Preparing for Licensure, Preparing for Employment, Doing it Right
 - b. **On the Job** – Moving from School to Work, Out in the Real World, Managing Money, Discover the Selling You, On Your Way
 - c. **The Salon Business** – In Business for Yourself, Operating a Successful Salon, Selling in the Salon

NAIL TECHNOLOGY PROGRAM
COURSE OUTLINE

NAIL TECHNOLOGY COURSE OBJECTIVE- 600 HOURS

The objective of the nail technology curriculum is to train the student in nail structures, manicuring techniques, and to prepare them to be salon ready for today's demanding market. The 600 hour course allows for more current and technical training for a smoother transition into the workforce. Both curriculums are structured to prepare students for the state licensing examination necessary to become a licensed nail tech in the State of South Carolina.

NAIL TECHNOLOGY DESCRIPTION

The nail technology course is a 600 clock hour course that covers the beautifying and improving of the hands and nails. Included in this course are practical hands-on training as well as theory. After your first few weeks of basic manicuring and classroom studies, your completion requirements will cover clinic practice on school customers with a combination of nail practice, lectures, and textbooks. You will also receive drill and airbrush training.

GRADING PROCEDURES

Written work, projects and exams are graded on a grading scale, listed below. All practical and clinical work will be graded on a point scale. Students must make satisfactory progress before moving to the next level. In the event of failing a written test, the student will only be allowed to retest once, and then the grades will be averaged. Each student is required to complete at least two(2) items daily on your lab sheet. If you are not with a client then you are to be practicing on your mannequin hand. You will not receive clock hours for idle time.

WRITTEN

A - 94 to 100
B - 87 to 93.9

C - 80 to 86.9
D - 75 to 79.9

F - below 75

PRACTICAL

5 = 100
4 = 95

3 = 85
2 = 80

1 = 75

Practical study and artistry are graded according to the practical exams and Mock Boards.

COMPLETION REQUIREMENTS FOR NAIL TECHNOLOGY

- A. Each student must clock 600 hours of training for 600 hour nail technology curriculum and complete practical and theory credit as prescribed by Kenneth Shuler's.
- B. **Nail Technology** -Achieve a cumulative grade of 75% or higher theory and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) Retesting must be done within 1 week from the original test date. After the 1 week period the failing grade will remain.
- C. Pass three final examinations and practical exams, administered by his/her designated instructor, with a minimum 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 550 hours for the 600 hour course. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the school.

Additional Information

- A. The state exam is held in South Carolina and it is the responsibility of the student to make his/her arrangements. The requirements for S.C. exam are a completed application, one (1) current photo of student, proof of high school education, an affidavit of completion from the school, and one (1) cashier's check (or money order) in the amount of \$165.00 payable to PCS*. Once you have completed the application and sent it to PCS, then you will receive a letter with the procedures on how to schedule your theory exam. You will also receive a second letter regarding your practical exam. All items are to be completed by the deadline provided by the school director.
- B. All State Board paperwork must be turned in before graduation in order to receive a diploma.

*Amount payable to PCS is only applicable to students who enrolled prior to February 2008. For those students who enrolled after February 1, 2008, the school will pay for your application fee for taking the test for the first time. Test must be taken within 90 days of the date of graduation.

ALL ASPECTS OF YOUR TRAINING ARE VERY IMPORTANT AT KENNETH SHULER'S

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

NAIL TECHNOLOGY 600 HOUR CLINIC RECOMMENDATIONS

60 - Manicures	30 - Air Brush	30 - Nail Art	20 - Fill-ins
24 - Pedicures	30 - Power Drill	20 - Nail Wraps	70 - Other

NAIL TECHNOLOGY PRACTICAL/THEORY REQUIREMENTS

Manicures	Nail Tips	Pedicure	Mock Board
Hand/Arm Massage	Table Set Up	Soak Off	Mid-Term
Men's Manicure	Nail Wraps	Nail Art	Project of choice
French Manicure	Acrylic Nails	Fill - ins	EQ notebook
Polish Application	Repair	Sanitation	Final exams

NAIL TECHNOLOGY CURRICULUM

Subjects	S.C. Requirements	KS Requirements
(1) Sanitation and Safety Measures (a) Bacteriology (i) Classifications (b) Sanitation (i) Chemical Agents (ii) Sanitizing methods and Procedures	75	75
(2) Anatomy and Physiology (Arms, Hands, Feet) (a) Nail Shapes, Structures, Growth (i) Nail Irregularities (ii) Nail Diseases (b) Bones, Muscles, Nerves (i) Bones of arm, hand (ii) Muscles of arm, hand (iii) Nerves of arm, hand (c) Skin (i) Histology (ii) Functions (d) Blood Circulation (i) Blood Vessels (ii) Blood supply of the arm, hand foot	30	30
(3) Nail Technology (hands and feet) (a) Preparation (b) Equipment and Implements (c) Supplies (d) Procedures (i) Basic Nail Technology (ii) Oil Nail Technology (iii) Nail analysis (iv) Hand and arm massage (e) Pedicure (f) Polish--Application (g) Specific Needs	105	255
(4) Artificial Nails (a) Sculpturing (liquid and powder brush ons) (b) Artificial nail tips (c) Nail wraps and repairs (d) Maintenance	50	100
(5) Power Equipment	25	25
(6) State Law	15	15
S.C. Required TOTAL	300	
(7) Business Fundamentals		100
Kenneth Shuler School's Required TOTAL		600

600 HOUR - NAIL TECHNOLOGY COURSE CONTENT

(Some content below may be covered more in-depth than other content)

- I. Orientation
 - a. History and Opportunities – Brief History of Nail Technology, Career Paths for a Nail Technician
 - b. Life Skills – The Psychology of Success, Motivation and Self-Management, Managing Your Career, Time Management, Study Skills, Ethics, Personality Development and Attitude
 - c. Your Professional Image – Beauty and Wellness, Looking Good, Your Physical Presentation
 - d. Communicating for Success – Human Relations, Communication Basics, The Client Consultation, Special Issues in Communication, In-Salon Communication
- II. General Sciences
 - a. Infection Control: Principles and Practices – Regulation, Principles of Infection, Principles of Prevention, Universal Precautions, The Professional Salon Image
 - b. General Anatomy and Physiology – Why Study Anatomy, Cells, Tissues, Organs and Body Systems, Skeletal System, Muscular System, Nervous System, Circulatory System, Lymphatic/Immune System, Endocrine System, Digestive System, Excretory System, Respiratory System, Integumentary System, Reproductive System
 - c. Skin Structure and Growth – Anatomy of the Skin, Maintaining Skin Health, Aging of the Skin, Disorders of the Skin, Preventing Skin Problems in the Salon
 - d. Nail Structure and Growth – The Natural Nail, Nail Anatomy, Nail Growth, Know Your Nails
 - e. Nail Diseases and Disorders – Nail Disorders, Nail Diseases
 - f. Basics of Chemistry – Chemistry, Matter, Potential Hydrogen
 - g. Nail Product Chemistry Simplified – Understanding Chemicals, Adhesion/Adhesives/Primers, A Clean Start, Fingernail Coatings, The Overexposure Principle
 - h. Basics of Electricity – Electricity, Electrical Equipment Safety
- III. Nail Care
 - a. Manicuring – Nail Technology Tools, Professional Cosmetic Products, The Basic Manicure, A Man’s Manicure Service, Massage, Spa Manicure, Aromatherapy, Paraffin Wax Treatment, Nail Art, Only the Beginning
 - b. Pedicuring – Pedicure Tools, Professional Pedicure Products, About Pedicures, Disinfection
 - c. Electric Filing – Types of Electric Files, Choosing an Electric File, All About Bits, Electric Filing Techniques, Electric Files for Pedicures, Troubleshooting, Safety Tips for Electric Filing, Continuing Education
 - d. Nail Tips and Wraps – Nail Tips, Nail Wraps, Nail Wrap Maintenance/Repair/Removal
 - e. Monomer Liquid & Polymer Powder Nail Enhancements – Enhancements, Supplies, Crack Repairs and Removal, Odorless Monomer Liquid and Polymer Powder Products, Colored Polymer Powder Products
 - f. UV Gels – UV Gels, Supplies, When to Use, Choosing the Proper UV Gels, UV Light Units and Lamps, UV Gel Polishes, UV Gel Maintenance and Removal
 - g. The Creative Touch – Introducing Clients to Nail Art, Color Theory, Getting the Look, Polish, Paint, Monomer Liquid and Polymer Powder Nail Art, UV Gel Nail Art, Embellishments, Airbrushing, Nail Art Competitions, Just the Beginning
- IV. Business Skills
 - a. Seeking Employment – Preparing for Licensure, Preparing for Employment, Resume and Portfolio Development, Preparing for a Job Interview, Finding a Salon That is Right For You
 - b. On the Job – Moving from School to Work, Out in the Real World, Managing Your Money, Discover the Selling You, Keeping Current Clients and Expanding Your Client Base, On Your Way
 - c. The Salon Business – Going into Business Yourself, Operating a Successful Salon, Selling in the Salon
- V. State Laws, Regulations & Sanitation

ESTHETICS PROGRAM
COURSE OUTLINE

ESTHETICS COURSE OBJECTIVE – 600 HOURS

The primary objective of the Esthetics curriculum is to prepare students for the state licensing examination necessary to become a licensed Esthetician in S.C. The 600 hour course includes business practices, facial massage, electrical facial treatments, hair removal, make-up, and body wraps and other related subjects.

ESTHETICS DESCRIPTION

The esthetics course is a 600 clock hour course that covers the sciences of beautifying and improving the complexion as well as enhancing the health of the skin. This course is taught using practical hands-on training as well as theory. Your first few weeks will consist mainly of classroom instructions and basic mannequin practice. After successfully completing these requirements, the remaining months will cover clinic practice on school customers with a combination of demonstration, mannequin practice, lectures, and utilization of audio aids and textbooks.

GRADING PROCEDURES

Written work, projects and exams are graded on a grading scale, listed below. All practical and clinical work will be graded on a point scale. Students must make satisfactory progress before moving to the next level. In the event of failing a written test, the student will only be allowed to retest once, and then the grades will be averaged. Each student is required to complete at least two(2) items daily on your lab sheet. If you are not with a client then you are to be practicing on a mannequin. You will not receive clock hours for idle time.

WRITTEN

A - 94 to 100

B - 87 to 93.9

C - 80 to 86.9

D - 75 to 79.9

F - below 75

PRACTICAL

5 = 100

4 = 95

3 = 85

2 = 80

1 = 75

Practical study is graded according to the practical exams and Mock Boards.

COMPLETION REQUIREMENTS FOR ESTHETICS

- A. Each student must clock 600 hours of training for the esthetics curriculum and complete practical and theory credit as prescribed by the Kenneth Shuler School of Cosmetology.
- B. **Esthetics**-Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All esthetic theory work should be completed and turned in at 550 hours. The last 50 hours will be spent on the student salon to practice your skills for employment. Retesting must be done within 1 week from the original test date. After the 1 week period the failing grade will remain.
- C. Pass the practical exams as well as three final examinations administered by his/her designated instructor with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 550 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the school.

Additional Information

- A. The state exam is held in South Carolina and it is the responsibility of the student to make his/her arrangements. The requirements for S.C. exam are a completed application, one (1) current photo of student, proof of high school education, an affidavit of completion from the school, and one (1) cashier's check (or money order) in the amount of \$165.00 payable to PCS*. Once you have completed the application and sent it to PCS, then you will receive a letter with the procedures on how to schedule your theory exam. You will also receive a second letter regarding your practical exam. All items are to be completed by the deadline provided by the school director.
- B. All State Board paperwork must be turned in before graduation in order to receive a diploma.

*Amount payable to PCS is only applicable to students who enrolled prior to February 2008. For those students who enrolled after February 1, 2008, the school will pay for your application fee for taking the test for the first time. Test must be taken within 90 days of the date of graduation.

ALL ASPECTS OF YOUR TRAINING ARE VERY IMPORTANT

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

ESTHETICS CLINIC RECOMMENDATIONS

50 – Cleansings	20 – Eyebrow Waxings	5 – Body Wraps
50 – Towel Steaming	10 – Lip Waxings	5 – Body Scrub
50 – Facial Massage	10 – Leg Waxings	50 – Skin Analysis
30 – Masque Application	10 – Eyebrow Tweezing	30 – Makeup Application
40 – Full Facials	30 – Facial Exfoliations	5 – Paraffin Wax Treatment

ESTHETICS PRACTICAL/THEORY REQUIREMENTS

Cleansings	Lip Waxing	Facial Exfoliations
Towel Steaming	Leg Waxing	Skin Analysis
Massage	Eyebrow Tweezing	Mock Board #1
Masque Application	Makeup Application	Mock Board #2
Full Facials	Body Wraps	Final
Eyebrow Waxing	Body Scrubs	

ESTHETICS CURRICULUM

SUBJECTS	S.C. REQUIRED	K.S. REQUIRED
Professional Practices: (a) Bacteriology: Personal Hygiene, Public Health, Methods, Procedures (b) Business Practices: Management Practices, Salon Development, Insurance, Client Records, Salesmanship	50	50
Sciences: (a) Histology of Skin: Cell, Tissue (b) Dermatology: Structure and Function of the Skin & Glands, Conditions and Disorders of the Skin, Characteristics of the Skin, Nutrition (c) Structure and Function of Human Systems: Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry	120	130
Facial Treatments: (a) Facial Massage: Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety Measures (b) Electrical Current: Types of Current, Purpose & Effects, Procedures, Safety Measures, Equipment (c) Other kinds of Facial Treatments: Purpose & Effects, Types & Treatments, Preparation, Procedures, Safety Measures	125	150
Hair Removal: (a) Depilatories (b) Tweezing (c) Waxing (d) Threading (e) Unassigned: Specific Needs	50	50
Makeup: (a) Purpose & Effects (b) Supplies & Implements (c) Preparation (d) Procedures (e) Safety Measures	50	50
Body Wraps: (a) Purpose & Effects (b) Types or Treatments (c) Supplies & Instruments (d) Preparation (e) Procedure (f) Safety Measures	40	55
State Law, Rules, Regulations & Codes:	15	15
	S.C. REQUIRED TOTAL	450 Hours
Business Fundamentals		100
	K.S. REQUIRED TOTAL	600 Hours

Esthetics Course Content

(Some content below may be covered more in-depth than other content)

I. Personal Development

- A. Healthy Mind and Body – Rest and Relaxation, Exercise, Stress Management, Nutrition, Hygiene, Ergonomics
- B. Effective Communication – Nonverbal Communication, Verbal Communication
- C. Purposeful Relationships – Personality, Teamwork, Ethics

II. Professional Development

- A. Job Quest – Market Trends, Goal Setting, Finding a Job
- B. Career Building – Networking, Building a Clientele, Selling, Lifelong Learning

III. Business Basics

- A. Starting a Business – Self-Appraisal, Finances, Business Essentials, Plans for a Successful Skin Care Center
- B. Operating a Business – Expenses and Income, Hiring, Skin Care Center Philosophy, Policies and Procedures

IV. Skin Care Center Ecology

- A. Microbiology – Bacteria, Growth of Bacteria, Viruses, External Parasites, Infection, Immunity
- B. Infection Control – Sanitation, Disinfection, Sterilization, Equipment
- C. First Aid – Bleeding and Wounds, Burns, Choking, Fainting, Eye Injury

V. Anatomy

- A. Building Blocks of the Human Body – Cells, Tissues, Organs, Body Systems
- B. Basic Body Systems – Skeletal System, Muscular System, Circulatory System, Nervous System, Digestive System, Excretory System, Respiratory System, Endocrine System, Reproductive System, Integumentary System

VI. Electricity and Electrical Equipment

- A. Principles of Electricity – Electricity Basics, Measurements of Electricity, Electrical Safety
- B. Electrotherapy in Esthetics – Electrical Currents, Light Therapy, Effects of Electrotherapy, Electrotherapy Essentials
- C. Electrical Equipment in Esthetics – Skin Analysis Equipment, Cleansing and Toning Equipment, Exfoliation Equipment, Additional Treatment Equipment, Infection Control and Safety

VII. Chemistry

- A. The Chemistry of Matter – Classifications of Matter, Biochemical Components of the Body and Skin
- B. Cosmetic Products and Ingredients – Understanding pH, Cosmetic Products, Cosmetic Ingredients, Cosmetic Regulations

VIII. Skin Physiology

- A. The Integumentary System – Functions of the Skin, Layers of the Skin
- B. Skin Care – Skin Cell Formation, Skin Behavior, Skin Conditions

IX. Client Care

- A. Before the Service – Greeting, Ask Analyze and Assess, Agreement
- B. During and After the Service – Delivery, Completion

X. Facials

- A. Facial Care – Skin Care, Massage, Skin Analysis, Skin Care Essentials, Infection Control and Safety, Client Consultation
- B. Facial Services – Basic Facial, Facials with Machines

XI. Hair Removal

- A. Hair Growth and Removal Methods – Hair Growth Cycle, Temporary Removal Methods, Permanent Removal Methods, Waxing Essentials, Infection Control and Safety, Client Consultation
- B. Waxing Services – Eyebrow Wax, Upper Lip Wax, Underarm Wax, Bikini Wax, Lower Leg Wax

XII. Makeup

- A. Makeup Design – The Law of Color, Facial Shapes and Features, Makeup Products and Techniques, Makeup Essentials, Infection Control and Safety, Client Consultation
- B. Makeup Services – Preparing the Skin, Basic Makeup, Specialty Makeup

XIII. Advanced Treatments

- A. Advanced Face and Body Treatments – Hand and Foot Treatments, Body Scrubs, Body Wraps, Cellulite Wraps, Water Therapy Treatments, Superficial Chemical Peels, Microdermabrasion
- B. Advanced Massage Techniques – Reflexology Treatments, Manual Lymphatic Drainage Massage, Cellulite Massage Treatments
- C. Advanced Therapies – Phytotherapy, Aromatherapy, Algotherapy

XIV. Estheticians in the Medical Field

- A. The Medical Environment – Dermatology and Plastic Surgery, Esthetics in a Medical Practice

XV. Advanced Training

- A. Continuing Education
- B. Scope of Practice

XVI. State Laws, Rules, Regulations, and Codes

INSTRUCTOR TRAINING PROGRAM
COURSE OUTLINE

INSTRUCTOR TRAINING COURSE OBJECTIVE – 750 HOURS

The primary objective of the Instructor Training curriculum is to prepare students for the state licensing examination necessary to become a licensed instructor in S.C. The 750 hour course includes instruction in basic teaching methods, counseling techniques, development of lesson plans, evaluation techniques, classroom observation, record keeping, sterilization and sanitation, supervision of clinical activity, and inventory control and purchasing. Also included will be federal and state enrollment procedures and requirements and South Carolina cosmetology laws and regulations. Instructional methods used to teach this course are discussion, question and answer, demonstrations, guest speakers, and hands-on activities. This course will prepare licensed individuals to become qualified educational professionals.

INSTRUCTOR TRAINING DESCRIPTION

The instructor training course is a 750 clock hour course that covers the basics of teaching cosmetology, nail technology, or esthetics. It includes practical hands-on training as well as theory. This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.

GRADING PROCEDURES

Written work, projects and exams are graded on a grading scale, listed below. In the event of failing a written test, the student will only be allowed to retest once, and then the grades will be averaged. You will not receive clock hours for idle time.

WRITTEN

A - 94 to 100

B - 87 to 93.9

C - 80 to 86.9

D - 75 to 79.9

F - below 75

PRACTICAL

A - 94 to 100

B - 87 to 93.9

C - 80 to 86.9

D - 75 to 79.9

F - below 75

Practical study and artistry are graded according to the practical exams.

COMPLETION REQUIREMENTS FOR INSTRUCTOR TRAINING

- A. Each student must clock 750 hours of training for the instructor training curriculum and complete practical and theory credit as prescribed by Kenneth Shuler's.
- B. **Instructor Training** -Achieve a cumulative grade of 75% or higher and perform all tasks with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All theory work should be completed and turned in by 700 hours. Retesting must be done within 1 week from the original test date. After the 1 week period the failing grade will remain.
- C. Pass the practical exams and theory examinations administered by his/her designated instructor with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 700 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the school.

Additional Information

- A. The state exam is held in South Carolina and it is the responsibility of the student to make his/her arrangements. The requirements for S.C. exam are an application, completion of this course or 24 months of practicing the profession, completion of the 45 hour methods course, payment of applicable fees.

ALL ASPECTS OF YOUR TRAINING ARE VERY IMPORTANT AT KENNETH SHULER'S

We believe your practical clinic experience better prepares you for the teaching profession. The following are the requirements for both practical and theory. These requirements will prepare you for employment and to receive a Kenneth Shuler diploma.

INSTRUCTOR TRAINING PRACTICAL/THEORY REQUIREMENTS

Dry Service Draping	Client Consultation	Updo	Scrunches
Fingerwaving	Thermal Curl	Facials	250 hr leveling
Manicuring	Waxing	Retail Sales	500 hr leveling
Pedicure	Permanent Waving	Braiding	Final leveling
Wet Service Draping	Hair Color	Perm Wrap	Final Exam
Roller Control - Indentation	Chemical Relaxing	Blow Dry Style	Scheduling
Roller Control - Volume	Haircutting	Hair Pressing	Lesson Plans
Inventory Control	Student salon Observation	Student Evaluations	Student Advising
Mock Board Evaluations	Record Keeping	Filing	Register Operation
Minimum 3 lectures/demos.			

INSTRUCTOR TRAINING CURRICULUM

SUBJECTS	HOURS
Teaching Methods Advising Techniques Developing Lesson Plans S.C. Cosmetology Laws and Regulations	125
Theory Audio-Visual Equipment Evaluation Techniques and Instruments Classroom Observation Practice Teaching Record Keeping	240
Sterilization & Sanitation Supervision of Clinical Activity Effective Demonstration Procedures Presentation of Styling Techniques Student/Patron Relationship	240
Federal & State Enrollment Procedures and Requirements Financial Aid Requirements Inventory Control and Purchasing Student Scheduling Graduate Records Licensure Application Forms	120
Unassigned	25
TOTAL	750 Hours

INSTRUCTOR TRAINING CONTENT

(Some content below may be covered more in-depth than other content)

VOLUME 1

- I. The Career Education Instructor – Qualities and Characteristics of a Master Educator
- II. The Teaching Plan and Learning Environment – The Teaching Plan, Managing the Atmosphere, Learning Facilities Checklist, Teaching Materials, Textbook Evaluation Checklist, Administrative Responsibilities, Welcoming New Students
- III. Basic Learning Styles and Principles – Why Learning Styles are Important, The Role of the Educator, Learning Styles Defined, Learning Styles Profiles, Four Steps in Learning, Multiple Intelligences, The Benefits and Importance of Identifying Learning Styles
- IV. Effective Classroom Management and Supervision – Promoting a Positive Environment, Academic Advisement, Managing Difficult Learner Behavior, Conflict Management
- V. Basic Methods of Teaching and Learning – About Teaching and Learning, Teaching and Learning Methods and Techniques
- VI. Program Review, Development, and Lesson Planning – Planning Concepts and Preliminary Analysis, Curriculum Development, Lesson Plan Development
- VII. Educational Aids and Technology in the Classroom – The Master Educator’s Role, Why Use Educational Aids and Technology, What to Consider, Classifications of Educational Materials
- VIII. Effective Presentations – Communication Skills, C.R.E.A.T.E, What Makes a Powerful Presentation
- IX. Assessing Progress and Advising Students – What’s in a Grade, Grading Styles, Grading Methods, Descript Performance Evaluations, Academic Advisement Counseling
- X. Making the Student Salon an Adventure – Practical Skills Training, The Student Salon Philosophy, The Essence of Teamwork, The Profitable Student Salon, What Does the Public See, The Warm Reception, High-Tech / High-Touch Safety, Record Keeping Requirements, The Efficient Dispensary, Cultivating Satisfied Clients, Building a Successful Clientele, The Professional Portfolio, Making the Student Salon an Adventure, Student Salon Teaching, Supervising Multiple Students, Tools of the Educator
- XI. Career and Employment Preparation – Preparing for Employment, Targeting the School, Success on the Job, Fundamentals of Business Management, Types of School Ownership, Special Skills Needed, The Importance of Record Keeping, Operating a Successful School, The Front Desk, Selling in the School, Promoting the Clinic in the Community

VOLUME 2

- I. Educator Relationships – Relationships of a Master Educator, Human Relations, Communication Basics
- II. Achieving Learner Results – Special Learning Needs, Learning Disabilities, Chronic Behaviors, Barriers to Learning
- III. Learning is a Laughing Matter – The Best Conditions for Learning, Learning and Laughter Defined, Laughter Enhances Creativity, Integrating Humor in the Workplace, Integrating Humor into the Classroom
- IV. Teaching Study and Testing Skills – Learning is Lifelong, Developing Reading and Study Skills, Study Groups, Fitness is a Must, Teaching Testing Skills
- V. Teaching Success Strategies for a Winning Career – Success is a Choice, Value Yourself, Motivate Yourself, Expect to Win, Effective Goal Management, Develop a Strong Work Ethic, Value the Client
- VI. Teams at Work – The Concept of Teamwork, The Team-Building Process, Think Like Geese
- VII. Communicating Confidently – Effective Communication Skills, Barriers to Communication, Getting the Message Across, Effective Listening, Communication Styles, Tips to Communicating Confidently, In-School Communication
- VIII. The Art of Retaining Students – The Importance of a Sound Retention Plan, Establishing the Vision and Mission, Sound and Ethical Administrative Policies, Defining the School Culture, Admissions and the New Student Orientation, Instilling Student Ownership, The Creative Curriculum, Energized Educators, Delivering Outstanding Customer Service, Investing in Your Educators, The P.R.A.I.S.E Policy
- IX. Evaluating Professional Performance – Performance Assessment, General Standards of Evaluation, Educator Position Description, Sources of Performance Appraisal, Professional Development

PRACTICAL/CLINIC

The student instructor will be required to assist in lecture and demonstration, to design lesson plans and to present lecture and demonstration for evaluation in the following areas:

Professional Image	Thermal Hair Straightening
Bacteriology	The Artistry of Artificial Hair
Sterilization & Sanitation	Manicuring and Pedicuring
Properties of Scalp and Hair	The Nail and Its Disorders
Draping	Theory of Massage
Shampooing, Rinsing, and Conditioning	Facials
Hair Cutting	Facial Makeup
Finger Waving	The Skin and Its Disorders
Wet Hair Styling	Removing Unwanted Hair
Thermal Hair Styling	Cells Anatomy and Physiology
Permanent Hair Waving	Electricity and Light Therapy
Hair Coloring	Chemistry
Chemical Hair Relaxing & Soft Curl Permanent	The Salon Business

In addition, the student instructor will assist in evaluation of students, assist with classroom record keeping, and assist in presenting S.C. Cosmetology Laws, Rules, and Regulations.

The student instructor will be evaluated on their skills as observed in the clinical environments. These skills are as follows:

- Sanitation & Sterilization Laws and Practice
- Supervision of Clinical Activity
- Proper Demonstration Procedures
- Observation of Student/Patron Relationships
- Supervision of Record Keeping for Clinical Purposes
- Observation of Styling Techniques
- Recognition of Student Difficulty in Properly Completing a Task
- Ability to Correct Performance of a Student in a Positive Manner
- Assist and Eventually Perform Mock State Board Exams

OFFICE

- I. Learn State Rules and Regulations Governing a School of Cosmetology
- II. Knowledge of Required Enrollment Papers
- III. Observe Pre-enrollment Interview
- IV. Inventory Control and Purchasing
- V. Financial Aid and Records
- VI. Observe Booking and Record Keeping Procedures and Student Scheduling
- VII. Assist in Maintaining School Records
 - A. Student File
 - B. Enrollment Requirements
 - C. Recording Student Hours
 - D. Graduate Records
 - E. Preparation of Student Application for Board Examination

UNASSIGNED

These hours are to be designated as needed on an individual basis.

TEXT

The following text is to be used in the completion of the Instructor Training Program:

Master Educator Series by Milady
Milady's Standard Cosmetology
Milady's Standard Nail Technology
South Carolina State Board of Cosmetology, Regulations, issued August 2000

SATISFACTORY ACADEMIC PROGRESS POLICY – Effective 7/1/11

The satisfactory academic progress policy sets forth a minimum standard for course completion for all programs. The policy also sets forth the evaluation and determination of status procedures. Each student is to be provided with a copy of this policy no later than the first day of class. The satisfactory progress policy is the same for all students within the course and within the same attendance schedule including those receiving and those not receiving Title IV funds. Students will be notified of any evaluation that impacts the student’s eligibility for financial aid, if applicable.

Evaluation Periods For Each Program

Students will be evaluated for Satisfactory Progress once they have clocked the following actual hours:

Cosmetology – 450 hours, 900 hours, 1200 hours

Nail Technology – 300 hours, 600 hours

Esthetics – 300 hours, 600 hours

Instructor Training – 375 hours, 750 hours

Students may request copies of their Satisfactory Progress Evaluations, at any time, from the School Director.

Attendance and Academic Requirements for Satisfactory Progress

Students are expected to be in class every day. To meet satisfactory academic progress for attendance, at the evaluation point, the student must have achieved an attendance percentage of 66 2/3% or higher. The attendance percentage is determined by dividing the total, clocked actual hours by the scheduled hours.

At the time of evaluation, the student must have a cumulative grade point average of seventy-five percent (75%) to meet the acceptable level of achievement. Factors evaluated for academic progress are all assigned practical work, academic learning, and student salon experience. Students are informed of their current grade point average and attendance on their report cards. Refer to previously listed Grading Procedures.

Maximum Timeframe for Completion

The maximum time frame for course completion is one and one-half times the length of the course (150%).

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology 1500 hours (Full Time – 30 hrs/wk)	75 weeks	2250
Cosmetology 1500 hours (Part Time – 20 hrs/wk)	112.5 weeks	2250
Nail Technology 600 hours (Full Time – 30 hrs/wk)	30 weeks	900
Nail Technology 600 hours (Part Time – 20 hrs/wk)	45 weeks	900
Esthetics 600 hours (Full Time – 30 hrs/wk)	30 weeks	900
Esthetics 600 hours (Full Time – 20 hrs/wk)	45 weeks	900
Instructor Training 750 hours (Full Time – 30 hrs/wk)	37.5 weeks	1125
Instructor Training 750 hours (Full Time – 20 hrs/wk)	56.25 weeks	1125

Clock hours accepted from another institution will be considered as attempted and completed hours. The transfer hours will be considered when determining the maximum timeframe for completion of the program.

Determination of Progress

Students meeting the cumulative grade point average and the minimum attendance requirement will be considered making satisfactory progress until the next scheduled evaluation. Title IV funding may be interrupted if a student does not make satisfactory progress. Students who do not meet the academic or attendance requirement may be placed on financial aid warning or financial aid probation (if the appeal is approved). Only one financial aid warning may be given per student.

Financial Aid Warning

The first time a student does not meet the required attendance or cumulative grade point average, he/she will be placed on financial aid warning until the next evaluation period. A student is considered making satisfactory progress while on financial aid warning. If satisfactory progress is re-established by the next evaluation, then the student is removed from financial aid warning. The Financial Aid Officer will notify the School Director of reinstatement of satisfactory progress.

If he/she does not increase his/her attendance or grade point average to the requirements listed above by the end of the financial aid warning period, then all financial aid will be terminated. At that time, the student has a right to appeal the

decision of not making satisfactory progress. Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.

Students receiving VA Education Benefits who are put on financial aid warning for unsatisfactory grade point average will lose their benefits for that warning period. Benefits will continue upon making satisfactory academic progress. If satisfactory academic progress is not regained and the student is terminated from the course, the student’s VA benefits will be discontinued.

Appeal and Probation

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director within 30 days. The decision of the School Director shall be final. The appeal must include the following: why the student failed to make satisfactory progress and what has changed in the student’s situation that will allow him/her to demonstrate satisfactory progress at the end of the next evaluation period. The appeal must provide a reason such as death of a relative, an injury or illness to a student, or other mitigating circumstances. In addition, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation.

After a successful appeal, the student will be placed on financial aid probation for one evaluation period and is eligible for Title IV funding. The student must be in Satisfactory Academic Progress at the end of the financial aid probation period or all financial aid will be terminated. Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.

If the appeal is denied, then the student is ineligible for Title IV funding. At this time, the student will be informed that he/she is no longer eligible for Title IV funding. Payment arrangements must be secured before the student will be allowed to continue the program.

All appeals are documented and are kept in the student’s file.

Interruptions, Course Incompletes, Withdrawals, and Leave of Absences

Individuals taking a leave of absence will have their contracted graduation date extended the same number of days as the leave of absence. A student who returns from a leave of absence will be considered as making the same satisfactory progress as they were prior to the leave of absence.

Students who withdraw or are interrupted from school may be re-admitted into the school upon consideration of the administrative staff. Students must re-apply to the director, in writing, to show just cause why he/she should be considered for re-enrollment. Students who wish to re-enroll must follow the “Conditions for Re-entrance” policy. A student who re-enters the school, within 180 calendar days, will be considered making the same satisfactory progress as when he/she withdrew or was interrupted from the school. A student’s maximum timeframe for completion is normally not affected by the student’s withdrawal. However, a student’s status at the time of withdrawal could affect his/her Title IV eligibility.

Non-Credit and Remedial Courses

Non-credit and remedial courses do not apply to our school. Therefore, these items have no affect on Satisfactory Academic Progress.

GRADING PROCEDURES FOR ALL PROGRAMS

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. In the event of failing a written test, the student will only be allowed to retest once (phase 2 only for cosmetology), and then the grades will be averaged. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN

A - 94 to 100
B - 87 to 93.9

C - 80 to 86.9
D - 75 to 79.9

F - below 75

PRACTICAL

A - 94 to 100
B - 87 to 93.9

C - 80 to 86.9
D - 75 to 79.9

F - below 75

Practical study and artistry are graded according to the Phase 1 test out and Mock Boards. Services on customers are graded on being complete or incomplete only. Upon completion, students must pass all tests as required by the school at which time the student may receive a diploma.

THE STUDENT RIGHT TO KNOW / CAMPUS SECURITY

Kenneth Shuler's School of Cosmetology, Inc. has designated the School Director as the contact person for any issues relating to Campus Security.

1. Kenneth Shuler's School of Cosmetology, Inc. requests that students and employees report any criminal activity or action on campus to the individual designated. The designated individual will assist the student/employee in reporting the incident to the local police and authorities.
2. Access to facilities is limited to the school director and assistants for day classes and the designated instructor in charge of the night classes. These people, as well as all employees, are responsible for the security of the facilities and grounds.
3. Kenneth Shuler's School of Cosmetology, Inc. refers all campus law enforcement issues to local police authorities since the institution does not have any campus based security personnel. Kenneth Shuler's School of Cosmetology, Inc. encourages prompt reporting of criminal activity/actions as being in the best interest of all students and employees.
4. Campus security procedures are to be covered with all incoming students during their first day of class. All criminal activity or actions are to be reported to the designated contact person, or in her absence, the school director. All personal property is to be handled according to written policy. Access to school facilities are limited to hours of operation only or on designated times under direct supervision of the school director or his/her designated representatives. Due to no previous serious criminal activity or actions, no programs designated to inform students and employees about campus security procedures have been needed.
5. All areas are well lighted for safety and access during non-operating hours.
6. Kenneth Shuler's School of Cosmetology, Inc. has no off-campus housing facilities nor any formal student organizations which conduct activities off campus. Therefore, the institution has no authority to request notification of criminal activity engaged in by students at off-campus locations.
7. All students and employees are prohibited from the use of (or possession of) alcoholic beverages and/or illegal drugs in any manner on campus or during working hours. Such violations will result in suspension or termination and will be reported to the local police authorities.
8. The institution reinforces its stand on drug and alcohol abuse with information on illegal drugs and alcohol effects on the body and how to prevent becoming involved with drugs and alcohol. Brochures are available in the Admission Office to all students and the consequences of use, possession or sales of illegal drugs and alcohol on campus.
9. Kenneth Shuler's School of Cosmetology, Inc. will report any instances to the campus community of crime considered to be a threat to its students and employees. These crimes would be murder, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft.

LICENSING REQUIREMENTS

The S.C. Department of Labor, Licensing & Regulations requires the following:

- 1) A license as a cosmetologist shall be issued by the board to any person who:
 - a) is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
 - b) has completed 1500 hours in classes in cosmetology;
 - c) passes the examination prescribed by the board and pays the required fee.
- 2) A license as a nail technician shall be issued by the board to any person who:
 - a) is at least sixteen years of age and possesses a high school diploma, or at least a tenth grade education or the equivalent as established by tests in the public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
 - b) has completed 300 hours in classes in nail technology;
 - c) passes the examination prescribed by the board and pays the required fee.
- 3) A license as an esthetician shall be issued by the board to any person who:
 - a) is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
 - b) has completed 450 hours in classes in esthetics;
 - c) passes the examination prescribed by the board and pays the required fee.

- 4) A license as an instructor shall be issued by the board to any person who:
- a) submits an application for an Instructor's License on a form prescribed by the Board; **and**
 - b) holds a high school diploma or a General Education Development (G.E.D.) certificate; **and**
 - c) is a licensed Cosmetologist, Nail Tech, or Esthetician and has practiced for at least two (2) years or, after receiving his respective Cosmetologist, Nail Tech, or Esthetician license, has completed a prescribed seven hundred fifty (750) hour instructor training program approved by the Board; **and**
 - d) has received forty-five (45) hours training in a teaching methods course approved by the Board; **and-**
 - e) pays the prescribed fee and passes the Instructor's Examination prescribed by the Board; **or**
 - f) alternately, for specialized theory hours, a person who has a minimum of five (5) years experience or a bachelors degree in a related profession, occupation or cognitive area, may instruct the required theory classes with prior approval of the Board.

Information regarding licensure and reciprocity is available by contacting the South Carolina State Board of Cosmetology or by visiting their website at www.lir.state.sc.us/POL/Cosmetology/

CONTINUING EDUCATION

Information regarding continuing education requirements is available through the South Carolina Board of Cosmetology Rules and Regulations Handbook. Other continuing education opportunities are supplied through the corporate office which has a list of the locations of the SCACS continuing education classes offered in this state for each current year. Students also have access to these dates through the SCACS website: www.scbeautyschools.com Students also gain knowledge of continuing education opportunities through hair shows. A listing of all continuing education classes is also available on our State Board of Cosmetology's website.