

# Vancouver School of Beauty

114 W. 6th Street  
Vancouver, WA 98660

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{across from Smith Towers}

PROFESSIONAL IN THE MAKING

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Revised January 2010

Certified as true and correct in content and policy:

Signed: Mary Sallie Soto

Director: VA Certifying Official

Dated: November 16<sup>th</sup>, 2007

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*Let's build bridges, not burn them.*

## **PHILOSOPHY**

**To become 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 skills and artistic abilities, will pave the way for a successful and rewarding career. We at VANCOUVER SCHOOL OF BEAUTY have, over the years, have designed and developed the curriculum with teaching techniques to aid and assist you in becoming productive and embarking upon a most exciting and profitable future. \*\*\*This catalog is designed to explain in simple terms everything a potential student or other interested parties may want to know regarding this college and its functions. Should you need further and additional information, or you have any questions, please don't hesitate to contact the following:

Jean Banks  
President/Owner  
[360] 694-5601

**Please visit the web page: [www.Beautyteacher.net](http://www.Beautyteacher.net)**

## **MISSION STATEMENT**

Vancouver School of Beauty is dedicated to the development and execution of an educational/training program in cosmetology, manicuring, barbering, esthetics and/or instructor trainee, which will enable each student to learn theory and develop technical and people skills at their own pace. To pass the National Interstate Cosmetology State Licensing Examinations and then be employable and competitive in the cosmetology industry. {To be prepared at a beginning employment/entry level position's}

**GOVERNING AND LICENSING BODY  
STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
P.O. BOX 9048  
OLYMPIA, WASHINGTON 98507-9048  
Phone {360} 664-6626**

## **CODE OF ETHICS**

1. The primary objective of Vancouver School of Beauty is to prepare the student to meet the demands of today's profession.
2. To endeavor to help our students develop his/her individual potential to the fullest.
3. We endeavor to assist the student in gaining insight into the psychological role, which today's professional must play in society.
4. We understand and apply the principles of ethical conduct.
5. We keep in touch with salon owners and keep abreast with the ever changing needs of the profession.
6. We function in an employer-related environment by providing a scenario similar to a place of employment.
7. We assist the student with good job-search techniques.
8. We understand that education must be an on-going process.
9. We adhere to all state rules and regulations.
10. We apply scientific solutions to professional problems, avoiding guesswork.
11. We advertise truthfully, and make an honest representation to the student.
12. We use the most current educational materials.

**SCHOOL OBJECTIVES**

**\*COSMETOLOGY** entails teaching the art of cutting, curling, coloring and designing the hair as well as caring for the skin {facials, waxing, makeup} and manicures and pedicures in both practical and theory classes. The program is 1600 clock hours, approximately 11 months @ 40 hours per week. Prior to completion of the 1,600 clock hours each student may qualify to take the National Interstate Cosmetology Boards for his/her licensure. Students must first complete their written and pass their testing here at the School. Then the practical here! Upon passing both exams here, they will then be certified to take their exams with D.L Roope and PSI written. They then continue at the school until their hours are complete then Soon after they will receive their license to work. This license will enable the cosmetologist to provide beauty services for both men and women. Many options are open for those who select this profession, i.e.: **{Accelerated course offered may be complete in as little as 8 months}**

- |                        |                        |          |
|------------------------|------------------------|----------|
| STYLIST                | PLATFORM ARTIST        | COLORIST |
| SALON OWNER/MANAGER    | PERM WAVE SPECIALIST   | TEACHER  |
| RETAIL/WHOLESALE SALES | INDUSTRY REP/EDUCATION |          |

**\*MANICURING** entails teaching the art of manicuring, {care of nails}, pedicuring, [care of the feet], artificial nail design, acrylics, silk, gel and nail repair in both practical and theory classes. Prior to completion of the 600 clock hours each student may qualify to take the National Interstate boards examination for his/her licensure. Each student must first complete their written testing here at the school, then the practical, here! Upon passing both exams here, they will then be certified to take their exams with D.L. Roope and PSI written. They continue until their hours are complete after graduation they will receive their license to work. This license will enable the manicurist to provide service to the public. Upon completion of 600 clock hours, approximately 4.5 months @ 40 hours per week, and a passing grade of 80% on the senior exams, the student may then be certified to take the Washington National Interstate Cosmetology examinations for his/her licensure. There are many fields open to a qualified nail tech: i.e. **{accelerated course offered may be completed in 3 1/2 months.}**

- |                      |                     |
|----------------------|---------------------|
| MANICURING           | PEDICURIST          |
| ARTIFICAIL NAIL TECH | SALON OWNER/MANAGER |
| INDUSTRY REP         | EDUCATOR/INSTRUCTOR |

**\*BARBERING** entails teaching the art of shampooing, cutting, shaving and styling the hair. Prior to completion of the 1,000 clock hours each student may qualify to take the National Interstate boards examination for his/her licensure. Each student must first complete their written testing here at the school, then the practical, here! They will then be certified to take the National Interstate Cosmetology Examinations. They continue until their hours are complete, after graduation they will receive their license. This license will enable the Barber to provide services to the public. There are many field open to qualified Barbers as outlined below **{accelerated course offered may be complete in 5 months}**

- |                              |                        |                     |
|------------------------------|------------------------|---------------------|
| BARBER                       | SALON OWNER/MANAGER    | PLATFORM            |
| ARTISTRETAIL/WHOLESALE SALES | INDUSTRY REP/EDUCATION | EDUCATOR/INSTRUCTOR |

**\*ESTHETICIAN** entails teaching the art of facials, temporary removal of superfluous hair and skin care. Prior to completion of the 600 clock hours each student may qualify to take the National Interstate boards examination for his/her licensure. Each student must first complete their written testing here at the school, then the practical, here! They continue until their hours are complete and soon after graduation they will receive their license to work. This license will enable the esthetician to provide services to the public. Prior to completion of the 600 clock hours each student may qualify to take the National Interstate boards examination for his/her licensure. Each student must first complete their written testing here at the school, then the practical here! They will then be certified to take the National Interstate Cosmetology Examinations, upon completion of the required hours. They then continue until their hours are complete and within a week or two, after graduation they will receive their license to work. Approximately 4.5 months @ 40 hours per week and a passing grade of 80% and the National Interstate Exams. There are many field opened to qualified estheticians as outlined below {accelerated course offered can be complete in 3 1/2 months}

**\*\*IN ORDER TO TAKE THE STATE BOARD INTERSTATE NATIONAL EXAMINATION, THE STUDENT MUST PASS OUR TESTING EXAMINATION WITH A MINIMUM OF 80%, be current on tuition and attendance.**

**\*Instructor Trainee** course has as its objective the presentation of the skills necessary to EDUCATE the above mentioned course 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. This course may be completed in 31/2 months @ 40 hours per week and will enable the graduate to teach in a cosmetology facility. Graduate instructor trainees must take the Interstate National Cosmetology practical and the NIC written examination for certification, must pass with exam with an 80%, and then will have earned the Washington License. An instructor trainee may train in "manicuring, cosmetology, esthetics and/or barbering with an applicable license. {accelerated} course offered, may be completed in 2 1/2 months, no less than 16 hours a week, and must be available to work one to two evening a week and be available for Saturdays. {Passing the exams through NIC does not guarantee employment here at this location} [Those that want to work as a distributor, this is an added license to assist in providing services to vendors.]

**COURSE OBJECTIVE: WAC 308-20-030 to prepare students for at least a beginning, employment job entry level: Please refer to the section curriculum pages 9-10 this catalog.**

**FACILITIES \***

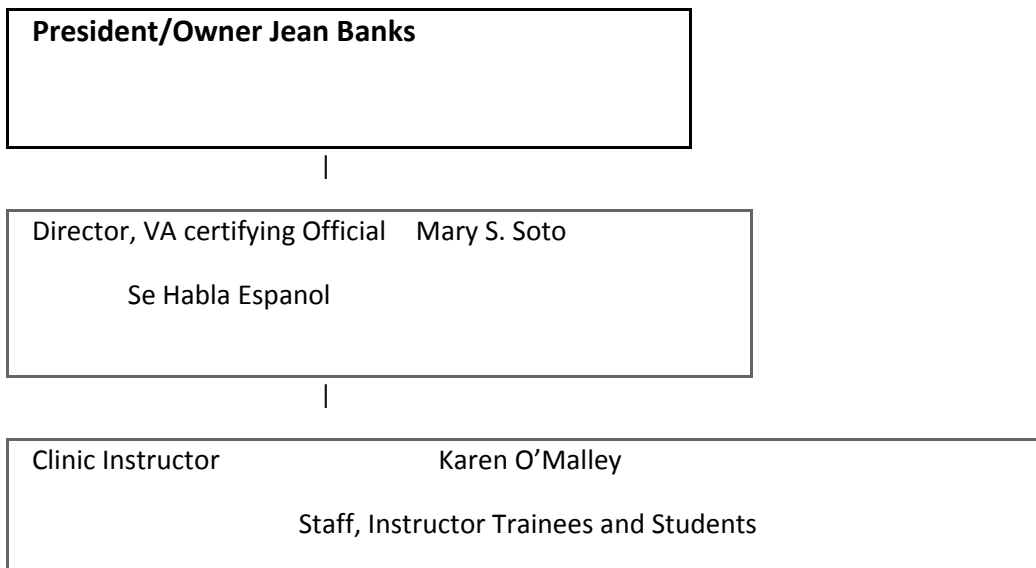
- |   |  |
|---|--|
| 1. 19,000 square feet of space                    | 18. 3 color televisions                          |
| 2. 6 rest rooms, one handicap                     | 19. 3 VCR's                                      |
| 3. 1 laundry room facility                        | 20. Galvanic equipment                           |
| 4. 2 administrative offices                       | 21. High frequency equipment                     |
| 5. 1 large student lunch room                     | 22. Current trade magazines                      |
| 6. One large meeting room                         | 23. Books and brochures                          |
| 7. 1 dispensary                                   | 24. Color analysis program                       |
| 8. 1 computer lab                                 | 25. 5 computer tutors                            |
| 9. Large clinic floor area                        | 26. Slides                                       |
| 10. Reception area                                | 27. Extensive video tape library                 |
| 11. 3 private facial room                         | 28. 2 DVD Players, bi-lingual {Spanish, English} |
| 12. 1 private student interview, counseling room. | 29. 4 Paraffin wax systems                       |
| 13. 6 wax hair removal systems                    | 30. 2 Paragon Vaporizer Facial P-001 Machines    |
| 14. 1 staff teacher's lounge/office               | 31. 2 Derma New Facial Machines                  |
| 15. 2 Climaxing Millennium color Machines         | 32. CHI straightening System                     |
| 16. 2 Bio-Visage Machines                         | 33. Light Therapy machine                        |
| 17. 1 Mudd Mask Hot Spa                           |  |

**Vancouver School of Beauty** is a unique school. We offer individual courses in cosmetology, barbering, teacher training, manicuring and/or esthetics or a combination, it 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, now owns it. The school's emphasis is on modern techniques, which include, but not limited to: haircutting, coloring, permanent waving, styling, iron thermal curling, acrylics, facials, waxing, air waving just to mention a small portion of services. You are trained at your own pace, one on one, adult education. We offer advance training in quick services and as a matter of routine, invite guest artists to conduct specialty classes. Our location at 114 W. 6th St., in downtown Vancouver, is situated on the Tri-Met and C-Tran bus lines and is easily Longview, Camas, and Portland, to mention a few areas. Parking meters and lot parking are available for those who drive. These rates range from 4.00 a day for meter parking to \$67.00 a month for underground parking at the Park and Go, located on 6th St. between Washington and Columbia, or parking permit 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 added advantage for the students. Park and Go parking directly across the street on 6th St. entrance. Hourly rates \$.50 per hr. to \$5.50 for Max per day. During Saturday classes, parking is free on the street level. Monthly General Access Parking is \$64.00 a month, General Parking questions call {360} 696-8159, Parking permits, call {360} 619-1154, Secured Parking call {866} 900-3001. Hours of operation are 6 a.m. thru 10 p.m. Parking lot on the corner of C St. and 8<sup>th</sup> is \$4.75 a day. At the West Coast Bank, parking meters are \$1.00 per hour, meters up to 5 hours.

**[ We do not have the facilities to offer room and board during your training with us.]**

#### THE ORGANIZATIONAL CHART

The Vancouver School of Beauty has set up an organization of different positions; each created to assure a smooth operation of college. We have always emphasized "Team Work" , 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:**

Heads the corporation that runs the college. Maintains inventory-books, orders student kits and working supplies. Assumes responsibilities for recruiting, enrollments, re-enrollments, staffing, counseling and guidance to staff and students.

**Director:, VA Representative Mary Sallie Soto**

Assumes the responsibility for education, counseling, and is under direct supervision of the president.

Oversees curriculum activities and class schedules. Conducts academic classes, educates and prepares all students in all domains. Boards all student to ensure that the passing ratio stays at 100%. Assist in inventory - maintains student academic records, satisfactory progress reports. Assists in student enrollment. Ms. Soto have been licensed for 20 years and has been an instructor for 18 years. She has worked for Perfect Look, Master Cuts, Great Clips and several other shops to keep her hands on the current styles.

**Clinic Instructor: Karen O'Malley**

Works with all the students to ensure that they are able to perform services at entry level to be ready to earn a living. Conducts academic and practical classes. Educates and prepares students in all aspects of cosmetology. Handles Video Library, uses her knowledge of computers to create teaching material, to aid students in retaining necessary information of current trends. Karen has over 24 years experience, has owned her own shop and has had her license for the last 5 years, as an instructor. Karen runs the clinic and assists students in all phases. Is an asset to Vancouver School of Beauty.

**The Administration:**

Jean Banks: President/Owner of University Beauty College, Inc. dba Vancouver School of Beauty, a Washington Corporation. She has vast and extensive knowledge and experience in business administration and retail sales/marketing. She is licensed as a Cosmetologist/Manicuring/Esthetics/Barbering in both Washington and Oregon as an operator/instructor, a member of Washington School Owner's Association and is a past member of the following organizations:

**Oregon School Owner's Association**  
**Chairwoman, Portland Public School Advisory Committee for Cosmetology**  
**Career and Technical Education Council member for Portland**  
**Appointed member of Oregon State vocational education advisory committee for cosmetology**

**Facility and staff**

**Jean Banks**                      **See Description Above**

**Mary Sallie Soto** Ms. Soto received her training in California at Milpitas Beauty College, San Jose Stylist Barber College and to further her education she also 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 licensed as an instructor/operator. Held a position at Perfect Look, Store #81 for over four years. Has held licenses in California, Oregon. and Washington. Ms. Soto has been with the Vancouver School of Beauty since January 03, 1993. Continues her classes with Wella , Supercuts, Master Cuts, Perfect Look, Regis to mention just a few, to keep the students informed of what to expect in the work force. Ms. Soto is Bi-lingual guides both English and Spanish Speaking people. Ms. Soto has been licensed since 1989. She volunteers at Open House Ministries, donates her time in haircuts for children and adults alike. Mary also trains for practical boards in all areas.

**Karen O'Malley** Mrs. Karen took her Instructor training here at Vancouver School of Beauty, licensed in the State of Washington as a cosmetology/esthetics Teacher/Operator. She has participated in numerous competitions. Supervises clinic, educates new enrollees. Assists in whatever capacity required. Karen has owned and operated her own salon and comes to us with many years experience. Is active in all aspects of training in the school. Is responsible for the clinic and Training of Instructor Trainees, under her supervision. Attending advances classes from Wella, Supercuts, etc. to assist her in training the students. First day students will have orientation normally with Mrs. O'Malley, and continue their first class with her.

#### **Admissions Requirements:**

This school admits any person at least 16 years old and they must be 17 when applying for the license. To become an instructor trainee. This school admits with the following criteria.

#### **State Requirements:**

1. Proof of Age, {minimum age for enrollment is 17 years old.
2. Washington Cosmetology license
3. Washington Manicuring license
4. Washington Barber license
5. Washington Esthetics License

#### **Enrollment Time:**

New students may enroll any day during the month, all classes begin the first Tuesday of each month. Instructor Trainees must hold a current license.

#### **Enrollment Agreement/Contract**

A contract entitled "enrollment agreement" and 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 and 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 catalog, with the addendum are always given to the applicant. The first day of school the contract must be signed prior to any collecting of monies. Classes begin the first Tuesday, Wednesday or Thursday of every month, those wishing to enroll, must enroll by the 20<sup>th</sup> the of the month prior to commencing school. {students attending, must attend no less than 3 hours day, [Tues thru Friday 3 hours a night then doing 4 hours on Saturday] no less than 16 hours a week, not counting breaks. Students may change their schedule once, without a charge of \$25.00.}

#### **Statement of Non-Discrimination**

The Vancouver School of Beauty, in it's 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.

## **Transfer Students**

The applicant who has prior training in cosmetology, barbering, esthetics and/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 be not accepted after you have enrolled, unless noted in contract. The students will then be evaluated and placed in the proper category. This school does not recruit students who are currently registered, enrolled or attending another school. Students from out of state who relocate to Washington must submit a valid transcript of hours and operations of prior training, which will then be assessed by this school. Previous hours and operations for said transfer student may be accepted as approved by this school and appropriate credit shall be given. Students from other countries must have their transcripts signed by a notary and translated into English, prior to being accepted by this school.

**Vancouver school of Beauty** may accept credit hours and operations accrued by the student in another institution under the following conditions:

1. A signed transcript prepared by the institution
2. All transcripts must have the name of the institution on them.
3. The school will 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.
4. Transfer from another country: Translated into English, verified by a notary, with the Hours posted, with the seal from the same notary, that translated papers.\*

**\*\*Note\*\*** all hours from previous school may not be acceptable, only those hours, which are applicable to the State of Washington will be considered.

## **Financial Assistance**

Each student is responsible for his/her tuition and fees and any other charges incurred while attending this college. Students exceeding their contract date and going overtime will be charged a fee per hour over contract until completion of program. {These would depend on which program you are enrolled, and the contract signed.

## **Academic Policy – The following factors will be measured to determine academic progress:**

Theory {academics, videos, workbook, vocabulary, review questions mandatory, and written exams}

Those that do for work purposes cannot keep the academic classes set aside for them, are responsible for following one of the above mentioned theory methods allowed for them. Adult Education, be responsible for your education.} Practical Work: {lab classes, demonstrations on models and/or mannequins. Live models with permission.} Clinic Work: {on public}

## **State Requirements**

The state's basic requirements are completion of 1,600 clock hours in cosmetology, 600 clock hours in manicuring and esthetics, 500 hours in the instructor trainee program and 1,000 hours in barbering, in 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 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.

## Minimum Requirements

The minimum requirements, when each separate item or unit is initialed and passed by an instructor, will guarantee a practical grade of 80%. Work must be signed by an instructor! The academic hours in class will, along with examinations and the clinic operations will be added to make academic grades. Practical grades and/or academic grades will be increased with the perfection. **Practice makes Perfect.** Additional Units, assigned projects, flash cards, designing games and well as units given for personality, attitude, never refusing a client, being available as contracted, will meet the eligibility for a diploma. A grade or 80% will be earned only after requirements are fulfilled. Any additional units earned and/or added to the above requirements may be recognized in some manner, at the discretion of the school.

## Satisfactory academic progress policy and grading system for theory and practical performance.

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, he/she must submit a re-testing, {with the approval of the school}, until a passing grade is achieved. At the beginning of the month, students shall receive a time Novatime 1000 report to complete their monthly. {must be handed in within one week} Daily worksheet not signed is an automatic 79%=0 means needs attention.}\*

## Satisfactory Academic Progress (continued):

The grading system is as follows: (WAC 308-20-090 #5 and 308-20-010 #7)

Practical, theory and laboratory work will be graded as follows:

4	- excellent progress	91-100%	3 - above satisfactory	85- 90%
2	-satisfactory progress	80- 84%	1- failing, needs attention	
79% or below - needs improvement re-train, which means we will continue on the same project, until learned.				

## Practical Grading Criteria:

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

- |  |   |
|--|---|
| 1. Proper Procedure                              | 2. Client communication                 |
| A. accuracy                                      | A. human relations                      |
|  | B. attitude                             |
| 3. Instructor/student communication:             | 4. Safety and Sanitation                |
| A. listens/follows instruction                   | A. Client protection                    |
| B. Personal Hygiene                              | B. Proper handling of equipment/tools   |
|  | C. Cleanliness or workarea/organization |
| 5. Final Results                                 |   |
| A. Evaluated and Signed by Instructor            |   |
| {A MONTHLY REPORT IS NOT AN OFFICIAL TRANSCRIPT} |   |

\*Note\* 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. This shall be evaluated monthly to meet student's needs.

## Determination of attendance and academic progress.

Instructors evaluate student's progress in both in attendance and academics through counseling sessions, which are held on 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 his/her record. Students who are meeting minimum requirements at evaluation time will be considered making satisfactory progress until the next scheduled evaluation.

**\*\*Note\*\*** Any student who is not meeting satisfactory progress requirements at evaluation time will be handled in the following manner: {depends on the offense}

1st violation	oral/write up {three write-ups, possible termination}
2nd violation	5 day suspension
3rd violation	30 day probation
4th violation	termination

### Class Schedule

All training will be under the supervision. A student enrolled in a school will be taught academic and practical work, no more than 25% may be performed on mannequins and/or practice fingers during their required hours of training. Training is given during the hours the student is enrolled. {no less than 16 hours a week} [students and instructors use freshman schedules to make sure the training is being received].

### NO LESS THAN 16 HOURS A WEEK! Hours of operations are:

We are open:

Tuesday thru Friday	9:00 AM	thru	8:00 PM
Saturdays	9:00 AM	thru	6:00 PM

Cosmetology theory are	10:00 AM	to	12:00 PM	Tuesday
Manicuring Theory are	10:00 AM	to	11:00 PM	Wednesday
Barber theory	11:30 PM	to	12:30 PM	Wednesday
Esthetics Theory	11:00 AM	to	1:00 PM	Thursday
Teacher Trainee Theory	3:30 PM	to	3:30 PM	Thursday
Evening Theory are	4:00 PM	to	5:00 PM	Thursday

**{DURING STORMS, SNOW, ICE, CANNOT GET TO SCHOOL, "When VANCOUVER SCHOOL DISTRICT IS CLOSED, SO ARE WE"** If the Vancouver School district is two hours late due to bad weather, so are we.

All Training classes will be in English unless otherwise specified. Teacher Trainee boards are in English only. PM theory are available, when needed. Videos, DVD's are theory classes. Students are encouraged to attend their regular classes, if not possible then the video library has an extension basic and advanced video system workbooks, projects, computer tutors. Those that are self paced, and can work on their own. **\*\*NOTE\*\* ANY DAY, A SPECIAL LAB CLASS MAY BE CONDUCTED BY A GUEST ARTIST OR INSTRUCTOR FOR ANY ONE OF THE PROGRAMS MAY BE ASSIGNED.** Students clocking in and doing nothing, will not be given the time. You must be actively busy in the domain you have enrolled in. Anything less than one hour will not be accepted. You must do a minimum of three hours to four hours daily and be busy working!

### Calendar 2010

This school observes the holidays listed and we will be closed on those days.

July 4 <sup>th</sup>	July 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>
Thanksgiving Day	November 25 <sup>th</sup> , 26 <sup>th</sup> and 27 <sup>th</sup> closed
Winter Break Holidays	December 25 <sup>st</sup> thru 31 <sup>st</sup> , closed
New Year's Day	January 1 <sup>st</sup> , 2011 closed

Labor Day and Memorial Day are other holidays observed by this college; however, they are not listed herein as the college is closed on Mondays. **Remember you must have your Personal Leave of Absence signed before leaving or you** Will not be excused and will go against you and be placed in your permanent file. In order to have a personal leave, your attendance must be as contracted, your monthly reports turned in and two weeks notice given.\*

9/2010

**\*\*Note\*\*** with the exception of the aforementioned holidays, students will be expected **to be in attendance all scheduled classes.**

DETERMINE YOUR CONCENTRATION THRESHOLD. EDUCATION IS YOUR CAREER CHOICE

**Subject: Curriculum: Cosmetology – 1600 Clock Hours**

	Minimum of technical Theory Instruction	Minimum of Practical Instruction
<b>Hair Coloring/bleaching</b> {pD test, strand test, measurement, mixing, application and removal of	40	200
<b>Hair cutting, scalp and facial, trimming,</b> {shears, clippers, razor, thinning, mustache and beard design, facial hair, brow, ear, nose}	70	200
<b>Permanent Waving</b> {chemical & physical applications}	40	200
<b>Styling</b> {dry, wet thermal, extensions, braiding, styling aids}	70	200
<b>Disinfection</b> {work stations, individual equipment, tools, proper use and storage of linens}	10	100
<b>Esthetics Facials</b> {minimum 100 hours}	10	100
<b>Manicuring/Pedicuring</b> [minimum 100 hrs}	10	100
<b>Shampooing</b> {draping, brushing, manipulations, conditioning, & rinsing}	15	75
<b>Diseases and Disorders</b>	10	25
<b>Safety/First Aid</b>	<b>15</b>	<b>25</b>
<b>{use and storage of chemicals, implements, And electrical appliances and first aid As it pertains to cosmetology</b>		
<b>Chemical Hair Relaxing</b> {sectioning, strand test, application}	10	25
<b>Hair/scalp Analysis</b>	10	25
<b>Artificial Hair</b> {may include extensions & fitting}	5	10
<b>Totals</b>	<b>315</b>	<b>1285</b>

**\*\*Note\*** No more than 25 % of skills training using mannequins or training fingers.

<b>Minimum theory hours</b>	<b>315</b>
<b>Minimum practical hours</b>	<b>1285</b>
<b>Total</b>	<b>1600</b>

How to enroll in classes, one make an appointment, second keep your appointment, take your social security number, bring your Oregon or Washington Drivers license or ID Card. Third get a tour of the school, fill out your contract, make your down payment, and begin the first Tuesday of the month and we welcome you. Bring a notebook, paper and a three drawer container to lock up your items.

10/2010

YES, THERE IS SOMETHING MORE TO LEARN. EMBRACE YOUR CHOICE. UNDERSTAND AND EMBRACE WHAT MOTIVATES YOU, WILL CHANGE THE ENTIRE ENERGY AS YOU APPROACH EACH DAY.

FOCUS ON THE POSITIVE AND IT WILL KEEP YOU OPTIMISTIC AND LEAD YOU TO SUCCESS.  
IF YOU HAVE A QUESTION, ASK!

HAVE FAITH IN THE SKILLS YOU POSSESS! BE WILLING TO ASKNOWLEDGE WHAT YOU DON'T KNOW.

**Subject: curriculum: Manicuring– 600 clock hours**

	Minimum hrs technical theory instruction	Minimum hrs practical instruction
<b>Artificial Nails</b> {silk, linen, fiberglass, gel powder extensions, sculpting, preparation, application, finish, removal}	25	100
<b>Manicuring</b> {cleaning, shaping, polishing nails of hands and treatment of cuticles}	10	100
<b>Pedicuring</b> {cleaning, shaping, polishing of feet And treatment of cuticles}	10	100
<b>Nail Diseases &amp; Disorders</b> {hands and feet}	40	50
<b>Safety</b> {use, storage of chemicals, implements, appliances}	25	25
<b>Disinfections</b> {work stations, equipments, tools storage and linens}	30	50
<b>First Aid</b> {pertaining to manicuring}	10	25
<b>Total</b>	150	450
Minimum hours of theory	150	
Minimum hours of practical	450	
	600	

\*Note\* no more than twenty five % of skills training using mannequins or training fingers.

How to enroll in classes, one] make an appointment, second] keep your appointment, take your social security number, take your Oregon or Washington Driver license or ID Card. Third get a tour of the school, fill out your contract and make your down payment, we begin the first Tuesday, Wednesday or Thursday of each month and we welcome you. Bring a notebook, paper and a three drawer container to lock up your items.

What is your concentration threshold? Break your tasks down into the increments in which you can concentrate.

**DO THE THINGS THAT YOU DO NOT LIKE TO DO AND GET THEM OVER AND GO ON TO SOMETHING YOU DO LIKE. FOCUS FOR 10 MINUTES ON JUST ONE TASK, BUILD UP ADD FIVE MINUTES, THEN FIVE MORE. YOUR GOAL IS TO BEING ABLE TO FOCUS FOR A FULL HOURS. IT'S SIMPLY A MATTER OF FORCING YOURSELF TO HANG IN THERE, POSTPONING CURIOSITY AND SATISFACTION FOR JUST FIVE MORE MINUTES, UNTIL "GUESS WHAT?" GRADUATION IS HERE.**

**YOUR NEW WORLD, EMBRACE IT, IT CAN BE EXHILARATING AND FUN AND SOMETIMES IT WILL BE BORING, YOU WILL HEAR IT OVER AND OVER, AGAIN AND AGAIN. LEARN SOMETHING NOW, THE FIRST TIME YOU HEAR IT, IT COMES FROM US AND IT IS OURS. THE SEVENTH TIME YOU HEAR IT, IT IS YOURS, READ IT, WRITE, LISTEN TO DO, DO IT. THEN AND ONLY THEN IT IS YOURS.**

**Subject: Curriculum: Esthetics – 600 clock hours**

	Minimum hrs technical theory instruction	Minimum hrs practical instruction
Skin Care {face, neck, hands}	25	100
Facials	25	100
Temporary Removal of Superfluous Hair {face, neck and hands}	20	50
Disinfecting {work stations, equipment, tools, proper use, storage of linens}	25	100
First Aid	15	25
Safety {use, storage of chemicals, implements & appliances}	15	25
Diseases and Disorders {skin or face, neck, & hands}	25	50
<b>Total</b>	<b>150</b>	<b>450</b>
Minimum hours of technical	150	
Minimum hours of practical	450	
<b>Total</b>	<b>600</b>	

\*Note\* No more than 25% of skills training using mannequins. performed on manikins, {250 hour}

How to enroll in classes, one make an appointment, second keep your appointment, take your social security number, take your Oregon or Washington Drivers license or ID Card. Third get a tour of the school, fill out your contract and make your down payment, we begin the first Tuesday of each month and we welcome you. Bring a notebook paper and a three drawer container to lock up your items.

<b>Subject: Curriculum: Instructor Trainee – 500 clock hours</b>	Hours
Preparation {teaching methods, classroom set up, topic/subject matter, student assignments Materials and supplies, recordkeeping}	150
Presentation {lecture Oral/written, demonstration, questions & answers, project methods} Discussion. ]	100
Application {clinic supervision, classroom management, client relations}	175
Evaluation {written/practical/assessment, communication skills}	75
<hr/> Total	<hr/> 500

With one hand you are learning, with the hand you are sharing. We are never too old to learn. Remember you could be a mentor to a new student, by example we learn.

**Subject: Curriculum: Barber – 1000 clock hours**

	Minimum hrs technical instruction	Minimum hrs practical instruction
Styling Aids	10	15
Shampooing {draping, brushing, manipulations, conditioning, rinsing}	10	50
<b>Scalp and Hair Analysis</b>	50	55
<b>Styling</b> {wet, dry & thermal}	25	100
<b>Facial hair</b> {shaving, beard & mustache design, ear and nose trimming}	25	50
<b>ARTIFICIAL HAIR</b>	10	80
<b>Haircutting &amp; Trimming</b> {scissors, razor, thinning shears, & clippers}	80	200
<b>Disinfections</b> {work stations, equipment, tools, proper use, storage or linens}	40	100
<b>Safety &amp; First Aid</b> {pertaining to barbering}	10	25
<b>Diseases and Disorders</b> <b>{Scalp, skin &amp; hair}</b>	40	25
<hr/>		
Totals	300	700
Minimum hours of technical	300	
<b>Minimum hours of practical</b>	<b>700</b>	
<hr/>		
Total	1000	

\*Note\* No more than 25% of skills training using mannequins. performed on manikins, {250 hour}

**Diploma**

Upon completion of the required hours. A diploma is issued stating the student has completed an adult education as prescribed by the State of Washington, the Tuition is paid off, and all paperwork is completed. We do not, however, guarantee the successful completion and passing of the National Interstate Cosmetology examinations, if said students do not put force an effort..

**Employment Assistance Counseling**

This college does not guarantee employment to its students; however, the college does provide career counseling. We post current job opportunities, which may be available as well. We endeavor to assist our graduates with employment through the following means:

1. Keep in touch with salons in the Vancouver metropolitan area they may have openings.
2. Assist students with making contact with the prospective employers.

## **Attendance Policy:**

Vancouver School of Beauty's absence policy is as follows: If you are going to be absent or late, you must call in before your scheduled time to notify an instructor, {see your rules and regulations}. A doctor's excuse may be required if you are absent on a Saturday. If you are on probation you must bring in a doctor's excuse for each day you are absent. Special Notice to all student's:

Remember that taking time off could cause you to go beyond your contracted expiration date, see page 2 of your enrollment agreement, resulting in a cost of either \$4.50 to \$5.00 per hour. Each additional hour necessary to complete your training, will be charged. Assignments and/or test missed or failed, the student will be given a 30 day period to make up said tests or assignment. If assignments or exams are missed due to 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. Classes are mandatory!

## **Leave of Absence**

Students may take a leave of absence when following guidelines have been observed: Turning in a form does not mean it is excused!

- |  |                                      |
|--|--------------------------------------|
| A] a two week notice completed by student              | B] signed and dated by an instructor |
| C] an 80% minimum prior to time off                    | D] monthly sheets must be handed in  |
| E] leaving without permission is considered unexcused! |                                      |

**Grade Point Average.** Please see #3 under Refund Policy Cancellation Settlement {special circumstances are under a medical release, up to 60 days, or in care of illness or death in the family.}

## **Student Grievance Procedures:**

A student may have a grievance is against any member of the staff or even against another student. Procedures as outlined below should be followed in satisfying any grievance. These procedures are designed to help the college and the student as well, as frequently there are legitimate grievances, which should be aired and resolved.

1. If a grievance is against any member of the staff or a student, a private meeting between the offended party and the offending party shall be arranged to determine if the grievance can be resolved.
2. If this meeting does not resolve the problem, then the director should meet with both parties and discuss the problem and try to reach a resolution.
3. Should this meeting prove unsatisfactory, then another meeting with parties, the academic director and the president shall be held. The director will then make a recommendation to the president of the college to resolve the situation.
4. If the above-mentioned procedures fail to resolve the matter, then the president will make the final decision and present it to all parties.

## **Appeal Process:**

When a student disagrees with the school's satisfactory determination, probation or termination, said student must submit a written statement within 10 days of the school's decision date to The school's director. The letter should clearly state why the student feels he/she 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 him/her from maintaining satisfactory progress and how those conflicts have been resolved. {SEE EXTENUATING CIRCUMSTANCES}.

## Grounds for Termination

Grounds for termination can be found in the school's rules and regulations. The following are a list of such grounds but is not limited to such list:

1. The use of alcohol and/or drugs on the school premises.
2. Padding of operational sheets, i.e.: daily and/or monthly worksheets.
3. Insubordination to clients, fellow students, instructors or any member of the administration.
4. Disruption of classes.
5. Obtaining credits by dishonest means.
6. Failure to maintain a satisfactory attendance.
7. Breach of contract, not meeting 64 hours a month, minimum. Not keeping up with assignments.

## Re-Entry After Termination

After being terminative for any reason, a student can be re-admitted under the following conditions and rules:

1. Students may return at the same satisfactory progress status at the time of termination/withdrawal.
2. Student **will sign a new enrollment agreement**/contract starting with re-enrollment date. This means that he/she must pay current cost of tuition and fees and must also pay the registration fee of \$100.00 again. However, the previous hours earned shall be used as credit in computing new charges.
3. The student is to re-register when signing the new contract.
4. After {30} thirty days, the student's grades, attitude, attendance, and general progress reviewed and evaluated for complete acceptance and/or non acceptance.
5. The student must satisfy all charges incurred prior to termination. This means he/she must pay for charges computer under the {Refund Policy}
6. There will be a re-entry fee of \$100.00 or 15% of the cost of the course, which ever is less.

## Withdrawal/course incomplete:

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in her/her student file as to progress at point of withdrawal.

## Repetition:

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory progress requirements at the time of withdrawal may be placed on probation for one month, {30} days when accepted for re-enrollment. **\*\*Note\*\* There is a \$100.00 Re-Entry Fee.**

## Student Counseling Services

A private office is available for student counseling, assistance with job search and other services that are available for the student's benefit. Students are free to discuss personal problems, which might affect their school progress or future employment.

## Student Records:

All personal records and files are kept in the administration office. All records are kept confidential and under lock and key and accessible only to the administrative staff. All other persons needing access to these records and files must have written release on a previously signed waiver from the student. The student shall have access to his/her files at all times upon written request and under the direct Supervision of a school official. Each student is responsible for signing and completing their own hours.

## **Exceptions:**

Special arrangements can be made for students to attend less than full time. DUE TO EXTENUATING CIRCUMSTANCES such as child care, employment or religion, minimum hours of attendance is 16 hours per week. No less than 3 hours a day. Full time students are scheduled to attend six {6} hours to {8} eight hours per day. Gone for two weeks, you will be placed on a leave of absence and the Dept of Licensing will be notified.

## **Extenuating Circumstances**

Extenuating circumstances will be taken into consideration during the probationary period and/or appeal. The following is a list of extenuating circumstances but not limited to said list:

1. Hospitalization of student due to serious injury or illness.
2. Doctor's orders to remain for a specified number of days beyond {5} day limit. {medical release to return to school is required}
3. Circumstances beyond the student's control **{must be approved}** by either the president/owner or director.

## **Waivers and Exemptions:**

Such waivers and exemptions are limited to a doctor's excuse, {statement} outlining extenuating circumstances. {all absences must be documented, or the student is be terminated according to WAC.}

## **Personal Conduct**

All students will be required to maintain a professional attitude and conduct times. Misuse of published rules and regulations may be grounds for termination.

1. Professional conduct is a MUST in this college at all times.
2. Use of drugs and/or alcohol is grounds for IMMEDIATE AND AUTOMATIC TERMINATION.
3. Foul Language of any kind WILL NOT BE TOLERATED.
4. Insubordination to a client, fellow student, instructor or any member of the administration is grounds for automatic termination.
5. Proper lab coats, clothing and good grooming are a MUST FOR ALL STUDENTS AT ALL TIMES.
6. No personal services without permission and must be paid for in advance. It is a privilege earned.

## **Refund Policy/Cancellation Settlement**

If a student's attendance is terminated for any reason by either party, prior to the scheduled completion date, the student shall be obligated for only the tuition payments as follows:

1. An applicant who is not accepted by the school shall be entitled to a refund.
2. Student's wishing to withdraw must do so in writing.
3. Student's who do not return from a leave of absence, the documented date of return is used, at the rate {stated in their contract} per hour.
4. If any student {or in case of a student under legal age, the parent or legal guardian} cancels enrollment after signing
5. 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.
6. 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.

**Refund Policy/Cancellation Settlement (continued)**

Percentage of time students enrolled in course or actual hours, whichever is greater	Amount of total tuition owed
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 12.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or greater	100%

7. Grounds for termination can be found in the school's rules and regulations. The following is a list of such grounds, but is not limited to:
  - a. The use of alcohol and/or drugs on school premises.
  - b. Padding or operational sheets; i.e. daily and/or monthly worksheets. {not getting daily signed}
  - c. Insubordination to clients, fellow students, instructors or any member of the administration.
  - d. Disruption of classes.
  - e. Obtaining credits by dishonest means.
8. Enrollment time is defined at the time elapsed between the actual starting date and the date which the student formally terminated enrollment. Termination shall occur upon the students' last day of physical attendance in this college, or in the case of absence, the student shall be terminated upon the twenty-ninth day of consecutive day and a refund calculation will be done.
9. In case of illness or disabling accident, death in the family or other circumstances BEYOND THE CONTROL OF THE STUDENT, this college shall arrange a settlement that is reasonable and fair to both parties.
10. Refunds shall be made within forty-five days {45} days after termination. 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.
11. Upon graduation, students must have completed and passed with 80% or better in all areas of their course of study.
12. Vancouver School of Beauty invites owners and operators to speak at our facility and inform students of current trends and job opportunities at their establishments. We post a current list of job opportunities in the fields of cosmetology, barbering, manicuring, esthetics and teacher trainees.
13. Students are made aware that unless said tuition is paid current, that they will not be allowed to send in for their practical exam.

14. Should a student decide to withdraw they must surrender their student body cards and their Sally's Discount card.
15. Students must have their supplies on school premises to be able to service the public. If you do not have their supplies, they will be sent home.

#### **Miscellaneous**

1. A **\$150.00 WITHDRAWAL FEE** will be charged to every student that withdraws or is terminated, prior to course completion. Students will be charged a storage fee for any items left over 30 days, must be signed by the owner prior to having any items given to students.
  2. Students must have a minimum of 80% GPA on all written and practical performance exams in order to successfully complete a course of study and receive a diploma.
  3. Student's} who have an outstanding balance on their account will not be certified for State Boards Practical examinations, until said balance is satisfied. All tuition's and fees must be paid in FULL prior to completion of clock hours.
  4. This college does not guarantee employment to any student.
  5. Books and Supplies are non-refundable after being issued.
  6. **\*A refund schedule is on file in the President/Owner office and may be seen upon request.\*** Also located on the contract, and in this catalog.
  7. No money is collected until applicant has been accepted or rejected by this school and a contract is signed.
  8. We are not responsible for those items left out, and students are not to use the school to store their items, while choosing not to attend. Storage fees will be charged. Items left over 30 days will be disposed of.
  - \*9. Hours of operation are from Tuesday thru Friday 9:00 AM - 8:00 PM and Saturdays 9:00 AM - 6:00 PM.  
  
Understand that if you miss school without proper permission, you will be written up and may be terminated.
  10. **Student absent over 30 days will be terminated according to WAC unless excused by medical.**
- \*\*Books and Implements are non-refundable after being issued.** The student {s} are responsible for their items, and are advised to label all their items.

Vancouver School of Beauty 114. W. 6th St. Vancouver, WA 98660

{360} 694-5601 Fax {360} 258-2000

Application for Enrollment or Employment

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

LAST First initial

Address: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_

SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone: {Home} \_\_\_\_\_

Tax Pin Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Check appropriate box: I wish to apply for training in:

Must be attendance no less than 16 hours a week

- { } Cosmetology 1600 Clock hours
{ } Manicuring 600 Clock hours
{ } Barber 1000 Clock hours
{ } Esthetics 600 Clock Hours
{ } Instructor Trainee 500 Clock Hours {license must be current}
{ } Receptionist }

Licensed in {\_\_\_\_\_}

I am applying for a position as a: \_\_\_\_\_

\*\*\*\*\*

Personal Information

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

# of dependent children: \_\_\_\_\_

Male Female Married Single

\* { } { } { } { }

\*information purposes only

\*\*\*\*\*

Education

Elementary School: Where? \_\_\_\_\_ Date: \_\_\_\_\_

High School : \_\_\_\_\_ Date: \_\_\_\_\_

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

What type of certificate did you earn? Less than two years Yes no

Some college, no degree of certificate Yes No GED Yes NO AA, Master, Other Please circle .

Cosmetology School: \_\_\_\_\_ Date: \_\_\_\_\_

If you previously attended cosmetology school, how many hours did you accumulate: \_\_\_\_\_

You must present your transcripts, prior to beginning school.

## Financial Arrangements

How do you plan to pay for your tuition and other related charges?

10% will be charged if your payments are five days pass due. Select a date 15<sup>th</sup> or 30<sup>th</sup>. \_\_\_\_\_

{Payments begin 21 days after starting program, 5 day grace period}

### Personal references:

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of emergency, whom may we contact? \_\_\_\_\_

Phone: \_\_\_\_\_

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How did you hear about our college? Yellow Pages { } Former Student { }  
Word of Mouth { } Current Student { }

You must inform the owner of whomever referred you when you enroll.

### Names given after you leave the office will not be accepted!

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?

Your time in school will be better when your children are being take care of?

Be aware that if you were convicted of a felony, the state has the authority to decline

Or refuse your application for licensure { } please initial

# VA ONLY

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**Vancouver School of Beauty      114. W. 6th St.      Vancouver, WA 98660**

{360} 694-5601      Fax {360} 258-2000

Addendum to Enrollment Agreement

## **Prorated Refund Policy for Veterans and Other Eligible Persons**

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:

1. 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.
2. 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.
3. Consumable instruction supplies. Where the school make 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.
4. Books, supplies and equipment:
  - A} The school will make a refund in full for the amount of the charge for un-issued books, supplies and equipment when:
    - (i) the school furnished the books, supplies and equipment
    - (ii) the school includes their costs in the total charge payable to the school for the course,
  - B} 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.
5. 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 these student to the total number of instructional days in the course.
6. Prompt refund In the even 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

Signed: \_\_\_\_\_ {school officials}

Signed: \_\_\_\_\_ {student}

Date: \_\_\_\_\_ Note: 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 permanent school file on the student.

22/2010

VA ONLY

**Vancouver School of Beauty      114. W. 6th St.      Vancouver, WA 98660**

{360} 694-5601      Fax {360} 258-2000

A veteran or other eligible person who fails to enter the course, withdraws or is discontinued at any time prior to completion of the course, will be refunded the unused portion of paid tuition, fees and other charges or the debt of such TUITION, fees, and other charges will be canceled on a prorated basis, as follows.

1. Registration fee. An established registration fee in an amount not to exceed \$10.00 need be subject to proration. Where the established registration fee is more than \$10.00, the amount in excess or \$10.00 will be subject to proration.
2. 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.
3. 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.
4. Book's Supplies and equipment:
  - A} The school will make a refund in full for the amount of the charge un-issued books, supplies, and equipment when:
    - (i) the school furnished the books, supplies and equipment.
    - (ii) the school includes their costs in the total charge payable to the school for the course.
  - B} The veteran or eligible person withdraws or is discontinued before completing the course.
5. 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 that 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 rata 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 on the ratio of the number of days or instruction completed by the student to the total number of instructional days in the course.
6. 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 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 charge shall be deemed, prima facie, to have failed to make a prompt refund, as required by this sub-paragraph.

Signed: \_\_\_\_\_

School Certifying Official

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

Start Dates for the following programs: for the year 2010

Please bring pens/pencils/notebook paper/binder or note paper

Orientation is held at 10:00 AM for Cosmetology, 11 am for Wednesday and Thursday students. Theory, is attending a class, videos, workbook, computers, one on one, please see your catalog for what is theory.

Tuesday	Wednesday	Wednesday	Thursdays
Cosmetology	Manicuring	Barbers	Esthetics

2010

Month	cosmetology	manicuring/barber	esthetics
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Orientation will be held on Tuesday at 10AM, your start date will be as shown below. Orientation is about 2 hours. Then you may leave and return on your scheduled date. Please be patient the first week, a lot is going on. Your orientation, personal services, monthly reports, getting you situated.

	Tuesday	Wednesday	Thursday
January	5 <sup>th</sup> 10 AM	6 <sup>th</sup> 11 am	7 <sup>th</sup> 11 am
February	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
March	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
April	6 <sup>th</sup>	7 <sup>th</sup>	1 <sup>st</sup>
May	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
June	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
July	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
August	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
September	7 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>
October	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
November	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
December	7 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>

**Vancouver School of Beauty 114. W. 6th St. Vancouver, WA 98660 {360} 694-5601**

**Cosmetology**-1600 hours 11 month @ 40 hrs. a week [www.beautyteacher.net](http://www.beautyteacher.net) February 2010

Cost by Payment Schedule		Cost by Pre-pay {20% reduction}	
Tuition	\$7,200.00	Tuition	\$5760.00 {save \$1440}
Registration Fee	100.00	Registration Fee	100.00
Kit/books	1,000.00	Kit/books	1000.00
Sales Tax	80.00	Sales Tax	80.00
<b>Total</b>	<b>\$8,380.00</b>	<b>Total</b>	<b>\$6,940.00</b>
Payment schedule		to receive your kit on time, down must be in by the two weeks _ prior to your actual start date.	
Down Payment	\$1,080.00	<b>Payments are to be no less than \$200.00 a month.</b>	
10 pymts x \$730.00	\$7,300.00		
<b>Total</b>	<b>\$8,380.00</b>		

**Manicuring** 600 hours 4.5 months @ 40 hrs. a week

Cost by Payment Schedule		Cost by Pre-pay {20% reduction}	
Tuition	\$2,700.00	Tuition	\$2,160.00 {save \$540}
Registration Fee	100.00	Registration Fee	100.00
Kit/books	950.00	Kit/books	950.00
Sales Tax	76.00	Sales Tax	76.00
<b>Total</b>	<b>\$3,826.00</b>	<b>Total</b>	<b>\$3,286.00</b>
Payment schedule	- Contract is 5 months		
Down Payment	\$ 800.00		
4 pymts x \$756.50	\$3026.00		
<b>Total</b>	<b>\$3,826.00</b>		

**Barber** - 1000 hours - 7 months @ 40 hrs a week.

Cost by Payment Schedule		Cost by Pre-pay {20% reduction}	
Tuition	\$4,500.00	Tuition	\$3,600.00 {save \$900}
Registration Fee	100.00	Registration Fee	100.00
Kit/books	1000.00	Kit/books	1,000.00
Sales Tax	80.00	Sales Tax	80.00
<b>Total</b>	<b>\$5,680.00</b>	<b>Total</b>	<b>\$4,780.00</b>
Payment schedule	- Contract is 7 months		
Down Payment	\$1,000.00		
6 pymts x \$946.60	\$4,680.00		
<b>Total</b>	<b>\$5,680.00</b>		

**Esthetics** - 600 hours 4.5 months @ 40 hrs. a week {no change}

Cost by Payment Schedule		Cost by Pre-pay {20% reduction}	
Tuition	\$3,000.00	Tuition	\$2,400.00 {save \$600}
Registration Fee	100.00	Registration Fee	100.00
Kit/books	500.00	Kit/books	500.00
Sales Tax	40.00	Sales Tax	40.00
<b>Total</b>	<b>\$3,640.00</b>	<b>Total</b>	<b>\$3,040.00</b>
Payment schedule	- Contract is 5 months		
Down Payment	\$ 650.00		
4 pymts x \$747.50	\$2,990.00		
<b>Total</b>	<b>\$3,640.00</b>		

**Instructor Trainee** - 500 Hrs. @ 40 hrs a week license required.

Cost by Payment Schedule		Cost by Pre-pay {20% reduction}	
Tuition	2,100.00	Tuition	\$1,680.00 {save \$420}
Registration Fee	100.00	Registration Fee	100.00
Kit/books	101.00	Kit/books	101.00
Sales Tax	8.08	Sales Tax	8.08
<b>Total</b>	<b>\$2,309.08</b>	<b>Total</b>	<b>\$1,889.08</b>
Payment schedule	- Contract is 6 months	Flat fee of \$400 per month, 1 hour to the max .	
Down Payment	\$ 209.08		
6 pymts x \$350.00	\$2,100.00		
<b>Total</b>	<b>\$2,309.08</b>		

Students must bring in all necessary materials and implements used for the brush up course. No discounts on brush up course