

*ITEM #2*

EXHIBIT #4

**MS ROBERTS BEAUTY ACADEMY**  
**CATALOG**

552 North Mannheim Road  
Hillside IL 60162

[www.msroberts-academy.com](http://www.msroberts-academy.com)

msrobertshillside@gmail.com

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Owner: Euretta Ivy

*Approved by: Department of Regulation State of Illinois*  
*320 W. Washington*  
*Springfield IL 62786*  
*(217)782 8556*

This facility is approved for GI Bill education benefits by the Illinois State Approving Agency, 100 W. Randolph St. Suite 5 -570, Chicago IL 60601 (312)814-3355

Accredited by Naccas [Referance #023191-00](#)  
REVISED 8/15/2018

Owner ID#03503



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Ms Roberts Beauty Academy of Cosmetology was founded in 1960 in Villa Park. Our branch campus, Ms. Roberts Beauty Academy in Hillside Il was opened in 2002. The Villa Park Campus closed in December of 2014. The school's main objective is to serve the student in achieving the best training possible. Our objective is to produce salon ready graduates and to provide students with a solid foundation of knowledge on which to build a lifelong career.

**MISSION STATEMENT**

The mission of Ms. Roberts Beauty Academy is to provide excellence in cosmetology education. "Your Education is our Priority" The educational atmosphere is provided by a combination of well-trained staff and well equipped facilities.

**HISTORY**



Provide each student with a strong foundation in all areas of cosmetology, have them graduate, and become licensed and employed in the cosmetology field.

**OUR STAFF**

At Ms Roberts Beauty Academy we employ instructors that have worked in/or currently working in our field of study. It is our opinion that if one is not or was not successful in the field they will have a difficult time teaching students the skills necessary to be successful

- |                   |                  |
|-------------------|------------------|
| Euretta C. Ivy    | Owner/instructor |
| Portia Lewis      | Instructor       |
| Brandon T. Ivy    | Instructor       |
| Jonique Dickerson | Instructor       |





Program and our Nail Technology Instructors 625 or Cosmetology Instructor 1000, Cosmetology Instructor 500 each student will be able to demonstrate job entry skills in all required subjects, take and pass a final school examination in both theoretical and practical skills. Completion will qualify you sit for examination to obtain an Illinois Beauty Culture license.

### **Cosmetology**

1500 hours of instruction are required to qualify for examination for and Illinois Cosmetology License. The length of time required to complete depends on course schedule selected. You will be required to complete practical assignments and finals with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with and 80% or better in addition to a 400 question final.

If you have less than two years as a license cosmetology, 1000 hours of instruction are required to qualify for examination for and Illinois Cosmetology Instructors License. If you have more than two years as a license cosmetology, 500 hours of instruction are required to qualify for examination for and Illinois Beauty Cosmetology Instructors License. The length of time. The length of time required to complete depends on course schedule selected. You will be required to take and past on theory exams with an 80% or better. Prepare lesson plans and Instruct for a minimum of 3 chapters.



### **Nail Technology Program**

350 hours of instruction are required to qualify for examination for and Illinois Beauty Culture License. The length of time required to complete depends on course schedule selected. You will be required to complete practical assignments and finals with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with an 80% or better in addition to a 200 question final.

### **Nail Technology Instructor 625**

If you have less than two years as a license cosmetology, 625 hours of instruction are required to qualify for examination for and Illinois Beauty Culture Instructors License. The length of time required to complete depends on course schedule selected. You will be required to complete practical assignments and finals

with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with an 80% or better in addition to a 200 question final.

Upon completion of this course you will be qualified to take state board and perform a number of competencies with in the field of Nail Technology, Cosmetology and Instruction.

**Physical Demands**

It is important that prospective students be aware of the physical demands that will be put on them in our profession. Long hours on your feet, back strain performing such skills as shampooing, pedicures and helping elderly people from their chairs. Cosmetologist and Nail Technicians will require extensive arm, wrist and hand movement as well as respiratory problems may arise from inhaling chemical fumes from perms and hair color and Nail chemical. Skin rashes can occur from contact with chemicals used in our industry. Dry and chapped/cracked hands can result from shampooing clients over a period of time

Nail and Cosmetology Instructor may experience some of the same demands, as well as long hours grading papers, test and lesson plans.

In addition, we may be required to have an extreme amount of patience and tolerance with customers/students.

**Safety requirements**

Cosmetologists’ work with many chemicals and should work in well ventilated area. Some services may necessitate the wearing of a mask and or protective gloves. Cosmetologist, Nail Technician and Instructors may come in contact with harsh chemicals and exposure to body fluids is likely.

It is recommended that you now train in the industry if you have any physical or mental issues that would not allow you to perform all of the necessary skills required to be successful.

**Compensation:**

**Cosmetologist Salary (United States)**

The average wage for a Cosmetologist is \$9.40 per hour.

- \$7
- \$8
- \$9
- \$12
- \$16
- MEDIAN: \$9.00**
- 10%
- 25%
- 50%
- 75%
- 90%

Show Annual Salary

	National Hourly Rate Data (?)	\$0	\$19	\$38	\$57
<b>Hourly Rate</b>	\$7.55 - \$16.46				
<b>Hourly Tips</b>	\$0.62 - \$6.20				
<b>Overtime</b>	\$0.41 - \$54.15				
	National Annualized Data (?)	\$0	\$50K	\$100K	\$150K
<b>Bonus</b>	\$0.00 - \$2,078				

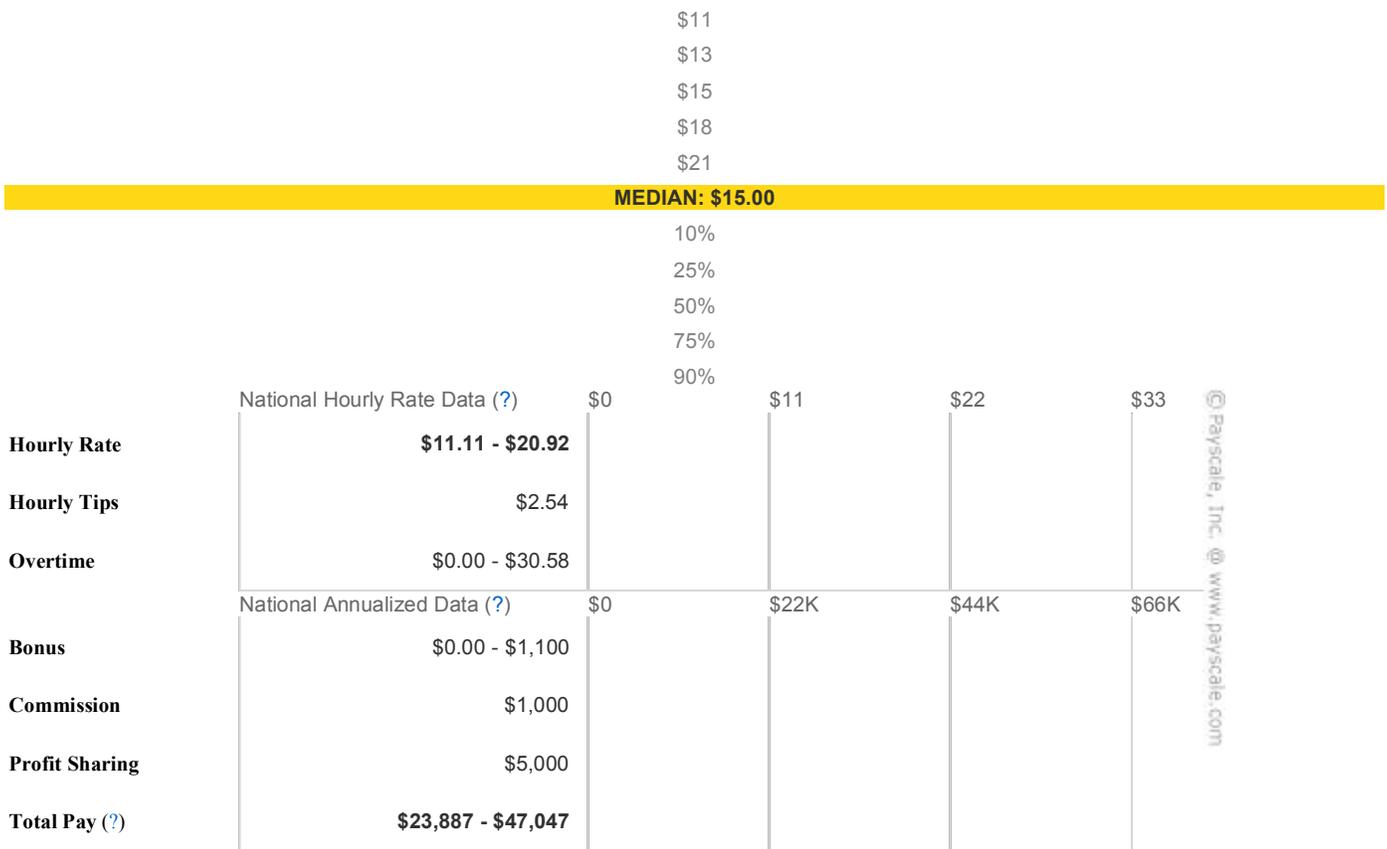
<b>Commission</b>	\$0.00 - \$28,455
<b>Profit Sharing</b>	\$20.00
<b>Total Pay (?)</b>	<b>\$16,079 - \$46,990</b>

Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 444

### Cosmetologist/Nail Instructors (United States)

A Cosmetology Instructor earns an average wage of \$15.45 per hour. Pay for this job does not change much by experience, with the most experienced earning only a bit more than the least. A skill in cosmetology is associated with high pay for this job.

[Read More](#)

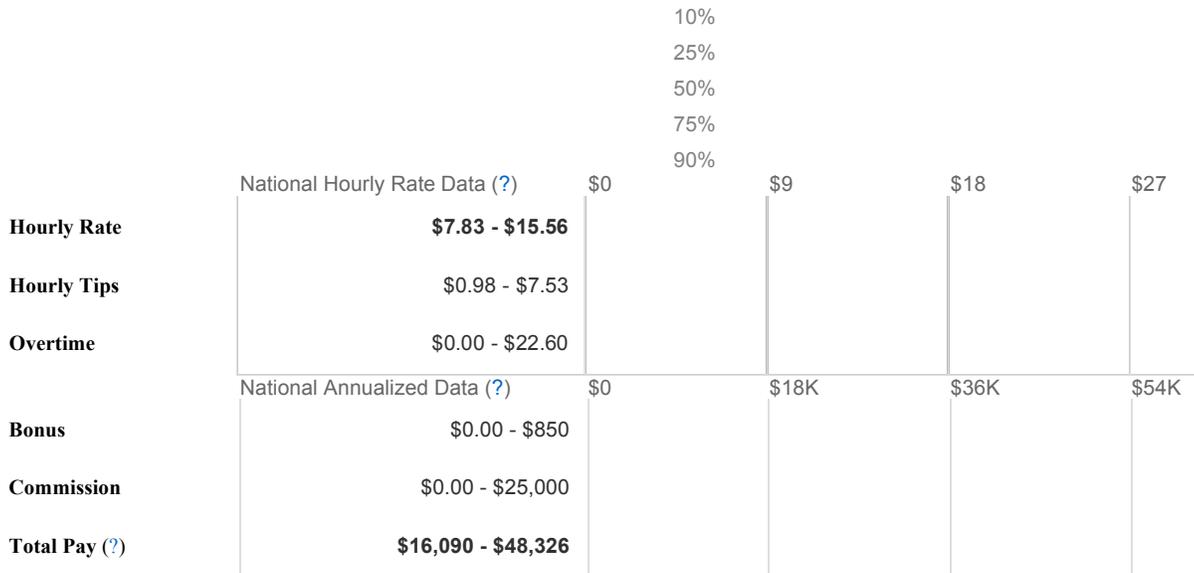


Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 420

### Nail Technician Salary (United States)

Women comprise the majority of Nail Technicians in the United States. Individuals in this line of work make around \$10.04 per hour on average. Lower pay rates hover around \$7.83 per hour, and the higher rates verge on \$15.56. Geographic location and years of experience each impact pay for this group, with the former having the largest influence. One in seven report receiving medical and dental coverage from their employers and less than 10 percent collect vision insurance. Most Nail Technicians like their work and job satisfaction is high. The figures in this rundown are based on the results of PayScale's salary questionnaire.

- \$7
- \$8
- \$10
- \$13
- \$16



Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 201

**Employers Expectations-**

To be successful in our industry employers are looking for employees with a strong work ethic, good people skills, punctuality, takes constructive criticism and is a team player.

**Access to records policy**

The student, parent/guardian and NACCAS of a dependent minor will have the right to gain access to his/her files by qualified personnel. The institution will not release information about an individual student without the student's and/or parent/guardian of dependent minors' written permission.

Family Educational Rights and Privacy Act of 1974 per FERPA (Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the US Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Students or eligible Parents or Students have the right to inspect and review all of the student education records maintained

**Licensing Requirements for the State of Illinois**

1500 hours of instruction in Cosmetology are required to qualify for examination for an Illinois Beauty Culture License. Length of time required to complete depends on course schedule selected.

350 hours of instruction in Nail Technology Program are required to qualify for examination for an Illinois Beauty Culture License. Length of time required to complete depends on course schedule selected.

500 or 1000 hours of instruction in Cosmetology Instructor 1000 hour and Cosmetology Instructor 500 are required to qualify for examination for an Illinois

Cosmetology Instructors License. Length of time required to complete depends on course schedule selected. 625 hours of instruction in Nail Technology Instructors 625 Program are required to qualify for examination for an Illinois Nail Technology Instructors License. Length of time required to complete depends on course schedule selected.

### **ADMISSION POLICY REQUIREMENTS**

**Fair Practice Code** -This institution in its admission, instruction and graduation policies, practices no discrimination on basis of sex, color, ethnic origin, race, creed, age, religion, financial status or country or area of origin or residence. Ms Roberts Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study. Ms Roberts Beauty does not except foreign students that can not produce a high school diploma or GED from a United States source.

1. **Schedule Enrollment Appointment**
2. **Submit copy of high school diploma from approved high School or G.E.D**
3. **Submit a copy of your Social Security card or immigration card**
4. **Submit copy of stated issued Driver's License or State ID**
5. **Complete an admissions enrollment application**
6. **Submit \$100.00 enrollment fee unless otherwise agreed**
7. **Put a minimum down payment on your kit of \$300.00 cosmetology, Nail Technology Program \$200.00**
  
8. **Sign a completed enrollment contract provided by the admissions representative.**
9. **Discuss financing options with enrollment advisor**

#### **Student under contact with High School District**

1. **Contact your high school liaison**
2. **Once you have completed the admission requirement of your high district**
3. **Complete an enrollment applications with parent contact information**

**Financing must be pre-arranged. We accept Cash Master Card, Visa and Money orders.**

### **TRANSFER STUDENTS**

Transfer students will be admitted with previous training on \* case by case basis. Ms Roberts Beauty Academy will accept up to 750 hours from our Cosmetology Program from an accredited institution up to 175 hours for our Nail Technology Program, up to 500 hours for our Cosmetology Instructor 1000 hour program, 250 hours in our Cosmetology Instructor 500 hour program and up to 300 hours in our Nail InstructorTechnology Instructors 625 program. All transfer students will be required to pass each test in our Curriculum with a 80 or better, pass our final written with an 80% or better and our final practical with an 80% or better.

### **RETURNING STUDENTS**

Students must re-enroll within 6 months of their termination or withdrawal to receive full credit for previous hours, theory, and practical work done. Any student that is returning but has not attended beauty school in over 6 month may be required to complete up to 200 hours of basic practical assignments as well as theory.

We will accept students returning to Ms. Roberts Beauty Academy up to 7 years. Students returning up to 7 year will receive credit for the hours completed however practical/theory work must be completed.

However, student's returning/re-entering Ms Roberts Beauty Academy will re-enter under the same Satisfactory Academic Progress status as in place at the time a student left. Meaning, a student making satisfactory in grades and attendance will keep that status. Students failing to meet minimum requirements at the point of withdrawal will be continue with that status and be reevaluted on the next scheduled evaluation point.

Ms Roberts Beauty Academy will charge a registration fee of a \$175.00 for students transferring in or re-entry of more than 30 days after withdrawal. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re- enroll more than 30 days after the formal withdrawal date unless mitigating circumstance apply

\*we have the right to not accepted transfer student that have previous reoccurring negative relationship with other school such as attendance, grades, or behavior terminations. We will not prejudge any applicant and will consider the circumstance of each student.

## **COURSE OF STUDY**

### **COSMETOLOGY**

47 week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 1500 hours are to be completed 47 weeks from date classes began.

61.5 week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required,, 500 hours are to be completed 61 ½ weeks from date classes began.

75.25 week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 1500 hours are to be completed 75.25 weeks from date classes began

98 week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 1500 hours are to be completed 98 weeks from date classes began.

Additional schedules may be available.

The curriculum shall consist of 1500 hours of coordinated theory and practical experience broken down approximately as follows:

- a) Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:
  1. tools and their use;
  2. shampoo;
  3. understanding chemicals and use;
  4. types of hair;
  5. sanitation;
  6. hygiene;
  7. skin diseases and conditions;
  8. anatomy and physiology;
  9. electricity;
  10. ethics;
  11. nail technology;
  12. esthetics.
  
- b) Practical Chemical Application/Hair Treatment – 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
  - 1) chemical safety;
  - 2) permanent waving;
  - 3)
  - 4) hair coloring, tinting and bleaching;
  - 5) hair relaxing;

- 6) hair and scalp conditioning;
  - 7) shampooing, toning and rinsing.
- c) Hair Styling/Hair Dressing – 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
- 1) cutting;
  - 2) thinning;
  - 3) shaping;
  - 4) trimming;
  - 5) application of electrical/mechanical equipment;
  - 6) curling;
  - 7) hair treatments.
- d) Shop Management, Sanitation and Interpersonal Relations – 200 hours of classroom instruction shall be provided in the following subject areas:
- 1) labor law;
  - 2) workers' compensation;
  - 3) client relations;
  - 4) bookkeeping;
  - 5) marketing and merchandising;
  - 6) emergency first aid;
  - 7) right-to-know laws;
  - 8) pertinent State and local laws and rules;
  - 9) business ethics;
  - 10) sanitation;
  - 11) electrical devices;
  - 12) personal grooming and hygiene.
- e) Esthetics – 85 hours of instruction shall be provided
- f) Nail Technology – 55 hours of instruction shall be provided
- g) Electives – 35 hours
- h) Ms. Roberts does not participate Internship program as an optional part of the curriculum

## Nail Technology Program

12 week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 350 hours are to be completed 11.5 weeks from date classes began.

14.75 week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required,, 350 hours are to be completed 12 weeks from date classes began.

18 week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 350 hours are to be completed 18 weeks from date classes began

23 week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 350 hours are to be completed 23 weeks from date classes began.

Additional schedules may be available.

- a) Each student will be required to complete a minimum of 350 clock hours of instruction as follows:
  - 1) Basic Training – 50 hours of classroom instruction in general theory practical application (i.e., practicing nail technology on the public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following subject areas:
    - A) History of nail care;
    - B) Personal hygiene and public health;
    - C) Professional ethics;
    - D) Sterilization and disinfection;
    - E) Bacteriology;
    - F) Disorders of the nails;
    - G) OSHA standards relating to material safety data sheets (MSDS) on chemicals;
    - H) Chemicals and their use; and
    - I) Technical applications of chemicals.
  - 2) Related concepts – 15 hours of classroom instruction shall be provided in the following subject areas:
    - A) Cells, metabolism and body systems;
    - B) Theory of massage; and
    - C) People skills.
  - 3) Practices and Procedures – 255 hours of instruction, which shall be a instruction and clinical combination of classroom practical application, shall be provided in the following subject areas:
    - A) Fabric procedures;

- B) Sculpting procedures;
  - C) Light cured gels;
  - D) Machines or apparatus used in nail technology;
  - E) Manicures;
  - F) Pedicures;
  - G) Hand, arm and foot massage;
  - H) Other procedures as they relate to nail technology; and
  - I) Product knowledge as it relates to nail technology.
- 5) Business Practices – 30 hours of classroom instruction shall be provided in the following subject areas:
- A) The Act and this Part;
  - B) Management;
  - C) OSHA standards relating to chemical use; and
  - D) Workers' Compensation Act.
- 5) Ms. Roberts Beauty Academy does not participate in the Internship Program as an optional part of the curriculum. at any point.
- b) A nail technology student is not permitted to practice on the public until he/she has successfully completed the 50 hours of general theory and practical application).

### **COSMETOLOGY INSTRUCTOR 500**

500 hour course with over 2 year with license

18.5 week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 500 hours are to be completed 18.5 weeks from date classes began.

23.5 week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required 500 hours are to be 23.5 weeks from date classes began.

27.5 week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 500 hours are to be completed 27.5 weeks from date classes began

35.5 week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 500 hours are to be completed 35.5 weeks from date classes began.

Additional schedules may be available.

- 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
- 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- 4) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act and this Part.
- 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

b) The approved program for a 500 hour Teacher Training Course shall be based on 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in subsection (a), with the exception of the 500 hours of post-graduate training.

### **COSMETOLOGY INSTRUCTOR 1000**

1000 hour course with over 2 year with license/1000 hour course with under 2 years of license

32 week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 1000 hours are to be completed 32 weeks from date classes began.

36.5week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required 1000 hours are to be 36.5 weeks from date classes began.

50.5week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 1000 hours are to be completed 50..5 weeks from date classes began

65.75week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week 1000 hours are to be completed 65.75 weeks from date classes began.

Additional schedules may be available.

- a) Each student training must complete a teacher program that includes a minimum of 1000 clock hours of instruction as follows:  
500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
- 1) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
  - 2) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
  - 3) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
  - 4) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act and this Part.
  - 5) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- b) The approved program for a 500 hour Teacher Training Course shall be based on 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in subsection (a), with the exception of the 500 hours of post-graduate training.

**NAIL TECHNOLOGY INSTRUCTOR 625**

625 hour course with under 2 years of license

19.75week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 625 hours are to be completed 19.75 weeks from date classes began.

25.5 week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required 625 hours are to be completed 25.5 weeks from date classes began.

31.5 week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 625 hours are to be completed 31.5 weeks from date classes began

41 week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 625 hours are to be completed 41 weeks from date classes began.

Additional schedules may be available.

- a) Each student intending to complete teacher training must complete a minimum of 625 clock hour of instruction as follows:
  - 1) 125 hours of post-graduate school training that includes all subjects in the basic nail technology curriculum including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
  - 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of nail technology teacher students who have completed a course in Educational Psychology at an accredited college or university.
  - 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of nail technology students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
  - 4) 150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
  - 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act, this Part and the Workers' Compensation Act.
  - 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
  - 7) All students are required to complete the program on time, however when that is not possible addition fees may be incurred in accordance to your contract agreement.
  - 8) Students that do not complete the hours as stated in your contract do not have a grace period. Any hours not completed at the end of the contract will be charge at a rate of \$10.00 per hour to complete and must be paid in advance at the last day of the contract unless previously arranged in writing.

Students have a grace period of 1 month after the contract end date to complete all Practical and Written requirement. An additional fee of \$10.00 per hour may be charged for all Practical and Written requirements. An additional fee of \$10.00 per hour may be charged for all Practical and Written requirement taken after the 1 month period. There will also be a 50.00 fee to take the Final Practical Exam after the 1 month grace period.

- b) Ms Roberts Beauty Academy will process the paper work to register each student for the state board once they have completed the above requirements for an additional fee of \$50.00
- c) In addition, to take their state board exam they will need a copy of current driver's licenses. The cost of the state exam is the student responsibility. Current cost \$180.00 (change without notice)
- d) **Ms Roberts Beauty Academy does aid students in seeking employment. Students desiring assistance with job placement need to notify the school office that such assistance is needed. The school cannot, and does not guarantee job placement but will make every effort to assist each student in locating a position in the career they have chosen.**

**GRADING AND GRADUATION REQUIREMENTS FOR MS ROBERTS BEAUTY ACADEMY**

Students are evaluated in the following areas:

- 1. Quality of work
- 2. Quantity of work
- 3. Co-operation and dependability
- 4. Work manner and personal appearance
- 5. Related theory

Theory will be graded according to the following scale:

100-95	=	A	=	Excellent
94-90	=	B	=	Good
89-80	=	C	=	Satisfactory
79-75	=	D	=	Unsatisfactory
74-below	=	F	=	Failing

Related theory: A minimum standard of 80% accuracy is required in each subject. Students may take any test twice to improve a grade point average

Practical and laboratory work will be graded as follow

5	=	A	=	Excellent
4	=	B	=	Good
3	=	C	=	Satisfactory
2	=	D	=	Unsatisfactory
1	=	F	=	Failing

Incomplete or absences are entered as a 0 in the grade book. Students are required to make up theory assignments, examination or practical assignment if missed/or failed. These assignments can be made up during school. Test cannot be taken less 3 days apart. **All work should be made up as soon as possible and is the responsibility of the student**

**GRADUATION REQUIREMENTS AND DIPLOMA**

A diploma/transcript is issued to each student who has met the following requirements:

- 1. Hours for the applicable course( 1500 hours for cosmetology,350 for Nail technology program,1000 hours for cosmetology instructor 1000, 500 hours for cosmetology instructor 500, 625 hours for Nail technology instructor 625
- 2. When the student has successfully completed all phases of study,
- 3. Maintain not less that an 80% average on all required examinations,

4. Complete all practical assignments; passed a final comprehensive written and practical examination with and 80% or better;
5. Completed the program of study according to State requirements;
6. Completed all exit paperwork
7. Attended an exit interview
8. Make satisfactory arrangements for payment of all debts owed to the school.

**PROGRAM LENGTH**

**COSMETOLOGY**

1500 HOURS CAN BE COMPLETED IN 47 weeks, 61.5 weeks 75.25 weeks  
98 weeks

CONTRACTUAL GRACE PERIOD

**NAIL TECHNOLOGY PROGRAM**

350 HOUR PROGRAM CAN BE COMPLETED IN 11.5 WEEKS,  
14.75 WEEKS, 18.00 WEEKS OR 23 WEEKS

**COSMETOLOGY INSTRUCTOR 1000**

IS A 1000 HOURS AND CAN BE COMPLETE IN 32 WEEKS,  
36.5 WEEKS, 50.5WEEKS, 65.75 WEEKS

**COSMETOLOGY INSTRUCTOR 500**

IS A 500 HOURS AND CAN BE COMPLETE IN 18.5 WEEKS, 23.5WEEKS, 27.5 WEEKS,35.5 WEEKS

**FACILITY DESCRIPTION**

Ms Roberts Beauty Academy offers large, well equipped classrooms, locker facilities, student lounge and large spacious clinic area for practical experience.

Ms Roberts Beauty Academy is a well-equipped location with 2 clinic floors, 3 spacious classroom areas. We have recently updated our facility is conveniently located near public transportation Pace 310 Pace 313 & 317 with I290 & I294 express exits.



**TUITION COST**

*COSMETOLOGY*

Enrollment Fee.....	\$ 100.00
Kit, Books , Uniform.....	\$ 800.00
Tuition.....	\$ 12,000.00)
Total Cost.....	\$ 12900.00

Scholarships/and payment plans are available to those who qualify

*NAIL TECHNOLOGY PROGRAM*

Enrollment Fee.....	\$ 100.00
) Kit, Books , Uniform.....	\$ 700.00
Tuition.....	\$ 2500.00
Total Program cost.....	\$ 3300.00

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Scholarships/and payment plans are available to those who qualify

*NAIL TECHNOLOGY INSTRUCTOR 625 HOUR PROGRAM*

Enrollment Fee.....	\$ 100.00
Books , Uniform.....	\$ 200.00
Tuition.....	\$ 4000.00
Total Program Cost.....	\$ 4300.00

Scholarships/and payment plans are available to those who qualify

*COSMETOLOGY INSTRUCTOR 1000 HOUR PROGRAM*

Enrollment Fee.....	\$ 100.00
Books , Uniform.....	\$ 200.00
Tuition.....	\$ 6000.00
Total Program Cost Fee.....	\$ 6300.00

*COSMETOLOGY INSTRUCTOR 500 HOUR PROGRAM*

Enrollment Fee.....	\$ 100.00
Books , Uniform.....	\$ 200.00
Tuition.....	\$ 3000.00
Total Program Cost.....	\$ 3300.00

Scholarships/and payment plans are available to those who qualify

Each student is responsible for the state board fee \$180.00 (subject to change), and \$50 graduation fee per signed contract.

**Additional Cost: Each student is responsible for their own classroom and clinic products and supplies. The only items supply by the institution is chemicals ,shampoo and conditioner used on paying clients.**

Payment plans are prearranged prior to start day and all payment arrangements are list on the contract and agreed to by both parties. Method of payment accepted would be cash, MasterCard, visa and money orders

Scholarships are available for students that successful complete the program with 90% GPA and 90% attendance. The highest amount that can be awarded for one year is \$5000

All fees will be paid unless other arrangements are made do to circumstance.



### **COMPLETION RATES**

The placement rate represents students who completed the cosmetology program between January 1, 2016 and December 31, 2016 and were employed by November 30 2017.

COMPLETION 67%  
 PLACEMENT 50%  
 LICENSURE 100%

### **STUDENTS' FINANCIAL AID RIGHTS AND RESPONSIBILITIES STUDENTS RIGHTS INCLUDE:**

- Knowledge of the cost of the program chosen at Ms Roberts Beauty Academy
- Understanding what criteria Ms Roberts Beauty Academy uses to award student financial aid
- Knowledge of the types of financial assistance that is available. Including information private, and institutional financial aid programs
- Criteria for meeting satisfactory academic progress and maintaining financial eligibility
- The current interest rate of any loan accepted and repayment terms of the loan
- The total amount of student loans borrowed that will need to be repaid prior to attending

### **STUDENT RESPONSIBILITIES INCLUDED:**

- Complete all finance forms
- Provided additional documentation requested by Ms Roberts Beauty Academy in order to complete verification or resolve discrepancies
- Maintaining Satisfactory Academic Progress in attendance, theory and practical in order to remain eligible to receive financial assistance
- Repay all loans
- Have a thorough understanding of all documents signed

Family educational rights and privacy act (FERPA) The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC, Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the US Department of Education.

The FERPA gives certain rights parents/guardian and accrediting agency regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Students, Eligible Parents, eligible students and Accrediting agency have the right to inspect and review all of the student's education records maintained by the school. The Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

**CANCELLATION AND REFUND POLICY**

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 due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. 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.
  - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the enrolment fee
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 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 date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	10%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- If refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

**ATTENDANCE**

1. Punch in and out when arriving and leaving the building for any reason.
2. Students may not attend more than 40 hours per week. Except in hardship cases, and with permission.
3. Student may attend a maximum of 8 hours by not less than 3 consecutive hours per day except in hardship cases and with permission. Students attending 6 or more consecutive hours shall take a ½ hour lunch. If you do not punch out for lunch the system will assume 1 hour.
4. Evening classes are for night students: day students may not attend except with special permission. Mondays are for the High School Program and <sup>10</sup> adult student may attend on Monday without permission

5. Student absent, without notice, for a period of more than 14 days will be dropped without further notice;
6. Students are required to maintain total number of hours per month according to their enrollment agreement. Students not maintaining their schedule will be changed to another schedule or dropped depending on seriousness of situation
7. Students are expected to call when absent
8. Students who temporarily withdraw from the program will be allowed to return. A student making satisfactory will keep that status. Students failing to meet minimum requirements at the point of withdrawal will remain at that status and be reevaluated on the next evaluation point, in accordance to our satisfactory progress policy.
9. Students are not allowed to miss more than 1 Saturday per month without penalty. Or be late more than one Saturday per month without penalty. The Students that are not required to attend Saturday Friday will be considered there Saturday
10. Consequence for Missing Saturday is suspension the following business day. Director will review special circumstances
11. Students may not miss the day before or after the Holiday unless it is prearranged
12. Consequences for missing the day before or the day after the holiday will be 1 day suspension.

#### **TARDINESS**

Students are expected to arrive at the beauty school on time. School starts at 8:30a, 11am or 500pm. Depending on which schedule you have chosen. Each student is given a 15min grace period to attend class however they are still considered tardy.

Excessive tardiness could affect you contract and cause you to be over your contract completion date. Your over contract amount is \$10 per hour

#### **ILLINESS**

Each student is given 2 weeks of absences in case of Illinois. Student with excessive or prolonged absences will **require** a doctor's note. In the case of prolong illness the student should elect to take a LOA

#### **LEAVING EARLY**

Students are required to complete a full day in accordance with their contract. However we do understand that there are circumstances which require a student to leave for the day.

In these circumstances a student will be allowed to leave, however there can be no more that 3 leave early request. If a student leaves early more the 3 times student will not be allow to make up hours.

#### **MAKE UP HOURS/MISSED WORK**

Hours missed are made up only at clinic times when clients and approved by the Director Missed work must be made up. It is the responsibility of the student to find out what work is required and to make it up.

#### **DRESS CODE**

1. Students are to wear a professional uniforms supplied in kit
2. All other attire must be in black /or White no other visible colors permitted
3. Socks or nylon hose at all times for safety
4. Makeup, hair and nails should be well groomed and manicured

**LEAVE OF ABSENCE POLICY:**

- The Director must approve all request for leave of absence.
- In order for a student to take a leave the Director must determine if there is a reasonable expectation that the student will return
- All request must be in submitted in advance in writing to the Director that must include the reason for LOA and student signature.
- No verbal request will be accepted unless a unforeseen circumstance prevent the student from complying with the regulation.
- An institution may grant an LOA to a student who did not provide the request prior to the LOA due to an unforeseen circumstances if the institution documents the reason for the decision and collects the request from the student at a later date. (example: the beginning date of the approved LA would be determined by the institution to be the first date of the student was able to attend the institution because of the accident
- Student will not be access any additional institutional charges as a result of a LOA
- A student granted an LOA that meets the criteria is not considered to have withdrawn and no refund calculation is required.
- An equal amount of days taken will be added to extend the contract completion/end date.
- Upon return changes to the contract period must be made on the enrollment agreement and initialed by both parties or an addendum must be signed and dated by all parties
- A student can only take 2 leaves inside of a contract
- Leaves my not exceed 180 combined days in any 12 month period
- May not be less than 2 week
- A student returning from leave or other official interruption of training must return to school I the same satisfactory progress as prior to their departure. LOA is not considered as withdrawal.
- If a student does not return from a leave of absence the agreed upon date the las day of attendance will be considered the withdrawal date
- If a student does not return to the institution the withdrawal date for purposes of calculating a refund is always the students last day of attendance

**DRUG FREE CAMPUS:**

1. Ms Roberts Beauty Academy (hereinafter referred to as "this institution" has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the institution's workplace. The workplace for this institution is defined in paragraph 2
2. In compliance with the Drug Free Workplace act of 1988, this institutions workplace consists of the following locations:
  - a. The entire campus facility
  - b. Any location used as an offsite school function i.e. competition, hair show etc.
  - c. Students and employees must comply with the policy while off site if they are in service of the institution in any capacity.
3. Noncompliance with the terms in Paragraph 1 will result in the following action being taken by this institution.
  - a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitationor
  - b. Termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
4. All students and employees must read and understand the following statement

**RULES AND REGULATIONS**

**ALL OF OUR RULES ARE IN OUR HANDBOOK WHICH WE REVIEW DURING ORENITATION. AT THE DISCRETION OF THE SCHOOL, THESE RULES MAY BE CHANGED FROM TIME TO TIME, AND SHALL BECOME EFFECTIVE WHEN POSED ON THE BULLETIN BOARD**

- Eating is not allowed in the Classroom clinic, or clinic reception areas
- Personal telephone calls will be accepted only in an emergency.
- Cell phones are allowed to be used on the clinic floor or classrooms unless being used for educational purposes  
Students receiving a service must first obtain permission from the instructor on clinic floor  
A nominal charge will be made for supplies/chemicals used for student services  
Kits and implement are to be cleaned and sanitized daily; inadequate or dirty equipment will be cause for dismissal for the day  
Sanitation assignments are to be completed and signed daily.  
All student must purchase finishing products used on clients  
Cheating, stealing or forging an instructions name will be considered cause for dismissal.
  - Clinic customers may request for a particular student by name for an additional fee. Cannot requested based on skill/race or ethnic background  
Any loss or breakage of the student's equipment must be replaced at the studentexpense.
- All supplies and equipment will be discarded/sold if left more than 30 days. Student on leave for more that 30days must take all of the belonging with them. Ms Roberts Beauty School is not responsible for items left unattended or left on the premised more that 30 days after exit or leave.

## **STUDENT SERVICES**

### **1. Counseling**

A. Instructional Staff:

B. All instructors are licensed by the state of Illinois and have been or is currently working in the industry.

Aids students to improve learning skills, prepare for examination, and establish working relationships with other students, customers and staff.

C. Management:

Aids the students in selecting schedules of attendance and suitable financial arrangements

D. Administrative Assistant

Aid student in job placement, daily attendance, and leaves of absents

### **2. Housing:**

A. Students arrange for own housing

### **3. Parking and transportation**

Parking is free in mall lot and is conveniently located near public transportation Pace 310 Pace 313 & 317 with I290 & I294 express exits.

4. Ms Roberts Beauty Academy is committed to assist every graduate who seeks employment in the beauty industry however we do not guarantee employment.

## **SCHOOL CALENDAR**

Classes began the 2<sup>nd</sup> week of every month unless a holiday interferes

School hours are:

Monday: High School under training agreement only 12pm to 5:30P

(Tuesday: 8:30am to 4:30pm

Wednesday: 8:30am to 9:30pm

Thursday: 8:30am to 9:30pm

Friday : 8:30am to 4:30pm

Saturday: 8:30am to 4:30pm

The school are closed on the following holidays:

New Year's Day, July 4, Thanksgiving weekend, Christmas Eve Christmas Day. All snow days as designated by district.

### **CAMPUS SECURITY REPORT:**

As required by the Clergy act, each university or college must publish and make available to student's interested students, staff, and the general public its annual crime report. Ms. Roberts Academy has collected data filed its report for the year calendar year ending 12-31-2009. A full copy of the report is available in the school office.

### **TIMELY WARNING**

In the event that a situation arises, either on or off campus, that, in the judgment of the school president or staff, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the college bulletin boards by general announcement or by email. Anyone with information warranting a time warning should report the circumstances to the school office in person at the school in **552 North Mannheim Road Hillside IL.**

**INTERNAL COMPLAINT PROCEDURE**

Students or staff having problems or complaints against the school should first put it in writing and then given to the school owner. School owner will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation the problem cannot be resolved through discussion the complaint will be referred to the schools' complaint committee. All meetings will document and give a copy to all parties. The committee will meet within 21 days of receipt of the complaint and review the allegations. If more information is needed from the complainant a letter will be written outlining the additional information. The committee will act on the allegations within 15 days stating the steps taken to correct the problem or show that the allegations we're not warranted or based on fact. Every effort should be made by the complaint to resolve the problem through the school.

If at this point the complaint is still not satisfied with the schools contact:

**National Accrediting Commission of Career Arts & Sciences ( NACCAS)  
3015 Colvin Street, Alexandria Va 22314  
Contact number (703) 600 7600**

**OCCUPATIONAL INFORMATION NETWORK**

O'Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupation. You may visit O'Net at <http://www.onetonline.org/crosswalk/enter> the Classification of Instructional Programs code (CIP) #120401 under education menu tab for more information related to the program.

**STANDARD OCCUPATIONAL CLASSIFICATIONS**

**A Standard occupational Classification or SOC code is a number that represents an occupational classification which links a particular occupation. The following SOC codes are related to cosmetology:**

- SOC code: 39-5012.00 Cosmetology**
- SOC code: 39-5092 Nail Technology**

**CODE OF CONDUCT POLICY schools receiving fasfa**

**The higher education opportunity act add once receive funding**

**COMPLETION RATES**

The placement rate represents students who completed the cosmetology program between January 1, 2016 and December 31, 2016 and were employed by November 20 2017.

COMPLETION 67%

PLACEMENT 50%

LICENSURE 100%

**Accrediting Agent:**

**National Accrediting Commission of Career Arts & Sciences( NACCAS) 3015 Colvin Street, Alexandria Va 22314**

**Contact number (703) 600 7600**

**Milady Standard Cosmetology Book 13<sup>th</sup> edition 2016, theory work book, ISBN#9781285482279 cost \$250.00**

**The Illinois Department of Professional Regulation 320 W. Washington 3rd floor, Springfield IL 62786. Phone #217-782-8556.**



