

Vancouver School of Beauty - 114 W 6th St, Vancouver WA 98660
Phone: 360-694-5601 Fax: 360-258-2000

2012 - POLICIES AND PROCEDURES CATALOG



PROFESSIONALS IN THE MAKING

BeautyTeacher.net

BeautyTchr@aol.com

114 W 6th St, Vancouver, WA 98660
Phone: 360-694-5601 Fax: 360-258-2000

Across from Smith Tower

Revised: January 2012

Certified as true and correct in content and policy

Signed: Mary Sallie Soto

Director / VA Certifying Official

Drafted: November 16th, 2007

2012 - POLICIES AND PROCEDURES CATALOG

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For Fee Schedule, Please Call the School

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ABOUT THE SCHOOL

Vancouver School of Beauty (VSB) is a unique school. We offer individual or combinations of courses in Cosmetology, Barbering, Instructor training, Manicuring and Esthetics. VSB was established at its present location in 1965. It is now owned by Mrs. Jean Banks, who, with over 38 years of business and administrative experience, continues the tradition of expanding on the experience of teaching new cosmetology trends. The school's emphasis is on modern techniques, which include, but are not limited to, haircutting, coloring, specialty coloring, corrective coloring, permanent waving, styling, iron thermal curling, acrylics, facials, waxing, and air waving. You are trained at your own pace, one on one adult education. We offer advanced training in quick services, and, as a matter of routine, invite guest artists to conduct specialty classes. **We do not have rooms or boarding facilities.**

FACILITIES -19,000 SQUARE FEET OF SPACE

2 Large clinic floor areas	6 Restrooms, one handicap	1 Laundry facility	2 Administrative offices
1 Large student lunchroom	1 Large meeting room	1 Dispensary	1 Computer lab
1 Reception area	1 Consultation room	3 Facial rooms	6 Wax hair removal systems
1 Staff lounge / office	2 Climaxing Millennium Color Machines	5 Computer Tutors	2 Bio-Visage Machines
1 Mud Mask Hot Spa	3 Color televisions	3 VCRs	Extensive video tape library
Galvanic equipment	2 Bi-lingual DVD players (Eng/Span)	P-001 Machines	High Frequency Equipment
Books / Brochures	Current Trade Magazines	Slides	Paraffin Wax Systems
Paragon Vaporizer Facial	Color Analysis Program	CHI Straightener	Derma Facial Machines

BUS AVAILABILITY: VSB's location at 114 W. 6th St, in downtown Vancouver is situated on both the Tri-Met, and C-Tran bus lines. These bus lines make us easily accessible via Longview, Camas, and Portland.

PARKING: Parking meters and lot parking are available for those who drive. Parking rates range from \$5.00 a day for meter parking to \$67.00 a month for underground parking. Parking permits are also available for \$75.00 for two months. These conveniences provide students a steady flow of business and clinic floor experience. The population in this area offers a wide variety of clients on which to work, another advantage for the students. Rates for Park and Go Parking, directly across the street on 6th St. Entrance, are \$0.50 per ½ hour, \$69.00 per month. The MAX Train runs \$5.50 per day. Saturday parking is free on the street. The parking lot on the corner of C St. and 8th is \$4.75 a day. West Coast Bank parking meters are \$1.00 per hour for up to 5 hours.

Numbers to call for more information about Parking Hours of Operation 6am-10pm

General Parking: 360-696-8159	Permits: 360-619-1154	Secured Parking: 866-900-3001
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PHILOSOPHY: Becoming a Cosmetologist, Barber, Esthetician, Manicurist and/or Instructor Trainee takes hard work, dedication, and much determination. These qualities, together with the development of individual potential and artistic abilities, will pave the way for a successful and rewarding career. We at VANCOUVER SCHOOL OF BEAUTY (VSB) have, over the years, designed and developed our curriculum and teaching techniques to aid and assist you in becoming productive while embarking upon a most exciting and profitable future. This catalog is designed to explain, in simple terms, everything a potential student or other interested party may want to know regarding this college and its functions. Should you need or desire additional information, or you have any questions, please don't hesitate to contact our President / Owner - Jean Banks at 360-694-5601. Information can also be found on our website: www.beautyteacher.net.

MISSION STATEMENT: Vancouver School of Beauty is dedicated to the development and execution of education / training programs in cosmetology, manicuring, barbering, esthetics and/or instructor trainee, which will enable each student to learn theory, and develop both technical and people skills at their own pace. Ultimately, our goal is to give students the ability, desire, and confidence to pass the National Interstate Cosmetology State Licensing Examinations, becoming both employable and competitive in the Cosmetology industry, with a basic or entry level competence.

GOVERNING AND LICENSING BODY: WASHINGTON STATE DEPARTMENT OF LICENSING

P.O. BOX 9048
OLYMPIA, WASHINGTON 98507-9048
Phone 360-664-6626

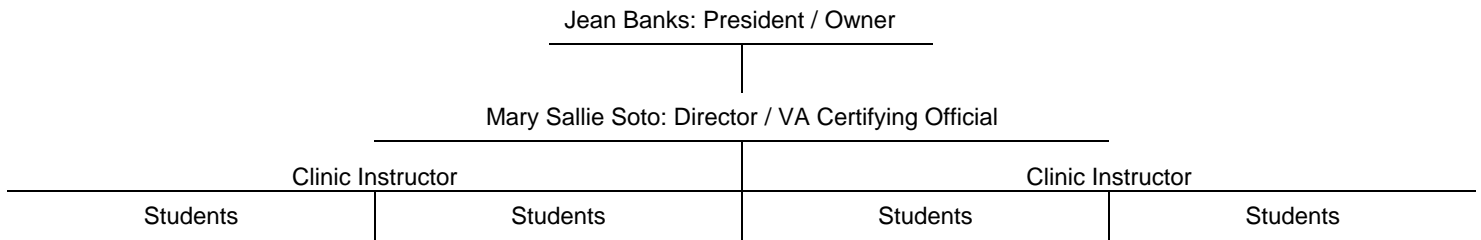
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CODE OF ETHICS

The primary objective of Vancouver School of Beauty is to prepare the student to meet the demands of today's profession. We endeavor to help our students develop their individual potential to its fullest. We endeavor to assist students in gaining insight into the psychological role which today's professional must play in society. We understand and apply the principles of ethical conduct. We keep in touch with salon owners, and stay abreast of ever changing practices and needs of this profession. We function in an employer-related environment by providing a scenario similar to a place of employment. We assist the student with good job-search techniques. We understand that education must be an ongoing process. We adhere to all state rules and regulations. We apply scientific solutions to professional problems, avoiding guesswork. We advertise truthfully, and make an honest representation to potential and existing students. We use the most current educational materials.

THE ORGANIZATIONAL CHART

The Vancouver School of Beauty has set up an organization of different positions; each is created to assure a smooth operation of the college. We have always emphasized "Team Work" as the concept rather than the hierarchical concept of management. Each position is only in relation to the load of responsibility imposed upon the person occupying that position.



JEAN BANKS — President / Owner

Provides Financial and Administrative oversight. She maintains inventory, and orders textbooks, student kits, and working supplies. She assumes all responsibility for recruiting, enrollment, re-enrollment, staffing, counseling, and guidance to both staff and students. **Background:** President/Owner of University Beauty College, Inc. DBA: Vancouver School of Beauty, a Washington Corporation. She has vast knowledge and experience in both business administration and retail sales / marketing. She is licensed in Cosmetology, Manicuring, Esthetics, and Barbering in both Washington and Oregon. She also holds licensing as an Operator / Instructor, and is a member of the Washington School Owner's Association. She is also a past member of the following organizations: Oregon School Owner's Association, Portland Public School Advisory Committee for Cosmetology - Chairwoman, Career and Technical Education Council member for Portland, Appointed member of Oregon State Vocational Education Advisory Committee for Cosmetology.

MARY SALLIE SOTO — Director / VA Certifying Official

She is under the direct supervision of the President, and assumes the responsibility for education and counseling. She oversees curriculum, education activities, and class schedules. She conducts academic classes, and educates and prepares students in all areas to ensure a passing ratio of 100%. She assists with inventory, and maintains student academic records and progress reports. Ms. Soto is responsible while the President / Owner is off of the premises. **Background:** Ms. Soto has been licensed since 1989 and has been an instructor since 1991. She received her training in California at Milpitas Beauty College and San Jose Stylist Barber College. To further her education, she attended classes at Santa Cruz University in adult education. She is licensed in Barbering, Esthetics, Manicuring, and Cosmetology in the State of Washington. She is also holds licensing as an Operator / Instructor. She has held licenses in the following three states: California, Oregon, and Washington. Ms. Soto has been with the Vancouver School of Beauty since January 3, 1993. She continues to stay abreast of current styles, procedures, and real world scenarios through classes from Wella, Supercuts, Master Cuts, Perfect Look (employed there for more than 4 years), and Regis, to mention just a few. Ms. Soto is bi-lingual, and guides both English and Spanish Speaking people. Ms. Soto has been licensed since 1989. She volunteers at Open House Ministries, donating her time providing haircuts for children and adults alike. Ms Soto also provides guidance for practical boards in all areas.

CLINIC INSTRUCTORS

Work with all students to ensure that they are able to perform services at an entry skill level. Assist in academic and practical classes. Educate and prepare students in all aspects of cosmetology. Handle the Video Library, and uses their knowledge of computers to create teaching material and to aid students in retaining necessary information of current trends.

SCHOOL OBJECTIVES

Per WAC 308-20-030, we seek to prepare students for at least a beginning / entry level employment. Please refer to the [CURRICULUM](#) section of this catalog.

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COURSE OBJECTIVES

COSMETOLOGY entails teaching the art of cutting, curling, coloring, and designing the hair, as well as caring for the skin (esthetics 100 hrs. minimum) and manicuring / pedicuring (100 hrs. minimum in both practical and theory classes). The program is 1,600 clock hours, approximately 11 months at 40 hours per week, plus a passing grade of 80% on the exams. At 1520 hours the student may be referred to the National Testing Network with whom said student will be scheduling an exam date. Upon the completion of the 1,600 clock hours, each student may take the necessary exams for their licensure. Students must first complete their written exam, pass their testing here at the School, and have their tuition paid in full. Upon completion of the exams, the State of Washington will mail the proper license to the student. This license will enable the cosmetologist to provide beauty services for both men and women. Accelerated course offered may be completed in as little as 8 months.

Please download a copy of the handbook: <http://cosmetologywashington.com/pdf/Cosmetologist100810.pdf>

SOME POTENTIAL CAREERS

Stylist	Platform Artist	Colorist
Salon Owner / Manager	Perm / Wave Specialist	Instructor / Trainer
Retail / Wholesale Sales	Industry Rep / Educator	

MANICURING entails teaching the art of manicuring (care of nails), pedicuring (care of the feet), artificial nail design, acrylics, silks, gels, and nail repair in both practical and theory classes. The program is 600 clock hours, approximately 4.5 months at 40 hours per week, plus a passing grade of 80% on the exams. At 520 hours the student may be referred to the National Testing Network with whom said student will be scheduling an exam date. Upon the completion of the 600 clock hours, each student may take the necessary exams for their licensure. Students must first complete their written exam, pass their testing here at the School, and have their tuition paid in full. Upon completion of the exams, the State of Washington will mail the proper license to the student. Accelerated course offered may be completed in as little as 3.5 months.

Please download a copy of the handbook: <http://cosmetologywashington.com/pdf/Manicurist100810.pdf>

SOME POTENTIAL CAREERS

Manicuring	Pedicurist	Artificial Nail Tech
Salon Owner / Manager	Industry Rep	Instructor / Trainer

BARBERING entails teaching the art of shampooing, cutting, shaving, and styling the hair. The program is 1,000 clock hours, approximately 6.5 months at 40 hours per week, plus a passing grade of 80% on the exams. At 920 hours the student may be referred to the National Testing Network with whom said student will be scheduling an exam date. Upon the completion of the 1,000 clock hours, each student may take the necessary exams for their licensure. Students must first complete their written exam, pass their testing here at the School, and have their tuition paid in full. Upon completion of the exams, the State of Washington will mail the proper license to the student. Accelerated course offered may be completed in as little as 5 months.

Please download a copy of the handbook: <http://cosmetologywashington.com/pdf/Barber100810.pdf>

SOME POTENTIAL CAREERS

Barber	Salon Owner / Manager	Platform Artist
Retail / Wholesale Sales	Industry Rep / Educator	Instructor / Trainer

ESTHETICIAN entails teaching the art of facials, temporary removal of superfluous hair, and skin care. The program is 600 clock hours, approximately 4.5 months at 40 hours per week, plus a passing grade of 80% on the exams. At 520 hours the student will be referred to the National Testing Network with whom said student will be scheduling an exam date. Upon the completion of the 600 clock hours, each student may take the necessary exams for their licensure. Students must first complete their written exam, pass their testing here at the School, and have their tuition paid in full. Upon completion of the exams, the State of Washington will mail the proper license to the student. Accelerated course offered may be completed in as little as 3.5 months.

Please download a copy of the handbook: <http://cosmetologywashington.com/pdf/Esthetician100810.pdf>

SOME POTENTIAL CAREERS

Esthetician	Salon Owner / Manager	Platform Artist
Retail / Wholesale Sales	Industry Rep / Educator	Instructor / Trainer

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INSTRUCTOR TRAINEE course objective is the presentation of the skills necessary to EDUCATE the above mentioned courses in a 500 hour cosmetology school. In order to take the instructor trainee course, the applicant must HOLD A CURRENT LICENSE AS a Cosmetologist, Manicurist, Esthetician or Barber in the State of Washington. The program is approximately 4 months at 40 hours per week, and requires a passing grade of 80% on the exams. At 420 hours the student may be referred to the National Testing Network with whom said student will be scheduling an exam date. Upon the completion of the 500 clock hours, each student may take the necessary exams for their licensure. Students must first complete their written exam and pass their testing here, at the School, and have their tuition paid in full. Upon completion of the exams, the State of Washington will mail the proper license to the student. Accelerated course offered may be completed in as little as 3 months.

Please download a copy of the Handbook: <http://cosmetologywashington.com/cdfllnstructor081610.pdf>

ADMISSION REQUIREMENTS

This school admits any person of at least 16 years age. The state of Washington requires you be 17 years old when applying for licensing. This school admits using the following state requirements:

- Proof of Age, (minimum age for enrollment is 17).
- A license with the State of Washington in one or more of the following: Cosmetology, Manicuring, Barbering, or Esthetics.

ENROLLMENT DATES: New students may enroll on any day during a month. Cosmetology theory classes are held on Tuesdays, Manicuring theory classes are held on Wednesdays, and Esthetics and Barbering theory classes are held on Thursdays.

ENROLLMENT AGREEMENT I CONTRACT: A contract entitled "Enrollment Agreement" between the applicant (parents or legal guardian will sign "contracts" if student is a minor) and the school official. This agreement shall include the number of hours of instruction, cost of schooling, and a payment schedule. It shall also include the school's refund policy, a copy of this signed Enrollment Agreement, and a copy of the current Policies and Procedures Catalog, with addendums. Copies of these documents are always given to the applicant. The first day of school, prior to collecting any monies, the contract must be signed. Classes begin the first Tuesday, Wednesday or Thursday of every month, depending on course program. If you wish to enroll, you must do so by the 20th of the month prior to commencement. Students must attend no less than 4 hours per day, Saturdays being required, for nothing less than 16 hours per week, not including breaks. Students may change their schedule once without a charge of \$25.00. **Current Catalog and Contracts are on file with Washington State Department of licensing.**

TRANSFER STUDENTS: The applicant who has prior training in cosmetology, barbering, esthetics or manicuring and wishes to complete training in this school must first fulfill the admission requirements. Students who transfer within the state must submit a valid transcript of hours and grades **prior to beginning school**. Transcripts will not be accepted after you have enrolled, unless noted in contract. The student will be evaluated and placed in the proper category. This school does not recruit students who are currently registered, enrolled, or attending another schools. (Out of State and out of country students must have a valid License from their State or Country and contact the State of Washington Department of Licensing in order to be referred to the National Testing Network for testing.) **Vancouver School of Beauty** may accept credit hours and operations accrued by the student in another institution once the following conditions are met:

- A signed transcript prepared by transferring institution within the State of Washington.
- All transcripts must have the name of the institution on them with a signature from an authorized representative.
- The school may require students to take a practical exam to determine the amount of hours to be transferred.
- Students will be required to purchase the State Board Exam book.

STATEMENT OF NON-DISCRIMINATION: The Vancouver School of Beauty, in its admission, instruction and graduation practices, does not discriminate on the basis of race, area of origin, sex, religion, financial status, age, ethnic origin or residence.

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CURRICULUM P AND T (PRACTICAL AND THEORY)

DESCRIPTION OF 1600 COSMETOLOGY COURSE WORK HOURS MINIMUM HOURS: Clock hours P and T

Hair Coloring/ Bleaching: pD test, strand test, measurement, mixing, application, and removal	275
Hair Cutting, Scalp and Facial, Trimming: shears, clippers, razor, thinning, mustache and beard design, facial hair, brow, ear, nose	240
Permanent Waving: chemical and physical applications	200
Styling: dry, wet thermal, extensions, braiding, styling aids	175
Disinfection: work stations, individual equipment, tools, proper use and storage of linens	140
Esthetics: hair removal, facials	110
Manicuring, Pedicuring	150
Shampooing: draping, brushing, manipulations, conditioning, and rinsing	80
Diseases and Disorders of skin and nails	75
Safety / First Aid: use and storage of chemicals, implements, electrical appliances, and first aid as it pertains to cosmetology	70
Chemical Hair Relaxing: sectioning, strand test, application	35
Hair / Scalp Analysis	35
Artificial Hair: may include extensions and fitting	15
1600 MINIMUM HOURS TOTALS	1600

DESCRIPTION OF 600 MANICURING COURSE WORK HOURS MINIMUM HOURS: Clock hours P and T

Artificial Nails: silk, linen, fiberglass, gel powder, extensions, sculpting, preparation, application, finish, removal	100
Manicuring: cleaning, shaping, polishing nails of hands, and treatment of cuticles	110
Pedicuring: cleaning, shaping, polishing nails of feet, and treatment of cuticles	110
Nail Diseases and Disorders: hands and feet	90
Safety: use, storage of chemicals, implements, appliances	75
Disinfection: work stations, equipment, tools storage, and linens	80
First Aid: as it pertains to manicuring	35
600 MINIMUM HOURS TOTALS	600

DESCRIPTION OF 600 ESTHETICIAN COURSE WORK HOURS MINIMUM HOURS: Clock hours P and T

Skin Care: face, neck, hands	125
Facial: basic and advanced	125
Temporary Removal of Superfluous Hair: face, neck, and hands	80
Disinfecting: work stations, equipment, tools, proper use, storage of linens	125
First Aid	35
Safety: use, storage of chemicals, implements, and appliances	35
Diseases and Disorders of the Skin: face, neck, and hands	75
600 MINIMUM HOURS TOTALS	600

DESCRIPTION OF 1000 BARBER COURSE WORK HOURS MINIMUM HOURS: Clock hours P and T

Styling Aids	35
Shampooing: draping, brushing, manipulations, conditioning, rinsing	50
Scalp and Hair Analysis	105
Styling: wet, dry, and thermal	125
Facial Hair: shaving, beard and mustache design, ear and nose trimming	75
Artificial Hair	90
Hair Cutting and Trimming: scissors, razor, thinning shears, and clippers	270
Disinfection: work stations, equipment, tools, proper use, storage of linens	140
Safety and First Aid: as it pertains to barbering	35
Diseases and Disorders	75
1000 MINIMUM HOURS TOTALS	1000

DESCRIPTION OF 500 INSTRUCTOR TRAININEE COURSE WORK HOURS MINIMUM HOURS: Clock hours P and T

Preparation: Teaching methods, classroom setup, topic/subject matter, student assignments, materials and supplies, recordkeeping	125
Presentation: Lecture oral/written, demonstration, questions and answers, project methods, discussion	125
Application: Clinic supervision, classroom management, client relations	125
Evaluation: Written / Practical Assessment, communication skills	125
500 MINIMUM HOURS TOTALS	500

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HOW TO ENROLL

Make an appointment by calling 360-694-5601. Please call if you cannot make it. You must have your social security number or pin number issued by government for your taxes, and your Washington / Oregon Driver's license or ID Card pin number. At this appointment you will get a tour of the school, fill out your contract, and make your down payment. You will then be ready to begin the first theory class of that month. Bring a notebook, pen, and paper. Digital methods of note taking are also encouraged, if you so prefer. Cosmetology and Barbering students also need a three-drawer container to lock up their items.

FINANCIAL ASSISTANCE

Each student is responsible for their tuition, fees, and any charges incurred while attending this college. Students exceeding their contract date will be charged a fee of up to \$5.00 for each hour over contract until completion of program.

ACADEMIC POLICY

The following factors will be measured to determine academic progress:

- Theory - academics, videos, workbook, vocabulary, review questions (mandatory), and written exams. Students who cannot attend theory classes due to pre-approved work exceptions are responsible for getting theory using any of the above methods instead. This is adult education; be responsible for your education.
- Practical Work - lab classes and demonstrations on models and/or mannequins. Live models with permission.
- Clinic Work - work performed on the public.

STATE REQUIREMENTS

The state's basic requirements are completion of 1,600 clock hours in Cosmetology, 600 clock hours in both Manicuring and Esthetics, 500 hours in the Instructor Trainee program, and 1,000 hours in Barbering at a state-certified approved beauty school. Students shall meet the minimum required units, regardless of hours, for eligibility to receive a diploma. A grade of 80% will be earned only after requirements of both the State of Washington and Vancouver School of Beauty are fulfilled. Additional units earned and/or added to the above requirements may be recognized in some manner, at the discretion of the school. Required hours are to be completed on school premises. Time will not be given for work outside of the school and is illegal without proper licensure.

Lunches and Breaks: Students are required to take lunches and breaks. Schools are not bound by Labor and Industries requirements, as students are not employees of the school. Refer to the [CLASSES AND SCHEDULES](#) section for more information.

STUDENT RECORDS

All personal records and files are kept in the administration office. All records are kept confidential, and under lock and key, accessible only to the administrative staff. All other persons needing access to these records or files must have a written release or a waiver previously signed by the student. Students shall have access to their files at any time, upon written request, and under the direct Supervision of a school official.

STUDENT BODY ID

Each student will be issued a student body identification card. This card is used to identify you as a student at this college. With this card, you are eligible to purchase products related to your course program which are not available to the general public. Some retailers who sell exclusively to Cosmetology professionals will require this ID in order for you to qualify to purchase items, and/or to qualify for a discount. They may also issue a purchasing card. Some retail items are regulated by state and federal guidelines and require proper licensure to purchase. Should a student decide to withdraw, they must surrender their student body card. Continuing to use purchasing cards through retailers is tantamount to fraud, and may result in violating federal and state regulations. VSB is not responsible for purchases made fraudulently.

MINIMUM GRADE REQUIREMENTS

Each student is required to maintain a "Daily Sign-Off Sheet". Each separate item, or unit, is initialed as passed by an instructor, and will guarantee a practical grade of 80%. Work must be signed by an instructor! The academic hours in class, along with examinations, and clinic operations, will be accumulated to become academic grades. Practical grades, and/or academic grades, will be increased as skills improve. Practice makes perfect. Additional units, assigned projects, flash cards, designing games, as well as units given for personality, attitude, never refusing a client, and being available as contracted, will all be considered for meeting the eligibility for a diploma. A grade of 80% must be earned before requirements are considered fulfilled. Additional units earned and/or added to the above requirements may be recognized in some manner, at the discretion of the school.

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SATISFACTORY ACADEMIC PROGRESS POLICY

Students must have an 80% on written and performance tests in order to successfully complete their course of study. If any student fails to maintain passing grade, they must submit re-tests, (with the approval of the school), until a passing grade is achieved. At the beginning of the month, students shall receive a "Novatime 1000" report to complete their Monthly Worksheet. These must be completed and returned by the 7th of the month in order for hours to be considered. Unsigned "Daily Sign-Off Sheets" is an automatic 79% which means "Needs Improvement or Re-Train". Students are required to provide two signed copies, an original to be placed in their file and a copy to be kept by the student. In order to receive a diploma and graduate, students must complete the minimum requirements by the State of Washington and the Vancouver School of Beauty practical services listed in the monthly worksheet. This may be accomplished by doing clinic floor assignments, or completing project sheets performed on mannequins, practice hands, or fingers. These shall be evaluated monthly to meet student's needs.

([WAC 308-20-090 #5](#) and [WAC 308-20-010 #7](#))

Practical, theory and clinical / laboratory work, reflected on the Daily Sign-Off Sheet, will be graded as follows:

4=	Excellent Progress	or 91%-100%	3=	Above Satisfactory	or 85%-90%
2=	Satisfactory Progress	or 80%-84%	1=	Needs Improvement or Re-Train	or 79%

79% or below - Needs improvement, or re-training; which means we will continue on the same project until learned.

GRADING SYSTEM FOR THEORY AND PRACTICAL PERFORMANCE

All students are evaluated on the clinic floor for each service performed, using the following criteria:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Proper Procedure <ol style="list-style-type: none"> a. Accuracy 2. Instructor / Student Communication <ol style="list-style-type: none"> a. Listens / Follows Instruction b. Personal Hygiene / Disinfection 3. Final Results <ol style="list-style-type: none"> a. Evaluated and Signed by Instructor | <ol style="list-style-type: none"> 4. Client communication <ol style="list-style-type: none"> a. Interpersonal Relations b. Attitude 5. Safety and Sanitation <ol style="list-style-type: none"> a. Client Protection b. Proper Handling of equipment / tools c. Cleanliness and organization or work area |
|--|---|

DETERMINATION OF ATTENDANCE AND ACADEMIC PROGRESS

Instructors evaluate each student's progress in both attendance and academics through counseling sessions which are held on an as-needed basis for all students. Results of such sessions are placed in the student's permanent file, and a copy is given to the student for their records. Students who are meeting minimum requirements at evaluation time will be considered making satisfactory progress until the next scheduled evaluation.

Depending upon offense, any student who is not meeting satisfactory progress requirements at evaluation time may be handled in the following manner:

- 1st violation: Oral / Write-up (three write-ups, possible termination)
- 2nd violation: 5-day suspension
- 3rd violation: 30-day probation
- 4th violation: Termination

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CLASSES AND SCHEDULES

- Students and Instructors use the Enrollment Agreement schedule to make sure training is being received. You set your schedule at the time of contract signing. Schedules can include no less than 16 hours per week. Your theory class time (below), and Saturdays, are mandatory unless an exemption is obtained. If an exemption is obtained, the video library has an extensive basic and advanced video system, workbooks, projects, and computer tutors. Library hours are considered theory hours. Those who are self-paced may successfully work on their own.
- Students may be taught academic and practical work under the supervision of an instructor or Trainee (under supervision). No more than 25% of training may be performed on mannequins and/or practice fingers during their required hours of training. Training is given during the hours the student is on premises. Students clocking in and doing nothing will not be given the time. You must be actively busy with coursework for the course you have enrolled in for hours to be credited. You must do a minimum of 4 hours daily and be busy working.
- A special lab class may be conducted any day by a guest artist, or instructor, for any of the courses. To benefit from these, you will need to be flexible in your schedule availability.
- All Training classes will be in English unless otherwise specified. Teacher Trainee boards are in English only. Evening theory classes are available, when needed.
- When creating your schedule, determine your concentration threshold. Education is your career choice.

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HOURS OF OPERATION

Tuesday-Friday 9am-8pm
 Saturday 9am-6pm

THEORY CLASS TIMES

Cosmetology - Tuesdays 10am-12pm
 Manicuring - Wednesdays 10am-11am
 Barbering - Wednesdays 1 pm-2pm
 Esthetics - Thursdays 11 am-1 pm
 Teacher Trainee - Thursdays 3:30pm-4:30pm
 Evening- Tuesdays or Thursdays 4pm-5 pm

SCHOOL CLOSURES

If there is a question about weather related school closures, refer to [Vancouver School District](#) emergency closure information. You may access that information from this website also: <http://flashalert.net/news.html?id=393>

This school is closed on Sundays, Mondays, and in observance of the following holidays:

Holiday	2011 Date(s) Closed	Holiday	2012 Date(s) Closed
Independence Day	Jun 28 th to Jul 2 nd	Independence Day	Jul 3 rd to Jul 7 th
Thanksgiving Day	Nov 24 th to Nov 26 th	Thanksgiving Day	Nov 22 nd to Nov 24 th
Winter Break	Dec 27 th to Dec 31 st	Winter Break	Dec 26 th to Dec 29 th
New Year's Day	Jan 1 st 2012	New Year's Day	Jan 1 st 2013

PERSONAL LEAVE OF ABSENCE

If you plan on taking any days off from your contracted schedule when the school is not scheduled to be closed, you must apply for, and be granted, a Personal Leave of Absence. Any Personal Leave of Absence must be requested no less than two weeks in advance. Mrs. Banks must approve, sign and date, your request form before days go unattended or they will not be excused. Unexcused absences will go against you, and be placed in your permanent file. In order to be granted a Personal leave of Absence, your attendance must be as contracted, and all of your Worksheets / Reports turned in. You must have maintained an 80% GPA prior to your request. Turning in request for a Personal Leave of Absence, does not mean it will be approved. Students will not be allowed to take the summer off due to children being out of school, Students who do not get approved for a Personal Leave of Absence and are absent regardless, will be subject to the [TERMINATION POLICY](#). Do not be surprised.

DIPLOMA

Upon satisfactory completion of the required hours, all fees and charges are paid off, and all paperwork is completed a diploma is issued stating the student has completed adult education as prescribed by the State of Washington. We do not guarantee the successful completion of, or the passing of, the National Testing Network examinations. Students must put forth the effort.

COUNSELING SERVICES

Employment Assistance Counseling: This College does not guarantee employment to students; however, the college does provide career counseling. We post current job opportunities which may be available as well. To assist our graduates with employment, we keep in touch with salons in the Vancouver metropolitan area as they may have openings. If need be, we also assist students with making contact with prospective employers.
Student Counseling Services: A private office is available for student counseling where they are free to discuss any problems which might affect their school progress or future employment.

ATTENDANCE POLICY

Taking time off could cause you to go beyond your Enrollment Agreement contract date, resulting in charges per that agreement.

- If you are going to be absent or late, you must call in (360-694-5601) before your scheduled time to notify an instructor.
- A Doctor's Excuse is required if you are absent on a Saturday. If you are on probation you must bring in a Doctor's Excuse for every day you are absent.
- Students will be given a 30 day period to make up missed / failed assignments or tests. If assignments or exams are missed due to unexcused absence, the student will make up assignments when the material is covered in the rotation of the curriculum, as all subject matter is usually covered twice during the course length.
- Students not attending Saturdays or the required 16 hours per week may be subject to current fees for each as described in [FEE SCHEDULE](#) section.
- Students absent for more than 30 days may be terminated according to WAC and school policy unless excused by medical.

2012 - POLICIES AND PROCEDURES CATALOG

STUDENT GRIEVANCE PROCEDURES

Should a student have a grievance against any member of the staff, or another student, the outline procedures below should be followed. These procedures are designed to help the college and its students to air, and resolve, legitimate grievances.

1. Should a student have a grievance against a staff member, or a student, they should attempt to resolve the issue by private meeting between themselves and the offending party.
2. If this meeting does not resolve the problem, or the student is not comfortable one on one with the other person, they should inform the Director (Ms. Soto), who will set up a meeting between both parties and serve as mediator, in resolving the issue.
3. Should this meeting prove unsatisfactory, then the Director shall set up a meeting with both parties and the President (Mrs. Banks) who will serve as mediator. The Director and the President will then decide on a course of action to resolve the issue.
4. If all attempts to resolve the issue fail, then the President will make a final decision and present it to all parties.

APPEAL PROCESS

If a student disagrees with the school's determination of satisfactory progress, probation, or termination, they must submit a written statement within 10 days of the school's decision to the school's director. The letter should clearly state why the student feels they should be allowed to continue attending classes "in good standing" and specifically state what facts, grade and/or attendance supports the disagreement. The student should explain any unusual circumstances that prevent them from maintaining satisfactory progress, and how those conflicts have been resolved, to prevent them from occurring in the future. Refer to [EXTENUATING CIRCUMSTANCES](#) below for more information.

TERMINATION POLICY

For a more complete list of actions resulting in termination, please refer to the school's Rules and Regulations. Below is a list of some of the most common reasons.

- The use of alcohol and/or drugs on the school premises.
- Padding of operational sheets, i.e.: daily *and/or* monthly worksheets.
- Insubordination toward clients, fellow students, instructors or any staff member.
- Disruption of classes.
- Obtaining credits by dishonest means.
- Failure to maintain a satisfactory attendance.
- Breach of contract.
- Not meeting 64 hours a month, minimum.
- Not keeping up with assignments.
- **Must meet requirements of the State of Washington.**

RE-ENTRY / RE-ENROLLMENT AFTER TERMINATION - After being terminated for any reason, a student may be re-admitted at the same satisfactory progress status at the time of termination / withdrawal if the following conditions are met:

- The student must satisfy all charges incurred prior to termination, including charges computed under the [REFUND POLICY / CANCELLATION SETTLEMENT](#) section.
- The student will be subject to the current Re-Entry Fee.
- The student will re-register, and sign a new Enrollment Agreement with re-enrollment date. This means that he/she must pay current cost of tuition and fees and must also pay the Registration Fee again. However, the previous hours earned shall be used as credit in computing new charges.
- The student agrees to be placed on probationary status for (30) thirty days, after which the student's grades, attitude, attendance, and general progress will be reviewed and evaluated in order to be considered for ongoing acceptance. If the student has not satisfactorily met the requirements for acceptance, termination will become final.

WITHDRAWAL FROM INCOMPLETE COURSE

Any student who withdraws from their contracted course, or fails to complete their training, will have a notice placed in their student file as to progress at the point of withdrawal. They will become subject to all fees as prescribed in the [REFUND POLICY / CANCELLATION SETTLEMENT](#) section.

COURSE REPETITION

If a student needs to repeat a course, for any reason, they may be subject to the current Re-Entry Fee. If they are accepted and were making Satisfactory Progress (as defined in the [SATISFACTORY ACADEMIC PROGRESS POLICY](#) section) at the point of withdrawal, they will be considered making Satisfactory Progress at the point of Re-Entry. If the student did not meet the minimum requirements for Satisfactory Progress at the time of withdrawal, they may be placed on probation for 30 days if accepted for Re-Enrollment.

2012 - POLICIES AND PROCEDURES CATALOG

SPECIAL EXEMPTION WAIVERS

If, for any reason, a student is unable to meet their contractual obligations, they may request a Special Exemption Waiver. This waiver allows the Director and/or President to make exceptions to written policy, based on [EXTENUATING CIRCUMSTANCES](#). Failure to obtain a Special Exemption Waiver as needed may result in action being taken against the student.

PERSONAL CONDUCT

All students will be required to maintain a professional attitude and conduct at all times. Misuse of published rules and regulations may be grounds for Termination. Foul language will not be tolerated. A black lab coat and proper grooming are required at all times. All services provided, whether to a student or the public, must go through the front desk prior to start.

EXTENUATING CIRCUMSTANCES

Situations sometimes arise where a student is unable to abide their contractual obligations. Some of those situations will be due to Extenuating circumstances. In dealing with these situations, those Extenuating Circumstances may be taken into consideration through the use of a Special Exemption Waiver. Below are some examples of Extenuating Circumstances, which may cause the student to be unable to meet their contractual obligations.

- Hospitalization of student due to serious injury or illness.
- Doctor's orders to remain in effect for a specified number of days beyond 5. Medical release to return to school is required.
- Circumstances occurring beyond the student's control.
- Child care issues
- Employment Obligations
- Religious Beliefs

REFUND POLICY / CANCELLATION SETTLEMENT

Students wishing to withdraw must do so in writing. If a student or the responsible party as designated in their Enrollment Agreement, cancels enrollment after signing, or if for any reason, a student ceases to attend prior to their Enrollment Agreement completion date, the student and the school shall be obligated to monetary commitments as follows:

- An applicant who is not accepted by the school shall be entitled to a full refund.
- Students who do not return from a leave of absence, per their documented date of return, will be charged per hour, at the hourly rate in their Enrollment Agreement, for each hour they do not attend beyond the documented date.
- If a school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund.
- In case of illness or disabling accident, death in the family or other circumstances beyond the student's control, this college shall arrange a settlement that is reasonable and fair to both parties.
- If a student has enrolled and started classes, and training is terminated by the student or the school after enrollment, and unless the school has discontinued the program of instruction, the student is financially obligated to the school in accordance with the following schedule of tuition adjustment: If student chooses not to start and has completed the enrollment application, and paid the down payment, it will be considered in lieu of contract when student chooses to take contract off school premises.

Percentage of course completed or actual hours, whichever is greater	Amount of total tuition student owes	Percentage of course completed or actual hours, whichever is greater	Amount of total tuition student owes
0.01% to 4.9 %	20 %	15.0 % to 24.9 %	45 %
5.0 % to 9.9 %	30 %	25.0 % to 49.9 %	70 %
10.0 % to 14.9 %	40%	50.0% to 100%	100%

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REFUND POLICY / CANCELLATION SETTLEMENT (continued)

Enrollment time is defined as the time elapsed between the actual starting date and the date which the student formally terminated enrollment. The effective termination date shall become the student's last day of physical attendance in this college, or in the case of absence, the student may be terminated upon the 29th consecutive day, and a refund calculation will be done

Refunds shall be made within forty-five days (45) days after termination or student choosing not to start school. Fees and extra items, such as instructional supplies or equipment, service, storage charges, student activity fees, deposits, and rentals, need not be considered in the refund computation, provided these fees have been itemized separately for the student prior to enrollment.

LOST, STOLEN, ABANDONED ITEMS

1. Items left on school premises more than 30 days will be considered as stored, and storage fees will apply. Items left more than 6 months will be considered abandoned, and become the property of the school.
2. The school is not responsible for lost or stolen items while on school premises. Students are advised to label their items.

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APPLICATION FOR ENROLLMENT OR EMPLOYMENT

Tax ID Number: _____ Date: _____

Full Name: Last _____ First _____ Middle _____

Full Address: _____

Email: _____ SS#

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 Phone _____

Check appropriate box for training desired or Receptionist if applying for employment.

Cosmetology - 1600 Clock hours Manicuring - 600 Clock hours Barber - 1000 Clock hours
 Esthetics - 600 Clock hours Instructor Trainee - 500 Clock hours Receptionist

Must be able to attend no less than 16 hours per week.

Check box to the left of any license currently held. Transcripts must be presented prior to starting in order to be accepted.

Cosmetology Manicuring Barber Esthetics

Cosmetology School: _____ Dates Attended: _____ # Accumulated Hours _____

Personal Information **Gender (Optional)** Male Female

Birth Date: _____ Place of Birth: _____ # of Dependent Children: _____ Married Single

Education

Elementary Where: _____ Years Attended: _____

High School Name: _____ Years Attended: _____

Diploma Received GED Received

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 Trade School Certificate Received

College Name: _____ Years Attended: _____

Degrees Earned and Major: _____

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Financial Arrangements

Check box if requesting Payment Arrangements Best Date to make payments 15th Last Day of Month

10% will be charged when payments are 5 days past due. Payments begin 21 days after 1st attendance day.

Personal references

Please list three references that do not live in the same household

Name:		Relationship:		Phone:	
Name:		Relationship:		Phone:	
Name:		Relationship:		Phone:	

Emergency Contact

Name:		Relationship:		Phone:	
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How did you hear about our college? Yellow Pages Word of Mouth Former Student Current Student

If referred by a student be sure to enter their name here: _____

Are you presently working? Yes No Do you have transportation? Yes No

If you have children, are you able to provide childcare while attending school?

Do you believe your time at school will be better, knowing your children are being take care of? Yes No

Have you ever been convicted of a felony? Yes No

Initial to confirm you understand that if you've been convicted of a felony, the State may choose to deny applications for licensure.

2012 - POLICIES AND PROCEDURES CATALOG

ADDENDUM TO ENROLLMENT AGREEMENT

(VA ONLY) PRORATED REFUND POLICY

Vancouver School of Beauty agrees that if (Name of Student) _____ fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled to a prorated basis, as follows:

- ❖ **Registration fee.** An established registration fee in an amount not to exceed \$10.00 need not be subject to proration. Where the established registration fee is more than the \$10.00, the amount in excess of \$10.00 will be subject to proration.
- ❖ **Breakage fee.** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
- ❖ **Consumable instruction supplies.** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
- ❖ **Books, supplies and equipment:**
 - The school will make a refund in full for the amount of the charge for un-issued books, supplies and equipment when:
 - The school furnished the books, supplies and equipment.
 - The school includes their costs in the total charge payable to the school for the course,
- ❖ The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
- ❖ **Tuition and other charges:**
 - Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro-rata basis as provided in this sub-paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10% from the exact pro-rate portion of such, tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined of the ration of the number of days of instruction completed by the student to the total number of instructional days in the course.
- ❖ Prompt refund in the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this sub-paragraph.

School Official's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

A copy of this addendum is to be given to the student and will be attached to the Enrollment Agreement which is retained by the school in the student's permanent record.

2012 - POLICIES AND PROCEDURES CATALOG

Required Breaks and Lunches Addendum

You are required to take scheduled Breaks and Lunches. This table outlines the amount of time to be taken in lunches and breaks (Breaks Taken) over the time period indicated (Hours on Site).

To use this chart: See how many hours you are scheduled to be on-site, let's say 10 hours. Find 10.00 hours in the "Hours on Site" column. Go across to the "Breaks Taken" column, and it shows you should take 1 hour in breaks. If you go across to the "Hours Credited" column you will see, you get 9 hours credited toward your course hours.

In order to get credited for hours you must be actively busy. WAC requires you to be under instructor supervision to be credited. This means if you are a heavy smoker, take too many breaks, leave to get food or drink, if you are sitting in the lunch room, or are in any way not actively working toward your education goals, you may not be credited for all hours you are on site.

Hours on Site	Breaks Taken	Hours Credited
13.00	1.50	11.50
12.75	1.50	11.25
12.50	1.50	11.00
12.25	1.50	10.75
12.00	1.50	10.50
11.75	1.50	10.25
11.50	1.50	10.00
11.25	1.00	10.00
11.00	1.00	10.00
10.75	1.00	9.75
10.50	1.00	9.50
10.25	1.00	9.25
10.00	1.00	9.00

Hours on Site	Breaks Taken	Hours Credited
9.75	1.00	8.75
9.50	1.00	8.50
9.25	1.00	8.25
9.00	1.00	8.00
8.75	1.00	7.75
8.50	1.00	7.50
8.25	1.00	7.25
8.00	1.00	7.00
7.75	1.00	6.75
7.50	1.00	6.50
7.25	1.00	6.25
7.00	1.00	6.00
6.75	0.75	6.00

Hours on Site	Breaks Taken	Hours Credited
6.50	0.75	5.75
6.25	0.75	5.50
6.00	0.5	5.50
5.75	0.50	5.00
5.50	0.50	5.00
5.25	0.25	5.00
5.00	0.25	4.75
4.75	0.25	4.50
4.50	0.25	4.25
4.25	0.25	4.00
LESS	0.00	4.00