

CATALOG

Paramount Beauty Academy

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“Excellence in Education

NACCA (NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES)

Statements in this catalog reflect a correct description of the programs and policies of Paramount Beauty Academy. The school reserves the right to change curriculum, costs, or any other items contained herein as circumstances may require.

Revised March 15, 2012

CATALOG

Welcome to: Paramount Beauty Academy

Visit our Web Site At: <http://www.paramountbeautyacademy.com>

MISSION STATEMENT

Our mission is to graduate students with the knowledge and skills necessary to pass the Ohio State Board of Cosmetology Examination and enter the profession of any branch of Cosmetology. To provide a surrounding of high standards so that professional and business ethics, good manners, neat appearance and cooperation may be achieved with emphasis on harmonious relationships between fellow students, customers and faculty

GOALS

Our goal is to educate students in hair design, nail technicians, and esthetics by encompassing science, art, marketing and business as well as providing practical, hands-on experience.

We believe that your educational experience should include enough time for each student to get to know each instructor as well as to form meaningful friendships with fellow classmates. It should be a time for academic achievement and the beginning of a successful future in the world of cosmetology, beauty, and fashion. Our aim is to fully prepare our students to pass the State Board of Cosmetology Examination and to step into the challenges and careers of tomorrow with the confidence that they can succeed.

NON-DISCRIMINATION POLICY

These institutions in their admission, instruction and graduation policies practice non-discrimination on the basis of race, color, creed, religion, sex, age, financial status or ethnic origin. Paramount Beauty Academy and Paramount institute of Esthetics does not recruit students already attending another cosmetology institution.

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OUR STAFF

The staff includes qualified and experienced licensed instructors. Each brings with him/her a special contribution in technical skills and professional presentation.

PERSONNEL – Paramount Beauty Academy

Joyce Campbell-Goddard	CFO/President/Owner/Instructor
Homer D. Goddard	Owner/Vice President
Deborah Moore	CEO/Exec. Administrator/Instructor
Virginia White	FAA/Instructor
Pam Caudill	Instructor
Angie Lute	Instructor
Amber Wagner	Instructor
Mallory Davis	Instructor
Kellie Blevins	Nail Instructor
Miranda Lute	Instructor

ACCREDITING AND LICENSING AGENCY

The schools are accredited and/or approved by:

The Department of Education recognizes that the schools are accredited and/or approved by:

The National Accrediting Commission of Career Arts & Sciences

4401 Ford Avenue, Suite 1300

Alexandria, Virginia 22302

Phone (703)600-7600.

Ohio State Board of Cosmetology

1929 Gateway Circle
Grove City, Ohio 43123
Phone: 614-466-3834

Workforce Investment Agency (WIA)

145 South Front Street
P.O. Box 1618
Columbus, Ohio 43216-1618
Phone: (614) 752-9236

Approved to assist those eligible for:

VA/ GI BILL EDUCATIONAL BENEFITS

1-888-442-4551

<http://www.GIBill.va.gov>

For further information: contact the Financial Aid Officer at Paramount Beauty Academy

SCHOOL FACILITIES

The schools are located on the ground level, with ample parking around the schools. All classrooms are air conditioned and well lighted for the comfort and convenience of the students and staff.

WHY ACCREDITATION?

An accredited school must meet the following standards.

1. It is operated as a school.
2. It has a well-organized curriculum.
3. It has a well-supervised clinic for teaching and practice.
4. It has a competent faculty.
5. It provides high quality instructional materials.
6. It is adequately equipped.
7. It offers advising and placement services at no extra charge.
8. It is honest in its relationships with students and patrons
9. Cost of attendance is clearly stated.
10. It is financially sound.

VETERANS EDUCATION

Approved by the Ohio Department of Education, state-approving agency for Veterans Education. We can help Veterans, National Guard, Reservist and eligible dependants.

STATE REQUIREMENTS FOR LICENSING

Minimum of tenth grade education

At least 16 years of age

Applicants must provide:

- a. Educational record
- b. Picture identification (drivers license, state I.D. card)

ADMISSION REQUIREMENTS

The following are the requirements of the State of Ohio, Paramount Beauty Academy

1. Written application for admissions
2. Personal interview
3. The school admits as regular students:
 - a. High school graduates or persons with a GED
4. A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a guardian must sign the Enrollment Agreement.

ENROLLMENT/CLASS STARTS

*Paramount Beauty Academy – Full-time and part time students begin class on the first or third Monday of each month.

PRIVACY ACT POLICY

Students and or Parents/Legal Guardians of minor students have the right to review Financial Aid and Academic records. See enrollment document for procedure.

TRANSFER POLICY to these institutions:

Persons furnishing satisfactory transcripts of credits earned in other schools and on securing a transfer permit from the Ohio State Board of Cosmetology, may enter the school and receive credit for work done elsewhere. Such credit allowances will shorten the course accordingly; however, transfer students will follow the same admissions requirement as new students.

TRANSFER POLICY from these institutions:

Hours and credits will be transferred to the Ohio State Board of Cosmetology with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Hours will not be transferred to the Ohio State Board of Cosmetology until all tuition and fees have been paid in full.

ATTENDANCE POLICY

Policy is applied uniformly and fairly. The institution records attendance in clock hours, gives appropriate credit for all hours attended. The institution does not deduct or add hours as a penalty; and does not round hours to any more than the nearest quarter hour. See **Enrollment Document**.

PAYMENT PLAN

All tuition and fees are due and payable upon starting school; however, students without resources can work out a payment plan.

TEXTBOOK AND EQUIPMENT

To participate in class, each student must have a complete kit of supplies and books. They can be purchased through the school.

MANAGING COSMETOLOGY – 1800 HOURS (SOC CODE 39-5012.00)

Occupations available for graduates are as follows:

Hair Designer – Nail Technician – Esthetician – Salon Owner – Hair Color Specialist – Publishing Retail Specialist – Education Specialist – Competition Champion

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students
 - a. high school graduates or students with a GED.
4. A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a guardian must sign the Enrollment Agreement.

CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy – Full time and part time students begin the first and third Monday of each month. The course takes approximately 60 weeks full time and 120 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course are to thoroughly train all cosmetology students in all phases of hairstyling, cutting, permanent waving, tinting, relaxing, manicuring, facials, makeup, and thermal waving and body massage. Also, to train students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1800 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Daily Work Sheet. Managing Cosmetology is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

COSMETOLOGY MANAGERS 300 HOURS (SOC CODE 39-5012.00)

Occupations available for graduates are as follows:

Hair Designer – Nail Technician – Esthetician – Salon Owner – Hair Color Specialist – Publishing Retail Specialist – Education Specialist – Competition Champion

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students
 - a. high school graduates or students with a GED.
Copy of a current Cosmetology License or Proof of completion of 1500 hour Cosmetology Program..
 - b. Completed and signed Enrollment Agreement if applicant is under 18 years of age a parent or legal guardian must sign Enrollment Agreement.

CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy – Full time and part time students begin the first and third Monday of each month. The course takes approximately 12 weeks full time and 20 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course are to thoroughly train all graduated cosmetology students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety. After completion of this course, and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Cosmetology MANAGERS. Students begin with theory and advanced practical sessions. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay. Managers is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

SUBJECT

Supervisory Responsibilities

- A. Hiring and Training
- B. Public Relations
- C. Employee Discipline

NON CLINIC

9

CLINIC

51.5

Business Management	16	12
A. Banking		
B. Basic Bookkeeping		
C. Payroll		
D. Salaries and Commissions		
E. Appointment Scheduling		
F. Inventory		
1. Control		
2. Purchasing		
3. Merchandising		
G. Advertising		
H. Insurance		
I. Laws and Permits		
J. Telephone Techniques		
K. Salon Floor Planning		
Health and Public Safety	8	5
A. First Aid		
B. Accident Prevention		
C. Fire Codes		
Advanced Hair Coloring	20	80
A. In-depth Hair Coloring		
1. Corrective Hair Coloring		
2. Advanced Color Formulas		
Advanced Restructuring	13	34.5
A. Advanced Wave Techniques		
B. Advanced Straightening Techniques		
C. Advanced Relaxing Technique		
Advanced Cosmetology	20	31
A. Advanced Hair Analysis		
B. Advanced Hair Shaping		
C. Advanced Thermal Techniques		
D. Advanced Blow Waving		
TOTALS	86	214

MANICURING MANAGERS 100 HOURS (SOC CODE 39-5092)

Occupations available for graduates are as follows:

Salon Employed Nail Technician – Manufacturer Representative

Write, edit and consult for Nail Technology Books and Magazines – Salon Owner

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students:
 - a. high school graduates or persons with a GED.
 - b. persons who are above the age of compulsory school attendance, 16 years of age, before they sit for the State Board of Cosmetology,.
A copy of a current Manicuring License or Proof from the State Board of Cosmetology of Completing 200 Hours Manicuring Program is required.
4. A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or guardian must sign the contract.

CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy – Full time and part time students begin the first and third Monday of each month.

The course takes approximately 4 weeks full time and 6 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

This course is in addition to the 200-hour manicuring course for students who desire to obtain a managing manicuring license. The objective of this course is to teach manicurists various areas of sales management, including basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of this course, and passing the State Board Exam, the student will be qualified to manage a nail salon, supervise employees or open up their own salon. Ohio State Law requires a person with a managing manicuring license to be on duty when a nail salon is open for business.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 100 hours of training to qualify graduates to apply for the Ohio State licensing examination for Manicuring Managers. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Manicuring Managers is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Supervisory Responsibilities	9	6
a. Personnel Management		
b. Salon Maintenance		
c. Business Ethics		
d. Law - OHIO		
Business Management	23	17
a. Profit and Loss		
b. Insurance		
c. Retail		
a. Math		
b. Advertising		
Basic Bookkeeping		
a. Payroll		
b. Appointments		
Taxes		
a. Social Security		
b. Tips		
c. Withholding		
Advanced Nails	6.5	12
Artificial Nails		
Other Services		
a. Overlays		
b. Tips		
c. Wrapping		
Chemistry	2.5	4
a. Ingredients		
b. Mixtures		
c. Removal		
Public Health and Safety	9	11
a. Diseases and Disorders		
b. Sanitation		
c. First Aid		
TOTALS	50	50

MANAGING MANICURING 300 HOURS (SOC CODE 39-5092)

Occupations available for graduates are as follows:

Salon Employed Nail Technician – Manufacturer Representatives – Salon Owner
Write, edit and/or consult for Nail Technology Books and Magazine
Nail Technician Educator

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students:
 - a. high school graduates or persons with a GED.
 - b. Good health and good moral character
 - c. A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or guardian must sign the Enrollment Agreement.

CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy - Full time and part time students begin the first and third Monday of each month. The course takes approximately 10 weeks full time and 20 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the course, and passing the State Board of Cosmetology examination, the student will be qualified to work in, manage or own a nail salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Manicuring. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Managing Manicuring is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written Testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Supervisory Responsibilities	9	6
Personnel Management		
a. Salon Maintenance		
b. Business Ethics		
c. Law – OHIO		
Business Management	23	17
a. Profit and Loss		
b. Insurance		
Retail		
a. Math		
b. Advertising		
Basic Bookkeeping		
a. Payroll		
b. Appointments		
Taxes		
a. Social Security		
b. Tips		
c. Withholding		
Advanced Nails	6.5	12
a. Artificial Nails		
Other Services		
a. Overlays		
b. Tips		
c. Wrapping		
Chemistry	2.5	4
a. Ingredients		
b. Mixtures		
c. Removal		
Public Health and Safety	9	11
a. Diseases and Disorders		
b. Sanitation		
c. First Aid		
Sanitation, Sterilization	10	
Bacteriology		
Diseases and Disorders	6	
of the Hand and Arm		
Diseases and Disorders	6	
of the Nail		
Anatomy of the Hand and Arm	10	
Equipment/Tools	9	
General Procedure	40	86
a. Theory of Massage		
b. Use of Implements		
c. Preparation		
d. Nail Styling		
e. Artificial Nails		
Chemistry	1	
Safety	10	
General Practice	9	13
a. Desk		
b. Dispensary		
TOTAL	151	149

MANAGING ESTHETICS 750 HOURS (SOC CODE 39-5094.00)

Occupations available for graduates are as follows:

Salon Employed Skin Care Specialist – Manufacturer Representative – Esthetics
Instructor/Educator – Platform Artist – Salon Owner

Work under the auspices of Dermatologists and Plastic Surgeons

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students:
 - a. high school graduates or persons with a GED.

CLASS STARTS AND LENGTH OF COURSE

Paramount Institute of Esthetics – Full time and part time students begin the first and third Monday of each month.

The course takes approximately 30 weeks full time and 60 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course is to thoroughly train students in all phases of skin care, facials and makeup, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management and advanced skin care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 750 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Esthetics. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Managing Esthetics is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

SUBJECT

Sanitation & Bacteriology

NON CLINIC

30

CLINIC

45

a. Sanitation /Sterilization

Bacteriology

c. Dispensary Requirements
and Operations

Anatomy	43	27
a. Head		
b. Bones (full body)		
c. Muscles, Nerves		
Cells, Tissues (full body)		
Specialized		
Equipment/Treatments	20	20
a. Electricity, Light therapy		
b. Safety and Effects		
c. Brow Tinting/Waxing		
d. Artificial Lashes		
Massage	35	35
a. Client Health Issues		
Pre-Screening		
b. Preparation		
c. Manipulation		
Chemistry	20	20
a. Compounds and Mixtures		
b. Water, Chemistry and Effects		
c. Ingredients		
d. Cosmetics		
Facial	40	40
a. Preparation		
b. Equipment		
c. Treatments		
Skin	40	30
a. Skin Types, Textures, Nerves		
b. Histology		
c. Elasticity, Nourishment		
d. Disorders & Diseases		
Makeup	45	50
a. Equipment, Implements, and Products		
b. Color Coordination and Contouring		
c. Corrective Makeup		
d. Eye Makeup		
Salon Operations & Communication Skills	10	10
a. Human Relations		
b. Personality/Presentation		
c. Salon Operation & Management		
d. Sales/Interpersonal Skills		
e. Career Development		
Cosmetology Laws & Rules	10	10
a. Ohio Cosmetology Statutes & Rules		
b. Inspection & Enforcement		

Salon Management	7	13
a. Desk		
b. Dispensary		
c. Records and sales		
Rules & Regulations	10	10
a. Ohio law		
b. Taxes and federal regulations		
Supervisory Responsibilities	10	10
a. Personnel Management		
b. Salon Maintenance		
c. Business Ethics		
d. Law – Ohio		
Business Management	6	
a. Profit & Loss		
b. Insurance		
Retail	5	10
a. Math		
b. Advertising		
Basic Bookkeeping	3	7
a. Payroll		
b. Appointments		
Taxes	9	
a. Social Security		
b. Tips		
c. Withholding		
Advanced Esthetics	8	10.5
a. Lamps		
b. Machines		
c. Microdermabrasion		
Procedures	5	9
Chemistry	3	4.5
Public Health and Safety	13	17
a. Diseases and Disorders		
1. Treatable		
2. Non-treatable		
b. Sanitation		
TOTALS	372	378

**COMINATION MANAGING ESTHETICS & MANAGING NAIL TECHNOLOGY COURSE
1050 HOURS (Not yet Approved) SOC CODE 39-5094.00/39-5092**

Occupations available for graduates are as follows:
 Salon Employed Skin Care Specialist – Manufacturer Representative – Esthetics
 Instructor/Educator – Platform Artist – Salon Owner
 Work under the auspices of Dermatologists and Plastic Surgeons

Admission Requirements

1. Written application for admission
2. Personal interview
3. The school admits as students:
 - a. high school graduates or persons with a GED.

CLASS STARTS AND LENGTH OF COURSE

Paramount Beauty Academy – Full time and part time students begin the first and third Monday of each month.

Paramount Beauty Academy: the course takes approximately 42 weeks, 10.5 months full time and 70 weeks, 17 months part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course is to thoroughly train students in all phases of skin care, facials and makeup, manicuring, pedicuring, artificial enhancements, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management and advanced skin care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1050 hours of training to qualify graduates to apply for the Ohio State licensing examination for Combination Managing Esthetics/Managing Manicuring Course. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Combo Esthetics/Nail is taught through lectures, demonstration, visual aid, practice and on occasion guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

Practical and clinic work will be graded as follows

4	95% - 100%	A	Excellent
3	85% - 94%	B	Above average
2	75% - 84%	C	Average
1	74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Scientific Concepts		
a. Nail & Skin Composition	15	15
1. Structure		
2. Disorder & Diseases		
3. Anatomy & Physiology		
b. Chemistry	20	20
1. Product Composition		
2. Lotions, Oils, and Creams		
3. Hair Removal Products		
4. Hazardous Chemicals		
5. MSDS		
c. Disinfecting & Sterilizing	20	26
1. Bacteria		
2. Parasites		
3. Viruses		
4. Infection Control		
5. Immunity		
6. Methods		
7. MSDS		
8. Disposing of Dirty Materials		
PROCEDURES		
d. Manicuring & Pedicuring	40	48
1. Water		
2. Oil		
3. Paraffin		
4. Massage		
5. Cuticle Care		
6. Use of Tools		
7. Client Consultation & Assessment		
8. Sanitation		
9. Shaping and Buffing Nails		
10. Applying Polish		
11. The Spa Setting		
12. Skin Exfoliating		
13. Final Cleanup & Disposing of Soiled Materials		
e. Facials & AHA/BHA Treatments	75	83
1. Client Consultation & Assessment		
2. Cleansing		
3. Steaming		
4. Massage		
5. Application of Mask		
6. Types of Mask		
7. Sanitation		
8. Final Cleanup & Disposing of Soiled Materials		

f. Body Care & Stone Therapy	50	53.5
1. Wrap		
2. Massage		
3. Buff & Bronze		
4. Hot Stone Therapy		
5. Safety		
6. Sanitation		
7. Final Clean-up & Disposing of Soiled Materials		
g. Applying Artificial Nails	10	20
1. Full Form Sculpting		
2. Sanitation		
3. Cleaning Natural Nail		
4. Priming		
5. Applying Forms		
6. Laying Product		
7. Dressing of Artificial Nail		
8. Maintaining Cuticle Health		
9. Applying Polish		
10. Safety & Sanitation		
11. Final Clean-up & Disposing Soiled Materials		
h. Applying Tips	5	10
1. Sanitation		
2. Preparing Natural Nail		
3. Applying Tip		
4. Blending & Cuticle Health		
5. Finish		
6. Properly Capped Bottles & Jars		
7. Final Clean-up & Disposing of Soiled Materials		
i. Nail Wraps	5	5
1. Sanitation		
2. Cleansing & Preparing Natural Nail		
3. Preparing Wrap Material		
4. Dressing of Wrap		
5. Cuticle Health		
6. Properly Capped Bottles & Jars		
7. Safety		
8. Final Clean-up & Disposing of Soiled Materials		
j. Microdermabrasion	20	26
1. Theory		
2. Consultation		
3. Procedures		
4. Machine & Crystals		
5. Safety		
6. Sanitation		
7. Final Clean-up & Disposing of Soiled Materials		

k. Applying Nail Polish	19	19
1. Sanitation		
2. Applying Base Coat		
3. Applying Polish		
4. Applying Top Coat		
5. Application		
a. Skin Surrounding Nail Free of Polish		
b. Base Nail		
6. Properly Capped Bottles & Jars		
7. Final Clean-up & Disposing of Soiled Materials		
l. Superfluous Hair Removal	30	35
1. Sanitation		
2. Procedure		
a. eyebrow		
b. face		
c. legs		
d. body parts		
3. Waxing		
4. Tweezing		
5. Safety		
6. Final Clean-up & Disposing of Soiled Materials		
o. Make-up	33	30.5
1. Set-up, Preparation, & Draping		
2. Sanitation		
3. Products & Supplies		
4. Application		
5. Methods		
6. Final Clean-up & Disposing of Soiled Materials		
p. Blood Spill Procedures	15	12
1. Protection		
2. Antiseptics		
3. Gloves		
4. Sanitation		
5. Contaminated Objects		
6. Antimicrobial Cleanser		
7. Disposing of Soiled Materials		
q. Ohio Law	10	10
1. Salon Sanitation Rules & Regulations		
2. Ohio Revised Code		
3. Ohio Administrative Rules		
r. Nail Art	5	5
1. Designs		
2. Free Hand Art		
3. Brushes & Supplies		
4. Air Brushing		

s. Electric Filing	5	5
1. Sanitation		
2. Use of Tools		
3. Safety Precautions		
a. Protection of the Public/ Cosmetology Laws & Rules	15	10
1. Consumer Safety		
2. Product Safety		
3. Bacteriology		
4. Sanitation & Sterilization		
5. Dispensary		
6. Communicable Disease Control		
b. The Salon	10	15
1. Advertising		
2. Décor		
3. Opening Salon Package		
4. License & Permit Policy & Procedure		
5. Appointments		
6. Independent Contractor		
7. Inspection Enforcement		
8. Insurance		
c. Salon Supervision	10	10
1. Hiring		
2. Termination		
3. Salon Professional Ethics		
4. Managers Present/Rules & Regulations		
d. Compensation	1.5	1
1. Salaried		
2. Commission		
3. Deductions		
4. Independent Contractor		
5. Tips		
e. Taxes	1.5	1
1. Social Security Taxes		
2. FICA		
3. Federal		
4. City		
5. State		
f. Ohio Law	2.5	2.5
1. Ohio Revised Code		
2. Ohio Administrative Rules		
g. Continuing Education	2.5	2.5
1. Policies		
2. Procedures		
h. MSDS	2	3
1. Disinfection		
2. Use of		
3. Law		
i. Advanced Techniques Nails	25	25
1. Communication Skills		
2. Anatomy		
3. Massage Techniques		
4. Equipment		
5. Product & Service Sales		
6. Fundamental Business Management		

j. Advanced Techniques Esthetics	55	55
1. The Skin		
2. Anatomy		
3. Massage Techniques		
4. Facials		
5. Hot Stone Massage		
6. Communication Skills		
7. Product Sale & Service		
8. Use of Equipment		
9. Fundamental Business Management	502	548
Total		

CLASS SCHEDULE –Paramount Beauty Academy

Full time schedule:

Monday through Friday 9:00am to 3:00pm (optional till 5:00pm)

Mandatory two Saturdays per month from 9:00am to 3:00pm

9:00am to 12:00pm Theory, Demonstration and Practice/Clinic

12:00pm to 1:00pm Lunch

1:00pm to 3:00pm Theory, Demonstration, Practice/Clinic and Sanitation

3:00pm to 5:00pm (optional) Review, make up attendance hours, make up tests

Part time schedule:

Monday, Tuesday and Thursday - 5:30pm to 9:00pm

Mandatory two Saturdays per month from 9:00am to 3:00pm

5:30pm to 9:00pm Theory, Demonstration Practice/Clinic and Sanitation

Students are scheduled on an individual bases within these time frames. However, they are required to complete their course of study within a150% of the contracted time.

Combination Managing Esthetics/Managing Manicuring Course:

Full Time: Management Manicuring Days – Monday, Tuesday, every other Thursday, and 1 Saturday per month. All Days are 9:00am to 3:00pm.

Managing Esthetics Days – Tuesday, Friday, every other Thursday, and 1 Saturday per month. All Days are 9:00am to 3:00pm.

Part Time: Management Manicuring Evenings – Thursday 5:30pm to 9:00pm, and 1 Saturday per month 9:00am to 3:00pm

Management Esthetics Evenings – Monday& Tuesday 5:30pm to 9:00pm, and 1 Saturday per month 9:00am to 3:00pm.
and 1 Saturday per month. All Days are 9:00am to 3:00pm

OTHER CHARGES

Registration \$150

Application \$100

Termination or Withdrawal Fee \$150.00

Re-instatement fees after 4 months of absence will be individually calculated based on 15% of the students remaining course tuition or \$100 whichever is less.

Transfer or Transcript Fee NO CHARGE

Students will be evaluated based on payment periods, Managing Cosmetology 450/900/1350, Combined Managing Esthetics, Managing Manicurist/ at 450/900 with an additional evaluation between 901 and 1050 , Managing Esthetics 375. Managing Manicuring students will be evaluated monthly.

STUDENT SUPPORT SERVICES

We offer a wide range of services that will help you achieve personal and professional growth and academic success. Individual advising sessions are available to assist you with academic, personal, professional and career related concerns. Students have access to advising from members of the school's staff, including referral to professional assistance when necessary.

Satisfactory Progress Policy and Procedure

Effective June 30, 2011 will use the update SAP policy and the following procedure to evaluate all current and future students:

Financial aid recipients will be evaluated based on the following payment periods:

Program	Period
Managing Cosmetology	450,900,1350
Cosmetology	450,900,1350
Combined Managing Esthetics/Managing Manicurist	450,900 between 901 and 1050
Managing Esthetics	375
Managing Manicuring and Manicuring students will be evaluated monthly	

The evaluation and advising form will be used for each evaluation and be maintained in the students file.

Procedure:

Financial aid warnings will occur if a student fails to meet any of the two progress standards. During a financial aid warning period the student remains eligible for aid. If students continue to remain out of satisfactory progress they may apply for an appeal to get additional aid.

The appeal process is as follows:

Student must submit a written appeal explaining what circumstances caused the lack of progress and a plan for improvement along with any supporting documents. The appeal hearing will be attended by student, parent or guardian(if student is a minor) and an administrator. The decision will be made by the administrator and an executive staff member within 5 days. This process may result in probationary status not to exceed one payment period. The student will be notified of the results in writing. If following the plan, the student will be considered as making progress. Loss of aid may result if the student doesn't apply for the appeal in a timely manner or attend the hearing.

A returning student(within 180 days) will be reinstated at the same progress as when they left.

Maximum time frame the student has to complete is 150%. Leaves of absences will extend the contract by the number of days of the leave.

Satisfactory Academic Progress(SAP) Policy

Students are required to maintain satisfactory progress throughout their training to be in compliance with institutional policy. Satisfactory progress is measured in both quantitative terms(attendance), as well as qualitative terms(academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis(start date to evaluation date) to be considered as making satisfactory progress unless the student is on Financial Aid Warning or have submitted a successful appeal as defined in this policy.

Students who are not meeting satisfactory academic progress are considered to be ineligible for HEA, Title IV federal student financial assistance unless the student is on Financial Aid Warning or have submitted a successful appeal process as defined in this policy.

Attendance Standard: Students must attend at least 67% of the hours they are scheduled to attend based on the student's enrollment agreement. For example, during a typical month, full time students meeting this provision must attend at least 80 hours, while part time students must attend at least 40 hours. Since the number of school days may differ slightly from month to month, a student's attendance progress will be officially measured as a percentage of scheduled hours rather than as a defined number of hours.

Academic Standard: All theory, practical, and clinic exams and services will be graded using the following scale:

Grading System		
95%-100%	A	Excellent
85%-94%	B	Above Average
75%-84%	C	Satisfactory
Below 75%	D	Unsatisfactory

Students must maintain an academic average of at least 75% or higher to meet the standards of this policy.

Evaluation Periods: Progress will be evaluated at 450, 900, 1350 hours for all students with the exception of manicuring and managing manicuring students, they will be evaluated on a monthly basis. Students in the Combined Managing Manicuring/Managing Esthetics program will be evaluated at 450 and 900 hours as well as an additional evaluation period between 901 and 150 hours, Managing Esthetics students will be evaluated at 375 hours. The student who meet the 7% attendance standard and the 75% academic standard will be considered to be making satisfactory progress. Students eligible for Financial Aid Warning, who fail to meet either of the

standards, may be placed on Financial Aid Warning until the next evaluation. Evaluations may be maintained either written or electronically.

Probation: If it is determined that a student failed to meet either of the two progress standards, the student will be placed on **Financial Aid Warning** until the next evaluation period. During periods of **Financial Aid Warning**, a student is considered to be making satisfactory academic progress. The student will then be advised regarding his/her progress, and on what requirements need to be met for the student to bring himself/herself out of **Financial Aid Warning**. After the **Financial Aid Warning** a student will not be eligible for additional consecutive periods of **Financial Aid Warning**. If at the end of the **Financial Aid Warning** period, the student has still failed to meet either or both of the progress standards, the student may appeal and may be awarded probationary status, students on probationary status will remain eligible for Financial Aid until the next evaluation period. **Students considered as not making satisfactory progress will lose eligibility for federal financial assistance and may be terminated from the institution.**

Initial SAP Status: Generally, most students who enroll in the school are considered to be making satisfactory progress during their initial evaluation period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

Appeal Process: Students have the right to appeal unsatisfactory progress. Students who are terminated from Financial Aid after failing to achieve minimum requirements may appeal this termination of Financial Aid. The student must submit a written appeal to the Administrator, explaining what circumstances caused the lack of academic satisfactory progress and a plan for improvement along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Administrator within five(5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five(5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian(if student if a minor), the student and the administrator. A decision on the student's appeal will be made within three(3) business days by the Administrator and Executive staff person and will be communicated to the student in writing. This decision will be final. Should a student prevail upon his/ her appeal and be determined as making satisfactory progress, the student will be automatically reentered into financial aid and funds will be re-instated to eligible students. This process will result in probationary status not to exceed one payment period, student will be notified of the results of the appeal. If following the plan the student will be considered making progress. The student must meet Satisfactory Progress Standards or be in compliance with the academic plan established during the appeal process to get additional Financial Aid.

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

Repetitions: This policy has no effect on progress status. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at the point of re-entry. Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school. A returning student will be reinstated in the program at the same level of progress as when they left the program.

Reinstatement of Federal Financial Aid: Federal student aid is suspended when a student is considered as not making satisfactory progress. Aid will be re-instated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. Federal aid for any payment periods that occur within a period of unsatisfactory progress will be permanently forfeited.

Maximum Time Frame: The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory progress in attendance will complete the program during the allowable maximum time frame. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Maximum time frame a student has to complete the program is 150%

	Full Time Normal/Maximum	Part Time Normal/Maximum
Cosmetology/Management 1800	15 months/23 months	30 months/45 months -2700 hrs
Cosmetology 1500 hrs	12.5 months/18.75 months	25 months/37.5 months-2250
Cosmetology 300	10 weeks/15 weeks	20 weeks/30 weeks 450 hrs
Combined Managing Esthetics/Manicuring 1050	42 weeks/10.50 months	70 weeks/17 months 1575 hrs
Managing Esthetics 750	7.5 months/11.25 months	12 months/18 months-1125 hrs
Manicuring Manager 300	10 weeks/15 weeks	20 weeks/30 weeks-450 hrs
Managers Manicuring 100	3.5 weeks/5.5 weeks	10 weeks/15 weeks 150 hrs
Manicuring 200	7 weeks/10.5 weeks	14 weeks/21 weeks 300 hrs

Student _____
 Signature _____ Date _____

TERMINATION POLICY

If a student is absent 14 consecutive days without being on an official leave of absence, they will be discontinued and a refund calculation will be done.

CONDUCT POLICY

Students must obey the rules of the school and the Ohio State Board of Cosmetology Rules and Regulations at all times. Failure to comply may result in suspension or termination. The Academy has the right to do random drug testing at anytime.

TARDINESS AND CLASS CUT POLICY

Student must attend class to master a subject and meet Ohio State Board of Cosmetology time requirements. Excess tardiness and class cuts make it necessary for a student to repeat the subjects missed. Class cuts are defined as leaving school for a portion of the day without permission of the Instructor. Repeated class cuts are a serious infringement of school policy, which could result in probation or dismissal from school.

ABSENCE POLICY

A student is required to attend class on a regular basis. If unable to attend a class, the student is expected to notify the office by phone.

EXCUSED AND UN-EXCUSED ABSENCES

Absences that are documented by a Physician's Statement and or State/Local and County Government Offices will be excused. Those absences not Documented by the above will be considered Unexcused.

PLACEMENT SERVICE

We maintain a placement service, which is available to graduating students and past graduates. We do not guarantee employment. Area salon owners and managers contact the school and leave information about job opportunities currently available. A placement service form is filled out and placed on a student bulletin board. If possible, we arrange for salon owners and managers to speak to the senior class when they are looking for new employees.

SCHOOL RECORDS

Information contained in a student file is private and will not be given out to any person without permission from you, the student, or your parent or guardian (refer to the institutions Privacy Policy). The student has the right to review his or her own file during school hours upon request, and with a school representative during the review to insure against file tampering. Certain governmental agencies and financial institutions have the authority to request limited information pertaining to satisfactory progress and financial matters. Student files are kept 5 years. (Direct Loan files are kept 5 years from the last transaction date.)

SCHOLARSHIPS

Scholarships may be offered to graduating high school students. To qualify, a scholarship certificate must be filled out. The student must enroll and begin class in the same year they graduate. Also, write a short essay as to why they want to be a professional cosmetologist. Present the essay to the School Administrator when they have a personal interview. Acceptance decisions are made by the School Administrator based upon neatness of the essay, need of the student and attitude of the applicant.

REFUND POLICY

Any applicant rejected by the school shall be entitled to a refund of all monies paid, LESS A \$50 Non Refundable Application Fee. If a student, or parent/guardian of a minor student, cancels enrollment in writing and demands a refund within three business days of the signing of the enrollment agreement, he/she shall be entitled to a refund of all monies paid the school less a \$100 Non Refundable Application Fee. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100 for 1800 hour Managing Cosmetology, 300 hour Cosmetology Management, 750 hour Managing Estheticians, 300 hour Managing Manicuring, for and 100 hour Manicuring Managers, in addition to the Non Refundable Application Fee of \$100.

RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations have been enacted which state that the students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- A) receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, or Stafford or PLUS loans awarded under the or Federal Direct Student Loan (FDSL) programs,
and
- B) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of the payment period in which they withdrew or were terminated.

Payment periods are defined as 450 clock hours for Managing Cosmetology students, two 450/one 150 clock hour payment periods for the Managing Esthetic/Manicuring students and 375 clock hours for Managing Estheticians.

Eligible Title IV aid recipients who fail to complete over 60% of any payment period are considered to have not earned all of the federal aid that may have previously been awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In most cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution, **and may result in the student owing a refund of unearned federal aid to the Department of Education.**

For any other student who begins classes but fails to complete the course in which he/she enrolled, the following refund policy shall apply:

INSTITUTIONAL REFUND

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN
.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.5%	70%
50% AND OVER	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of Physical attendance in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student, and or parent/guardian, in case of a minor student or formal termination by the school, which shall occur no more than 25 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Students are charged a \$150 withdrawal fee.

All books and equipment can be purchased through the school stock center or the student may purchase required books and equipment elsewhere. Items purchased through the stock center are not part this title IV return /institutional refund policy. These items are not part of the enrollment agreement.

If a course of instruction is canceled subsequent to a student's enrollment the school shall at its option, A: Provide a refund of all monies paid, B: Provide completion of the course or C: The school is permanently closed, a pro-rata refund of tuition will be performed. Any Applicant rejected by the school shall be entitled to a refund of all monies paid, Less a Non Refundable Application Fee of \$50.

If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid, or
2. Provide for completion of the course

CERTIFICATES AWARDED/GRADUATION REQUIREMENTS

After satisfactory completion of the course according to the standard of Paramount Beauty Academy and Paramount Institute of Esthetics a certificate is awarded certifying that the schools requirements have been met. Graduation requirements are as follows:

- Must complete state board required hours per program of enrollment
- All tests must be taken and passed with 75% or higher grade average
- Completion of all practical requirements
- Tuition paid in full

RE-ENROLLMENT

In the event a student discontinues the course in good standing and chooses to re-enroll to complete the training; the student will do so under the sole option of these institutions. Is such re-enrollment does occur, the student will receive full credit for hours earned subject to applicable state and federal regulations. A Registration fee of \$100 and an Application Fee of \$50 will be charged to the student at the time of such re-enrollment. In addition, a new Enrollment Agreement will be executed which adjusts the course period completion date. The student will be charged the current hourly rate times the number of hour's left to complete the course.

LEAVE OF ABSENCE POLICY

A leave of absence may be granted; **all Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence.** The combined number of Leave of Absence days may not exceed 180 days in a single 12-month period starting on the first day of the first Leave of Absence.

Students not returning on the 180th day, a refund calculation will be completed and any refunds due the student or Title IV Funds will be returned.

When a documented leave of absence is requested and granted, the students completion date will be extended the amount of the leave without cost to the student.

THE OFFICE MUST BE NOTIFIED IN WRITING AND APPROVE ALL LEAVE OF ABSENCES IN ORDER TO MAKE IT OFFICIAL. The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. These institutions are not responsible for any student property left on the premises.

A Student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

PREGNANCY LEAVE OF ABSENCE POLICY

The institution shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery there from as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician at the conclusion of which the student shall be reinstated to the status which she held when the leave began. Upon exhaustion of the 180 days of LOA, a return to title IV will be completed. All monies owed will be returned within 45 days. However, the student will not be withdrawn from the program.

MAKE UP WORK

Make up work is accepted from students excused by the instructor.

Make up work is NOT permitted for the purpose of receiving Veterans training allowances. The Veteran's Administration will be notified immediately when a veteran student is granted a leave of absence.

SCHOOL HOLIDAYS

The school is closed on the following holidays:

- * 3rd Friday in March- Teacher in Service
- * 3rd Friday in September- Teacher in Service
- * New Year's Day * Memorial Day * Independence Day * Labor Day
- * Thanksgiving Day and the day after * Christmas Day and the day after
- * Martin Luther King Day

Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday.

WEATHER RELATED SCHOOL CLOSING

School closings, and delays will be announced on WSAZ Television 3 and ONN Channel 10. Future professionals may call the school 740-353-2436 to obtain school closings and delays.

ADA POLICY

The school does not discriminate in admission or access to our program on the basis of age, race color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the school Executive Administrator. You may request academic adjustments or auxiliary aids, please contact the school Executive Administrator. You may request academic adjustments or auxiliary aids at any time. The school Executive Administrator is responsible coordinating compliance with Section 504 of the Rehabilitation Act of 1973.and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973 may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the school Executive Administrator in writing of the type of accommodation needed date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made four weeks in advance of the date needed. You may contact the School Executive Administrator at (740)353-2436.
- 2) The School Executive Administrator will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please contact the school Executive Administrator within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

SCHOOL RULES AND REGULATIONS ACCORDING TO THE STATE BOARD OF COSMETOLOGY

Ohio State Board of Cosmetology Rules and Regulations must be adhered to at all times.

PARAMOUNT BEAUTY ACADEMY CODE OF PROFESSIONAL CONDUCT

Paramount Beauty Academy set fourth specific policies for the purpose of promoting a positive learning environment and a pathway to career success.. Professional conduct is the only level of conduct expected from each of the Future Professionals in the school. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. **PLEASE FAMILIARIZE YOURSELF THOROUGHLY WITH THESE POLICIES AS YOU WILL BE WARNED ONLY ONCE.** This warning will be placed in your file.

- Park only in designated areas for Future Professionals.
- Be familiar with and follow the time clock policy given at orientation.
- Notify the school **BEFORE** class time of absenteeism or if you will be late. Any future Professional not calling the school for absences will be called by the school.
- /comply with the published **DRESS CODE** and practice proper hygiene and grooming at all times.
- Practice courtesy and professionalism at all times when dealing with Future Professionals, Staff. Clients and visitors to the school.
- Personal belongings and purses must be kept in your assigned **LOCKER**. The school will not be responsible for your personal items. Back packs, duffle bags, etc are not allowed on the Clinic Floor and must be removed form school premises daily.
- Understand that training involves sanitation, cleanliness and care of equipment. **YOU** are responsible for your personal workstations and work area. The **STATE OF OHIO** requires that Future Professionals follow all **SANITATON Rules and Regulations**. No time can be earned if assigned sanitation is not complete.
- Follow all state laws and regulations at all time during school. State Law forbids a Future **Professional to practice Cosmetology/Esthetics/Nail Technology without a license unless** under direct supervision of a licensed Instructor. Violators will be reported to the Ohio State Board of Cosmetology.
- All must follow the rules on Drug and Alcohol Abuse.
- No chewing gum, eating or drinking except in the Future Professional Break Room.
- Smoking allowed only in designated area and must be kept clean at all times or you will lose this privilege.
- Obtain permission from an Instructor prior to leaving the classroom or the facility (**you must clock out**) for any reason.
- Discuss only ethical and professional subject matter during school hours and refrain from using profanity, obscene gestures, fighting, or yelling in or around school premises. **SUCH BEHAVIOR COULD RESULT In IMMEDIATE TERMINATION.**
- Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the front entrance and register at the reception desk. They are allowed in the reception area only. They may be asked to leave unless they are here for a service. **REMEMBER:** the student salon is a classroom.
- Be fair, honest and **NEVER STEAL**. Any Future Professional found guilty of theft or destruction of property in or around the school will be prosecuted to the fullest extent of the law and will be terminated from the school.

- Repair of hair style, nails or makeup etc. must be done only with the permission of the Student Salon Instructor only.
- Any student wishing to change their schedule of attendance must first discuss the possibility with the schools Administrator.
- Comply with lunch times and breaks. Breaks and lunches CAN NOT be combined. Lunches are mandatory for any student in attendance for over 6 hours in a day.
- Be involved in the curriculum related activities at all times when clocked in. All students must be clocked out when on lunch. Students not clocked in may not linger in the school and distract other students from their training responsibilities. Students will be warned once, and then asked to leave. Hours will be given accordingly.
- **SERVICE DAYS:** There is a minimum fee charged, which must be paid prior to the student service. To qualify and receive a service: Student Salon Instructors must approve all services. Students must be up to date on their grades, practical sheets and attendance. **CLIENTS ARE ALWAYS SERVED FIRST.** Clocking out during regularly scheduled school hours to receive a service **IS NOT PERMITTED.** **PERSONAL SERVICES ARE CONSIDERED REWARDS FOR THOSE WHO ARE UP TO DATE WITH ALL PROJECTS, TESTS, PRACTICAL SHEETS AND ATTENDANCE REQUIREMENTS.**
- Incoming calls will be forwarded **ONLY IN CASE OF AN EMERGENCY.** For other incoming calls, messages will be given to the student. **CELL PHONES ARE TO BE KEPT IN STUDNETS LOCKER ONLY, WITH THE RINGER TURNED OFF.** Cell phones may **ONLY** be used when on break or lunch outside the building and **NEVER** in the classroom or in the Student Salon areas.
- The only books and materials allowed in the classroom or student salon are those that are used at Paramount Beauty Academy.
- All future professionals must be prepared for all class and student salon work. You must have **ALL** equipment, books, and supplies that were issued to you at all times in school. Kit checks are done periodically with no advance notice. Equipment and supplies not issued must be approved by the Instructor or Administrator **BEFORE** you will be allowed to use it. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**
- Future professionals **MAY NOT REFUSE** an assignment in either practical or client. You are expected to accept Lab Work graciously and with a professional attitude. **REFUSING AN ASSIGNMENT: THE ADMINISTRATOR/INSTRUCTOR WILL HAVE YOU CLOCK OUT AND LEAVE FOR THE DAY.**
- **ALL WORK MUST BE CHECKED BY AN INSTRUCTOR** for credit and grades to be given.
- Any student caught cheating or forging initials or signatures, will be referred to the Administrator for Suspension or Termination from Paramount Beauty Academy.
- We **CAN NOT** Teach absent future professionals. All students must attend classes according to their assigned schedules. All theory classes are taught in rotation.
- All students must comply with the schools Satisfactory Progress Policy at all times. Failure to maintain Satisfactory Progress can cause loss or delays in funding, delay graduation or termination. See guidelines given at orientation.
- Complete all assigned theory, practical and lab assignments in the designated time frames including any assignment required to establish eligibility to retake failed exams or take missed exams. **IT IS YOUR RESPONSIBILITY TO MAKE UP A MISSED TEST.** The final transcript of hours will not be completed until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
- The Ohio State Board of Cosmetology requires all future professionals must be evaluated in both theory and practical prior to performing services in the student salon.
- The school will hold any books, equipment or supplies left at the school for a period of 30 days from the students last date of attendance. After that date, they will be disposed.
- **The school reserves the right to change or add to any of the schools policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.**

Attendance – Actual attendance hours in school are rounded to more than the nearest quarter hour.

Daily Time Sheets are to be filled out by the student and documented/signed by the instructor.

Kits – Supplies are the personal responsibility of the student. Sanitary procedures should be followed very closely in the sterilization of all equipment in kits. Purses and food may not be kept in these kits. Kits and lockers will be inspected.

Dispensary – additional supplies needed for training are requisitioned from the instructor. Only **professional products** approved by the school may be used in the laboratory/clinic or for practice.

REFER TO ADDENDUM TO CATALOG FOR PRICE STRUCTURE

THIS CATALOG REPRESENTS

Paramount Beauty Academy

STAFF MEETING MARCH 12, 2012

CALANDER OF EVENTS

MONDAY MARCH 19, 2012 JEANE DRAKE AFLAC REP. 3:00P.M.

SUNDAY MARCH 25, 2012 COMPETITION TRAINING 9:00A.M.-
5:00P.M.

FRIDAY MARCH 30, 2012 J- BEVERLY HILLS COLOR CLASS 12:00P.M.-
4:00P.M. AUDRA

TUESDAY APRIL 2, 2012 BILL NEAL 9:00A.M.-10:00P.M.
PRODUCT KNOWLEDGE

MONDAY APRIL 9, 2012 RED CROSS BLOOD DRIVE 10:30A.M.-
3:00P.M.

TUESDAY APRIL 10, 2012 TERESA DRAKE GUEST SPEAKER 10:00 A.M.

MAY 1, 2012 BILL NEAL PRODUCT KNOWLEDGE

*WELCOME MIRANDA LUTE

*PLEASE TURN IN ALL VACATION SCHEDULES

*PLEASE CONTINUE TO DO KIT CHECKS AND STATION CHECKS PERIODICALLY.

*DAY TIME AND NIHT TIME WALK THROUGH/ THIS IS FOR EVERYONE

DISCUSSION