

# VICTORIA'S ACADEMY OF COSMETOLOGY

2019 School Catalog



Victoria's Academy of Cosmetology  
23 West 1st Ave  
Kennewick ,WA 99336  
509-586-9979

# TABLE OF CONTENTS

Introduction & Contact Information.....	1	Transfer Hour SAP.....	22
Corporate Officers.....	1	Appeal Procedure.....	23
About our School.....	2	Maximum Allowed Time.....	23
School Staff.....	2	Attendance Policy's	
Mission Statement.....	3	Maximum Time Reached.....	24
Educational Objective.....	3	Tardy, Absence.....	25
School Facilities.....	3	No Fault Attendance.....	25
Educational Objective.....	3	Leave of Absents.....	26
Curriculum Format.....	3	Time Clock.....	26
Career Paths.....	3	Bereavement.....	26
Study Aids.....	4	Release of Information.....	27
Instructional Methods.....	4	Student File Access.....	27
Programs Offered.....	4	FERPA.....	27
Admission.....	5	Campus Security.....	27
Readmission Requirements.....	6	Reserved Rights.....	27
Transfer Policy.....	6	Zero Tolerance Weapons Policy.....	28
Cosmetology Program.....	7	Mitigating Circumstance Policy.....	28
Barber Program.....	8	Language.....	28
Hair Design.....	9	Cheating & Plagiarism.....	28
Instructor Program.....	10	Non-Discrimination.....	28
Massage Program.....	11	Overtime.....	28
Master Esthetics Program.....	12	Drug Abuse Prevention.....	29
Other Fees.....	13	Theft.....	29
Forms of Payment.....	13	Collection.....	29
Transfer Tuition.....	13	Substance Abuse.....	29
Self Pay Students.....	14	Counseling & Academic Advising.....	29
Financial Aid.....	15-16	Student Code of Conduct.....	30
Applying for Aid.....	15	Student Services.....	30
Financial Aid Programs.....	15	Parking.....	30
Parent Plus Loans.....	16	Smoking.....	30
Verification Policy.....	16	Make-up Work.....	30
Low income.....	16	Grading Policy.....	31
Professional Judgment.....	16	Employment Assistance.....	31
Packaging Policy.....	16	Personal Property.....	32
Tuition Refund Policy.....	17-19	Work Stations & School Property.....	32
Withdrawal/Termination.....	17-18	Break Room.....	32
WA State student Trust Fund.....	18	Personal Hygiene.....	32
Return of Title IV.....	19	Student Discipline.....	33
Massage Refund.....	19	Completion Requirements.....	33
Noncredit, Remedial, Repetitions.....	19	Student Rights and Responsibility.....	34
Satisfactory Academic Progress Policy.....	20-23	Family Discounts.....	34
Evaluation Periods.....	20	Clinic Floor.....	35-36
Determination of Progress.....	20	Dress Code.....	37
Attendance Evaluations.....	21	Appeal, Complaint & Grievance.....	38
Academic Evaluations.....	21	Externship.....	39
Warnings.....	22	VA Policies.....	40
Probation.....	22	School Schedule.....	41
Re-Establishment of SAP.....	22	Holiday & Closure Dates.....	41
Interruptions, Incompletes, withdrawals.....	22	Licensing & Certification, Accreditation.....	42

## Welcome Students

Victoria's Academy offers the choice of six different career paths in the field of Cosmetology Arts and Science. Cosmetology, Hair Design, Barber, Massage, Master Esthetics and Instructor. This catalog represents the efforts of professional Cosmetology instructors and program developers that have worked together to insure that our schools curriculum meets or exceeds the state of Washington's industry and school standards.

Victoria Kile has over 45 years of school ownership and instructional experience. She is currently a member of the Washington State Education Committee, Lifetime Hair America, Cosmetology Educators of America and the National Cosmetology Association. Victoria is a nationally certified judge and multiple award winner.

Victoria Kile was the 1999 Washington state Technology and Industry Educators "Technical Instructor of the Year" and Past President of the Washington Association of Career and Technical Educators. Victoria is presently serving on the Washington State Cosmetology, Barber, Hair Design, Manicure and Esthetician Governor's Advisory Board as the representative for private schools.

We, at Victoria's Academy, know that you have choices. We would like to thank you for choosing Victoria's Academy for your training. With our excellent Pivot Point and Milady's curriculums and our exciting and knowledgeable instructors you will receive the best possible training that we can give.

### Corporate Officers

**Victoria Kile**  
President/CEO  
Treasurer

**Danae Heuett**  
Vice President  
Treasurer

**Calvert Anderson**  
Director

**Troy Heuett**  
Secretary

## CONTACT INFORMATION

### INTERNET WEB SITE

[www.victoriasacademy.edu](http://www.victoriasacademy.edu)

### E-MAIL

Victoria Kile, Owner.....victorialkile@gmail.com  
Danae Heuett, Executive Director/Financial Aid.....victoriasfinancialaid@gmail.com  
Catlin Chalk, Financial Aid.....cat@victoriasacademy.edu  
Lisa Skinnell, Admissions/Enrollment.....lisas@victoriasacademy.edu  
Lisa Ashley, Director.....lisaa@victoriasacademy.edu  
Telephone.....509-586-9979  
Fax .....509-586-3739  
Text, school cell.....509-342-8977

### MAILING ADDRESS

23 West 1st Avenue  
Kennewick, Washington 99336

I Certify that this catalog is true and correct for content, policies, and date. All information contained within the pages of this catalog, including but not limited to dates, policies, procedures and prices are subject to change without written notice.

Date of Publication 1/1/2019  
Victoria L Kile

## **About Victoria's Academy**

Victoria's Academy of Cosmetology was founded in 2001 to provide students and the community with an excellent level of service to meet the strong needs of our profession. Our reputation in the Tri Cities and within the industry is unquestionable.

We strive to maintain an environment where creativity and growth are emphasized. To achieve our goals there is a commitment from staff members and students to teach and learn in the most professional manner.

Victoria's Academy has a commitment to train students for a career in Cosmetology, Hair Design, Barber, Master Esthetics, Massage or as an Instructor. This includes living up to the expectations of potential employers regarding professionalism, appearance, safety and sanitation. Victoria's Academy expects the same standards in the school as would be expected of the majority of the industry.

Victoria's Academy of Cosmetology will continue to remain a leader in the field of Cosmetology Arts and Science by promoting a strong desire to achieve the best results possible. Our students and staff are encouraged to have a healthy curiosity for anticipating the rapid and progressive growth of our industry.

### **Instructional Staff**

- **Marilyn Blazon**  
45 Years Experience in the Cosmetology  
10 Years Instructional Experience
- **Laura Sahar**  
12 Years Experience in the Cosmetology  
2 Years Instructional Experience
- **Kym Smith**  
34 Years Experience in the Cosmetology  
11 Years Instructional Experience
- **Veronica Thurman**  
7 Years Experience in the Massage  
4 Years Instructional Experience
- **Jennifer Hamilton**  
7 Years Master Esthetics  
1 Year Instructional Experience
- **Heather Bozarth**  
5 Years Instructional Experience  
21 Years Experience in Cosmetology

### **Substitute Instructors**

- **Lisa Ashley**  
10 Years Experience in the Cosmetology  
5 Years Instructional Experience
- **Victoria Kile**  
45 Years Experience in the Cosmetology  
32 Years Instructional Experience  
7 years Experience as Master Esthetician
- **Irene Pratt**  
56 Years in the Cosmetology industry & Barber  
40 Years Instructional Experience
- **Teressa Arteaga**  
6 Years Licensed Massage Therapist  
2 Years Instructional Experience
- **Heidi Williams**  
13 Years Licensed Massage Therapist  
1 Years Instructional Experience
- **Ashley Jackson**  
2 Years Licensed Massage Therapist  
1 Years Instructional Experience

### **Administrative Staff**

**Victoria Kile**  
Administration  
School Owner

**Danae Heutte**  
Executive Director &  
Financial Aid  
Administration

**Catlin Chalk**  
Financial Aid  
Administrative Assistant

**Lisa Ashley**  
School Director

**Trudy Meinecke**  
Dispensary

**Lisa Skinnell**  
Admissions  
Marketing

**Monica Gonzalez**  
Receptionist  
Student Services

## **Mission Statement**

Victoria's Academy's mission is to train students in the field of Cosmetology, Hair Design, Barber, Master Esthetics, Massage and Instructor for the workforce of today.

## **School Facilities**

In July, 2009 we moved into a new building with over 16,000 sq. ft of space for our students to learn in. We have three large classrooms, each with capabilities for teaching using the internet and overhead power point. Our Master Esthetics and Massage area has it's own classroom, 16 beds enclosed in their own cubicle with the latest Esthetic equipment available. Our Master Esthetics program meets NCEA and NACCAS standards. We have a student lounge/lunch and locker area with a kitchen. The dispensary is large and open overlooking the clinic floor. There are 62 Cosmetology stations in the main lab with a separate beginning lab that will comfortably house 25 students. There are 8 shampoo bowls and separate Barber shop with seven stations.

## **Educational Objective**

1. To complete your program within the Academy's guidelines
2. To successfully take and pass your state exams
3. To become licensed in the students area of study.

Once a student receives Victoria's Academy's completion certificate, takes and passes their WA. State or MBLEX exams and applies and receives their WA. State license they will be allowed to work as a Cosmetologist, Barber, Master Esthetician, Instructor or Massage Therapist.

## **Curriculum Format**

Instructional performance objectives are developed for each competency in each of the programs offered by Victoria's Academy. Student learning objectives are used in all theory and practical applications, safety and sanitation practices and procedures, attendance and professionalism.

The instructional staff at Victoria's Academy use lesson plans that follow the most recent Pivot Point and Milady published textbooks and reference materials available. Instructors are also given the freedom to use their own instructional experience as well to be creative and motivational. Power Point is used for theory as well as an abundant amount of visual aids. Audio/visual aids, computer presentations, tapes, books, lectures and demonstrations will also be used as part of the learning experience for students. Theory is delivered in creative and interesting ways, in individual and group settings, each geared around every learning style. A dedicated instructor is on staff for theory to insure they receive the best opportunity for learning. Our maximum class size per instructor is 20 students and the average student to teacher ratio is 15 students to 1 instructor.

## **Career Paths**

There are many career paths associated with the Cosmetology industry. With the proper training and license you can become a stylist, barber, master esthetician, instructor, massage therapist, owner or manager of a salon or spa, product and equipment sales representative, product educator, platform artist, a member of your state board of licensing, owner of a school, representative for NACCAS, skincare consultant, competitor, judge....the opportunities are endless.

## **Study Aids**

Students are welcome to take home any videos, software, laptop computers or equipment from Victoria's Academy for additional studying. Any item taken must be checked out by a staff member and returned to the school the next business day. Failure to return any item will result in the student being charged for the item.

## **Instructional Methods**

Victoria's Academy use various methods to deliver our curriculum.

- Visual aids such as handouts, IPADS/Chrome Books, videos, demonstrations, power point, books, and lectures.
- Hands on step by step practical demonstration and repetitive use.
- Discussions- small groups, lectures, group projects and outside speakers.

## **Programs**

### **COSMETOLOGY PROGRAM 1600 hours**

This program is based on the Pivot Point Cosmetology curriculum. Our basic course covers 1400 hours of hair and chemical instruction, 100 hours of manicuring and 100 hours of esthetics. This program takes about 13 months to complete, full time, and about 18 months to complete part time.

### **HAIR DESIGN PROGRAM 1400 hours**

This program is based on the Pivot Point Cosmetology curriculum. Our basic course covers 1400 hours of hair and chemical instruction. The program takes about 11 months to complete, full time, and about 16 months to complete part time.

### **BARBER PROGRAM—1000 hours**

This program is based on the Pivot Point curriculum. Our basic course covers 1000 hours of hair and hair removal and 100 hours of additional instruction. This program takes about 10 months to complete, full time, and about 13 month to complete part time.

### **MASTER ESTHETICS PROGRAM 1250 hours**

This program is based on the NCEA and Milady's curriculums. Our basic course covers 1200 hours of skin care, skin machines, laser training, medium depth peels and much more with 50 hours of additional instruction. This program takes about 11 months to complete, full time, and about 14 months to complete part time.

### **MASSAGE PROGRAM—750 hours**

This program is based on the Milady curriculum. Our basic course covers, including, but is not limited to, anatomy and physiology, kinesiology, pathology, massage practice and theory, safety and sanitation, business and first aid. This program takes 8 months to complete.

### **INSTRUCTOR PROGRAM—500 hours**

This program is based on Milady's Mindful teaching. Our basis course covers 500 hours of all aspects of teaching with 100 hours of additional instruction. This program takes 5 months to complete full time.

**ALL OF THE PROGRAMS AT VICTORIA'S ACADEMY MEETS THE STATE REQUIRED HOURS IN ORDER TO HAVE OUR STUDENTS BETTER PREPARED FOR THEIR FUTURE IN THEIR CHOSEN INDUSTRY.**

**ALL OF VICTORIA'S ACADEMY'S POLICIES ARE WRITTEN ACCORDING TO NACCAS STANDARD**

# ADMISSIONS

## **Cosmetology, Barber, Master Esthetics, Hair Design and Instructor Requirements**

Victoria's Academy requires for enrollment that all prospective students meet and provide proof, when applicable, of the following:

- Applicant must be at least 16 years of age before the desired class start date.
- Applicant must have completed secondary education and received a High School Diploma or a General Education Diploma (G.E.D.)
- Applicant must complete and submit an enrollment application.
- Applicant must pay the required one hundred (\$100.00) non refundable application fee.
- If enrolling in the Instructor Program, applicant must hold a current Washington State Cosmetology, Barber or Master Esthetician license.
- Foreign Diplomas must be translated and validated by a outside company before enrollment.

## **Massage Admission Requirements**

Victoria's Academy requires for enrollment that all prospective students meet and provide proof, when applicable, of the following:

- Applicant must be at least 18 years of age before the desired class start date.
- Applicant must have completed secondary education and received a High School Diploma or a General Education Diploma
- Applicant must complete and submit an enrollment application.
- Applicant must pay the required one hundred (\$100.00) application fee to be considered for enrollment. Any and all monies paid is refundable if the applicant cancels within five business days (excluding Sundays and holidays), after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

## **High School Admissions Requirements**

- High school program participants must be approved by their high school Principal or counselor, Tri Tech Skills Center Director and Victoria's Academy administration. High school students are allowed to attend school for Cosmetology on a half-day basis, and receive high school credits. This arrangement varies from high school to high school.
- Victoria's Academy accepts juniors and seniors in high school with seniors having priority for enrollment. Transfer students are accepted at summer school and each school semester or trimester. They will attend Monday through Friday from (AM) 8:00-10:30 or from (PM) 12:00-3:00 and follow Tri Tech's yearly school schedule. Once the student passes their written and practical finals, completes their cumulative project and graduates from high school or obtains a GED they will be considered for full time enrollment at Victoria's Academy. If accepted within ninety (90) days of graduation all accumulated hours will be credited. If longer than (90) days have passed the student will follow our regular transfer policy. If the student did not pass their written, practical or cumulative project they will follow our transfer policy. High school students will follow the same policies and procedures as regular students with the exception of our warning policy. High school students may be withdrawn if completing two complete sets of warnings.
- Victoria's Academy of Cosmetology does not accept anyone attending high school except through the Tri Tech Skills Center program.

# ADMISSIONS CONT.

## **Readmissions Policy**

Any students withdrawn because of attendance or failure to follow Victoria's Academy's policies and procedures will not be able to re-enroll. If a student voluntarily withdraws, due to special circumstances, and all financial obligations are met, they may re-enroll in 30 days. If gone over 90 days the transfer policy will apply.

## **Transfer Admission Policy**

Victoria's Academy of Cosmetology welcomes transfer students, however, the Academy does not, and will not recruit students already attending or enrolled at another school offering similar programs of study. A maximum of 100% of total earned hours from another Washington State school may be accepted as transfer credit. In order for 100% of the total hours to be credited the student must take the Academy's exams and pass with a 76% or better on both the written and practical. Any score less than 76% will still allow 50% of the students hours, up to a maximum of 500 hours, to be credited. If a student chooses not to test they may still transfer 50% of their hours, not to exceed 500 hours. Exceptions may apply. No elective, business or extra hours will be credited unless earned at Victoria's Academy. The exam fee is \$100.00.

Withdrawn students from Victoria's Academy of Cosmetology are encouraged to re-enroll after (30) thirty days and all creditable hours will be accepted, as long as proper procedures were followed when they withdrew. If longer than ninety (90) days, students may re-enroll but must follow the transfer policy. Involuntarily withdrawn students will not be accepted. In the case that a student wishing to transfer decides, after taking the exam, not to attend Victoria's Academy they will forfeit the exam fee, otherwise the exam fee will be considered the students \$100.00 application fee.

Transfer students must meet all general enrollment criteria in addition to the following:

- Hours previously earned must be documented and certified by the forwarding Washington State school.
- Student from Washington schools must be terminated in Department of Licensing school portal to have hours transferred, according to Washington State Department of Licensing.
- Hours must be creditable according to the Washington State Department of Licensing WAC's and RCW's.
- Victoria's Academy has the option to not accept any transfer hours
- No hours may be accepted from any state other than Washington State, per Washington State Department of Licensing WAC's.
- Massage students must follow Department of Health RCW's concerning transfers.

Tuition costs for transfer students will be calculated on an individual basis, depending on how many hours are transferred. Purchase of a student kit may be required.

Enrollment applications are available at Victoria's Academy during business hours or at:

**[www.victoriasacademy.edu](http://www.victoriasacademy.edu)**

# COSMETOLOGY PROGRAM

1600 HOURS

Theory, includes, but is not limited to, Cosmetology history, general sciences, hair care, skin care, natural nail care, nail structure and diseases and disorders, business skills, anatomy and physiology, professionalism and image, skin disorders and diseases, property of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, hair coloring, chemical texturizing, wigs and hair additions, braiding and extensions: 185 hours

Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace.

	<u>HOURS ONLY</u>	<u>COMPETENCIES</u>
• Haircutting:	350 hours	275
• Hair styling	160 hours	280
• Permanent waving:	200 hours	80
• Hair coloring:	300 hours	100
• Scalp treatments:	20 hours	15
• Artificial hair	30 hours	3
• Chemical relaxing:	20 hours	5
• Pedicures and manicures	78 hours	50
• Facials:	30 hours	20
• Hair removal:	20 hours	<u>10</u>
		838
•Manicuring/pedicuring	100 hours	
• Esthetics	100 hours	
• First aid/CPR	5 hours	
• Sanitation/disinfection	<u>187 hours</u>	
Total	1600 hours	

**Application Fee:** \$100.00  
 Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

**Tuition and Fees**

Tuition .....	\$15,840.00
Kit.....	\$ 1897.24
Lab Fee.....	\$ 160.00
Total.....	\$ 17,997.24



# BARBER PROGRAM

1000 HOURS

Theory, includes but is not limited to, Barbering history, general sciences, hair care, skin care, business skills, anatomy and physiology, professionalism and image, skin disorders and diseases, property of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, wigs and hair additions, braiding and extensions: 140 hours

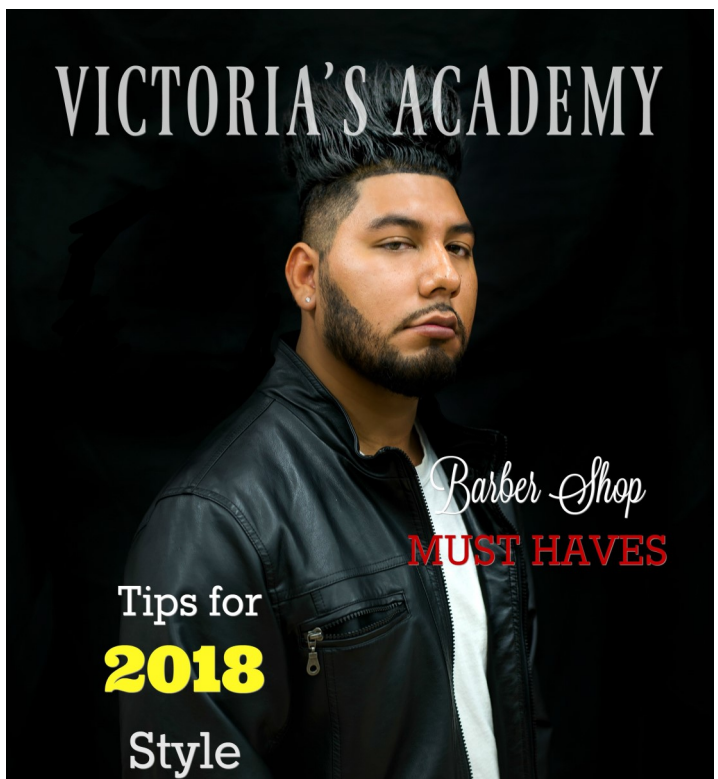
Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace.

	<u>HOURS ONLY</u>	<u>REQUIREMENTS</u>
• Haircutting	550 hours	440
• Hair styling	150 hours	100
• Scalp treatments	30 hours	25
• Hair removal, temporary (Includes shaving)	75 hours	40
• First aid/CPR	5 hours	605
• Sanitation/disinfection	<u>190 hours</u>	
Total	1000 hours	

**Application Fee:** \$100.00  
 Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

### Tuition and Fees

Tuition.....	\$ 9,900.00
Kit.....	\$1,999.51
Lab Fee.....	\$160.00
Total.....	\$12,159.51



# HAIR DESIGN

1400 HOURS

Theory, includes but is not limited to, Hair design history, general sciences, hair care, diseases and disorders, business skills, anatomy and physiology professionalism and image, property of the hair and scalp, basics of chemistry, basics of electricity, shampooing and conditioning, haircutting, hairstyling, hair coloring, chemical texturizing, wigs and hair additions, braiding and extensions: 185 hours

Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, and personal and public sanitation in the workplace.

	<u>HOURS ONLY</u>	<u>REQUIREMENTS</u>
• Haircutting:	400 hours	325
• Hair styling	160 hours	250
• Permanent waving	250 hours	130
• Hair coloring	328 hours	200
• Scalp treatment	20 hours	15
• Artificial hair	30 hours	5
• Chemical relaxing	20 hours	<u>5</u>
		930
• First aid/CPR	5 hours	
• Sanitation/disinfection	<u>187 hours</u>	
Total	1400 hours	

**Application Fee:** \$100.00  
 Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

**Tuition and Fees**

Tuition .....	\$12,200.00
Kit.....	\$1897.24
Lab fee.....	\$160.00
Total .....	\$ 14,357.24

**VICTORIA'S ACADEMY**

Styles you'll **LOVE**

**2018**  
Beauty Must Haves

**HAIR**

START THE NEW YEAR  
*in style!*

# INSTRUCTOR PROGRAM

500 HOURS

## Units of Instruction

- **TEACHING**, includes, but is not limited to, lesson planning, student learning principals, teaching methods, written and practical assessment, classroom setup, classroom management and Milady's four-step method. 40 hours
- **OCCUPATIONAL ANALYSIS:** includes but is not limited to, develop systems for analysis, charting, categorizing, validating, organizing, topic and subject matter, materials and supplies, record keeping, project methods, and working with advisory committee, if possible. 40 hours
- **COURSE ORGANIZATION:** Develop instruction from analysis, organize and prioritize, group and sequence learning units, test and evaluation teaching aids, lectures, demonstrations and develop questions and answers. 40 hours
- **STUDENT LEARNING LEADERSHIP:** How to be effective in student leadership, give student's assignments, lead discussions, develop client relations, personality and conduct, interpersonal relationships. 40 hours
- **CLINIC SUPERVISION:** Practical classroom and clinic services, dispensary, inventory and maintenance and supervise student practical. 340 hours

**Application Fee:** \$100.00

Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid.

***This application fee is non-refundable and good for enrollment for one year.***

### Tuition and Fees

Tuition .....	\$2,600.00
Kit .....	\$277.21
Total .....	\$2977.21

## VICTORIA'S ACADEMY



HAIR

START THE NEW YEAR  
*in style!*

# MASSAGE PROGRAM

750 HOURS

## Units of Instruction

<ul style="list-style-type: none"> <li>• Anatomy and physiology:</li> <li>• Kinesiology:</li> <li>• Pathology, including indications and contraindications:</li> <li>• Theory and practice of massage, to include but not be limited to, techniques, remedial movements, body mechanics of the practitioner and the impact of techniques on pathologies. A maximum of 50 hours of these hours may include, but is not limited to, time spent in a student clinic. Hydrotherapy is to be included when consistent with the particular area of practice:</li> <li>• Clinical/business practices, minimally to include, but not be limited to, hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, sexual misconduct, client interaction and state and local laws:</li> <li>• Test preparation:</li> <li>• Insurance billing, communication and ethics:</li> <li>• Sexual misconduct:</li> <li>• Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, Including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace:</li> <li>• First Aid &amp; CPR</li> </ul>	<p>100 hours</p> <p>80 hours</p> <p>60 hours</p> <p>380 hours</p> <p>55 hours</p> <p>30 hours</p> <p>10 hours</p> <p>5 hours</p> <p>20 hours</p> <p><u>10 hours</u></p> <p>750 hours</p>
<b>Total</b>	

### **Application Fee:**           \$100.00

Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

### **Tuition and Fees**

Tuition .....	\$9650.00
Kit .....	\$1227.07
Lab Fee.....	\$160.00
<b>Total .....</b>	<b>\$11,137.07</b>

### **Exams**

If graduating students of massage register for their MBLX within 80 hours of graduating and have met all of the graduation requirements, their exam fee will be paid by Victoria's Academy. If their MBLX exam is not registered for, within that time, the student will forfeit their fee and be responsible for those exams fees.

# MASTER ESTHETICS

1250 HOURS

• Clinical Esthetics histology, regulations and skin analysis:	10 hours
• Skin Physiology, histology, diseases and disorders:	40 hours
• The role of Fitzpatrick scale:	5 hours
• Light skin peels, packs, masks, scrubs, body wraps and treatments:	50 hours
• Microdermabrasion, dry and wet and micro current treatments:	30 hours
• Aging and photo damaged skin:	10 hours
• Manual facials. Includes, but is not limited to, cleansing, scientific manipulations, lymphatic drainage and acupressure:	55 hours
• Skin lightening:	15 hours
• Acne in advanced skin care:	15 hours
• Electrotherapy facials. Includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories and tinting of the eyebrows and lashes.	60 hours
• Makeup. Includes, but is not limited to, skin analysis, basic and corrective make up applications and eyelash enhancements:	20 hours
• Neck and face manual advanced lymphatic drainage:	5 hours
• Exfoliation methods:	15 hours
• Anatomy and physiology. Includes, but is not limited to human anatomy, human physiology, bacteriology, skin analysis and conditions:	25 hours
• Hands on laser training and medium depth peels:	60 hours
• Hands on clinical training:	625 hours
• Safety, disinfection and sanitation includes, but is not limited to, training of chemicals in health and in establishments, MSDS safety, client protection, self protection, health and safety agencies, health and safety laws and rules, communicable diseases, including HIV/AIDS and Hepatitis B, chemical compositions, purposes of cosmetic and skin care preparations, and personal and public sanitation in the workplace:	150 hours
• Advanced training and electives, orientation, WAC's, and RCW's. This curriculum is based on the National Estheticians, Manufacturers/Distributors Association (NCEA) job task analysis as well as Milady's Standard and Advanced curriculums:	50 hours
• First aid/CPR:	<u>10 hours.</u>
Total	1250 hours

**Application Fee:** \$100.00

Required for all programs, to be paid when application for enrollment is submitted. Enrollment will not be considered until application fee has been paid. ***This application fee is non-refundable and good for enrollment for one year.***

**Tuition and Fees**

Tuition .....	\$17,868.00	Kit .....	\$2882.44
Lab Fee.....	\$160.00	Total .....	\$21,010.44

# OTHER FEES

Part - Time (starting or switching to part time at any time).....	\$2500.00	
Withdrawal Fee.....	\$150.00	
Evaluation (Exam) Retake Fee.....	\$50.00	
Copies of Completion Certificate.....	\$5.00	
All students will be provided one copy of their completion certificate at no charge. There is a five dollar (\$5.00) fee for any additional copies needed.		
Replacement I.D. Badge.....	\$10.00	
One "Student ID Badge" will be included in each student kit.		
Transfer Exam Fee.....	\$100.00	
Overtime hours (per hour).....	\$25.00	
Any check returned due to non-sufficient funds will require replacement by cash or cashier's check for the original amount plus \$40.00. Victoria's Academy will continue to honor checks from the account holder, however, if another check is returned for NSF, the account holder will no longer have the privilege of using a check as a form of payment. ....		\$40.00

Students are responsible for the payment of any and all fees charged by the state of Washington's Department of Licensing ([www.dol.wa.gov](http://www.dol.wa.gov)), or to any testing agency for application of the written and practical examinations and/or licensure. Students may register for their exams within 80 hours of graduating if they have met all graduation requirements. No Student, in any program can take their exam , until all hours are completed in their program of study.

## Forms of Payment

Acceptable forms of payment for tuition and other fees are: Cash, Check (Personal or Business), Cashiers Check, Money Order, or a Credit or Debit card. VISA, MC or American Express. No third party checks will be accepted.

## Student Kits

ONCE A STUDENT HAS OPENED THEIR KIT, THEY ARE RESPONSIBLE FOR THE COST OF THE ENTIRE KIT. STUDENT KITS ARE NON REFUNDABLE.

## Transfer Students Tuition

The tuition cost for transfer students will be calculated by dividing the total tuition cost of the program by the number of hours needed to complete the program.

# SELF PAY STUDENTS

Each program offered by Victoria's Academy requires the purchase of a "Student Kit". The kit includes all equipment, books, supplies and materials that will be needed during training. Kit fees may vary according to current market value. The kit fee for each program must be paid before the student begins training, unless the student is approved for financial aid. (Kit fees is not included in the down payment)

Transfer students will be required to have only the kit items used at Victoria's Academy that were not included at the kit at the previous school (if any).

Cosmetology, Hair Design, Barber, Massage, and Master Esthetics programs require a minimum down payment of \$2,000.00 The Instructor training program requires a minimum down payment of \$1000.00. Down payments must be made before contract signing and will be applied to the total tuition cost and fees. Awarded financial aid may qualify for the down payment.

Monthly installments are due on the first business day of each month with no interest. If the full installment has not been received by the tenth business day of the month the student may not be allowed to attend school, unless other arrangements have been made.

## **COSMETOLOGY PROGRAM**

The \$2,000.00 down payment is applied to the total tuition and all fees of \$16,000.00. The tuition balance of \$13,840.00 will be payable in 12 monthly installments of \$1333.33 beginning the 2nd month of training.

## **HAIR DESIGN PROGRAM**

The \$2,000.00 down payment is applied to the total tuition and all fees \$12,360.00. The tuition balance of \$11,180.00 will be payable in 10 monthly installments of \$1236.00 beginning the 2nd month of training.

## **BARBER PROGRAM**

The \$2,000.00 down payment is applied to the total tuition and all fees \$10,060.00. The tuition balance of \$8060.00 will be payable in 7 monthly installments of \$1,151.43 beginning the 2nd month of training.

## **MASSAGE PROGRAM**

The \$2,000.00 down payment is applied to the total tuition and all fees \$9,810.00. The tuition balance of \$7,810.00 will be payable in 6 monthly installments of \$1,301.67 beginning the 2nd month of training.

## **MASTER ESTHETICS PROGRAM**

The \$2,000.00 down payment is applied to the total tuition and all fees \$18,028.00. The tuition balance of \$16,028.00 will be payable in 9 monthly installments of \$1780.08, beginning the 2nd month of training.

## **INSTRUCTOR PROGRAM**

The \$1000.00 down payment is applied to the total tuition of \$2,600.00. The tuition balance of \$1,600.00 will be payable in 3 monthly installments of \$533.33 beginning the 2nd month of training.

# FINANCIAL AID

## Applying For Aid

Application Process In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA), and finish the necessary documentation required for verification of information submitted. After the application is completed by the student, the information will be sent to a servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges.

Financial aid is available to those who qualify through the Department of Education.

You must complete the current years FASFA on line at: [www.fasfa.ed.gov](http://www.fasfa.ed.gov)

Victoria's Academy's school code is **041272**

## Financial Aid Program

Victoria's Academy of Cosmetology participates in Federal programs of assistance – Federal Pell Grant, and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs while receiving financial aid at any post secondary school.

**FEDERAL PELL GRANT:** A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student.

**SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**

**UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**

# FINANCIAL AID CONT...

## **Parent Plus Loans**

A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history, nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

Parent plus loans must be done in the first academic year of their program.

## **Policy For Verification Of Title IV Funding**

Victoria's Academy has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. Victoria's Academy provides students with a verification form so they can collect the necessary information.

Students understand that Victoria's Academy does not guarantee the student loan process in any respect.

**All verification forms/documentation must be completed and turned in prior to the start date. If additional information is required, students will have 2 school days to submit the forms, after this time period, students will not be allowed at school until all required forms have been submitted.**

## **Verification of Low Income**

Victoria's Academy will require verification on any prospective student seeking financial aid assistance if the income they declare is below the IRS threshold, if they did not file federal income tax returns for the year prior to enrollment or are not selected by the department of education for verification.

## **Professional Judgment**

If, in the opinion of the financial aid administrator, circumstances for a perspective student warrant professional judgment, a determination will be made by the financial aid administrator and the management. All decisions by the financial aid administrator are final, and not subject to appeal.

## **Packaging Policy**

Packaging student aid, PELL's or LOANS, at Victoria's Academy will be determined by our financial aid administrator and our third party servicer. Information for packaging will be gathered by Victoria's Academy's financial aid staff with the student and forwarded to our third party servicer to do the awarding for the student. Victoria's Academy will distribute any excess credit balances to the student. Any student who receives a PELL grant while attending Victoria's Academy will receive it as long as there is no balance due for tuition, kit or books.

# TUITION REFUND POLICY

COSMETOLOGY, BARBER, MASTER ESTHETICS, INSTRUCTOR, MASSAGE

## **Withdrawal/ Termination**

If STUDENT decides to withdraw from Victoria's Academy, the following procedure must be followed:

STUDENT must complete a withdrawal form and return it to Victoria's Academy; the form must be filled out and signed. If turned in and not complete, the withdraw process may be delayed. A withdrawal form may be obtained from any staff member. The official withdrawal date is the date that Victoria's Academy receives the completed form. STUDENT is responsible for seeing that the form reaches that point. Withdrawal will not be considered official until a withdrawal form is completed and returned. Once Victoria's Academy has received the completed form, STUDENT will be given an exit interview during which, Admission and/ or financial aid office will review STUDENTS options, determine status and consider future educational goals. STUDENT will then be advised of any financial obligations that may have pending.

If the procedure is not followed completely, formal termination by Victoria's Academy will be based on the monitoring of participation determined by Victoria's Academy every thirty (30) days. The following methods of determination will be used: Academic counseling or advising, class examinations, tutorials, computer assisted-instruction or other academically related activities. The \$ 150.00 withdrawal fee will be accessed for any withdrawal or termination.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Any monies, except the application fee of \$ 100.00, due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal, whether officially or unofficially. Any refunds due to the student will be calculated on the student's last day of attendance.

**% OF SCHEDULED HOURS  
AVAILABLE TO TOTAL LENGTH OF  
COURS PER CONTRACT**

**AMOUNT OF TOTAL TUITION  
OWED TO THE SCHOOL**

<b>Available</b>	<b>Owed</b>
.01% to 04.9%.	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

# TUITION REFUND POLICY

CONTINUED

## **Official cancellation or withdrawal shall occur on the earlier of the dates that:**

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, less the application fee.
  2. A student must notify Victoria's Academy of his/her withdrawal.
  3. If a student (or in the case of a minor or dependent student under legal age), his or her parents, or legal guardian, cancels his/her contract, in writing, within three business days of signing the enrollment agreement all monies collected by the school, except the application fee, shall be refunded.
  4. A student cancels the contract, after three business days of signing, but prior to entering classes, the student is entitled to a refund of all monies paid to the school, minus the application fee of \$100.00.
  5. If Victoria's Academy cancels a program, subsequent to a student's enrollment and before instruction has begun, Victoria's Academy shall, at it's option, provide a full refund of all monies paid or provide completion of the program.
  6. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies Victoria's Academy that they will not be returning.
  7. A student is expelled by the school (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)
  8. In type 2, 3, 4 or 6, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, the date said notification is delivered to the school administration or owner, in person. .
  9. For students who enroll and begin classes, but withdraw prior to course completion (after three business days of signing the contract), the schedule of tuition earned by the school on the previous page applies. All refunds are based on scheduled hours. Victoria's Academy may adjust the minimum tuition adjustment schedule when situations of mitigating circumstances are in evidence.
  10. The tuition schedule does not include extra contracted costs such as books, kit, or other fees. The \$100.00 application fee is non refundable. Victoria's Academy does access a \$150.00 termination fee to all withdrawals.
  11. All extra costs, such as books, equipment, etc. that are not included in the tuition are stated on pages 18 and 19 of the catalog and any non-refundable items are identified.
  12. If Victoria's Academy cancels a course and/or program and ceases to offer instruction, after students have enrolled and instruction has begun, Victoria's Academy will:
    - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  13. If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun, Victoria's Academy will:
    - Provide a full refund of all monies paid
  14. If Victoria's Academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, Victoria's Academy must make arrangements for students.  
Victoria's Academy has at its options:
    - Provide a pro rate refund.
- If a student cancels, in writing, his / her contract within three (3) business days of signing the contract, whether they have attended or prior to entering classes, he / she shall be entitled to a refund of all monies paid to the school, less an enrollment fee.
- This policy complies with the mandated policy.
- Victoria's academy is requires to contribute to a Washington state recovery fund yearly to ensure students rights for refunds of tuitions if Victoria's Academy had to ceased operating.

# TUITION REFUND POLICY

CONTINUED

## Return of Title IV

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of R2T4 funds will be completed and any applicable returns by the school shall be paid, as applicable.,

- First to unsubsidized Federal Stafford Student Loan Program;
- Second to subsidized Federal Stafford Student Loan Program;
- Third to Federal Pell Grant Program;
- Fourth to other Federal, State, private or institutional student financial assistance programs;
- Last to the student. After all applicable returns to Title IV aid have been made.

This refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

This Message policy is mandated by Washington State Department of Health.

If a student (or in the case of a minor or dependent student under legal age), his or her parents, or legal guardian, cancels his/her enrollment, in writing, within five business days of signing the enrollment agreement. all monies collected by the school, except the application fee, shall be refunded, regardless of whether or not the student has actually started classes.

% OF SCHEDULED HOURS COMPLETED  
TO TOTAL LENGTH OF COURSE  
PER CONTRACT

% AMOUNT OF TOTAL TUITION  
OWED TO THE SCHOOL

- |   |             |
|---|-------------|
| • <u>One week or up to 10%</u><br>(whichever is less)                             | <u>10%</u>  |
| • <u>More than one week or up to 10%</u><br>(whichever is less but less than 25%) | <u>25%</u>  |
| • <u>25% - 50%</u>  | <u>50%</u>  |
| • <u>More than 50%</u>  | <u>100%</u> |

Any monies, except the application fee of \$ 100.00, due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Any refunds due to the student will be calculated on the student's last day of attendance.

All statements found on page 17 and 18, 1 through 14, are part of this message refund policy.

This policy complies with Washington State Department of Health mandated policy

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, course incompletes, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

# SATISFACTORY ACADEMIC PROGRESS POLICY

## SAP

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is applied consistently to all students enrolled in a specific program and schedule. Victoria's Academy Academic Year is based on this policy and complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress at midpoint or less of their Academic Year as follows:

Cosmetology 455, 910, 1255 clocked hours

Hair Design 455, 910, clocked hours

Master Esthetics 455, 910 clocked hours

Barber 455, 910 clocked hours

Massage 375 clocked hours

Instructor 300 clocked hours

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. At each evaluation period students are given a written copy of that evaluation and a plan, if needed, to meet Satisfactory Academy minimums. Students not meeting Satisfactory Academic Progress must sign documentation showing they were notified, to be placed in student file.

If the student is scheduled for their evaluation or written exam and is not in attendance the day of the evaluations they will be assessed a \$50.00 fee, each, to have the examiner reschedule the evaluations.

### **Determination Of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. Evaluations are based on scheduled hours, therefore, attendance is extremely important. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

# SAP CONTINUED

## **Attendance Progress Evaluations**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled and includes quantitative elements that are evaluated on a cumulative basis at each evaluation periods throughout the program of study. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study and includes qualitative elements that are evaluated on a cumulative basis at each evaluation period throughout the program of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 76% and pass a MIDTERM and FINAL written and practical exam with a 76% or higher prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100	Excellent
85-93	Very Good
76-84	Satisfactory
75- Below	Unsatisfactory

# SAP CONTINUED

## WARNINGS AND PROBATION

### **Warning**

Students who fail to meet minimum requirements for attendance, 80%, or academic progress, 76%, are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress, after the warning period, will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision prior to being placed on probation and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised, in writing, of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. No title IV funds will be disbursed while a student is on a Leave of Absence.

### **Transfer Hour Students**

The maximum time allowed for transfer students who need less than the full course requirements or part-time transfer students will be determined based on a percentage of the scheduled contracted hours. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at Victoria's Academy.

# SAP CONTINUED

## APPEAL

### Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination or a missed evaluation include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards and/or why they missed their evaluation, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point as well as a reason to not be assessed the \$50.00 fee to retake. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed, no fees will be applied and federal financial aid will be reinstated, if applicable.

### Maximum Allowed Time

The maximum time (which does not exceed 125% at any time of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Any transfer hours from another Washington State school that are accepted towards the students educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Anyone attending Victoria's Academy who reaches the maximum time allowed for their program of study will be withdrawn.

#### Full Time Program

	<b>Weeks</b>	<b>Maximum</b>
Cosmetology (Full time, 35 hrs/wk) - 1600 Hours	59 Weeks	2000
Hair Design (Full time, 35 hrs/wk) - 1400 Hours	52 Weeks	1750
Master Esthetics (Full time, 35 hrs/wk) - 1250 Hours	47 Weeks	1563
Barber (Full time, 35 hrs/wk) - 1000 Hours	38 Weeks	1250
Instructor (Full time, 35 hrs/wk) - 500 Hours	19 Weeks	625
Massage (Part time, 25 hrs/wk) - 750 Hours	40 Weeks	938

#### Part Time Programs

Cosmetology (Part time, 25 hrs/wk) - 1600 Hours	82 Weeks	2000
Hair Design (Part time, 25 hrs/wk) - 1400 Hours	72 Weeks	1750
Master Esthetics (Part time, 25 hrs/wk) - 1250 Hours	65 Weeks	1563
Barber (Part time, 25 hrs/wk) - 1000 Hours	52 Weeks	1250
Instructor (Part time, 25 hrs/wk) - 500 Hours	27 Weeks	625

# ATTENDANCE POLICYS

## Maximum Time Reached

Any student reaching the maximum time allowed: Cosmetology 2000 available hours, Hair Design 1750 available hours, Barber 1250 available hours, Master Esthetics 1563 available hours, Massage 938 available hours and Instructor 625 available hours will be automatically terminated from their program. All hours missed whether due to personal (immediate family deaths may not apply) or through discipline procedures count towards these maximums. Contracted hours are different from these totals.

- Absences are calculated by hours. Any hours over the contracted completion date will be subject to overtime charges. If teacher in-service days are used those hours will not be charged to the student, as in-service hours (21 hours) are built into each students contract.
- All students follow their regular school days, Monday through Friday from 8:30am to 4:00pm, (MASSAGE) 3:00PM TO 8:00 PM.
- Day classes will have seven (7) hours of instruction available to them each day, Massage five (5) hours of instruction. One half hour lunch break is allowed for full time students. Additional breaks are optional but will be deducted from the hours for that day.
- An attendance of 140 clock hours per month is considered full time. 125 clock hours are the expected minimum allowed.
- An attendance of 100 hours per month is considered part time, 89 clock hours are the minimum allowed which is only offered in the day program.
- If a student registers for full or part time class they must complete their program under that contract.
- Any approved absence is still subject to the no fault attendance policy.
- If a day off is needed, for any reason, a written request is expected at least two (2) business days in advance and verification may be required.
- No violation will be given when the student calls at least one half hour before their scheduled class begins in case of emergency or illness. A message may be left on the answering system, as the time of the call is recorded.
- When notifying the school of a late arrival a **specific time must be given** as to when the student will be arriving for the day. ("later" will not be accepted as a valid time).
- **Students may call: (509) 586-9979 to leave a message or call or text: (509) 342-8977.**

## Warnings will be given for the following reasons

- Failure to call before 8:00am (day class), and 2:30pm (massage class)
- Leaving school at any time, other than for lunch, or at the end of the day without notifying a staff member
- Violating ANY of the schools rules, policies or procedures
- All missed time because of receiving warnings will be deducted from the contracted hours.

# ATTENDANCE POLICY

CONTINUED

## **Tardy and Absence Policy**

- Theory is held from 8:30am and 9:30am on Monday through Friday for Cosmetology and Barber.
- Massage theory is held from 3:00pm until 8:00pm on Monday and Thursday. 3:00pm to 4:00pm on Tuesday, Wednesday and Friday's.
- Theory may last longer than the scheduled hour if special classes or presentations are scheduled.
- The time clock will be closed at 8:30am and 3:00pm. Students must be in the classroom ready for class at that time. If the student is not clocked in and in class by 8:30am, or 3:00pm and **proper procedure WAS FOLLOWED, THE STUDENT WILL BE CONSIDERED TARDY AND the student will NOT be allowed to clock in until 9:30am, 10:30am or 4:00pm but will NOT RECEIVE a violation warning.** If the student is not in class by 8:30am, 9:30am or 3:00pm and **proper procedure WAS NOT FOLLOWED, THE STUDENT WILL BE CONSIDERED TARDY AND the student will NOT be allowed to clock in until 9:30am, 10:30am or 4:00pm and WILL RECEIVE a violation warning.** Special circumstances or emergencies must be verified and will be considered and dealt with on a case-by-case basis. Victoria's Academy has the right to change the theory schedule when needed. All time missed will be subject to the **OVERTIME POLICY**.

## **No Fault Attendance Policy**

**80% ATTENDANCE IS EXPECTED. TO MAINTAIN ATTENDANCE AND NOT GO OVER CONTRACTED GRADUATION DATE THE FOLLOWING CRITERIA MUST BE MET:**

- Cosmetology students may have no more than **168 TOTAL** hours of absences.
- Hair Design students may have no more than **136 TOTAL** hours of absences.
- Barbering students may have no more than **107 TOTAL** hours of absences.
- Master Esthetics students may have no more than **137 TOTAL** hours of absences.
- Massage students may have no more than **83 TOTAL** hours of absences.
- Instructor students may have no more than **52 TOTAL** hours of absences.

**IF THE STUDENT GOES OVER THE ABOVE ABSENCES THEY WILL BE SUBJECT TO OVERTIME CHARGES.**

- Cosmetology students may have no more than **232 TOTAL** hours of overtime.
- Hair Design students may have no more than **214 TOTAL** hours of overtime.
- Barbering students may have no more than **143 TOTAL** hours of overtime.
- Master Esthetics students may have no more than **176 TOTAL** hours of overtime.
- Massage students may have no more than **105 TOTAL** hours of overtime.
- Instructor students may have no more than **59 TOTAL** hours of overtime.

# ATTENDANCE POLICY

CONTINUED

## **Leave of Absent Policy**

### Medical/Special Family Circumstances Leave of Absence

Victoria's Academy of Cosmetology defines an authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

As a student in Victoria's Academy of Cosmetology an approved LOA must meet the below guidelines and Policy:

1. All requests for leaves of absence must be submitted in advance, in writing (LOA request form). It must include the reason for the student's request, and include the student's signature, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
2. There is an agreement of a reasonable expectation that the student will return from the LOA.
3. Administration approval must be signed off on the student's request for an LOA
4. Victoria's Academy of Cosmetology may not assess the student any additional institutional charges as a result of the LOA.
5. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
6. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
7. Victoria's Academy of Cosmetology will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. If the student does not return from their Leave of Absence the withdrawal date will be the students last day of attendance for the purpose of calculating a refund.

## **Time Clock Policy**

Each student is expected to clock in and out daily to receive credit for hours attended. Students will be given a 2 week grace period to learn the system and process, in which time clock adjustments will be allowed. After the 2 week grace period, adjustments to the time clock will not be made unless you are working with a client and the instructor verifies, to which you will only receive hours for the service time. Correction will be made on a monthly basis only.

## **Bereavement Policy**

If a student has a death in their immediate family any absences approved will not be subject to the schools NO FAULT ATTENDANCE policy and will be dealt with on a case by case basis.

# STUDENT POLICIES

## **Release of Information**

The school follows policies that provide a student with the opportunity to review his or her education records within 48 hours of the receipt of a request. Copies of the educational records are provided at no cost. A student must provide written consent, before an education agency or school may disclose personally identifiable information from the student's education records. If the student is out of state, a notarized written request must be sent to the school. The written consent must:

- State the purpose of disclosure
- Specify the records that may be disclosed
- Identify the party to whom the disclosure may be made
- Be signed and dated

The above rights and transfer to a parent or guardians of a student, who is considered to be dependent per IRS law. In addition, the school maintains a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information. The school may disclose educational records to the appropriate government agencies as required by state and federal law. This includes, but is not limited to our accrediting body NACCAS.

## **Student File Access**

The student (parent, guardian if student is a dependent minor) will have access to their files and records within 48 hours of a request with an instructor or administrator present. All student records will be maintained for a period of three years, as required by Washington State RCW's and WAC's. Massage and Veteran student transcripts will be retained by the school for 50 years. Victoria's Academy of Cosmetology is required by law, to keep records of academic progress, practical performance, attendance, financial transactions, counseling and other facts as may be deemed necessary while enrolled for each student.

## **Student File Privacy (FERPA)**

Victoria's Academy of Cosmetology is required by law, to keep records of academic progress, practical performance, attendance, financial transactions, counseling and other facts as may be deemed necessary while enrolled for each student. Inquiries for this information are strictly protected. The student (parent, guardian if student is a dependent minor) must give written consent to release any of the above information for each individual inquiry, a form for this is available. However, if required by law or for accreditation purposes, this information may be released without written consent of the student, parent or guardian.

## **Campus Security**

Campus security policies statistics are available upon request in the office. Campus is monitored by a surveillance system.

## **Reserved Rights**

Victoria's Academy reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change. Tuition and fees are subject to change without notice.

# STUDENT POLICIES

CONTINUED

## **Zero Tolerance Weapons Policy**

A **ZERO TOLERANCE** policy is observed in regard to weapons of any type, objects capable of being used as weapons or that could be used in such a way to cause harm or threat. If a student or staff member is found to be in possession of any of the items above, the appropriate law enforcement agency will be contacted. The student or staff member will not be allowed back until the administration decides what, if any, disciplinary action will be taken. The student/staff member will be contacted, via US Mail, within ten (10) business days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled within the next ten (10) business days to determine if and/or when the student/staff member will be permitted to return to school or work. Only law enforcement officers subject to emergency calls may possess weapons, authorized by law, on school premises.

## **Mitigating Circumstance Policy**

When situations of mitigating circumstances occur, such as: health, death, personal, etc. it is the policy of the school to have the ability to deviate from the regular policy on a case by case basis. This can only happen with a minimum of two staff members agreeing, as well as the owner.

## **Language**

At Victoria's Academy all classes are taught in English. All students are required to speak the language their program is taught in at all times when in the school, per NACCAS requirements, unless performing services on a non English speaking customer. All students are required to take their Washington State Board exams in English. Applicants for whom English is a second language may be required to pass a test that demonstrates they have sufficient English language skills to successfully complete the training program, exams and obtain work in their field of interest.

## **Cheating and Plagiarism**

Any student caught forging an instructors signature or initials, for any reason, will be subject to suspension or dismissal from their program. Clocking in or out for another student may also be grounds for dismissal. Cheating only hurts you, the student.

## **Non-Discrimination Statement**

Victoria's Academy of Cosmetology does not discriminate on the basis of sex, religion, color, ethnic origin, sexual orientation, age, disability, race, creed, financial status or area of origin or residence.

## **Overtime Hours**

Overtime hours are defined as: Any and all hours that a student must attend the Academy which exceed the original contract term, in order to accumulate the required amount of hours needed to complete their program. If a student maintains 80% attendance no overtime charges will accumulate. If a student falls below 80% attendance and goes over their contracted hours they will be assessed overtime charges. Overtime hours will be charged at the rate of **(\$25.00) TWENTY FIVE DOLLARS PER HOUR**. Any charges due for overtime hours will be calculated upon completion of training or withdrawal and must be paid in full before student' is eligible to refer to testing with any Washington State testing agency.

# STUDENT POLICIES

CONTINUED

## **Drug Abuse Prevention Plan**

Victoria's Academy has in place a policy that allows a student to be drug tested if suspected of recent use. If the test is positive it is the plan to counsel the student and refer them to an agency that has expertise in the area of concern. The student would be withdrawn, suspended or put on a leave of absence.

## **Theft Policy**

**A ZERO TOLERANCE** policy is observed in regard to theft. Any student caught stealing may be immediately withdrawn and the authorities will be notified. Lockers are provided, locks are the students responsibility.

## **Collection**

Victoria's Academy's collection procedures shall reflect ethical business practices. Any student who withdraws, or is withdrawn, from Victoria's Academy will be subject to the academy's TUITION REFUND POLICIES. (pages 20-22). Thirty days after their official withdrawal date if the student has a balance owing to the academy and has not made arrangements to satisfy the balance, the academy will retain their collection agency to recover the balance. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies', lawyers or any other third parties representing Victoria's Academy clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of Victoria's Academy. Victoria's Academy will make every possible effort to help the student make an arrangement for payment. If arrangements are made and the student does not honor them the balance will then be sent to their collection agency for recovery

## **Substance Abuse Policy**

Victoria's Academy is a **DRUG AND ALCOHOL FREE** facility. Unlawful use, sale, possession, distribution, or being under the influence or association of alcohol or drugs while on the premises is strictly prohibited. Possession of any form of alcohol, illegal contraband or paraphernalia that would normally be associated with the use of narcotics and/or alcohol consumption, is strictly prohibited. Any student or staff member found to be in possession or under the influence of alcohol or illegal/legal substance while on the premises will be asked immediately to leave and will not be allowed back until the administration decides, what, if any, disciplinary action will be taken. Victoria's Academy reserves the right to orally test any student or employee if suspected of being under the influence of drugs or alcohol. The student/staff member will be contacted, via US Mail, within ten (10) days of the incident. At that time, a meeting between administration and the student/staff member will be scheduled to determine if and/or when the student/staff member will be permitted to return to school or work. Victoria's academy realizes that the state of Washingtonian has legalized marijuana, however this police will pertain to legal drugs as well.

## **Counseling and Academic Advising**

Victoria's Academy offers support to all students in any possible way about academics, social and personal matters. If an issue arises that is out of our expertise, ie: medical, mental health, domestic violence or substance abuse, the student will be referred to the appropriate community resource. A current list of these resources and their phone numbers will be given to each student and posted in an area visible to all students. It is at the schools discretion to work with students on an academic plan to help them succeed if necessary.

# RULES AND POLICIES

## **Student Code of Conduct**

While enrolled at Victoria's Academy, students are expected to follow and respect the conduct code. Victoria's Conduct Code is mirrored in Washington State WAC's: WAC 495A-121-029, WAC 495A-121-040, WAC 495A-121-041, WAC 495A-121-042, WAC 495A-121-043, WAC 495A-121-044. Disciplinary action will be taken with any student that violates these codes in any manner (see STUDENT DISCIPLINE POLICY).

A student may be dismissed for conduct which, in the opinion of the management, disrupts the learning environment in an unfavorable way. Students will not be reinstated unless management is assured that the cause for dismissal has been corrected. Examples are: Being disrespectful to staff, clients or other students, inappropriate appearance, repeated unsafe practical procedures, fresh alcohol consumption, drug use, legal or illegal, or emotional unstable. Unprofessional conduct will not be tolerated. This includes, but is not limited to, swearing, name-calling, gossiping, fighting, and/or yelling. Behavior that is mature, tactful and courteous is expected at all times when dealing with fellow students, staff and clients. All staff and students will treat one another equally, fairly and respectfully at all times.

## **Student Services**

Students are entitled to receive one \$25.00 chemical voucher per month, as long as the students previous months assignments and requirements were completed. Additional chemical services during the same month are half price. This includes, but is not limited to, any additional colors used. Any non-chemical service may be received with approval of an instructor as long as the previous months assignments and requirements were completed. If payment is required for a student service, payment must be received in full before service may begin. Student services may be received only on Monday, Tuesday, Wednesdays at the discretion of the instructors. Only one service per day per student is allowed. All students giving or receiving services will do so remembering that our clients come first and always take the priority over any student services in progress. If asked by an instructor, students will be more than happy to help a client and continue the student service after the client has left.

## **Parking**

Students are allowed to park anywhere in the school parking lot except in the first six spaces of each row or if a space is designated for another business. Parking is available on the west side of the building as well as on the street. Please do not park in front of the hardware store or in Basin Department stores parking lot. Please lock your car as Victoria's Academy is not responsible for damage in or outside of your vehicles.

## **Smoking**

Smoking is permitted in designated areas only on the east side of the building, closet to the Circle K. Always wash your hands after you smoke and before you work on a client. Smokers are expected to keep the ash trays empty and the smoking area clean and fire free.

## **Make-up Work**

It is up to the individual instructor as to make up work in academics.

# RULES AND POLICIE

CONTINUED

## **Grading Policy**

On or about the first of each month all grades will be added to the previous month's average to determine whether the student is meeting satisfactory standards of the school. If a student falls below 76% in academic or practical or 80% in their attendance, they will be counseled and allowed 30 days to raise their grades to a 76% in academic or practical or 80% for attendance. If after 30 days the average in all areas is not at 76% in academic and practical or 80% in attendance they will be referred for academic tutoring classes. Progress reports will be issued every 455 hours for Cosmetology, Barber and Master Esthetics, every 375 hours for Massage and every 300 hours for Instructor. If a student is below 76% in academics or practical or 80% in attendance on progress reports they will be subject to the Satisfactory Academic Progress policy at evaluation periods described in the Satisfactory Academic Progress Policy.

The following factors will be measured to determine academic and practical progress: Theory (test grades, class participation, homework) and all practical/clinical work.

All work, theory and practical, will be graded according to the following scale:

100%-94%	A
93%-85%	B
84%-76%	C
75&-0%	Failing

Attendance is based on hours accumulated each month and averaged with the previous months attendance average.

## **Employment Assistance**

Student's at Victoria's Academy will, throughout their training, learn various strategies for entering the workforce. Students in all programs at Victoria's Academy will receive Salon Management training. This will include lessons about ethics, professionalism, appearance and attitude, writing resumes, interviewing and several other valuable tools for finding employment.

Victoria's Academy does not and cannot guarantee employment to our students but we will help students in making the right choices and decisions where their future is concerned. We consistently have salon owners, managers, sales representatives and educators that give classes and presentations to our students. They speak about career opportunities and what they have to offer. They offer information to students about the things that will interest them in becoming a part of their teams. They leave their business cards and employment applications for their places of business. Students will also be encouraged to enter competitions and attend style shows. These events will give them confidence in their performance as professionals and great exposure to prospective employers.

We can, upon request, provide a list of salons and businesses that employ former Victoria's Academy graduates. These employers want more of the exceptional Cosmetologists, Hair Designers, Barbers, Manicurists, Master Estheticians and Instructors that have received their training at Victoria's Academy. We receive an average of two calls per week inquiring about our graduates. We will post all inquiries on the student bulletin board in the lunch room.

# RULES AND POLICIES

CONTINUED

## **Personal Property**

Victoria's Academy will provide each student with a locker for storage of personal items and supplies. However, it is the students responsibility to provide their own lock. It is required that a key or combination be provided to the administrative staff these will be placed in the student's file in a locked cabinet. Stealing will not be tolerated. If a student is caught doing so they will be subject to immediate suspension or expulsion. Students are advised to label, in some manner, all items included in their student kit. Remember, everybody has the same equipment and unlabeled items are prone to be mistaken for somebody else's property. When you are missing something, keep this in mind before accusing another student of stealing. Always check with a staff member and make sure that what you are missing has not already been found. Victoria's Academy reserves the right to search students bags, purses, lockers and/or jackets if warranted.

**Victoria's Academy of Cosmetology is not responsible for the loss or theft of student personal property, this includes student kit items. Lock any valuables in your locker.**

## **Work Stations and School Property**

When a student completes their "freshman requirements" and moves to the clinic floor, a personal workstation will be assigned. Stations are rotated every two months. Work stations are the property of Victoria's Academy and are subject to a search by any staff member at any time. Each student is responsible for maintaining a clean and safe work area. Stations are to remain uncluttered and organized. Item allowed on stations are limited to the following:

- Approved products that are used for client services
- One 5x7 picture frame to display personal photo (s).
- Photos must not be offensive to clients, staff or other students

All areas are to be maintained in a clean and sanitary manner. No mannequin stands are allowed to be attached to stations. Students will be assigned sanitation duties to be done on a daily basis and will be checked before class is dismissed, this will include personal work station. Duties will be assigned by area and month. Any defacing, vandalism or abuse of any school property will be grounds for immediate suspension or expulsion.

## **Break Room**

A break room has been provided for students and staff. Microwaves and a refrigerator are available for use and it is expected that this area will be kept clean and neat. Please clean up after yourself; dispose of perishable items properly. Food an/or beverages are not allowed in the clinic area except for bottled water. Noise levels in the break room should be maintained at a reasonable level.

## **Personal Hygiene**

All students are expected to present themselves with a professional image, well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable.

# RULES AND POLICIES

CONTINUED

## **Student Discipline Policy**

Disciplinary actions are taken with students when Victoria's Academy's written Policies and Procedures are not adhered to and when they do not follow the Student Code of Conduct. When these things happen, the instructor (s) will take the following course of action:

- First Offense - Student will receive an oral warning.
- Second Offense - Student will receive a written warning.
- Third Offense - Student will receive a second written warning and will be sent home for the remainder of the day.
- Fourth Offense - Student will receive a third written warning and will receive an automatic 3 day suspension.

Suspensions will be treated as absences and will be subject to the OVERTIME HOURS POLICY. Written warnings and fourth offense write-up's will be explained to the student, signed by both the instructor and the student, and will then become part of the students permanent record. Anything accumulated above students contracted hours: Cosmetology 187 hours, Hair Design 143, Barber 121, Master Esthetics 137, Massage 83 and Instructor 66 until reaching maximum scheduled hours will be charged \$25.00 per hour.

## **Completion Requirements**

Students must meet the following criteria in order to be considered for graduation from their program:

1. Must complete the program curriculum requirements.
2. Total time of attendance must equal the required amount of hours for the program in which they are enrolled.
3. Must take both the written and practical final exams given by the Academy and score no less than 76%.
4. All financial obligations must be met or they can be on a current payment plan.

Once the specified criteria is met, the student will receive a certificate of completion and the student's final hour sheet will then be certified. Their application to sit for the state board practical and written exam will be scheduled 60 hours prior to completing their school required hours.

**STUDENTS ARE ENCOURAGED TO REMAIN IN SCHOOL UNTIL TAKING THEIR STATE BOARD PRACTICAL AND WRITTEN EXAMS.**

**If the student has completed all hours of their program, their curriculum, passed their finals and satisfied their financial obligations there will be no charge for this time in school.**

# RULES AND POLICIES

CONTINUED

## Student Rights and Responsibilities

Admission to Victoria's Academy of Cosmetology carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

- Assume the major responsibility for self-directed learning
- Complete in a pre-determined sequence of theory and practical courses, taken concurrently
- Retain and integrate beginning knowledge with subsequent learning
- Achieve the program objectives within the given time frame
- Retain all course materials and textbooks for reference throughout the entire program
- Share information obtained during an analysis with instructors prior to client services
- Act as professionals while representing Victoria's Academy and the Cosmetology industry, misconduct reflects on all students, staff and school
- Participate and attend classes regularly in order to complete the programs curriculum, competencies and required hours in a timely manner

Please note: It is the responsibility of the student to provide written notification to the school administration of any changes in address or telephone numbers. Having your correct and current address and phone number enables us to contact you if the need arises.

## Family Discounts

The following services will be free to those immediate family members, until the student graduates to the clinic floor.

- Haircuts for Cosmetology, Hair Design and Barber students
- Manual Basic Facials for Masters Esthetics students
- For Master Esthetics, if students bring in friends or family members for practice, they must use their own product from their kit and a 10% charge will be assessed for the service to cover the school costs.

Once graduated onto the clinic floor.

Immediate family members of students (parents, grandparents, spouses, significant others (living together) and children) will receive 25% off all salon services **if the service is performed by the family member on the clinic floor.**

For Massage, Basic massages are \$25 for immediate family.

**THESE DISCOUNTS APPLY ONLY IF THE STUDENT PERFORMS THE SERVICE ON THEIR OWN FAMILY MEMBERS**

# RULES AND POLICIES

CONTINUED

## Clinic Floor

- Clients always come first.
- Always be courteous, respectful and patient with your clients and fellow students.
- Refusing a client is not an option for anyone at any time (without a valid reason cleared with an instructor) **Refusing a client will result in an immediate three day suspension.**
- Before any client service begins, students are required to consult with an instructor.
- All client services will be checked and corrected, if needed, by an instructor. This is a learning environment and our clients are aware of this. We will always give you comments in both your strong and weak areas, thus helping enforce the learning process for you. You are expected to pay attention to this “constructive criticism” and know that it is never our intention to embarrass you. Victoria’s Academy has a high reputation within the community in regards to student services and our intention is to maintain this reputation. Students will be required to watch and ask questions while the service is being checked. It is your responsibility to make sure that an instructor checks all services performed on clients before they leave, unless other arrangements have been approved by an instructor.
- Your client is your best form of advertising, make sure their appointment with you is a pleasant experience.
- Students are responsible for keeping current with their daily appointment schedule. Schedules are subject to constant change, without notice.
- Students will not congregate at stations, front desk, dispensary or reception area.
- Students are to come to the front desk only for the purpose of picking up service slips, greeting or checking out clients. Students are not allowed behind the reception desk without permission.
- No eating or gum chewing.
- Students may have only water in bottles at their stations.
- Students are not allowed to discuss matters with another students client.
- The noise will be maintained at a professional level.
- Students teaming together for services on one client must have permission from an instructor.
- Students are expected to practice on their mannequins if there are no clients to work on.
- Students are to give their clients their undivided attention. Students are not to interrupt other students when they are working on a client and are not to engage in conversation with other students while working on clients.
- Student must finish the client they start on before leaving and have approval by a teacher if part time.

# RULES AND POLICIES

## CONTINUED

- Students are not to change or move appointments without the permission of an instructor.
- **Cell phones should NEVER be used on the clinic floor.** The use of cell phones during school hours, unless in the theory classroom for school purposes with the instructors knowledge, on a break or during lunch, is not permitted. **NO EXCEPTIONS!!!** A cell phone may be on vibrate while in the students pocket but must not be answered anywhere except in the student lunchroom or while on break. If this is not respected the cell phone will be taken and kept by a staff member until the end of the day.
- Except to communicate with clients or in the case of an emergency, students are not to make or receive telephone calls at the front desk.
- Always remember, even when you are not at school, to watch your comments regarding your clients. You would be surprised at how small the world really is and how easy it is for distasteful comments to reach the ears of your clients. It is important to maintain your professionalism in school as well as out in public.
- The solicitation of gratuity is forbidden, however, if received it is the responsibility of the student to report it to the IRS.
- **All students are required to attend and clock in everyday until requirements and hours are complete. Overtime may apply.**
- **Students are required to take clients up until their graduation date unless put on a academic plan.**
-

# RULES AND POLICIES

CONTINUED

## Dress Code

(July 2018)

Victoria's Academy's expectations of their students are to **DRESS PROFESSIONALLY**, as if you were going to work, every day. You will be representing the beauty industry, yourself and our school. Every person has opinions on what professional means, at Victoria's Academy it is up to the desecration of no less than two staff members agreeing if you are not in compliance with the dress code.

- **ALLOWED APPAREL: BLACK OR WHITE:** blazers, tops (no cleavage), pants, shorts, capris, dresses or skirts, designer made pants, tops, dresses or skirts. Dresses, shorts and skirts must be no more than 2 inches above the knee unless opaque tights or leggings are worn. No see through material's allowed without an under liner.
- Leggings are allowed as long as the length of your top is no shorter than where your fingertips hit with your arms at your sides while standing straight.
- Colored accessories; belts, scarves, head bands (cannot cover more than 1/3 of the head) and jewelry are acceptable and encouraged. Color may show at the bottom of the shirt or blouse only.
- Shoes must be closed toed, any color, no spike heels.
- Socks or pantyhose must be worn everyday.
- **NOT ALLOWED:** Absolutely no sweats, hooded sweatshirts, workout attire, midriff tops, sleeveless or spaghetti strap tops, holes in pants or tops.
- No logos or writing on shirts or tops.
- **No hats or visors** are allowed on the clinic floor or in the theory rooms.
- Lab coat and aprons are optional but must be solid black and approved by Victoria's Academy for consistency.
- **Must present professional appearance, hair styled, nails manicured, makeup applied, if applicable, before arriving at school.**
- Victoria's Academy student ID badge must be worn and be visible to clients and staff members at all times.
- Masters Esthetics and Massage students must wear appropriate scrubs for their program.
- Hair and nails should be clean and styled. Makeup should be fashionably applied.

If you have a question or not sure if something is acceptable...**ASK!** Students that arrive in attire not compliant with the dress code will be sent home to change **AND** could be given a warning. Students whom offend in this manner will be asked to leave the clinic area.

# RULES AND POLICIES

CONTINUED

## **Appeal, Complaint & Grievance Policies**

In accordance with the institution's policies, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation , thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agencies, if applicable.

# EXTERNSHIPS

## **Student Criteria**

Victoria's Academy of Cosmetology has the following criteria for students who want to participate in the externship program at a salon or spa and have passed their senior testing

- The student must have completed at least 1440 hours for Cosmetology, 1260 hours for Hair Design, 1125 hours for Master Esthetics, 900 hours for Barber and passed their senior written and practical exams. Master Esthetics students must have passed their NCEA exam for certification.
- The student must maintain 76 percent or better in practical, 76 percent or better in theory, and 80 percent or better in attendance for the entire time enrolled at Victoria's Academy.
- The student must set up an interview with the perspective salon they are interested in. It is suggested to take a cover letter, resume, and portfolio with you to the interview.
- The student is required to attend any and all theory classes at Victoria's Academy.
- The student is allowed to extern Monday through Friday and report hours on Friday's. Saturday may be an option, depending on salon hours and requirements.
- Students are not allowed to attend school, the salon or a combination of both for more than 8 hours a day.
- On Friday student must turn in a weekly, signed hour sheet from the salon showing what they have done during the week and the hours they were at the salon. The student must also write a brief report weekly of how the externship has benefited them.
- The student's attire for the externship will be determined by the salon.
- The student's attire for the externship will be determined by the salon. When in school the student must follow Victoria's Academy dress code.

**IF THE ABOVE CRITERIA ARE MET AND THE PARTICIPATING SALON OR SPA MEETS OUR REQUIREMENTS AND ACCEPTS YOU AS AN EXTERN AFTER THE INTERVIEW, YOU WILL BE ELIGIBLE FOR EXTERNINSHIP.**

# VETERANS POLICIES

## **Admission Requirements**

- Military Veterans will receive earliest Priority Date based on their official course registration date and class availability.
- All other Victoria's Academy Admissions requirements apply. They are located on Page 6

## **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period. A VA student whose CGPA falls below 80% at the end of any evaluation period, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA OF 80%.

Selected programs of study at Victoria's Academy are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Victoria's Academy does not and will not provide any commissions, bonus, or other incentives payments based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Victoria's Academy follows the VA 85/15 Rule, which is the code of federal regulation 38CFR21.4201 that states VA shall not approve the enrollment of any VA eligible person not already enrolled in any course for any period during which more that 85% of the students enrolled in the course are having all or part of their tuition, fees, or other charges paid to or for them by an educational institution or VA.

**VA Certifying Officials are:** Catlin Chalk, Danae Heuett, Victoria Kile.

VA Contacts at: email: [victoriasfinancialaid@gmail.com](mailto:victoriasfinancialaid@gmail.com) or Phone: (509) 586-9979 Ext 103

# SCHOOL HOURS

## HOLIDAYS/ SCHEDULE

### School Schedule

For Cosmetology, Hair Design, Barber, Master Esthetics and Instructor school days are Monday through Friday from 8:30am to 4:00pm, 35 hours per week for full time.

Part time is from 8:30am to 1:30pm, 25 hours per week.

School days for Massage students are Monday through Friday from 3:00pm to 8:00pm, 25 hours per week, no part time.

- Massage classes are scheduled two times per year, the first Wednesday of September and March, seated time equals 32 weeks.
- Master Esthetics classes are scheduled four times per year, The first Wednesday of January, April, July, and October, seated time equals 38 weeks.
- Cosmetology classes are scheduled the first Wednesday of every month, seated time equals 51 weeks.
- Hair Design classes are scheduled the first Wednesday of every month, seated time equals 42 weeks.
- Barber classes are scheduled the first Wednesday of every month, seated time equals 31 weeks.
- Instructor classes are open enrollment, seated time equals 17 weeks.
- Class start dates are subject to change.

### Holiday and Closure Dates

Victoria's Academy is open on a continuous basis throughout the year except for the following holidays. If Victoria's Academy will be closed due to bad weather, fire, etc., on any day scheduled to be open, every possible effort will be made to notify students by phone, text, voicemail or through the media. (radio, television and Facebook)

Memorial Day .....	May 27, 2019
Summer Break.....	July 1-July 5 2019
Labor Day .....	September 2, 2019
Thanksgiving.....	November 28-29, 2019
Christmas .....	December 23-27, 2019
New Years .....	December 31, 2019 & January 1, 2020

# ACCREDITING & LICENSING

## Licensing

Victoria's Academy is licensed by the State of Washington  
Business and Professions Division - Cosmetology Section

This school is licensed under chapter 18.16 RCW.  
Inquiries, concerns, or complaints regarding this school can  
be made to the Department of Licensing,  
Olympia, WA 98507-9026 P.O. Box 9026  
(360)664-6626  
www.dol.wa.gov  
License Number: 20903 0001958

This school is licensed under Chapter 28C.10RCW.  
inquiries or complaints regarding this private vocational  
school can be made to:  
Workforce Board, 128 10th Ave. SW, Box 43105  
Olympia, WA 98504  
360-753-5662  
wtecb@wtb.wa.gov

Washington State Department of Health  
P.O. Box 47830  
Olympia, Washington 98504-7830  
360-236-4700

## Accreditation

Victoria's Academy of Cosmetology is nationally accredited and recognized by the National Accrediting Commission of Career Arts and Science (NACCAS), an agency founded by the educational industry to uphold high standards and principles.

NACCAS is recognized by the United States Department of Education as a national accrediting agency for Cosmetology schools which allows Victoria's Academy to offer federal financial aid for those who qualify.

### NACCAS

National Accrediting Commission of Career Arts and Science  
3015 Colvin Street, Alexandria, Virginia 22314  
(703)600-7600



## Certifications

NCEA (National Coalition of Estheticians, Manufacturers/  
Distributors and Associations)

