Cosmo Beauty Academy

EMPOWERS YOUR DREAMS

50 Alexander Spring Road
Carlisle, PA 17015
Phone: 717-462-4455
Email: cosmodws@yahoo.com
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2025-2026

November 2025

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Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to

ATTEND HAIR SHOWS, IN AND OUT HOUSE COMPETITIONS, FIELD TRIPS AND COMMUNITY DAYS. STUDENTS ARE REQUIRED TO COMPLETE A TECHNICAL SHEET PRACTICING HANDS-ON-SKILL. HANDS-ON PRACTICE SESSIONS AND PERFORMANCE OF LABORATORY SERVICES. EXAMINATIONS AND EVALUATIONS. 64
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UPON COMPLETION OF REFRESHER PROGRAM, THEY WILL RECEIVE A CERTIFICATE STATING THEY HAVE COMPLETED THE NUMBER OF THE CLOCK HOURS OF SAID PROGRAM REFRESHER. 89

TRUE AND CORRECT AS TO CONTENT AND POLICY" AS OF JUNE 30, 2023..... 89

Administration/Instruction Staff

School Owner **D. Wayne Sommerfeld**

School Owner, Vice President of Operations **MaryEllen Sommerfeld**

School Director/Financial Director, Admission Director, Owner
Serena Berger

School Supervisor **Melinda Calhoun**

Education Director – Cosmetology Teacher's License, Substitute, Owner
Rebecca Rhone

Cosmetology Teacher's License **Nikki Flaharty**
AM Instructor of all programs

Cosmetology Teacher's License **Jasmine Fulmore**
AM & PM Instructor of all programs

Cosmetology Teacher's License **Cheyenne Griffin**
AM & PM Instructor of all programs

*Staff with Cosmetology Teacher's license may teach all programs.

Approved by

Pennsylvania State Board of Cosmetology
P.O. Box 2649
Harrisburg, PA 17105-2649
Phone: 717-783-7130

Candidate Status
The National Accrediting Commission of Career Arts & Science
NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Professional Associations

*Pennsylvania Association of Private School Administrators
*American Association of Cosmetology Schools

School Mission

The school's principal mission is to prepare its graduates for careers in Cosmetology, Teacher's Program, Esthetician, and Nail Technology.

Facilities/Enrollment Limitations/Program Performance

The school is located at 50 Alexander Spring Road, Carlisle, Pennsylvania, 17015. Located in South Middleton township, Cumberland County, outside the city limits of Carlisle, PA.
Cosmo Beauty Academy' phone number is 717-462-4455
fax 717-462-4481
Cosmo Beauty Academy' email address is cosmodws@yahoo.com
Cosmo Beauty Academy' website is www.cosmobeautyaca.com

Cosmo Beauty Academy is an outstanding ethical school, with good business practices.

The school uses the second story of the building for classrooms, clinic floor, third story/middle of the building for offices, kitchen, and locker area with approximately 5998 feet of space. Outside parking is available at no charge. Equipment and methods of teaching Cosmo Beauty Academy students are continuously being revised and updated yearly.

The school maintains a student to student/teacher ratio of 25:1. School may enroll at maximum of 25 per start and each program.

Admission Requirements

A potential student is required to make an appointment to visit the school, complete an admission questionnaire upon arrival and meet with the Admission Representative or School Director. The potential student's questionnaire is reviewed by the Admission Representative or School Director. Information on programs offered, start dates, enrollment requirements, and school catalog, tour of the school and inductions to the School Supervisor/Education Director and Financial Director is given at this meeting. Cosmo Beauty Academy accepts high school seniors who will be continuing to remain in school (no more than 10% of the number of students currently enrolled may be admitted) meets Pennsylvania state requirements of admission and obtains permission in writing from the secondary school in which they are enrolled and scheduled to graduate. Failure to graduate and receive diploma will be withdrawn until they have high school diploma or documentation of receiving GED. Once they have a copy of documentation, they may re-enter the program. Cosmo Beauty Academy required students to be able to read, write, and speak the English language, all programs are taught in English. All students are under the rules, regulations, policies, procedures and guidelines of Cosmo Beauty Academy catalog and Pennsylvania State Board of Cosmetology laws and codes.

Entrance Requirements

All prospective students are required to have a personal interview and visit the school. The student in addition must prove the following:

1. Must be a citizen of the United States or hold a visa recognized by the United States.
2. Must be beyond the compulsory school age and not attending a school of elementary or secondary level, unless it is established through contact with responsible parties that pursuit of the program would not be detrimental to his/her regular schoolwork.
3. According to the Pennsylvania State Cosmetology Board a student must be a minimum of 16 years of age at the time of enrollment and 17 years of age at examination/licensure of Cosmetology, Esthetician, Nail Technology, and the Teacher Program student must be17 years of age at the time of enrollment and 18 years of age at examination/licensure & hold a current operator's licenses.
4. Must have a sufficient understanding of the English language to include reading, writing, and speaking, which will be assessed during the entrance interview. This will be determined and assessed through the personal interview with the admission personnel, completion and understanding of all documents by the prospective student.
5. Cosmetology, Esthetician, and Nail Technology programs must have completed twelfth-grade education or its equivalent. A copy of a high school diploma or transcript must state completion and/or GED Certificate. May have authorized proof of completion of tenth grade if not seeking to use financial aid.

6. The Teacher Program must have completed a twelfth-grade education or its equivalent. A copy of a high school diploma or transcript must state completion and/or GED Certificate.
7. If a foreign student, must have evidence that verification of the high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence of a high school diploma. Pennsylvania State Board of Cosmetology requires foreign diplomas to be translated through two different services ACREVS, Inc and Educational Credential Evaluators, Inc.
8. Transfer students must follow all the admission requirements, a practical and theory examination is given, and an approved transcript is received from the transferred school. The School Supervisor/Education Director will evaluate exam results and review all documents to establish enter level into the programs. Transfer hours will be determined prior to enrollment.
9. Pennsylvania State Cosmetology Board permits barber credit of 555 clock hours to a barber with current license only applies to the Cosmetology Program 1250 clock hours. A Barber requesting credit for the 555 barber clock hours must present a copy of their barber license, and this credit will be granted prior to enrollment. Barber hours do not transfer to the following programs Esthetician, Nail Technology, or Teacher's Program.
10. A person who possesses a specialized field license and is requesting licenses in one of the other programs must present a copy of their current specialized field of study license, and only credit that will be granted according to the number of clock hours that is specifically under the field of study that pertains to said field.
11. Transferred hours are treated as both completed and attempted clock hours in determining a student's completion date. Transfer students accepted into the school will be charged an Application Fee of $100.00, Tuition for the part of the program he or she advances will be adjusted for the advancement allowed. A permanent record is maintained in the student folder documenting this information.
12. Students who are wishing to re-state which had withdrawn prior to completion of the program will return in the same status and Satisfactory Academic Progress as at the time of withdrawal.

Enrollment Requirements

An applicant may enroll in COSMO BEAUTY ACADEMY after the successful completion of the following criteria:

1. Meet all admission requirements and copies of these items required.
   Such as: Copy of Social Security Card or Visa, Diploma/High School transcript (indicate that high school completion), GED Certificate, and a Photo ID.
2. Sign an enrollment agreement with the school.
3. Obtain a class start date.

- Cosmetology program classes begin the first full week of odd months on Mondays.
- Teacher's Program classes begin the first full week of January and July on Mondays
- Esthetician classes begin the first full week of January and July on Mondays.
- Nail Technology classes begin the first full week of May and November on Mondays.
- All Refresher Program classes begin the month after the main program starts *(See above Cosmetology, Esthetician, Nail Technology.)*

All requirements and documents must be met prior to enrollment.

Physical Demand of Cosmetology, Esthetician, Nail Technology, and Teacher's Program

Be aware of using their hands, control, feel objects, tools, repeat movements, stand, or sit for long periods of time and bend and/or twist their bodies. See objects less than a few feet away, hold arm and hands in one position or hold hand steady while moving arm. Use one or two hands to grasp, move, or assemble objects. Use fingers to grasp, move, or assemble very small objects.

Understand the speech of others, must speak clearly, and listen well to understand direction. Must be able to see the difference between colors, shades, and brightness.

Must be also be aware of stomach and lower back muscles that they will use, quick movements, adjusting hydraulic, shampoo and pedicure chairs. They too will be helping clients in and out of said chairs. They must have a bit of coordination to move their limbs together while remaining in place, bending, stretching, twisting, pushing, pulling, and lifting things. They will be physically active for long periods of time.

Be aware and determine the distance between objects and placement of items. Being able to distinguish things shown and communication between what can be done.

Dress Code

Cosmo Beauty Academy dress code is as follows: Students are required to wear a combination of black and white (no writing or verbal messages). Dresses and skirts may not be any shorter than 2 1/2 inches above knee, tops shoulders straps must be an inch or wider, during clinic or practical time an apron or smock must be worn. No head coverings, shorts or open-toed shoes are permitted. Students may accessorize with color. Students must come with their hair and make-up done and ready for class upon arrival. Students who do not follow the dress code will receive a warning, second time will be asked to leave and return in dress code, third offense will be dismissed to the day, fourth offense will be dismissed for three days (student will clock in and out and lose the minutes/hours/days and must make them up). Students must be dressed in a dress code on the first day of classes.

School Operation Hours

The schools' operating hours are as follows:
Monday through Friday 8:30 AM to 9:00 PM

Students are to be attending according to their enrollment status as defined in their enrollment agreement contract.

School Calendar/Holidays

Martin Luther King's Birthday – No make-up on Saturday
January 20, 2025
January 19, 2026
January 18, 2027

In-Service Day –
January 10, 2025
January 2, 2026

President's Day – No make-up on Saturday
February 17, 2025
February 16, 2026
February 15, 2027

In-Service Day – March 17, 2025
March 13, 2026
March 12, 2027

Easter – No make-up on Saturday
April 18-21, 2025
April 3-6, 2026
March 26-29, 2027

Memorial Day – No make-up day on Saturday
May 23-26, 2025
May 22-25, 2026
May 28-31, 2027

Independence Day – No make-up day on Saturday
June 28-July 6, 2025
June 27- July 5, 2026
July 3-10, 2027

In-Service Day –

June 19, 2025
June 19, 2026
June 19, 2027

In-Service Day –

August 11, 2025
August 14, 2026
August 9, 2027

Labor Day – No make-up day on Saturday

August 29-September 1, 2025
September 4-7, 2026
September 3-6, 2027

In-Service Day – October 13, 2025
October 12, 2026
October 11, 2027

Veteran's Day - November 11, 2025
November 11, 2026
November 11, 2027

Thanksgiving Day – No make-up day on Saturday

November 26-30, 2025
November 25-29, 2026
November 24-28, 2027

Christmas – New Year's – No make-up day on Saturday

December 25, 2025 – January 1, 2026
December 24, 2026 – January 1, 2027

Inclement Weather/School Closing

In the case of hazardous conditions or severe snowstorms, the school closing will be announced on local television, radio stations and Cosmo Beauty Academy' Facebook.

Note: Training hours missed due to inclement weather will be added at the end of program.

Teach-Out Policy & Procedure

Cosmo Beauty Academy has adopted a Teach-Out Policy for any reason of a program or school closure. Students will be provided with a list of accredited institutions within a 50 miles radius they may transfer. Such institutions will be of similar nature to Cosmo Beauty Academy. Students will be given all necessary documents to enable their transfer to be a smooth and easy transition. Closure of a program will be taught out within Cosmo Beauty Academy. Refunds will be pro rata according to Cosmo Beauty Academy's refund policy. Refunds will be refunded to the proper agencies or people. A Teach-Out Plan/Policy & Procedure addendum will be given to students who are enrolled or that will be affected with all the details prior to the time of school closure: such as websites and social media and other communication between school and public. Teach-Out Policy & Procedure must be read and signed by students and school officials. Cosmo Beauty Academy will notify them of closure and satisfy all outstanding financial obligations to Local, State, Federal, and suppliers/providers of any source of funds owed. A list of students enrolled affected at closure of school will be provided to all necessary agencies such as Pennsylvania State Board of Cosmetology, federally. All student files will be turned over to Divine Crown, 101 S 25th Street, Suite 50, Harrisburg, PA, 17104. (Once accredited) All students will also be given a list of cosmetology schools within a seventy-mile radius.

School Start Months

Programs

Cosmetology – January, March, May, July, September, November
Special Cosmetology Start – June – Local Career Technical Schools Graduates of present year to complete hours.
Teacher's Program – January, July
Esthetician – March, July, November
Nail Technology– March, July, November

Refresher Programs

Cosmetology – February, April, June, August, October, December
Esthetician – April, August, December
Nail Technology – April, August, December

Orientation

Orientation is held on the first day of class start. Orientation entails the School Director reviewing the school catalog with all students, new and current. The School Director informs all students that all policies, procedures, and rules must be followed by all students. The School Director introduces all the faculty and familiarizes new students with the STARS attendance system. Each teacher/instructor informs their students of individual class rules along with the health and safety of the school.

Class Schedule – Day Class Schedule

Day Attendance Schedule

Cosmetology, Teacher's Program, Esthetician, and Nail Technology

30 Clock Hours Class Attendance Schedule
(Cosmetology, Teacher's Program, Esthetician, Nail Technology,
and Refresher in all Programs)
8:30 a.m. – 3:00 p.m. Monday through Friday

25 Clock Hours Class Schedule
(Cosmetology, Teacher's Program, Esthetician, Nail Technology,
and Refresher in all Programs)
8:30 a.m. – 2:00 p.m. Monday through Friday

20 Clock Hours Class Schedule
(Cosmetology, Teacher's Program, Esthetician, Nail Technology,
and Refresher in all Programs)
8:30 a.m. – 12:30 p.m. Monday through Friday

Class Schedules – Evening

Evening Attendance Schedule (Cosmetology, Teacher's Program, Esthetician, Nail Technology, and Refresher in all Programs)

20 Clock Hour Class Attendance Schedule
(Cosmetology, Teacher's Program, Esthetician, Nail Technology,
and Refresher in all Programs)
5:00 p.m. – 9:00 p.m. Monday through Friday

Length of Program (Contracted Time)

Students must abide and follow their Enrollment Agreement contract. If a student at the end of the time noted on an enrollment agreement contract is not reached within that time frame, that additional charges will be added. These charges will be based on clock hours needed to complete the program. Refer to the following:

Full Time Cosmetology Program 30 Clock Hours Per Week -1250 Clock Hours

The program is to be completed in 41.6 weeks. If the student is unable to complete the program in the contracted 41.6 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours must be completed in 4.7 weeks' maximum time frame weeks 46.3 (1387.5 clock hours) students will continue in good standing.

Full Time Cosmetology Program 25 Clock Hours Per Week - 1250 Clock Hours

The program is to be completed in 50 weeks. If the student is unable to complete the program in the contracted 50 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 5.5 weeks maximum time frame 55.5 weeks (1387.5 clock hours) student will continue in good standing.

Part Time Day or Evening Cosmetology Program 20 Clock Hours Per Week – 1250 Clock Hours

The program is to be completed in 62.5 weeks. If the student is unable to complete the program in the contracted 62.5 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 6.9 weeks' maximum time frame 69.4 weeks (1387.5 clock hours) student will continue in good standing.

Full Time Teacher's Program 30 Clock Hours Per Week – 500 Clock Hours

The program is to be completed in 16.7 weeks. If the student is unable to complete the program in the contracted 16.7 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extend beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.8 weeks' maximum time frame 18.5 weeks (555 clock hours), student will continue in good standing.

Full Time Teacher's Program 25 Clock Hours Per Week – 500 Clock Hours

The program is to be completed in 20 weeks. If the student is unable to complete the program in the contracted 20 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 2.2 weeks' maximum time frame 22.2 weeks (555 clock hours), student will continue in good standing.

Part Time Teacher's Program 20 Clock Hours Per Week – 500 Clock Hours

The program is to be completed in 25 weeks. If the student is unable to complete the program in the contracted 25 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 2.75 weeks' maximum time frame 27.8 weeks (555 clock hours), student will continue in good standing.

***Cosmo Beauty Academy's Esthetician program clock hours are 450, (state requirements are 300 clock hours) this is an addition of 150 clock hours. Cosmo Beauty Academy wants to ensure students have enough time to complete theory textbooks and receive ample time and practice on their technical. We want to ensure the students learn how to operate a multi-function machine which is being used in salons, shops and spas. The additional 150 clock hours provides more knowledge and skill to meet the school's mission statement prepared for a career.

Full Time Esthetician Program 30 Clock Hours Per Week – 450 Clock Hours

The program is to be completed in 15 weeks. If the student is unable to complete the program in the contracted 15 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.7 weeks' maximum time frame 16.5 weeks (499.5 clock hours), students will continue in good standing.

Full Time Esthetician Program 25 Clock Hours Per Week– 450 Clock Hours

The program is to be completed in 18 weeks. If the student is unable to complete the program in the contracted 18 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 2 weeks' maximum time frame 20 weeks (499.5 clock hours), student will continue in good standing.

Part Time Esthetician Program 20 Clock Hours Per Week – 450 Clock Hours

The program is to be completed in 22.5 weeks. If the student is unable to complete the program in the contracted 22.5 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 2.5 weeks' maximum time frame 25 weeks (499.5 clock hours), student will continue in good standing.

***Cosmo Beauty Academy chose to increase Nail Technology clock hours, (state requirements are 200 clock hours) of 100 clock hours. Cosmo Beauty Academy wants to ensure students have enough time to complete theory textbook theory and receive ample time and practice on their technical. We want to ensure the students learn how to apply multiple types of artificial nail applications which are used in salons, shops and spas. The additional 100 clock hours provides more knowledge and skill to meet the school's mission statement prepared for a career.

Full Time Nail Technology Program 30 Clock Hours Per Week – 300 Clock Hours

The program is to be completed in 10 weeks. If the student is unable to complete the program in the contracted 10 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.1 weeks maximum time frame 11.1 weeks (333 clock hours), student will continue in good standing.

Full Time Nail Technology Program 25 Clock Hours Per Week – 300 Clock Hours

The program is to be completed in 12 weeks. If the student is unable to complete the program in the contacted 12 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.32 weeks' maximum time frame 13.3 weeks (333 clock hours), student will continue in good standing.

Part Time Nail Technology Program 20 Clock Hours Per Week –
300 Clock Hours

The program is to be completed in 15 weeks. If the student is unable to complete the program in the contracted 15 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.65 weeks' maximum time frame 16.7 weeks (333 clock hours), students will continue in good standing.

***Cosmo Beauty Academy chose to offer Refresher Programs in Cosmetology, Esthetician, Nail Technology knowing there is a small need. These programs are offered for a variety of reasons: For those who transfer into Pennsylvania wants information of Pennsylvania State Board of Cosmetology rules and regulations, a person who has their license who has not worked in the field for a time wants refreshed and for those who have cosmetology licenses who wants to obtain more knowledge in a specialize field. All refresher programs are not placed under any Satisfactory Academic Progress evaluations. Offered free of charge to all Cosmo Beauty Academy graduates.

Full Time Refresher Cosmetology Program 30 Clock Hours Per Week – 150 Clock Hours

The program is to be completed in 5 weeks. If the student is unable to complete the program in the contracted 5 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 1.1 weeks' maximum time frame 5.5 weeks (166.6 clock hours), student will continue in good standing.

Full Time Refresher Cosmetology Program 25 Clock Hours Per Week – 150 Clock Hours

The program is to be completed in 6 weeks. If the student is unable to complete the program in the contracted 6 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.7 weeks' maximum time frame 6.7 weeks (166.6 clock hours), student will remain in good standing.

Part Time Refresher Cosmetology Program 20 Clock Hours Per Week – 150 Clock Hours

The program is to be completed in 7.5 weeks. If the student is unable to complete the program in the contracted 7.5 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.8 weeks' maximum time frame 8.3 weeks (166.6 clock hours), student will continue in good standing.

Full Time Refresher Teacher's & Esthetician Program 30 Clock Hours Per Week – 120 Clock Hours

The program is to be completed in 4 weeks. If the student is unable to complete the program in the contracted 4 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.4-week maximum time frame 4.4 weeks (133.2 clock hours), student will continue in good standing.

Full Time Refresher Teacher's & Esthetician Program 25 Clock Hours Per Week – 120 Clock Hours

The program is to be completed in 4.8 weeks. If the student is unable to complete the program in the contracted 4.8 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.5-week maximum time frame 5.3 weeks (133.3 clock hours), students will continue in good standing.

Part Time Refresher Teacher's & Esthetician Program 20 Clock Hours Per Week - 120 Clock Hours

The program is to be completed in 6 weeks. If the student is unable to complete the program in the contracted 6 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.7-week maximum time frame 6.7 weeks (133.3 clock hours), student will continue in good standing.

Full Time Refresher Nail Technology program 30 Clock Hours Per Week –
110 Clock Hours

The program is to be completed in 3.7 weeks. If the student is unable to complete the program in the contracted 3.7 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.4 weeks maximum time frame 4.1 weeks (122.1 clock hours), student will continue in good standing.

Full Time Refresher Nail Technology program 25 Clock Hours Per Week –
110 Clock Hours

The program is to be completed in 4.4 weeks. If the student is unable to complete the program in the contracted 4.4 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour, they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.5-week maximum time frame 4.9 weeks (122.1 hours), the student will remain in good standing.

Part Time Refresher Nail Technology Program 20 Clock Hours Per Week –
110 Clock Hours

The program is to be completed in 5.5 weeks. If the student is unable to complete the program in the contracted 5.5 weeks' time frame, he/she agrees to pay a fee of $12.00 per hour they extended beyond the contracted possible clock hours of program ending date. The remaining clock hours can be completed in 0.6 weeks' maximum time frame 6.1 weeks (122.1 hours), student will remain in good standing.

The school calendar scheduled holidays will be included in the program beginning and ending dates, as they apply to each individual's program ending date. The student is not charged for this time. Cosmo Beauty Academy bases the academic year on 900 clock hours.

Distant Learning

Cosmo Beauty Academy will only offer distant learning due to an emergency such as Covid & according to the Pennsylvania Board of Cosmetology. School will seek approval from agencies who we have approval for. Online classes will be given through Zoom computers, laptops, tablets or cell phones. The curriculum of theory will be offered 20 hours Monday-Friday 8:30am-12:30pm or 5:00pm-9:00pm. Teachers will monitor and track students' attendance who sign in and out of Zoom. When returning to brick-and-mortar students sign status changes reflecting new completion date and will resume practical for the same number of weeks that online classes were offered. Upon reaching the practical weeks, class curriculum will resume as normal. An addendum & status change addendum with new completion date signed by student & school official, placed in student's file.

Transportation/Parking

Very minimal public transportation is available in the South Middleton township and surrounding Carlisle, PA area. On-site free ample parking is available at the school. There is additional student parking space located in several surrounding parking lots around the school.

Tuition, Books, Student Kit, Application Fees

Expenditures for each program include Registration Fee, Application Fee, student kit and books and tuition. All personal supplies and equipment students are responsible for purchasing on their own. Tuition due is upon student's actual hours attended/scheduled disbursements. Students are responsible for all graduation and exam fees.

Student kits and books are distributed on the first day of class. Students choosing to purchase on their own are responsible to have on the first day of classes. If items are lost, stolen, or misplaced items it is the responsibility of the student to replace them.

Requirements for Start

Prior to the first day of class, each student is required to purchase the following items:
uniform – a black or white shirt and pants.
shoes – closed toe professional shoes or clean sneakers
school supplies – notebook with college ruled paper, pen, pencils, and two different colored highlighters.

Tuition and Costs

Cosmetology – 1250 clock hours of instruction	
Tuition	$15,125.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee	$ 1,400.00
Books Fee	$ 250.00
Total Cost	**$16,925.00**

Teacher's Program – 500 clock hours of instruction	
Tuition	$ 6,000.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee	$ 670.00
Books Fee	$ 200.00
Total Cost	**$ 7,020.00**

Esthetician – 450 clock hours of instruction	
Tuition	$ 5,445.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee	$ 1,100.00
Books Fee	$ 250.00
Total Cost	**$ 6,945.00**

Nail Technology – 300 clock hours of instruction	
Tuition	$ 3,600.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee	$ 950.00
Books Fee	$ 250.00
Total Cost	**$ 4,980.00**

Refresher Cosmetology Program – 150 clock hours of instruction	
Tuition	$ 1,800.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee - To be determined	$ 0.00
Books Fee – To be determined	$ 0.00
Total Cost	**$ 1,950.00***

*Addition charges may be required if equipment is needed

Refresher Teacher's Program – 120 clock hours of instruction

Tuition	$ 1,440.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee - To be determined	$ 0.00
Books Fee – To be determined	$ 0.00
Total Cost	**$ 1,590.00***

*Addition charges may be required if equipment is needed

Refresher Esthetician Program – 120 clock hours of instruction

Tuition	$ 1,440.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee - To be determined	$ 0.00
Books Fee – To be determined	$ 0.00
Total Cost	**$ 1,590.00***

*Addition charges may be required if equipment is needed

Refresher Nail Technology Program – 110 clock hours of instruction

Tuition	$ 1,320.00
Registration Fee	$ 50.00
Application Fee	$ 100.00
Kit Fee - To be determined	$ 0.00
Books Fee – To be determined	$ 0.00
Total Cost	**$ 1,470.00***

*Addition charges may be required if equipment is needed

Methods of Payment

Cash, Check, Credit Card, or Money Order are accepted for all expenditures.

Students may choose to pay tuition in installments, a monthly in-school payment plan may be created, contingent on approval by the School Director. The student will receive a Student Financial Booklet and payment plan signed and dated by the student, the School Financial Director, and the School Director.

***Cosmo Beauty Academy will be preparing in the future to obtain accreditation so that we have an agency who we are accountable to and be approved to offer financial aid to those who are qualified.

Student Conduct Policy

All school rules, regulations and operating policies as outlined in the enrollment agreement to be followed by students. Cosmo Beauty Academy' students are expected and required to act in a manner that will reflect credit on himself/herself, the Cosmo Beauty Academy, and the business or industry for which they are being trained. Students are always required to follow the school's dress code. The cell phone policy must always also be followed. All weapons of any kind are prohibited. Students failing to adhere to and observe the school rules, regulations and operating policies may result in a warning or immediate dismissal. The School Director will meet with students who have been dismissed for miss misconduct if they are requesting re-admission. The School Director will make a discussion to re-admit the student.

Drug/Alcohol Policy

Cosmo Beauty Academy is a drug/alcohol free campus. Students are prohibited from unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. The use of illegal drugs and/or alcohol, in any form, while on the school property, school activities or while representing the school on or off campus anywhere is prohibited. Students who exhibit evidence of drug abuse, alcohol abuse or intoxication while on the school property or while representing the school may be subject to disciplinary action by suspension or expulsion. Possession of drug paraphernalia is subject to the laws of the State of Pennsylvania. The School Director has an open-door policy for students that have a drug or alcohol problem affecting their academic progress and will advise, and he/she will refer them to one of the community health agencies for counseling. At orientation students are explained the school's drug/alcohol policy. Students are required to sign the acknowledgement of receipt of the Drug Prevention/Awareness Policy required by the Drug Free Workplace Act of 1988.

Sexual Harassment

Cosmo Beauty Academy will not tolerate sexual harassment.

Sexual Harassment is defined as any sexual advance, request for sexual favors and other verbal or physical conduct where submission to or rejection of such advance, request or when such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual's work or education by creating an intimidating, hostile, humiliating or sexually offensive environment. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms: subtle and indirect or blatant and overt.

All persons who work at or attend Cosmo Beauty Academy have a responsibility to maintain an environment that is free from all forms of sexual harassment. Complaints relating to sexual harassment incidents will be addressed on an Incident Report Form and directed immediately to the head faculty member or direct supervisor. Individuals who violate this policy are subject to discipline ranging from a written warning to dismissal. Frivolous or false accusations of sexual harassment have serious consequences on innocent individuals. The school cautions that such complaints may result in action being taken against the complainant.

Statement of Non-Discrimination

Cosmo Beauty Academy is an equal opportunity school with respect to both education and employment. The school's programs and policies are consistent with pertinent federal and state laws and regulations on non-discrimination regarding sex, age, race, color, religion, age, ethnic origin, and financial status in admitting students. Cosmo Beauty Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of handicap will be excluded from enrolling in a program of instruction.

Student Records/Release of Information

The school shall maintain all records of a student for at least six years after a student either terminates training or graduates. After that, the school is only required to maintain the student records as regulated by the Pennsylvania State Board of Cosmetology Examiners. Student records and/or information may be provided to individuals, organizations, potential employers, etc., only after written authorization has been provided by the student at the time of request from the third party, and/or consent from the parents or guardian of a dependent minor. Transcripts will not be released until the student has satisfied all financial obligations to the school.

Upon request specific information will be released to the Pennsylvania State Board of Cosmetology, examining/testing agency, accrediting agency and/or federal agencies. Information will be given to those you listed on your Information Permission/Emergency sheet which will be maintained in student files, educational and financial.

Privacy Act/Right to Access Student Records

Cosmo Beauty Academy guarantees the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 – Public Law 93.579. Cosmo Beauty Academy guarantees the students, student's parents or guardians of dependent minors, access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed. The records shall be made available upon written request. The school will provide and permit access to student and other school records as required for any agencies such as Pennsylvania Cosmetology Board, an agency in which we are seeking accreditation from, and/or Department of Education (once approved for financial aid).

Grievance Procedure

If anyone has any grievances regarding the school or its employees must be brought to the School Director in writing. Students may use grievance forms found in the library resource binder. Final determination of the grievance is made within five days of School Director receiving the written grievance. School Director maintains all grievances in a filed within their office. The student has the right to appeal the determination of the grievance in writing to the Pennsylvania State Board of Cosmetology, 2601 N. 3rd St, Harrisburg, PA 17110 and **Candidate Status** National Accrediting Commission of Career Arts & Science, 3015 Colvin Street, Alexandria, VA 22314. Phone:703-600-7000 and fax: 703-379-2200.

Absence/Tardy/Early Departure/Class Cuts

Students are required to attend all scheduled clock hours according to their enrollment agreement contract. The School Supervisor/Education Director monitors students' attendance on a weekly basis. There is no excused absence, and all absences must be made-up. If a student is going to be late or absent, they are required to inform their teacher/instructor. If a student must leave early, they must inform their teacher/instructor prior to their departure. Excessive absences are subject to the school having the right to terminate a student (excessive absence is defined as being absent more than 10% of the total possible hours a student has accrued). For extreme tardiness, the school has the right to dismiss the student for the remainder of day/evening. Approval from the teacher/instructor for a student requesting to leave class early must be granted. Any time missed by a student must be made-up. Advising will be utilized for students who have high absence, excessive tardiness and repeatedly leaving early will be advised by the Education Director. A discussion between the School Director and School Supervisor/Education Director if attendance problems persist.

Students are required to clock in and out, sign in and out. These are the official records of the number of clock hours he/she has accumulated during the day. Students must request make-up missed work or time must contact their teacher/instructor. Student clock hours are monitored by the School Supervisor/Education Director on a weekly basis.

Make-Up Work

Any hours missed and/or work by students are required to make-up. Any exams missed due to absence must be made up within three days of returning to school or in months that have 5 weeks the month end week is set aside for make-up work. Any exams not made-up will result in 0% and this grade will be added to the student's grade point average. Academic, practical, laboratory work and assignments required of all students, must be satisfactorily completed within the Satisfactory Progress Evaluation/Advising Period.

The opportunity is given to all students to make-up clock hours, theory work, exams, practical's and exams. Students are responsible to clearly understand the make-up policy and act accordingly. The student should contact their teacher/instructor prior to an absence or on the day of absence for class assignments and test date schedules.

Leave of Absence Policy

A student must request a leave of absence and must follow the institution's Leave of Absence Policy. Requests for a leave of absence must be done in written form and in advance unless there are unforeseen circumstances/emergency arise. Leave of Absences may be granted for personal /family issues arise, illness, death, financial hardship, vacation, work schedule, loss of transportation, military duty, jury duty, and incarceration. A leave of absence may not exceed 180 calendar days in a 12-month period. A student will not be granted a leave of absence if the leave of absence, together with any additional leave of absence previously granted, exceeds 180 days in any 12-month period. A written request must be made to the School Supervisor/Education Director and School Director. Leave of absence must state the specific reason(s) for the leave and the expected date of return from the leave. It must be signed and dated by the student. If, because of an unforeseen circumstance and/or emergency, the student is unable to make a request in person for a leave of absence, documentation reason leave of absence will be noted, leave of absences paperwork will be completed at a later date. Unforeseen circumstances / emergency request will begin on the first date they are unable to attend. The student grant leave of absence is not considered to have been withdrawn, and no refund calculation is required at that time. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. Upon return from leave of absence status change form (addendum) will note the length of leave of absence taken showing the additional time to complete their program noting a new completion date signed by student and education director. No additional charge is added to the student's contract/enrollment agreement during leave of absence. Students returning from an authorized leave of absence will retain all credit for clock hours and work projects completed and will return to the satisfactory academic progress status they held prior to the start of the leave of absence. Students who fail to return from the leave of absence or student who has taken a requested and/or unauthorized/unproved leave of absence will be withdrawn/dismissed as of their last day of attendance prior to the leave of absence for calculating refund Leave of Absence "Status Change form" is considered an addendum to Enrollment Agreement.

Change of Program Scheduled Clock Hours

If a student wants to change attendance clock hours, schedule or program change after enrollment they must meet with the School Supervisor/Education Director and Financial Director. All administrative work must be completed prior to the change.

Change of Name/Address

If students need to change of name and/or address during the contracted program they are responsible for reporting this change to the School Director or Financial Director. All administrative work must be completed prior to the change.

Transfer Between Program within the School

If a student wishes to transfer into another program within the school, they will be credited related hours according to hours listed within the new program. If a student has graduated from one of the specialized programs and requested to enroll into cosmetology, they will be credited the clock hours according to hours listed within cosmetology. The student must have their license in a specialized field of study. The student must be in good standing in academic and financial to be granted transfer into another program.

Transfer/Withdrawal

If a student wishes to transfer or withdraw the following requirements must be met:
A student may transfer or withdraw from the program at any time. The transfer school will forward an academic and attendance transcript to the school that the student is transferring to if the student has met all financial obligations to the Cosmo Beauty Academy. If student supplies.

Cosmo Beauty Academy is not aware of the reciprocity of other states.

Transfer from another School

Transfer clock hours of more than 90 clock hours from another institution that are accepted toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Cosmo Beauty Academy has one exception to 90 clock hours, local vocational school graduates of present year have not completed their cosmetology clock hours who start in June classes be eligible to complete only hours needed. Cosmo Beauty Academy will not accept a student who is still enrolled in another school. Prior to enrollment, the student must present proof of withdrawal, sealed transcripts from the institution, and all required admissions paperwork. An evaluation will be given by senior teacher, given to Educational Director and results to Admission so proper credit is given on enrollment agreement. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at Cosmo Beauty Academy.

Entry Level Career Opportunities
Cosmo Beauty Academy

Career Opportunities in the Cosmetology Industry

Hair Stylist	Salon Manager
Salon Owner	Platform Artist
Color Specialist	Perform Facials
Wig Specialist	Manicurist & Pedicurist

Cosmetology is a full-time or part-time career for those who qualify. In the salon cosmetologists perform many services, including manicuring, hairstyling, temporary and permanent waving, temporary and permanent hair straightening, hair lightning and hair coloring, care and styling of wigs and various facial and scalp treatments. Many cosmetologists will specialize in one or any number of these services.

Career Opportunities in the Teacher's Program Industry

Cosmetology Teacher	Product Educator
Salon Manager	Salon Worker
Hair Stylist	Cosmetology Education Director
Test Center Manager	Cosmetology School Owner
Manufacturer Sales Representative	Platform Artist/Educator
Beauty Business Consultant	Image Consultant

Career Opportunities in the Esthetician Industry

Facial Technician	Manufacturer Sales Representative
Desincrustation Technician	Dermatologist Assistant
Facial Massage Theorist	Skin Care Technician

Career Opportunities in the Nail Technology Industry

Nail Wrap Technician	Manufacturer Sales Representative
Nail Stylist	Nail Salon Assistant
Pedicuring Technician	Nail Artist
Artificial Nail Specialist	Nail Bonding Technician

School Exit Interview

Students are required to attend an exit interview upon completion of their program of study. An appointment must be scheduled in advance with the Education Director, School Director and/or the Financial Office for their last day of attendance. All curriculum requirements such as meeting grade point averages in all areas, completion of technical sheet and financial obligations must be completed prior to the scheduled appointment of submitting of paperwork for Pennsylvania State Board of Cosmetology examination. At that time the student would be awarded a school diploma. If a student has all requirements met, administrative work will be completed to apply for a scheduled time to take the Pennsylvania State Board of Cosmetology examination. At this session, the student will receive a copy of their financial account card from the financial office. The financial account card includes information on the average amount that is owed, if any, the number of monthly payments and information about deferments, refinancing and loan consolidation options. Students 'may receive a diploma upon completion of hours. No paperwork will be processed to the state for exam or licensure until student has a zero balance.

Advising Services/Written Progress Procedure

All students have advising sessions with the School Supervisor/Education Director at several time intervals throughout the program that is concurrent with the evaluation periods. Students are advised on their Satisfactory Academic Progress evaluation if they are in satisfactory or unsatisfactory status. Written notes are made on the students' Satisfactory Academic Progress reports are discussed, and a copy of the report is given to the student at this time. Students who are struggling with or having issues affecting their schooling, Satisfactory Academic Progress, academic, personal or faculty Cosmo Beauty Academy offers advising. Advice is utilized for preventative disciplinary action for attendance, academic, and undesirable behavior, etc. Referrals to professional agencies for assistance are available.

Employment/Placement Advising

Job placement assistance if offered by the school through helping graduates' efforts to secure employment in the program field they completed/graduated from, or in a related field that includes, but are not limited to:
Professionalism, Job referral, (Including school bulletin board, web-job search & etc.) Follow-up.

Students are assisted by the school with resume writing, mock interviews, and scheduling interviews with prospective employers. Upon successful completion of enrolled programs, the school will use its best efforts to assist placing a student into employment, upon the student successful completing/graduating from the program they enrolled in. The school makes students aware that we do not guarantee employment, nor does it act as an employment agent.

Cosmo Beauty Academy takes pride in career advising and is provided to the students regarding interviews, employment opportunities and marketable skills.

Graduation Requirements

At time of graduation a diploma will be issued to the student indicating that the student has satisfied all the following requirements:

1. Curriculum requirements:
a. Achieve a minimum GPA of 80% for theory.
b. Achieve a minimum grade of "A" for practical.

2. Attendance requirements:
a. Complete 100% of required program clock hours.
b. Must have a minimum attendance rate of 90% of the total program.

3. Financial obligations to the school, may graduate with a balance.
a. No paperwork will be processed to the state for exam and licensure until your account is at a "0" zero balance.

4. Attended an exit interview with the Financial Aid Office.

***Graduates of Cosmo Beauty Academy:

Teacher's Program graduates may return and monitor all programs offered, Cosmetology graduates may return and monitor all programs except Teacher's Program, Esthetician, Nail Technology graduates may return and monitor the specialized program they graduated. Monitoring of program is at no charge to graduates.

***Graduate's exam paperwork will not be submitted to Pearson Vue until they have reached Cosmo Beauty Academy's actual hours of program and account is at a "0" zero balance.

***School's submission paperwork will require a Pennsylvania State Board of Cosmetology application fee of $26.00, Pennsylvania background check fee of $22.00 and graduate must have current photo ID (address on ID must match paperwork being submitted) is required. Upon submitting exam paperwork to Pearson Vue graduate will receive email at that time a fee of $93.00 is due.

Refund Policy

Refund: Applies to all student termination

1. An application fee is charged for all programs in the amount of $100.00 – Non-refundable. A student (or if a student under the legal age, his/her parent/guardian) cancel his/her enrollment within 5 school days of signature and date on enrollment agreement contract, all monies received by the school will be refunded regardless of whether or not the student started school. (*Cancellation or withdrawal date is determined by date of postmark.)*

2. If a student decides to cancel before class starts and/or regardless of whether they has actually started training, he/she is entitled to total refund of all monies entitled other than $100.00 application fee whether or not the student started the class.

3. Closure or discontinuation of a program, or school closure before instruction begins, the school shall refund to each registration and application all monies paid by the student for tuition and fees. If closure or discontinuation of program or school closure after a portion has been taught pro-rata refund all students transferring to another school based on the hours accepted by receiving school: or provide a full refund of all monies paid. If a school closes permanently and ceases to offer instruction after a student has enrolled, and instruction begun providing completion of the program and/program; or Participate in a Teach-Out Agreement.

4. If a student is rejected for admission for any reason all monies will be refunded. Termination by the institution and applicable administrative fee (not to exceed $100.00).

Fifth-Day Cancellation Period. All fees paid by a student except the application fee shall be refunded if the student chooses not to enroll in or to withdraw from the school within five (5) business days after having signed a contract. If a student chooses not to enroll after the fifth (5) day cancellation period, but before the first day of instruction, the school will retain the registration and application fee. After the fifth (5) day cancellation period expires, if a student withdraws after instruction begins, refunds shall be based on the total contract price of the program and shall include all fees, except the application fee (which is non-refundable) and any charges for materials, supplies, or books which have been purchased by and are the property of the student.

A student who is unable to return from a leave of absence will be withdrawn on the date the student was to return to school from their leave of absence. The determination for student withdrawal shall be the earlier of the scheduled return form the leave of absence or the date the student notifies the institution that the student will not be returning. The date of withdrawal for purposes of calculating any return of monies paid to the school and Title IV (once approved for Title IV funds) calculation for refund purposes will be

the date the student began the leave of absence which is the last day of attendance. Cosmo Beauty Academy abides by the Pennsylvania Department of Education refund policy must be made within 30 days of officially or unofficially cancellation or withdrawal. The scheduled last day of attendance for those students who have been absent for 14 consecutive calendar days (student's attendance is monitored by the School Supervisor/Education Director on a weekly basis), or for those students who were on a leave of absence the date they were to return.

Tuition Refund Policy

Cosmo Beauty Academy tuition refund policy is based on Pennsylvania Department of Education which excess the Department of Educations. The refund is done according to scheduled hours. The minimum refund that a school shall pay a student who withdraws or is terminated after the third (3) day cancellation period has expired and after instruction has begun, is as follows:

Percentage of Enrollment time to total time.	Amount of Tuition School Shall Retain
.001% to 9.99%	10% Retained
10% to 14.99%	40% Retained
15% to 24.99%	45% Retained
25.1% to 49.99%	70% Retained
50% and over	100% Retained

The student refund due date shall be based on the date of the student's last day of attendance and paid within 30 days from the date of withdrawal or termination. Refund calculation is based on the last day of attendance.

Cancellation or withdrawal of a student shall occur earlier than the dates that a student notifies the school of his/her withdrawal. If a school receives notification in writing the postmark date determines the cancellation date, or the date said information is delivered to the school administrator/owner in person. Unless a student has been absent for 14 consecutive calendar days the date used will be the last day of attendance and determination date will be the postmark date. Official or unofficial cancellation or withdrawal shall occur on the date that a student is expelled by the school. Refund calculation will be made on the student's last day of attendance. All cost of the Kit/Books becomes the property of the student when they are issued on the first day of class.

Cosmo Beauty Academy practices ethical business practice in collections, correspondence regarding cancellation and settlement from institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

Cosmetology Outline

Institutional Goals and Objectives
Cosmo Beauty Academy primary objective is to administer, provide learning opportunities and educational experiences for students of south-central Pennsylvania. The foundation of our programs is for students to complete their clock hours of instruction, receive the information, knowledge, skills to pass the Pennsylvania State Board of Cosmetology examination and be employed in an entry level position in field of study.

Cosmetology Program Begins and Ends
The program operates continuously, Cosmetology beginning the first day and evening of full week January, March, May, July, September, and November continuing until the curriculum and school requirements have been reached and 1250 hours have been completed. (See school calendar for schedule of school holidays.)

Program Purpose
Is for the student to achieve and understand knowledge of cosmetology, both science and art. This knowledge will be used as a foundation of cosmetology to be successful in the cosmetology profession. This enables a student to develop his/her physical dexterity and manipulative skills and thrive in loyalty, passion, and enthusiasm for the cosmetology profession. For the student to achieve ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. Cosmo Beauty Academy' prepares students for basic entry level of employment and to pass the Pennsylvania State Board of Cosmetologists examination for licensure.

Program Description
Cosmetology is the teaching of all facets of hair, skin, nails, and cosmetic treatment. The art of cosmetology is the actual performance of the many beauties' cultural practices. To derive the utmost benefit from Cosmetology theory/lecture; practical performance/skills, demonstration, hands-on practice and ultimate to be employed in the field of their study.

Instructional Methods
Multiple methods of lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets/technical sheets, audio/visual aids, student participation, question and answer sessions, textbook/workbook/exam book and guest speaker will be utilized. Introducing new material in a manner to which the student may relate. Giving special attention to those who need it and other types of learners. Cosmo Beauty Academy encourages questions, explaining new terminology, words, techniques, implements, appliances, and equipment. We highly recommend students take notes in their own words. Usage of all kinds of demonstrations that include student participation.

Teacher Strategy
Cosmo Beauty Academy request teachers to use white boards for outlines, audio/visual aids, websites, and live models when possible. Teachers are asked to follow a detailed curriculum and relate to the student to retain technical terminology. While giving students extra time and attention if needed. Encouraging questions explaining new words, terminology, techniques, implements, appliances, and equipment. Note taking is encouraged to ensure students are grasping the information being given to them. Using demonstrations that include student participation.

Student Activity
Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to attend hair shows, in-and-out-house competitions, field trips and community days. Students are required to complete a technical sheet practicing hands-on-skill. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

Program Objectives
Upon completion of the Cosmetology program, the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments.
2. Have a thorough knowledge of anatomy, hair structure and chemist.
3. Administer cold/acid waving techniques.
4. Administer chemical and physical techniques.
5. Care and styling of wigs
6. Administer a professional shampoo.
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving.
9. Administer a facial with make-up and remove superfluous hair.
10. Administer a professional manicure, pedicure, and nail extensions.
11. Operate/open a salon and employ the principles and practices of salon management.
12. Employ basic first aid measures
13. Practice good hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Drape for a cosmetology service
16. Employ rules of sanitation and sterilization
17. Employ safety precautions.
18. Practice and employ the rules, regulations, and laws of the Pennsylvania State
19. Board of Cosmetologists.
20. Administer a professional hair shaping
21. Practice good salesmanship
22. Seek and obtain employment

Occupational Objectives
Students are required to complete the number of clock hours per program and pass the Pennsylvania State Board of Cosmetologists Examination for licensure, once this is completed, he/she will be qualified to obtain employment as a Cosmetologist in a salon, a spa, shop, a demonstrator for a cosmetic firm, operator in a retail store salon, as well as many other opportunities

Cosmetology Program Clock Hours of Study

All phases are introduced as to their relationship with another phase, keeping complete uniformity and continuity. Each phase is timed in hours as to importance and State requirements.

The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Total Clock Hours
Professional Practices			
Life Skills - 101			
Health Body & Mind - 101.1			
Ergonomics – 101.2			
Basic Communication – 101.3			
Communication with Confidence – 101.4			
Human Relations – 101.5			
Resilience 101.6			
Clock Hours of Study	6	6	12
Sciences			
Sciences 102			
Transmission of Infection – 102.1			
First Aid – 102.3			
Building Blocks of the Human Body – 102.4			
The Skeletal System - 102.5			
The Muscular System – 102.6			
The Circulatory System – 102.7			
The Nervous System – 102.8			
Principles of Electricity – 102.9			
Electricity in Cosmetology – 102.10			
Matter – 102.11			
pH - 102.12			
Hair Care Product Knowledge – 102.13			
Hair Theory – 102.14			
Hair Care - 102.15			
Shampoo & Scalp Massage Theory – 102.16			
Shampoo and Condition Guest Experience – 102.17			
Clock Hours of Study	34	39	73
Professional Practices			
Infection Control – 102.2			
Clock Hours of Study	2	0	2

Professional Practices
Business 103
Goal Setting – 103.1
Job Search – 103.2
Finding a salon that fits – 103.3
Professional Relationships – 103.4
Know your client market – 103.5
Build your clientele – 103.6
The Salon Experience – 103.7
Salon Ownership – 103.8
Salon Operations – 103.9
Retail Products – 103.10

Clock Hours of Study	17	9	26

Cognitive and Manipulative
Client-Centered Design 104
Client Connection – 104.1
Client Considerations – 104.2
Connect Service Essential – 104.3
Consult Service Essential – 104.4
Create Service Essential – 104.5
Complete Service Essential – 104.6

Clock Hours of Study	5	40	45

Cognitive and Manipulative
Sculpture Foundational Cut 105
Sculpture Tools & Essentials – 105.2
Sculpture Skills – 105.3
Sculpture Guest Experience – 105.4
Sculpture Service – 105.5
Solid Form Overview – 105.6
Graduated Form Diagonal-Forward Line – 105.10
Increase-Layered Form Horizontal Line – 105.14
Uniformly Layered Form Pivotal Line – 105.17
Texturizing Techniques – 105.21

Clock Hours of Study	39	141	180

Science
Sculpture Theory – 105.1

Clock Hours of Study	2	8	10

Cognitive and Manipulative
Sculpture: Combination Cut 106
Combination Form Overview – 106.1
Mid- Length Increase – 106.2
Long Increase – 106.3
Short and tapered Form overview – 106.5

High Graduations – 106.6			
Bald Fade – 106.11			
Clock Hours of Study	6	34	40

Cognitive and Manipulative			
Hair Design – 107			
Hair Design Tools and Essentials – 107.2			
Hair Design Skills – 107.3			
Hair Design Guest Experience – 107.4			
Hair Design Service – 107.5			
Straight Volume and Indentation – 107.6			
Curvature Volume and Indentation – 107.9			
Finger waving and Molding – 107.12			
Thermal Design – 107.15			
Finger Set – 107.18			
Press and Curl– 107.21			
Tightly curled/ Coily hair styling theory – 107.23			
Clock Hours of Study	22	161	183

Science			
Hair Design Theory – 107.1			
Clock Hours of Study	2	8	10

Cognitive and Manipulative			
Long Hair 108			
Long Hair Tools an Essentials – 108.2			
Long Hair Skills – 108.3			
Long Hair Guest Experience – 108.4			
Long Hair Service – 108.5			
Clock Hours of Study	13	37	50

Science			
Long Hair Theory – 108.1			
Clock Hours of Study	1	7	8

Cognitive and Manipulative			
Wigs and Hair Addition 109			
Wig Services – 109.2			
Hairpieces and Hair Additions – 109.3			
Wig, Hairpiece and Hair Addition Essentials – 109.4			
Tape In Weft – 109.6			
Track and Sew weft – 109.7			
Microlink Weft- 109.8			
Clock Hours of Study	9	30	39

Science			
Wig Theory – 109.1			
Clock Hours of Study	1	7	8
Cognitive and Manipulative			
Color 110			
Color Design – 110.2			
Identifying Exiting Hair Color – 110.3			
Color Tools and Essentials – 110.6			
Color Skills – 110.7			
Color Design Guest Experience – 110.8			
Color Service – 110.9			
Clock Hours of Study	36	180	216
Science			
Color Theory – 110.1			
Nonoxidative Color Products – 110.4			
Oxidative Color Product – 110.5			
Clock Hours of Study	4	28	32
Cognitive and Manipulative			
Perm and Relax – 111			
Perm Design – 111.2			
Perm Skill – 111.4			
Perm Guest Experience – 111.5			
Perm Service – 111.6			
Relaxer Skills – 111.14			
Relaxer Guest Experience – 111.15			
Relaxer Service – 111.16			
Curl Reformation Theory – 111.20			
Keratin Treatment Theory – 111.22			
Clock Hours of Study	17	123	140
Science			
Perm Theory – 111.1			
Perm Products and Essentials – 111.3			
Relaxer Theory – 111.12			
Relaxer Products and Essentials – 111.13			
Clock Hours of Study	4	25	29
Cognitive and Manipulative			
Skin – 112			
Skin Care – 112.3			
Skin Care Guest Experience – 112.4			
Hair Removal Theory – 112.6			

Hair Removal Guest Experience – 112.7 Makeup Products and Design – 112.12 Makeup Guest Experience – 112.13 Eyebrow and Eyelash Service Theory- 112.17			
Clock Hours of Study	16	40	56

Science Skin Theory – 112.1 Skin Diseases and Disorders – 112.2 Makeup Theory – 112.11			
Clock Hours of Study	3	13	16

Cosmetology Skills – Cognitive and Manipulative Nails 113 Natural Nails – 113.2 Nail Guest Experience – 113.4 Natural Nail Service – 113.5 Nail Enhancement Service – 113.			
Clock Hours of Study	13	38	51

Science Nail Theory – 113.1 Natural Nail Products and Essentials – 113.3 Nail Enhancement System Products and Essentials – 113.8			
Clock Hours of Study	2	12	14

Professional Practices Pennsylvania State Laws Licensure Laws, Reciprocity Laws, Apprenticeship Laws, Legal Regulations for: Salons, Schools Fees for all Licenses State Regulations Board Members, Exam Qualification, Exam Rules & Regulations			
Clock Hours of Study	10		10

Total of Clock Hours of Study	**1250**

All areas include safety precautions and procedures pertaining to subject matter.

Pennsylvania State Board of Cosmetology Requirements for Cosmetology Licensing Examination

To be eligible for examination to receive a Cosmetology license, the applicant shall meet the following requirements.

1. Be at least 17 years old.
2. Have a minimum tenth (10th) grade education.
3. Have completed 1250 clock hours of fundamental training according to the Pennsylvania State Board of Cosmetologists mandatory minimum standard curriculum, as a student in a licensed school of cosmetology and credited with the completion of 1250 clock hours of training at that school.
4. Background screening is done on each graduate.

Satisfactory Academic Progress Policy

All students receive this copy of the Satisfactory Academic Progress Policy prior to enrolling at Cosmo Beauty Academy.

Any student transferring to Cosmo Beauty Academy with clock hours from another institution are accepted toward the student's educational program are counted as both attempted and complete hours for the purpose of determining when the allowable maximum time frame has been exhausted. Determination of transfer clock hours are done through a student evaluation, and those hours are based on actual contracted hours with Cosmo Beauty Academy. Cosmo Beauty Academy has their academic year based on 900 clock hours. Once the students successfully complete first eval, they are then permitted to work on clients.

Standards

Satisfactory Academic Progress (SAP) is an overview of students' attendance, academic/technical skills accumulative and attendance. Only students achieving Satisfactory Academic Progress are eligible to continue with Cosmo Beauty Academy monthly payment plan. Each student receives a Cosmo Beauty Academy catalog prior to enrollment to ensure that all students know of the evaluations Satisfactory Academic Progress policy. The Satisfactory Academic Progress Policy complies with the guidelines established by the Pennsylvania State Board of Cosmetology, The National Accrediting Commission of Career Arts and Sciences and the United States Department of Education.

The student must:

Maintain an academic/practical grade accumulative 80% and attendance 90% average or better.

All students receive a numeric grade in theory and a letter grade in practical assignments. Students are evaluated in theory by examinations and by their ability to perform practical assignments. Grades are reviewed with students at each evaluation period. Daily attendance and record of academic achievement are maintained on the student's permanent record card. The School Supervisor/Education Director monitors attendance on a weekly basis.

The following represent the equivalencies of the grades assigned:

Theory	Practical
95 - 100 = Excellent	A = Acceptable 80% - 100%
85 - 94 = Above Average	U = Unacceptable 0% - 79%
80 - 84 = Average	I = Incomplete *
0 - 79 = Unacceptable	
	*Converts to 0% if not made up in the allotted time period.

- Maintain a cumulative attendance average of 90% at their designated evaluation periods. The program must be completed within 1.11 times the length of the contracted program. The School Supervisor/Education Director monitor student attendance on a weekly basis. Regardless of the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed.

- Required to adhere to certain other general institution policies relating to attendance and tardiness.

The practical grading criteria uses the "yes" or "no" rubric as "Practical Grading" except we use the terms "Acceptable" (A) or "Unacceptable" (U). The Satisfactory Progress Report is divided into two parts, Practical Skills and Safety/Sanitation Rules. The practical grading criteria can be found in the Practical Skills part of the Satisfactory Progress Report. The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on Safety on a mannequin. In the Safety and Sanitation Rule section of the Satisfactory Progress Report, the student verbally answers the questions listed. The student is given an "A" or "U" for each criteria/ question. Completion of this process, the number of acceptable and unacceptable responses are added up, tabulated and recorded on the evaluation. The percentage of acceptable responses is calculated and recorded as the total average for each part. These two averages are then averaged to compute the Practical Performance Evaluation Total Average Grade. A student must achieve an average of 80% to be considered "Acceptable" (A). A student below an 80% average would be considered "Unacceptable" (U).

To make satisfactory attendance progress, a student must maintain a cumulative attendance average of 90% at their designated evaluation periods. Students must complete a program within the 1.11 times the length of the contracted program. No matter the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed. Calculation of this dismissal is done by using the students' last day of attendance for refund purposes. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institution policies relating to attendance and tardiness.

Students must be tracked to complete the program within 111% of the contracted time frame. Tracking is defined as a percentage of the cumulative number of clock hours completed by the student divided by the cumulative numbers of clock hours attempted/scheduled.

Students meeting the minimum requirements for attendance, academic and practical progress at any evaluation period will be in compliance with Satisfactory Academic Progress until the next evaluation period. The rate at which a student must be attending to be considered in compliance with Satisfactory Academic Progress is defined as a minimum of 90%.

Evaluation Periods

A student's compliance with Satisfactory Progress is divided into evaluation periods and is assessed at the following time periods:

Evaluation Periods	**Academic: Minimum Passing Grade**	**Minimum clock hour needed to attend to maintain satisfactory progress**
	Cosmetology	
450 Scheduled Clock Hrs = min 15 wks	80%	405 = 90%
900 Scheduled Clock Hrs = min 15 wks	80%	810 = 90%
1250 Scheduled Clock Hrs = min 11 wks or Completion of Program	80%	1125 = 90%

All students must be in compliance with academic/practical accumulative and attendance progress requirements of at least one evaluation by the midpoint of the program to be satisfactory progress. The Satisfactory Academic Progress evaluations are maintained in the student's file and may be accessed by a student at any time. If a student is deemed unable to complete the program based on the maximum time frame of 111%, they will be in unsatisfactory academic progress.

Any student who has taken a Leave of Absences from any portion of their training the day taken will extend the contract period and maximum time frame by the same number of days taken in the leave of absence.

Warning Period

Students who do not meet Satisfactory Academic Progress standards during a given evaluation period will be placed in a Warning Period for the following evaluation period. Student is considered to be making Satisfactory Academic Progress during this time. A student remains eligible to be in school and will be considered as making Satisfactory Academic Progress during the Warning Period. Students may be re-establishing Satisfactory Academic Progress by meeting minimum attendance and academic requirements by the end of the warning period. At the next Satisfactory Academic Progress, if a student is deemed not making Satisfactory Academic Progress, they will be placed on probation and will have the opportunity to give a written appeal.

Unsatisfactory

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress after the warning period will be placed on unsatisfactory status unless they successfully appeal. Any student considered to being in unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Students deemed unsatisfactory will be eligible to receive financial aid until they reach satisfactory status or an appeal has been accepted.

When approved for Title IV funding: A student deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Probation

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress, after the warning period, will be placed on probation and considered to be unsatisfactory progress during the probationary period.
Students may be re-establishing satisfactory academic progress by appealing the unsatisfactory academic progress or meeting minimum attendance and academic requirements by the end of the probation period. If a student is deemed unable to achieve satisfactory academic progress in either academic/practical or attendance by the end of probation period will be terminated. (Student must follow the below unsatisfactory procedure successfully appeal the determination of unsatisfactory following the warning period will be placed on probation.) Also, only the student who has the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period may be placed on probation. Written plan of actions on how to obtain satisfactory progress by next evaluation between the School Supervisor/Education Director and student. A student on probation who is not ineligible for Title IV must withdraw and re-enroll as a cash paying student, student re-enters at the same status.

Appeal an unsatisfactory academic progress determination and/or termination:
A student appealing an unsatisfactory progress determination and/or termination. For a student with mitigating circumstances (such as death in the family or close friend), sickness personally or family, loss of transportation, incarceration, jury duty, military duty, financially and pandemic etc. submitting in writing from student an explanation along with supporting documentation for the reason the decision should be overturned and a request for re-evaluation of progress to the Education Director. Written documentation will be provided from students regarding why he/she has failed to in Satisfactory Academic Progress and what circumstances have changed in the student's situation which would enable them to achievement of Satisfactory Academic Progress by the next evaluation period. The School Supervisor/Education Director must receive an appeal within five (5) business days of unsatisfactory progress finding and/or termination. Consideration of the School Supervisor/Education Director of the appeal and either grant probation Consideration of the School Supervisor/Education Director of the appeal and grant probation until the next scheduled evaluation in which the student will remain in

school. The student will meet with the School Supervisor/Education Director and review the progress and decisions made within the time period. The School Supervisor/Education Director will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's Satisfactory Academic Progress evaluation if student has made progress of 20% academical and 10% attendance or more. All documents will be placed and maintained in the student file. All decisions of the School Supervisor/Education Director and School Director are considered final.

Interruptions, Program Incompletes, Withdrawals Policy, Reinstatement

Interruptions

A current/enrolled student is temporarily interrupted their schooling for a leave of absence, the student returns at the status they started their leave of absence. Clock hours elapsed during a leave of absence will extend the student's enrollment agreement period by the number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who have not completed their schooling and choose to withdraw from the program and request to be reinstated will return in the same status on their Satisfactory Academic Progress upon the time they withdrew.

Program Incompleteness

Program incompleteness, repetitions and non-credit remedial programs are not applicable and do not affect the institution's forms of instruction with satisfactory academic progress standards.

Withdrawal Policy and Procedures

If a student chooses to withdraw from school, they must contact the School Supervisor/Education Director either orally or in writing. The School Supervisor/Education Director will start the procedure and complete a Status Change Form explaining the reason for the choice to withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

A student who has not been in contact with the School Supervisor/Education Director and has been absent for three (3) consecutive school days, the School Supervisor/Education Director will advise the School Director. The School Supervisor/Education Director will attempt to contact the student. After five (5) calendar days from the last day of attendance the School Supervisor/Education Director will inform the School Director of progress, give no contact the School Director will attempt to contact the student. If the student conveys, he/she will not return to school or if the School Director cannot contact the student, the school will begin action to withdraw the student. The School Supervisor/Education Director will complete all withdrawn paperwork within ten (10) school/ (14) calendar days.

The student may be required to return a portion of the financial money received upon withdraw or dismissal. Any money that must be returned is calculated from the last date of attendance.

Reinstatement of a student wanting to return to school will be the same Satisfactory Academic Progress status as when he/she withdrew or was dismissal from school.

Reinstatement

Should a student succeed upon his/her appeal and be determined as meeting Satisfactory Academic Progress, the student will be automatically reentered in the program and/or placed on probation until the next evaluation period. All documentation of the results of the appeal will be placed in the students' file.

If a student withdraws from school, they are required to repeat the Admission Requirements, Entrance Requirements and Enrollment Requirements. Students will return to the same status in all areas academic/practical accumulative and attendance. Reinstated student's financial status will be reviewed and charged according to their program and actual hours per clock hour (actual clock hours attended) listed under "Length of Program". Their time allotted to complete will be calculated according to their clock hours which should have attended (possible clock hours).

Teacher's Program Outline

Institutional Goals and Objectives
Cosmo Beauty Academy primary objective is to administer, provide learning opportunities and educational experiences for students of south-central Pennsylvania. The foundation of our programs is for students to complete their clock hours of instruction, receive the information, knowledge, skills to pass the Pennsylvania State Board of Cosmetology examination and be employed in an entry level position in the field of study.

Teacher's Program Begins and Ends
The program operates continuously, Teacher's Program beginning the first day and evening of full week January and July continuing until the curriculum and school requirements have been reached and 500 hours have been completed. (See school calendar for schedule of school holidays.)

Program Purpose
Is for the student to achieve and understand knowledge of teaching cosmetology, both the science and art. This knowledge will be used as a foundation of teacher's program to be successful in the cosmetology teacher profession. And to offer teaching methodology, learning philosophies, and professional development for aspiring cosmetology educators to enable the student to become a teacher in Cosmetology and any specialized programs. The students will develop their professionalism, presentation skills, demonstration skills, and people skills. This prepares the student(s) for the Pennsylvania State Board of Cosmetologist Teacher's examination and becomes an effective teacher of cosmetology, esthetician, nail technology or natural hair braiding.

Program Description
The Teacher's Program covers all facets of teaching methods, learning techniques, and professional development. The Teacher's Program includes learning to evaluate, demonstrate, manage a classroom, address adult learner characteristics, and learner diversity as well as needs of the industry as a teacher of cosmetology and the specialized fields.

Instructional Methods
Multiple methods of lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets/technical sheets, audio/visual aids, student participation, question and answer sessions, textbook/workbook/exam book and guest speaker will be utilized. Introducing new material in a manner to which the student may relate. Giving special attention to those who need it and other types of learners. Cosmo Beauty Academy encourages questions, explaining new terminology, words, techniques, implements, appliances, and equipment. We highly recommend students take notes in their own words. Usage of all kinds of demonstrations that include student participation. Student teachers will be used by teachers in the classroom to help in teaching, demonstrating, and assisting cosmetology, esthetician, nail technology and natural hair braiding students as a part of their own learning process.

Teacher Strategy
Cosmo Beauty Academy request teachers to use white boards for outlines, audio/visual aids, websites, and live models when possible. Teachers are asked to follow a detailed curriculum and relate to the student to retain technical terminology. While giving students extra time and attention if needed. Encouraging questions explaining new words, terminology, techniques, implements, appliances and equipment. Note taking is encouraged to ensure students are grasping the information being given to them. Using demonstrations that include student participation.

Student Activity
Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to attend hair shows, in-and-out-house competitions, field trips and community days. Students are required to complete a technical sheet practicing hands-on-skill. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory. Also, will spend time shadowing the School Supervisor/Education Director to enable the student to understand the administrative processes.

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Program Objectives
Upon completion of the Teacher's Program, the student will be able to:

1. Know what it means to be a professional educator.
2. Understand the curriculum development process.
3. Create lesson plans.
4. Create effective educational plans.
5. Understand components of powerful presentations
6. Motivate learners.
7. How to manage learner behavior
8. Understand this industry's needs so you can prepare students.
9. Understand the role played by the clinic.
10. Understand the purpose of grading and how to grade.
11. Identify different types of learners.
12. Understand purpose of lectures, demos, discussions, and role playing
13. Understanding need to facilitate learning for all students regardless of abilities.
14. Understand the purpose of performance evaluation.

Occupational Objectives
Students are required to complete the number of clock hours per program and pass the Pennsylvania State Board of Cosmetologists Examination for licensure, once this is completed, he/she will be qualified to obtain employment as a Cosmetology Teacher in a cosmetology school, be a trainer for cosmetology related companies, salon trainer/manager, a spa trainer/manager, shop trainer/manager, a demonstrator for a cosmetic firm, manager in a retail store salon, as well as many other opportunities.

Teacher's Program Clock Hours of Study

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.

The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Total Clock Hours
Professional Practices			
The Professional Educator Chapter 1			
Areas for Personal Growth			
Qualities for Success in Learning Environment			
Qualities for Employment Success			
Clock Hours of Study	1	2	3
Teaching Techniques			
Study & Testing Skills Chapter 2			
Study Skills			
Study Strategies			
Healthy Body & Mind			
Testing Strategies			
Educator Strategies			
Clock Hours of Study	8	28	36
Teaching Techniques			
Learner Characteristics & Learning Principles Chapter 3			
Learner Characteristics			
Learning Styles			
Multiple Intelligences			
Role of The Educator			
Clock Hours of Study	4	24	28
Teaching Techniques			
Methods of Teaching & Learning Chapter 4			
Teaching Methods			
Engagement Methods			
Learning Methods			
Distance Learning			
Clock Hours of Study	12	36	48
Teaching Techniques			
Program Development & Lesson Planning Chapter 5			
Getting Organized			
Curriculum Development			
Program Outline Development			

Lesson Plan Development			
Orientation Program			
Clock Hours of Study	5	15	20
Teaching Techniques			
Educational Aid & Technology Chapter 6			
Why use Educational Aid & Technologies			
Selecting Appropriate Educational Aids			
Educational Aids			
Technology			
Clock Hours of Study	6	14	20
Teaching Techniques			
Communicating Confidently Chapter 7			
Communication Defined			
Types of Communication			
Active Listening			
Communication Styles			
Effective Communication			
Barriers to Communication			
In- School Communication			
Clock Hours of Study	6	36	42
Teaching Techniques			
Effective Presentations Chapter 8			
Motivation is Fundamental			
Captivating Openings			
Building Solid Content			
Sparking the Content			
Productive Questioning			
Closing with Impact			
CREATE the Presentation			
Create the Environment			
Clock Hours of Study	6	32	38
Teaching Techniques			
Classroom Management Chapter 9			
Educator Professionalism			
Principles of Managing Learner Behavior			
Managing Chronic Misconduct			
Managing Difficult Learner Behaviors			
Adult Conflict Management			
Clock Hours of Study	6	26	32
Teaching Techniques			
Challenges to Learning Chapter 10			
The ADA's Definition of Disability			

Accommodation Plan
Learning Disabilities
Substance Abuse
Additional Challenges to Learning
Content Pacing
Educator Responsibilities

Clock Hours of Study	12	24	36

Professional Practices
Assessing Progress & Advising Students Chapter 11
What's in a Grade
Grading Styles
Test Development
Project- Oriented Evaluation
Descriptive Performance Evaluations
Evaluating Assessment Results
Administrative Responsibility
Academic Advisement & Coaching
The PRAISE Policy

Clock Hours of Study	2	3	5

Professional Practices
Success Strategies for Students Chapter 12
Value Yourself
Motivate Yourself
Expect to Win
Manage Your Goals
Develop a Strong Work Ethic
Value the Client

Clock Hours of Study	3	5	8

Salon Management
The Student Salon Chapter 13
The Physical Environment
Mentoring in the Student Salon
The Student Salon as a Classroom
Administrative Requirements
Customer Service for Educators
Business Skills in the Student Salon

Clock Hours of Study	**4**	**14**	**18**

Salon Management
Learning is a Laughing Matter Chapter 14
Laughter Defined
Benefits of Laughter
Laughter Enhances Creativity
Integrating Humor into the Learning Environment

Integrating Humor into the Workplace			
Clock Hours of Study	4	11	15
Professional Practices			
Student Retention Chapter 15			
Lead from the Front			
Embrace School Policies			
Communicate Effectively with Students			
Know Your Students			
Engage Students			
Clock Hours of Study	1	0	1
Salon Management			
Teams at Work Chapter 16			
Teams Defined			
The Successful Team			
The Team Building Process			
Barriers to Effective Teamwork			
The Educator Team			
Clock Hours of Study	4	12	16
Salon Management			
Employment Preparation & Business Chapter 17			
Getting The Job You Want			
Developing a Portfolio			
Exploring Options			
Applying for the Job			
Succeeding in the Interview			
Ensuring success on the Job			
Fundamentals of Business Management			
The Student Salon			
Promoting the Student Salon in the Community			
Clock Hours of Study	6	20	26
Professional Practices			
Evaluating Professional Performance Chapter 18			
General Standards of Evaluation			
Educator Position Description			
Sources of Performance Assessment			
Professional Development			
Clock Hours of Study	2	3	5

Pennsylvania State Laws State Laws – Professional Practices Licensure Laws, Reciprocity Laws, Apprenticeship Laws, Legal Regulations for: Salons, Schools Fees for all Licenses State Regulations Board Members, Exam Qualification, Exam Rules & Regulations			
Clock Hours of Study	2	1	3
Student Teaching – Student Teaching Junior Classroom Senior Classroom			
Clock Hours of Study		100	100
Total Clock Hours of Study			**500**

Pennsylvania State Board of Cosmetology Requirement for Teacher's Program Licensing Examination

1. To be eligible for the examination to receive a Teacher's license, the applicant shall meet the following requirements.
2. Be at least 18 years old.
3. Have a minimum twelfth (12th) grade education.
4. Have completed 500 clock hours of fundamental training according to the Pennsylvania State Board of Cosmetologist mandatory minimum standard curriculum for a cosmetology teacher, as a duly licensed as a cosmetologist in a licensed school of cosmetology and credited with the completion of 500 clock hours of training at that school.
5. Possess a current cosmetology license.
6. Background screening is done on each graduate.

Satisfactory Academic Progress Policy

All students receive this copy of the Satisfactory Academic Progress Policy prior to enrolling at Cosmo Beauty Academy.

Any student transferring to Cosmo Beauty Academy with clock hours from another institution are accepted toward the student's educational program are counted as both attempted and complete hours for the purpose of determining when the allowable maximum time frame has been exhausted. Determination of transfer clock hours is done through a student evaluation, and those hours are based on actual contracted hours with Cosmo Beauty Academy. Cosmo Beauty Academy has their academic year based on 900 clock hours. Once the students successfully complete first eval, they are then permitted to work on clients.

Standards

Satisfactory Academic Progress (SAP) is an overview of students' attendance, academic/technical skills accumulative and attendance. Only students achieving Satisfactory Academic Progress are eligible to continue with Cosmo Beauty Academy monthly payment plan. Each student receives a Cosmo Beauty Academy catalog prior to enrollment to ensure that all students know of the evaluations Satisfactory Academic Progress policy. The Satisfactory Academic Progress Policy complies with the guidelines established by the Pennsylvania State Board of Cosmetology, The National Accrediting Commission of Career Arts and Sciences and the United States Department of Education.

The student must:

Maintain an academic/practical grade accumulative 80% and attendance 90% average or better.

All students receive a numeric grade in theory and a letter grade in practical assignments. Students are evaluated in theory by examinations and by their ability to perform practical assignments. Grades are reviewed by students at each evaluation period. Daily attendance and record of academic achievement are maintained on the student's permanent record card. The School Supervisor/Education Director monitors attendance on a weekly basis.

The following represent the equivalencies of the grades assigned:

<u>Theory</u>
95 - 100 = Excellent
85 - 94 = Above Average
80 - 84 = Average
0 - 79 = Unacceptable

<u>Practical</u>
A = Acceptable 80% - 100%
U = Unacceptable 0% - 79%
I = Incomplete *

*Converts to a 0% if not made up in the allotted time period.

- Maintain a cumulative attendance average of 90% at their designated evaluation periods. The program must be completed within the 1.11 times the length of the contracted program. The School Supervisor/Education Director monitor student attendance on a weekly basis. Regardless of the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed.

- Required to adhere to certain other general institution policies relating to attendance and tardiness.

The practical grading criteria uses the "yes" or "no" rubric as "Practical Grading" except we use the terms "Acceptable" (A) or "Unacceptable" (U). The Satisfactory Progress Report is divided into two parts, Practical Skills and Safety/Sanitation Rules. The practical grading criteria can be found in the Practical Skills part of the Satisfactory Progress Report. The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on Safety on a mannequin. In the Safety and Sanitation Rule section of the Satisfactory Progress Report, the student verbally answers the questions listed. The student is given an "A" or "U" for each criteria/ question. Completion of this process, the number of acceptable and unacceptable responses are added up, tabulated and recorded on the evaluation. The percentage of acceptable responses is calculated and recorded as the total average for each part. These two averages are then averaged to compute the Practical Performance Evaluation Total Average Grade. A student must achieve an average of 80% to be considered "Acceptable" (A). A student below an 80% average would be considered "Unacceptable" (U).

To make satisfactory attendance progress, a student must maintain a cumulative attendance average of 90% at their designated evaluation periods. Students must complete a program within the 1.11 times the length of the contracted program. No matter the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed. Calculation of this dismissal is done by using the students' last day of attendance for refund purposes. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institution policies relating to attendance and tardiness.

Students must be tracked to complete the program within 111% of the contracted time frame. Tracking is defined as a percentage of the cumulative number of clock hours completed by the student divided by the cumulative numbers of clock hours attempted/scheduled.

Students meeting the minimum requirements for attendance, academic and practical progress at any evaluation period will be in compliance of Satisfactory Academic Progress until the next evaluation period. The rate at which a student must be attending

to be considered in compliance of Satisfactory Academic Progress is defined as a minimum of 90%.

Evaluation Periods

A student's compliance with Satisfactory Progress is divided into evaluation periods and is assessed at the following time periods:

Evaluation Periods	**Academic: Minimum Passing Grade**	**Minimum clock hour needed to attend to maintain satisfactory progress**
	Teacher's Program	
250 Scheduled Clock Hrs = min 8.3 wks	80%	225 = 90%
500 Scheduled Clock Hrs = min 8.3 wks or Completion of Program	80%	450 = 90%

All students must be in compliance with academic/practical accumulative and attendance progress requirements of at least one evaluation by the midpoint of the program to be satisfactory progress. The Satisfactory Academic Progress evaluations are maintained in the student's file and may be accessed by a student at any time. If a student is deemed unable to complete the program based on the maximum time frame of 111%, they will be in unsatisfactory academic progress.

Any student who has taken a Leave of Absences from any portion of their training the day taken will extend the contract period and maximum time frame by the same number of days taken in the leave of absence.

Warning Period

Students who do not meet Satisfactory Academic Progress standards during a given evaluation period will be placed in a Warning Period for the following evaluation period. Student is considered to be making Satisfactory Academic Progress during this time. A student remains eligible to be in school and will be considered as making Satisfactory Academic Progress during the Warning Period. Students may be re-establishing Satisfactory Academic Progress by meeting minimum attendance and academic requirements by the end of the warning period. At the next Satisfactory Academic Progress if a student is deemed not making Satisfactory Academic Progress, they will be placed on probation and will have the opportunity to give a written appeal.

Unsatisfactory

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress after the warning period will be placed on unsatisfactory status unless they successfully appeal. Any student considered to being in unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Students deemed unsatisfactory will be eligible to receive financial aid until they reach satisfactory status, or an appeal has been accepted.

When approved for Title IV funding: A student deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Probation

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress, after the warning period, will be placed on probation and considered to be in unsatisfactory progress during the probationary period.
Students may be re-establishing satisfactory academic progress by appealing the unsatisfactory academic progress or meeting minimum attendance and academic requirements by the end of the probation period. If a student is deemed unable to achieve satisfactory academic progress in either academic/practical or attendance by the end of probation period will be terminated. (Student must follow the below unsatisfactory procedure successfully appeal the determination of unsatisfactory following the warning period will be placed on probation.) Also, only the student who has the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period may be placed on probation. Written plan of actions on how to obtain satisfactory progress by next evaluation between the School Supervisor/Education Director and student. A student on probation who is not ineligible for Title IV must withdraw and re-enroll as a cash paying student, student re-enters at the same status.

Appeal an unsatisfactory academic progress determination and/or termination:
A student appealing an unsatisfactory progress determination and/or termination. For a student with mitigating circumstances (such as death in the family or close friend), sickness personally or family, loss of transportation, incarceration, jury duty, military duty, financially and pandemic etc. submitting in writing from student an explanation along with supporting documentation for the reason the decision should be overturned and a request for re-evaluation of progress to the Education Director. Written documentation will be provided from students regarding why he/she has failed to in Satisfactory Academic Progress and what circumstances have changed in the student's situation which would enable them to achieve Satisfactory Academic Progress by the next evaluation period. The School Supervisor/Education Director must receive an appeal within five (5) business days of unsatisfactory progress finding and/or termination. Consideration of the School Supervisor/Education Director of the appeal and either grant probation Consideration of the School Supervisor/Education Director of the appeal and

grant probation until the next scheduled evaluation in which the student will remain in school. The student will meet with the School Supervisor/Education Director and review the progress and decisions made within the time period. The School Supervisor/Education Director will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's Satisfactory Academic Progress evaluation if student has made progress of 20% academical and 10% attendance or more. All documents will be placed and maintained in the student file. All decisions of the School Supervisor/Education Director and School Director are considered final.

Interruptions, Program Incompletes, Withdrawals Policy, Reinstatement

Interruptions

A current/enrolled student is temporarily interrupted their schooling for a leave of absence, the student returns at the status they started their leave of absence. Clock hours elapsed during a leave of absence will extend the student's enrollment agreement period by the number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who have not completed their schooling and choose to withdraw from the program and request to reinstate and will return in the same status on their Satisfactory Academic Progress upon the time they withdrew.

Program Incompleteness

Program incompleteness, repetitions and non-credit remedial programs are not applicable and do not affect the institution's forms of instruction with satisfactory academic progress standards.

Withdrawal Policy and Procedures

If a student chooses to withdraw from school, they must contact the School Supervisor/Education Director either orally or in writing. The School Supervisor/Education Director will start the procedure and complete a Status Change Form explaining the reason for the choice to withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

Students who have not been in contact with the School Supervisor/Education Director and have been absent for three (3) consecutive school days, the School Supervisor/Education Director will advise the School Director. The School Supervisor/Education Director will attempt to contact the student. After five (5) calendar days from the last day of attendance the School Supervisor/Education Director will inform the School Director of progress, give no contact the School Director will attempt to contact the student. If the student conveys, he/she will not return to school or if the School Director cannot contact the student, the school will begin action to withdraw the student. The School Supervisor/Education Director will complete all withdrawal paperwork within ten (10) school/ (14) calendar days.

The student may be required to return a portion of the financial money received upon withdrawal or dismissal. Any money that must be returned is calculated from the last date of attendance.

Reinstatement of a student wanting to return to school will be the same Satisfactory Academic Progress status as when he/she withdrew or was dismissal from school.

Reinstatement

Should a student succeed upon his/her appeal and be determined as meeting Satisfactory Academic Progress, the student will be automatically reentered in the program and/or placed on probation until the next evaluation period. All documentation of the results of the appeal will be placed in the students' file.

If a student withdraws from school, they are required to repeat the Admission Requirements, Entrance Requirements and Enrollment Requirements. Students will return to the same status in all areas academic/practical accumulative and attendance. Reinstated student's financial status will be reviewed and charged according to their program and actual hours per clock hour (actual clock hours attended) listed under "Length of Program". Their time allotted to complete will be calculated according to their clock hours which should have attended (possible clock hours).

Esthetician Outline

Institutional Goals and Objectives
Cosmo Beauty Academy primary objective is to administer, provide learning opportunities and educational experiences for students of south-central Pennsylvania. The foundation of our programs is for students to complete their clock hours of instruction, receive the information, knowledge, skills to pass the Pennsylvania State Board of Cosmetology examination and be employed in an entry level position in the field of study.

Program Begins and Ends
The program operates continuously, beginning the first day or evening of the full week January and July and continuing until curriculum and school requirements have been satisfactorily completed and 450 hours have been achieved. (See school calendar for schedule of school holidays.)

Program Purpose
Is for the student to achieve and understand knowledge of estheticians, both science and art. This knowledge will be used as a foundation of cosmetology to be successful in the esthetician profession. This enables a student to develop his/her physical dexterity and manipulative skills and thrive in loyalty, passion, and enthusiasm for the esthetician profession. For the student to achieve ethical standards and work to achieve ability through diligent practice, continuous study, hard work, and perseverance, and be able to use his or her initiative to produce professional results. Cosmo Beauty Academy' prepares students for basic entry level of employment and to pass the Pennsylvania State Board of Cosmetologists examination for licensure.

Program Description
Esthetics is the cosmetic treatment of beautifying the skin. The actual performance of the many techniques employed by the Estheticians referred to as the art of Esthetics. To derive the utmost benefit from Esthetician theory/lecture: practical performance/skills demonstration, hands-on practice and ultimate to be employed in field of their study.

Instructional Methods
Multiple methods of lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets/technical sheets, audio/visual aids, student participation, question and answer sessions, textbook/workbook/exam book and guest speaker will be utilized. Introducing new material in a manner to which the student may relate. Giving special attention to those who need it and other types of learners. Cosmo Beauty Academy encourages questions, explaining new terminology, words, techniques, implements, appliances, and equipment. We highly recommend students take notes in their own words. Usage of all kinds of demonstrations that include student participation.

Teacher Strategy
Cosmo Beauty Academy request teachers to use white boards for outlines, audio/visual aids, websites, and live models when possible. Teachers are asked to follow a detailed curriculum and relating to the student to retain technical terminology. While giving students extra time and attention if needed. Encouraging questions explaining new words, terminology, techniques, implements, appliances, and equipment. Note taking is encouraged to ensure students are grasping the information being given to them. Using demonstrations that include student participation.

Student Activity
Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to attend hair shows, in-and-out-house competitions, field trips and community days. Students are required to complete a technical sheet practicing hands-on-skill. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations.

Program Objective
Upon completion of the Esthetician Program, the student will be able to:

1. Analyze facial skin problems and administer corrective treatments.
2. Recognize face, neck, and skin disorders, irregularities, and diseases of the face and neck. .
3. Identify the anatomy and physiology of the face and neck structure.
4. Select and use the correct equipment, implements, materials and cosmetics for a facial.
5. Prepare a Esthetician table for the service.
6. Administer the physical techniques of massage.
7. Perform a facial massage.
8. Perform men's facial massage.
9. Perform the following Esthetician applications:
    a. Massage movements
    b. Facials
    c. Resurfacing
10. Perform Facial and Body Scrubs
11. Perform Make-up application.
12. Employ basic first aid measures.
13. Practice hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Employ rules of sanitation and sterilization.
16. Employ safety precautions.
17. Practice and employ the rules, regulations, and laws of the Pennsylvania State Board of Cosmetology.
18. Practice good salesmanship.
19. Seek and obtain employment.

Occupational Objectives

Students are required to complete the number of clock hours per program and pass the Pennsylvania State Board of Cosmetologists Examination for licensure, once this is completed, he/she will be qualified to obtain employment as a Esthetician in a salon, a spa, shop, a demonstrator for a cosmetic firm, operator in a retail store salon, as well as many other opportunities.

Esthetician Program Clock Hours of Study

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.

The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Total Clock Hours
Professional Practices			
Life Skills – 101			
Healthy Body and Mind – 101.1			
Ergonomics – 101.2			
Basic Communication – 101.3			
Communicate w/ Confidence – 101.4			
Human Relations – 101.5			
Resilience – 101.6			
Clock hours of study	6	5	11
Science- 102			
Transmission of Infection – 102.1			
Infection Control – 102.2			
First Aid – 102.3			
Principles of Electricity – 102.4			
Electricity in Esthetics – 102.5			
Matter – 102.6			
pH – 102.7			
Cosmetic Products – 102.8			
Cosmetic Product Ingredients - 102.9			
Clock Hours of Study	16	6	22
Professional Practices			
Salon/ Spa Business - 103			
Goal Setting – 103.1			
Job Search – 103.2			
Professional Relationships – 103.3			
The Salon/Spa Experience – 103.4			
Salon/Spa Ownership – 103.5			
Salon/Spa Operations – 103.6			
Retail Sales & Products – 103.7			
The Medical Environment – 103.8			
Clock Hours of Study	6	8	14
Professional Practices			
Client Centered Experience- 104			
Connect Service Essential – 104.1			
Consult Service Essential – 104.2			

Create Service Essential – 104.3
Complete Service Essential – 104.4

Clock Hours of Study	4	2	6

Science
Anatomy & Physiology - 105
Building Blocks of the Human Body – 105.1
The Integumentary System – 105.2
Hair Theory – 105.3
The Muscular System – 105.4
The Skeletal System – 105.5
The Cardiovascular System – 105.6
The Lymphatic System – 105.7
The Nervous System – 105.8
Anatomy & Physiology 105

Clock Hours of Study	10	7	17

Facial Treatments
Skin – 106
Skin Health – 106.2
Skin Analysis – 106.4
Skin Assessment & Recommendation System – 106.5
Wellness Therapies 106.6

Clock Hours of Study	7	48	55

Science
Skin Theory- 106.1
Skin Diseases and Disorders – 106.3

Clock Hours of Study	3	12	15

Facial Treatments
Facial Treatment - 107
Facial Treatment Products, Tools, Supplies & Equipment – 107.2
Facial Treatment Skills – 107.3
Facial Treatment Guest Experience – 107.4
Chemical Exfoliation – 107.15

Clock Hours of Study	5	50	55

Science
Facial Treatment Theory – 107.1

Clock Hours of Study	1	18	19

Facial Treatment
Facial Treatment w/ Devices - 108
Facial Treatment w/Devices – Products, Tool, Supplies & Equipment – 108.2
Facial Treatment w/Devices – Skills – 108.3
Facial Treatment w/Device – Guest Experiences – 108.4

Clock Hours of Study	7	28	35

Science
Facial Treatments with Devices Theory – 108.1

Clock Hours of Study	1	10	11

Temporary Hair Removal
Hair Removal – 109
Temporary Hair Removal Products, Tools, Supplies & Equipment – 109.2
Temporary Hair Removal Skills – 109.3
Temporary Hair Removal Guest Experience – 109.4

Clock Hours of Study	4	46	50

Science
Hair Removal Theory- 109.1

Clock Hours of Study	1	3	4

Facial Treatments
Body Treatments - 110
Body Treatment Products, Tools, Supplies & Equipment – 110.2
Body Treatment Skills – 110.3
Body Treatment Guest Experience – 110.4

Clock Hours of Study	5	44	49

Science
Body Treatment Theory – 110.1

Clock Hours of Study	1	17	18

Makeup- 111
Makeup Products, Tools, Supplies & Equipment – 111.2
Makeup Design Skills – 111.3
Makeup Design Guest Experience – 111.4

Clock Hours of Study	7	48	55

Science
Makeup Design Theory- 111.1

Clock Hours of Study	1	3	4

Professional Practices
Pennsylvania State Laws
Licensure Laws, Reciprocity Laws, Apprenticeship Laws, Legal Regulations for:
Salons, Schools
Fees for all Licenses
State Regulations
Board Members, Exam Qualification, Exam Rules & Regulations

Clock Hours of Study	10	10

Total Clock Hours of Study **450**

All areas include safety precautions and procedures pertaining to subject matter.

Pennsylvania State Board of Cosmetology Requirements for Esthetician Licensing Examination

To be eligible for the examination to receive an Esthetician license, the applicant shall meet the following requirements.

1. Be at least 17 years old.
2. Have a minimum tenth (10th) grade education.
3. Have completed 450 clock hours of fundamental training according to the Pennsylvania State Board of Cosmetologists mandatory minimum standard curriculum, as student in a licensed school of cosmetology and credited with the completion of 450 clock hours of training at that school.
4. Background screening is done on each graduate.

Satisfactory Academic Progress Policy

All students receive this copy of the Satisfactory Academic Progress Policy prior to enrolling at Cosmo Beauty Academy.

Any student transferring to Cosmo Beauty Academy with clock hours from another institution are accepted toward the student's educational program are counted as both attempted and complete hours for the purpose of determining when the allowable maximum time frame has been exhausted. Determination of transfer clock hours is done through a student evaluation and those hours are based on actual contracted hours with Cosmo Beauty Academy. Cosmo Beauty Academy has their academic year based on 900 clock hours. Once the students successfully complete first eval, they are then permitted to work on clients.

Standards

Satisfactory Academic Progress (SAP) is an overview of students' attendance, academic/technical skills accumulative and attendance. Only students achieving Satisfactory Academic Progress are eligible to continue with Cosmo Beauty Academy monthly payment plan. Each student receives a Cosmo Beauty Academy catalog prior to enrollment to ensure that all students know of the evaluations Satisfactory Academic Progress policy. The Satisfactory Academic Progress Policy complies with the guidelines established by the Pennsylvania State Board of Cosmetology, The National Accrediting Commission of Career Arts and Sciences and the United States Department of Education.

The student must:

Maintain an academic/practical grade accumulative 80% and attendance 90% average or better.

All students receive a numeric grade in theory and a letter grade in practical assignments. Students are evaluated in theory by examinations and by their ability to perform practical assignments. Grades are reviewed with students at each evaluation period. Daily attendance and record of academic achievement are maintained on the student's permanent record card. The School Supervisor/Education Director monitors attendance on a weekly basis.

The following represent the equivalencies of the grades assigned:

<u>Theory</u>
95 - 100 = Excellent
85 - 94 = Above Average
80 - 84 = Average
0 - 79 = Unacceptable

<u>Practical</u>
A = Acceptable 80% - 100%
U = Unacceptable 0% - 79%
I = Incomplete *

*Converts to a 0% if not made up in the allotted time period.

- Maintain a cumulative attendance average of 90% at their designated evaluation periods. The program must be completed within the 1.11 times the length of the contracted program. The School Supervisor/Education Director monitor student attendance on a weekly basis. Regardless of the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed.

- Required to adhere to certain other general institution policies relating to attendance and tardiness.

The practical grading criteria uses the "yes" or "no" rubric as "Practical Grading" except we use the terms "Acceptable" (A) or "Unacceptable" (U). The Satisfactory Progress Report is divided into two parts, Practical Skills, and Safety/Sanitation Rules. The practical grading criteria can be found in the Practical Skills part of the Satisfactory Progress Report. The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on Safety on a mannequin. In the Safety and Sanitation Rule section of the Satisfactory Progress Report, the student verbally answers the questions listed. The student is given an "A" or "U" for each criteria/ question. Completion of this process, the number of acceptable and unacceptable responses are added up, tabulated, and recorded on the evaluation. The percentage of acceptable responses is calculated and recorded as the total average for each part. These two averages are then averaged to compute the Practical Performance Evaluation Total Average Grade. A student must achieve an average of 80% to be considered "Acceptable" (A). A student below an 80% average would be considered "Unacceptable" (U).

To make satisfactory attendance progress, a student must maintain a cumulative attendance average of 90% at their designated evaluation periods. Students must complete a program within the 1.11 times the length of the contracted program. No matter the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed. Calculation of this dismissal is done by using the students' last day of attendance for refund purposes. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institution policies relating to attendance and tardiness.

Students must be tracked to complete the program within 111% of the contracted time frame. Tracking is defined as a percentage of the cumulative number of clock hours completed by the student divided by the cumulative numbers of clock hours attempted/scheduled.

Students meeting the minimum requirements for attendance, academic and practical progress at any evaluation period will be in compliance with Satisfactory Academic Progress until the next evaluation period. The rate at which a student must be attending to be considered in compliance of Satisfactory Academic Progress is defined as a minimum of 90%.

Evaluation Periods

A student's compliance with Satisfactory Progress is divided into evaluation periods and is assessed at the following time periods:

Evaluation Periods	**Academic: Minimum Passing Grade**	**Minimum clock hour needed to attend to maintain. satisfactory progress**
	Esthetician	
225 Scheduled Clock Hrs = min 7.5 wks	80%	203 = 90%
450 Scheduled Clock Hrs = min 7.5 wks or Completion of Program	80%	405 = 90%

All students must be in compliance with academic/practical accumulative and attendance progress requirements of at least one evaluation by the midpoint of the program to be satisfactory progress. The Satisfactory Academic Progress evaluations are maintained in the student's file and may be accessed by a student at any time. If a student is deemed unable to complete the program based on the maximum time frame of 111%, they will be in unsatisfactory academic progress.

Any student who has taken a Leave of Absences from any portion of their training the day taken will extend the contract period and maximum time frame by the same number of days taken in the leave of absence.

Warning Period

Students who do not meet Satisfactory Academic Progress standards during a given evaluation period will be placed in a Warning Period for the following evaluation period. Student is considered to be making Satisfactory Academic Progress during this time. A student remains eligible to be in school and will be considered as making Satisfactory Academic Progress during the Warning Period. Students may be re-establishing Satisfactory Academic Progress by meeting minimum attendance and academic requirements by the end of the warning period. At the next Satisfactory Academic Progress if a student is deemed not making Satisfactory Academic Progress, they will be placed on probation and will have the opportunity to give a written appeal.

Unsatisfactory

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress after the warning period will be placed on unsatisfactory status unless they successfully appeal. Any student considered to being in unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Students deemed unsatisfactory will be eligible to receive financial aid until they reach satisfactory status, or an appeal has been accepted.

When approved for Title IV funding: A student deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Probation

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress, after the warning period, will be placed on probation and considered to be in unsatisfactory progress during the probationary period.
Students may be re-establishing satisfactory academic progress by appealing the unsatisfactory academic progress or meeting minimum attendance and academic requirements by the end of the probation period. If a student is deemed unable to reach satisfactory academic progress in either academic/practical or attendance by the end of probation period will be terminated. (Student must follow the below unsatisfactory procedure successfully appeal the determination of unsatisfactory following the warning period will be placed on probation.) Also, only the student who has the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period may be placed on probation. Written plan of actions on how to obtain satisfactory progress by next evaluation between the School Supervisor/Education Director and student. A student on probation who is not ineligible for Title IV must withdraw and re-enroll as a cash paying student, student re-enters at the same status.

Appeal an unsatisfactory academic progress determination and/or termination:
A student appealing an unsatisfactory progress determination and/or termination. For a student with mitigating circumstances (such as death in the family or close friend), sickness personally or family, loss of transportation, incarceration, jury duty, military duty, financially and pandemic etc. submitting in writing from student an explanation along with supporting documentation for the reason the decision should be overturned and a request for re-evaluation of progress to the Education Director. A written documentation will be provided from students regarding why he/she has failed to in Satisfactory Academic Progress and what circumstances have changed in the student's situation which would enable them to achieve Satisfactory Academic Progress by the next evaluation period. The School Supervisor/Education Director must receive an appeal within five (5) business days of unsatisfactory progress finding and/or termination. Consideration of the School Supervisor/Education Director of the appeal and either grant probation Consideration of the School Supervisor/Education Director of the appeal and

grant probation until the next scheduled evaluation in which the student will remain in school. The student will meet with the School Supervisor/Education Director and review the progress and decisions made within the time period. The School Supervisor/Education Director will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's Satisfactory Academic Progress evaluation if student has made progress of 20% academical and 10% attendance or more. All documents will be placed and maintained in the student file. All decisions of the School Supervisor/Education Director and School Director are considered final.

Interruptions, Program Incompletes, Withdrawals Policy, Reinstatement

Interruptions

A current/enrolled student is temporarily interrupted their schooling for a leave of absence, the student returns at the status they started their leave of absence. Clock hours elapsed during a leave of absence will extend the student's enrollment agreement period by the number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who have not completed their schooling choose to withdraw from the program and request to reinstate they will return in the same status on their Satisfactory Academic Progress upon the time they withdrew.

Program Incompleteness

Program incompleteness, repetitions and non-credit remedial programs are not applicable and do not affect the institution's forms of instruction with satisfactory academic progress standards.

Withdrawal Policy and Procedures

If a student chooses to withdraw from school, they must contact the School Supervisor/Education Director either orally or in writing. The School Supervisor/Education Director will start the procedure and complete a Status Change Form explaining the reason for the choice to withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

Students who have not been in contact with the School Supervisor/Education Director and have been absent for three (3) consecutive school days, the School Supervisor/Education Director will advise the School Director. The School Supervisor/Education Director will attempt to contact the student. After five (5) calendar days from the last day of attendance the School Supervisor/Education Director will inform the School Director of progress, give no contact the School Director will attempt to contact the student. If the student conveys, he/she will not return to school or if the School Director cannot contact the student, the school will begin action to withdraw the student. The School Supervisor/Education Director will complete all withdrawal paperwork within ten (10) school/ (14) calendar days.

The student may be required to return a portion of the financial money received upon withdrawal or dismissal. Any money that must be returned is calculated from the last date of attendance.

Reinstatement of a student wanting to return to school will be the same Satisfactory Academic Progress status as when he/she withdrew or was dismissal from school.

Reinstatement

Should a student succeed upon his/her appeal and be determined as meeting Satisfactory Academic Progress, the student will be automatically reentered in the program and/or placed on probation until the next evaluation period. All documentation of the results of the appeal will be placed in the students' file.

If a student withdraws from school, they are required to repeat the Admission Requirements, Entrance Requirements and Enrollment Requirements. Students will return at the same status in all areas academic/practical accumulative and attendance. Reinstated student's financial status will be reviewed and charged according to their program and actual hours per clock hour (actual clock hours attended) listed under "Length of Program". Their time allotted to complete will be calculated according to their clock hours which should have attended (possible clock hours).

Nail Technology Program Outline

Institutional Goals and Objectives
Cosmo Beauty Academy primary objective is to administer, provide learning opportunities and educational experiences for students of south-central Pennsylvania. The foundation of our programs is for students to complete their clock hours of instruction, receive the information, knowledge, skills to pass the Pennsylvania State Board of Cosmetology examination and be employed in an entry level position in the field of study.

Program Begins and Ends
The program operates continuously, beginning the first school day and evening May & November continuing until curriculum and school requirements have been satisfactorily completed and 300 hours have been achieved. (See school calendar for schedule of school holidays.)

Program Purpose
Is for the student to achieve and understand knowledge of cosmetology both science and art. This knowledge will be used as a foundation of cosmetology to be successful in the nail technology profession. This enables a student to develop his/her physical dexterity and manipulative skills and thrive in loyalty, passion, and enthusiasm for the nail technology profession. For the student to achieve ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. Cosmo Beauty Academy' prepares students for basic entry level of employment and to pass the Pennsylvania State Board of Cosmetologists examination for licensure.

Program Description
Nail Technology teaches all facets of cosmetic treatment of the hands, feet, legs, arms, and nails. The art of nail technology is actual performance of the many techniques employed by the Nail Technologist and is referred to as the art of Nail Technology. To derive the utmost benefit from nail technology theory/lecture; practical performance/skills, demonstration, hands-on practice and ultimate to be employed in the field of their study.

Instructional Methods
Multiple methods of lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets/technical sheets, audio/visual aids, student participation, question and answer sessions, textbook/workbook/exam book and guest speaker will be utilized. Introducing new material in a manner to which the student may relate. Giving special attention to those who need it and other types of learners. Cosmo Beauty Academy encourages questions, explaining new terminology, words, techniques, implements, appliances, and equipment. We highly recommend students take notes in their own words. Usage of all kinds of demonstrations that include student participation.

Teacher Strategy
Cosmo Beauty Academy request teachers to use white boards for outlines, audio/visual aids, websites, and live models when possible. Teachers are asked to follow a detailed curriculum and relate to the student to retain technical terminology. While giving students extra time and attention if needed. Encouraging questions explaining new words, terminology, techniques, implements, appliances and equipment. Note taking is encouraged to ensure students are grasping the information being given to them. Using demonstrations that include student participation.

Student Activity
Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to attend hair shows, in-and-out-house competitions, field trips and community days. Students are required to complete a technical sheet practicing hands-on-skill. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

Program Objectives
Upon completion of the Nail Technology Program, the student will be able to:

1. Analyze nail and foot problems and administer corrective treatments.
2. Recognize nail and skin disorders, irregularities, and diseases of the foot and hand.
3. Identify the anatomy and physiology of the arm, hand, foot, leg, and nail structure.
4. Select and use the correct equipment, implements, materials and cosmetics for a manicure/pedicure.
5. Prepare a manicure/pedicure table for the service.
6. Administer the physical techniques of massage.
7. Perform a plain and oil manicure/pedicure.
8. Perform men's manicures.
9. Perform the following nail polish applications:
    a. Full nail
    b. Half-moon nail
    c. Free edge nail
10. Perform nail wraps, nail repairs, and nail extensions (tips, caps, and press-on artificial nails.)
11. Perform nail sculpturing and fill-ins.
12. Employ basic first aid measures.
13. Practice hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Employ rules of sanitation and sterilization.
16. Employ safety precautions.
17. Practice and employ the rules, regulations, and laws of the Pennsylvania State Board of Cosmetology
18. Practice good salesmanship.
19. Seek and obtain employment.

Occupational Objectives
Students are required to complete the number of clock hours per program and pass the Pennsylvania State Board of Cosmetologists Examination for licensure, once this is completed, he/she will be qualified to obtain employment as a Nail Technologist in a salon, a spa, shop, a demonstrator for a cosmetic firm, operator in a retail store salon, as well as many other opportunities.

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Nail Technology Program Hours of Study

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.

The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Total Clock Hours
Professional Practices			
Life Skills - 101			
Healthy Mind & Body – 101.1			
Ergonomics – 101.2			
Basic Communication – 101.3			
Communicate With Confidence – 101.4			
Human Relations – 101.5			
Resilience – 101.6			
Clock Hours of Study	2	4	6
Science 102			
Transmission Of Infection – 102.1			
Safety & First Aid – 102.3			
Building Blocks of The Human Body – 102.4			
The Skeletal System – 102.5			
The Muscular System – 102.6			
The Circulatory System – 102.7			
The Nervous System – 102.8			
Skin Theory – 102.9			
Skin Diseases and Disorders – 102.10			
Nail Theory – 102.11			
Nail Diseases, Disorders and Conditions- 102.12			
Chemistry in Nails – 102.13			
Electricity in Nails – 102.14			
Clock Hours of Study	28	45	73
Professional Practices			
Infection Control – 102.2			
Clock Hours of Study	1	1	2
Professional Practices			
Business 103			
Goal Setting – 103.1			
Job Search – 103.2			
Professional Relationships – 103.3			
The Nail Salon/ Spa Experience – 103.4			
Nail Salon/ Spa Ownership – 103.5			

Nail Salon/ Spa Operation – 103.6 Retail Products – 103.7 **Clock Hours of Study**	5	5	10
Professional Practices Client Centered Experience 104 Connect Service Essential – 104.1 Consult Service Essential – 104.2 Create Service Essential – 104.3 Complete Service Essential – 104.4 **Clock Hours of Study**	3	1	4
Nail Treatments Natural Nails – 105 Natural Nail Products, Tools, Supplies and Equipment 105.2 Natural Nail Skills – 105.3 Natural Nail Guest Experience – 105.4 **Clock Hours of Study**	6	59	65
Science Natural Nail Theory 105.1 **Clock Hours of Study**	2	4	6
Pedicure – 105.13 **Clock Hours of Study**	2	27	29
Nail Treatments Nail Enhancement - 106 Nail Enhancement Products, Tools, Supplies and Equipment – 106.2 Nail Enhancement Skills – 106.3 Nail Enhancement Maintenance, Repair and Removal Skills 106.4 Nail Enhancement Guest Experience – 106.5 **Clock Hours of Study**	8	57	65
Science Nail Enhancement Theory 106.1 **Clock Hours of Study**	2	4	6
Nail Treatments Nail Art – 107 Nail Art Theory 107.1 Nail Art Products, Tools, Supplies and Equipment – 107.2 Nail Art Skills – 107.3 Nail Art Guest Experience – 107.4 **Clock Hours of Study**	8	16	24

Pennsylvania State Laws
State Laws – Professional Practices/Sanitation
Licensure Laws, Reciprocity Laws, Apprenticeship Laws, Legal Regulations for: Salons, Schools
Fees for all Licenses
State Regulations
Board Members, Exam Qualification, Exam Rules & Regulations

Clock Hours of Study	10	0	10

Total Clock Hours of Study **300**

Pennsylvania State Board of Cosmetology requirements for Nail Technology Licensing Examination

Pennsylvania State Board of Cosmetology Requirements for Nail Technology Licensing Examination

1. Be at least 17 years old.
2. Have a minimum tenth (10th) grade education.
3. Have completed 300 clock hours of fundamental training according to the Pennsylvania State Board of Cosmetologists mandatory minimum standard curriculum, as a July licensed student in a licensed school of cosmetology and credited with the completion of 300 clock hours of training at that school.
4. Background screening is done on each graduate.

Satisfactory Academic Progress Policy

All students receive this copy of the Satisfactory Academic Progress Policy prior to enrolling at Cosmo Beauty Academy.

Any student transferring to Cosmo Beauty Academy with clock hours from another institution are accepted toward the student's educational program are counted as both attempted and complete hours for the purpose of determining when the allowable maximum time frame has been exhausted. Determination of transfer clock hours are done through a student evaluation and those hours are based on actual contracted hours with Cosmo Beauty Academy. Cosmo Beauty Academy has their academic year based on 900 clock hours. Once the students successfully complete first eval, they are then permitted to work on clients.

Standards

Satisfactory Academic Progress (SAP) is an overview of students' attendance, academic/technical skills accumulative and attendance. Only students achieving Satisfactory Academic Progress are eligible to continue with Cosmo Beauty Academy monthly payment plan. Each student receives a Cosmo Beauty Academy catalog prior to enrollment to ensure that all students know of the evaluations Satisfactory Academic Progress policy. The Satisfactory Academic Progress Policy complies with the guidelines established by the Pennsylvania State Board of Cosmetology, The National Accrediting Commission of Career Arts and Sciences and the United States Department of Education.

The student must:
Maintain an academic/practical grade accumulative 80% and attendance 90% average or better.

All students receive a numeric grade in theory and a letter grade in practical assignments. Students are evaluated in theory by examinations and by their ability to perform practical assignments. Grades are reviewed with students at each evaluation period. Daily attendance and record of academic achievement are maintained on the student's permanent record card. The School Supervisor/Education Director monitors attendance on a weekly basis.

The following represent the equivalencies of the grades assigned:

<u>Theory</u>
95 - 100 = Excellent
85 - 94 = Above Average
80 - 84 = Average
0 - 79 = Unacceptable

<u>Practical</u>
A = Acceptable 80% - 100%
U = Unacceptable 0% - 79%
I = Incomplete *

*Converts to a 0% if not made up in the allotted time period.

- Maintain a cumulative attendance average of 90% at their designated evaluation periods. The program must be completed within the 1.11 times the length of the contracted program. The School Supervisor/Education Director monitor student attendance on a weekly basis. Regardless of the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed.

- Required to adhere to certain other general institution policies relating to attendance and tardiness.

The practical grading criteria uses the "yes" or "no" rubric as "Practical Grading" except we use the terms "Acceptable" (A) or "Unacceptable" (U). The Satisfactory Progress Report is divided into two parts, Practical Skills and Safety/Sanitation Rules. The practical grading criteria can be found in the Practical Skills part of the Satisfactory Progress Report. The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on Safety on a mannequin. In the Safety and Sanitation Rule section of the Satisfactory Progress Report, the student verbally answers the questions listed. The student is given an "A" or "U" for each criteria/ question. Completion of this process, the number of acceptable and unacceptable responses are added up, tabulated, and recorded on the evaluation. The percentage of acceptable responses is calculated and recorded as the total average for each part. These two averages are then averaged to compute the Practical Performance Evaluation Total Average Grade. A student must achieve an average of 80% to be considered "Acceptable" (A). A student below an 80% average would be considered "Unacceptable" (U).

To make satisfactory attendance progress, a student must maintain a cumulative attendance average of 90% at their designated evaluation periods. Students must complete a program within the 1.11 times the length of the contracted program. No matter the average level of attendance, students who have been absent more than 14 consecutive calendar days, with no contact, may be dismissed. Calculation of this dismissal is done by using the students' last day of attendance for refund purposes. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institution policies relating to attendance and tardiness.

Students must be tracked to complete the program within 111% of the contracted time frame. Tracking is defined as a percentage of the cumulative number of clock hours completed by the student divided by the cumulative numbers of clock hours attempted/scheduled.

Students meeting the minimum requirements for attendance, academic and practical progress at any evaluation period will be in compliance of Satisfactory Academic Progress until the next evaluation period. The rate at which a student must be attending to be considered in compliance with Satisfactory Academic Progress is defined as a minimum of 90%.

Evaluation Periods

A student's compliance with Satisfactory Progress is divided into evaluation periods and is assessed at the following time periods:

Evaluation Periods	**Academic: Minimum Passing Grade**	**Minimum clock hour needed to attend to maintain. satisfactory progress**
	Nail Technology	
150 Scheduled Clock Hrs = min 5 wks	80%	135 = 90%
300 Scheduled Clock Hrs = min 5 wks or Completion of Program	80%	270 = 90%

All students must be in compliance with academic/practical accumulative and attendance progress requirements of at least one evaluation by the midpoint of the program to be satisfactory progress. The Satisfactory Academic Progress evaluations are maintained in the student's file and may be accessed by a student at any time. If a student is deemed unable to complete the program based on the maximum time frame of 111%, they will be in unsatisfactory academic progress.

Any student who has taken a Leave of Absences from any portion of their training the day taken will extend the contract period and maximum time frame by the same number of days taken in the leave of absence.

Warning Period

Students who do not meet Satisfactory Academic Progress standards during a given evaluation period will be placed in a Warning Period for the following evaluation period. Student is considered to be making Satisfactory Academic Progress during this time. A student remains eligible to be in school and will be considered as making Satisfactory Academic Progress during the Warning Period. Students may be re-establishing Satisfactory Academic Progress by meeting minimum attendance and academic requirements by the end of the warning period. At the next Satisfactory Academic Progress if a student is deemed not making Satisfactory Academic Progress, they will be placed on probation and will have the opportunity to give a written appeal.

Unsatisfactory

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress after the warning period will be placed on unsatisfactory status unless they successfully appeal. Any student considered to being in unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Students deemed unsatisfactory will be eligible to receive financial aid until they reach satisfactory status, or an appeal has been accepted.

When approved for Title IV funding: A student deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Probation

Students who do not meet minimum requirements for academic/practical accumulative or attendance progress, after the warning period, will be placed on probation and considered to be in unsatisfactory progress during the probationary period.
Students may be re-establishing satisfactory academic progress by appealing the unsatisfactory academic progress or meeting minimum attendance and academic requirements by the end of the probation period. If a student is deemed unable to reach satisfactory academic progress in either academic/practical or attendance by the end of probation period will be terminated. (Student must follow the below unsatisfactory procedure successfully appeal the determination of unsatisfactory following the warning period will be placed on probation.) Also, only the student who has the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period may be placed on probation. Written plan of actions on how to obtain satisfactory progress by next evaluation between the School Supervisor/Education Director and student. A student on probation who is not ineligible for Title IV must withdraw and re-enroll as a cash paying student, student re-enters at the same status.

Appeal an unsatisfactory academic progress determination and/or termination:
A student appealing an unsatisfactory progress determination and/or termination. For a student with mitigating circumstances (such as death in the family or close friend), sickness personally or family, loss of transportation, incarceration, jury duty, military duty, financially and pandemic etc. submitting in writing from student an explanation along with supporting documentation for the reason the decision should be overturned and a request for re-evaluation of progress to the Education Director. A written documentation will be provided from students regarding why he/she has failed to in Satisfactory Academic Progress and what circumstances has changed in the student's situation which would enable them to achieve Satisfactory Academic Progress by the next evaluation period. The School Supervisor/Education Director must receive an appeal within five (5) business days of unsatisfactory progress finding and/or termination. Consideration of the School Supervisor/Education Director of the appeal and either grant probation Consideration of the School Supervisor/Education Director of the appeal and grant probation until the next scheduled evaluation in which the student will remain in

school. The student will meet with the School Supervisor/Education Director and review the progress and decisions made within the time period. The School Supervisor/Education Director will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's Satisfactory Academic Progress evaluation if student has made progress of 20% academical and 10% attendance or more. All documents will be placed and maintained in the student file. All decisions of the School Supervisor/Education Director and School Director are considered final.

Interruptions, Program Incompletes, Withdrawals Policy, Reinstatement

Interruptions

A current/enrolled student is temporarily interrupted their schooling for a leave of absence, the student returns at the status they started their leave of absence. Clock hours elapsed during a leave of absence will extend the student's enrollment agreement period by the number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who have not completed their schooling and choose to withdraw from the program and request to be reinstated will return to the same status on their Satisfactory Academic Progress upon the time they withdrew.

Program Incompleteness

Program incompleteness, repetitions and non-credit remedial programs are not applicable and do not affect the institution's forms of instruction with satisfactory academic progress standards.

Withdrawal Policy and Procedures

If a student chooses to withdraw from school, they must contact the School Supervisor/Education Director either orally or in writing. The School Supervisor/Education Director will start the procedure and complete a Status Change Form explaining the reason for the choice to withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

Student who has not been in contact with the School Supervisor/Education Director and have been absent for three (3) consecutive school days, the School Supervisor/Education Director will advise the School Director. The School Supervisor/Education Director will attempt to contact the student. After five (5) calendar days from the last day of attendance the School Supervisor/Education Director will inform the School Director of progress, give no contact the School Director will attempt to contact the student. If the student conveys, he/she will not return to school or if the School Director cannot contact the student, the school will begin action to withdraw the student. The School Supervisor/Education Director will complete all withdrawal paperwork within ten (10) school/ (14) calendar days.

The student may be required to return a portion of the financial money received upon withdrawal or dismissal. Any money that must be returned is calculated from the last date of attendance.

Reinstatement of a student wanting to return to school will be the same Satisfactory Academic Progress status as when he/she withdrew or was dismissal from school.

Reinstatement

Should a student succeed upon his/her appeal and be determined as meeting Satisfactory Academic Progress, the student will be automatically reentered in the program and/or placed on probation until the next evaluation period. All documentation of the results of the appeal will be placed in the students' file.

If a student withdraws from school, they are required to repeat the Admission Requirements, Entrance Requirements and Enrollment Requirements. Students will return at the same status in all areas academic/practical accumulative and attendance. Reinstated student's financial status will be reviewed and charged according to their program and actual hours per clock hour (actual clock hours attended) listed under "Length of Program". Their time allotted to complete will be calculated according to their clock hours which should have attended (possible clock hours).

Refresher Program Outline

Institutional Goals and Objectives
The primary objective of Cosmo Beauty Academy is to provide students who have been out of business, had not taken their examination in the time allotted from another school, individual who moved into the state of Pennsylvania or any other reasons. Cosmo Beauty Academy is here to help in refreshing the students in the field of their choice. If needed prepare them for the Pennsylvania State Board of Cosmetology examination in any of the cosmetology fields: cosmetology, estheticians, nail technology. Only those who graduated from the Teacher's Program with 500 clock hours are eligible to take the Teacher's Program refresher, those who graduated from specialized programs: esthetician, nail technology may only refresh in the program graduated from. We will assist them in finding employment once they have passed their examination.

Programs Begins and Ends
The program operates continuously, beginning the even months first school day and evening whenever the program student is refreshing continuing until curriculum and school requirements have been satisfactorily completed and 150 hours in Cosmetology Refresher Program, 120 hours in Teacher's and Esthetician Refresher Program, 110 hours in Nail Technology and has been achieved. (See school calendar for schedule of school holidays.)

Program Purpose
To enable a graduate from any of the programs to receive updated information to help them obtain Pennsylvania State Board of Cosmetology licenses. If needed prepare students for the Pennsylvania State Board of Cosmetologists Examination and entry level employment.

Program Description
Will receive areas of study that is needed within the field student choose. This refresher program has the student receive information that they need to obtain employment in the field of their study. Practical performance demonstration and practice are employed in conjunction with the study of theory.

Student Activity
Cosmo Beauty Academy' advice student note taking, participate in drills, role-playing, games, discussion, homework and reading assignments. Cosmo Beauty Academy offers many opportunities to students to attend hair shows, in-and-out-house competitions, field trips and community days. Students are required to complete a technical sheet practicing hands-on-skill. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

Program Objectives
See the chosen refresher program description. Program Objectives will follow the individual program.

Refresher Program Clock Hours of Study
All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours. As to importance the Refresher Program will be limited to the number of clock hours stated in the different program refresher clock hours as students complete the number of hours. Students will enroll according to Cosmo Beauty Academy' curriculum to the areas of study and receive those clock hours of study.

***All Refresher Programs Cosmetology, Teacher's Program, Esthetician, Nail Technology is completions of hours only. No evaluations are done.

Upon completion of the refresher program, they will receive a certificate stating they have completed the number of the clock hours of said refresher program.

True and correct as to content and policy" as of November 1, 2025

Cosmo Beauty Academy

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Serena S. Berger, School Director

Catalog End