

Catalog

Glen Dow Academy of Hair Design & Salons, Inc.

Since 1969

Martin Dow, President

309 W. Riverside Avenue

Spokane, WA 99201

(509)624-3244

(509)624-3351 fax

www.glendow.com

Catalog Certified as true and correct
for content and policy.

Signed Martin Dow Date: 09/10/2015



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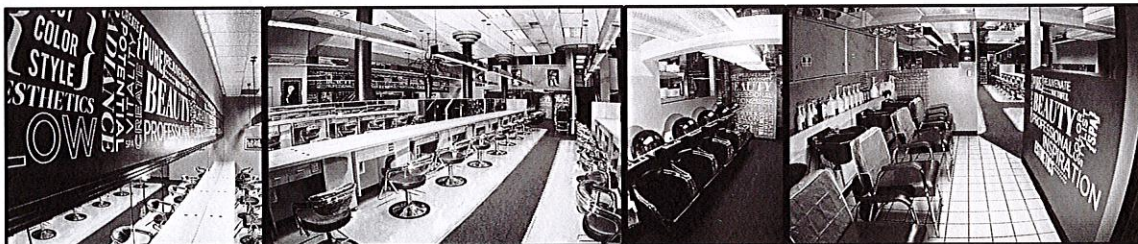
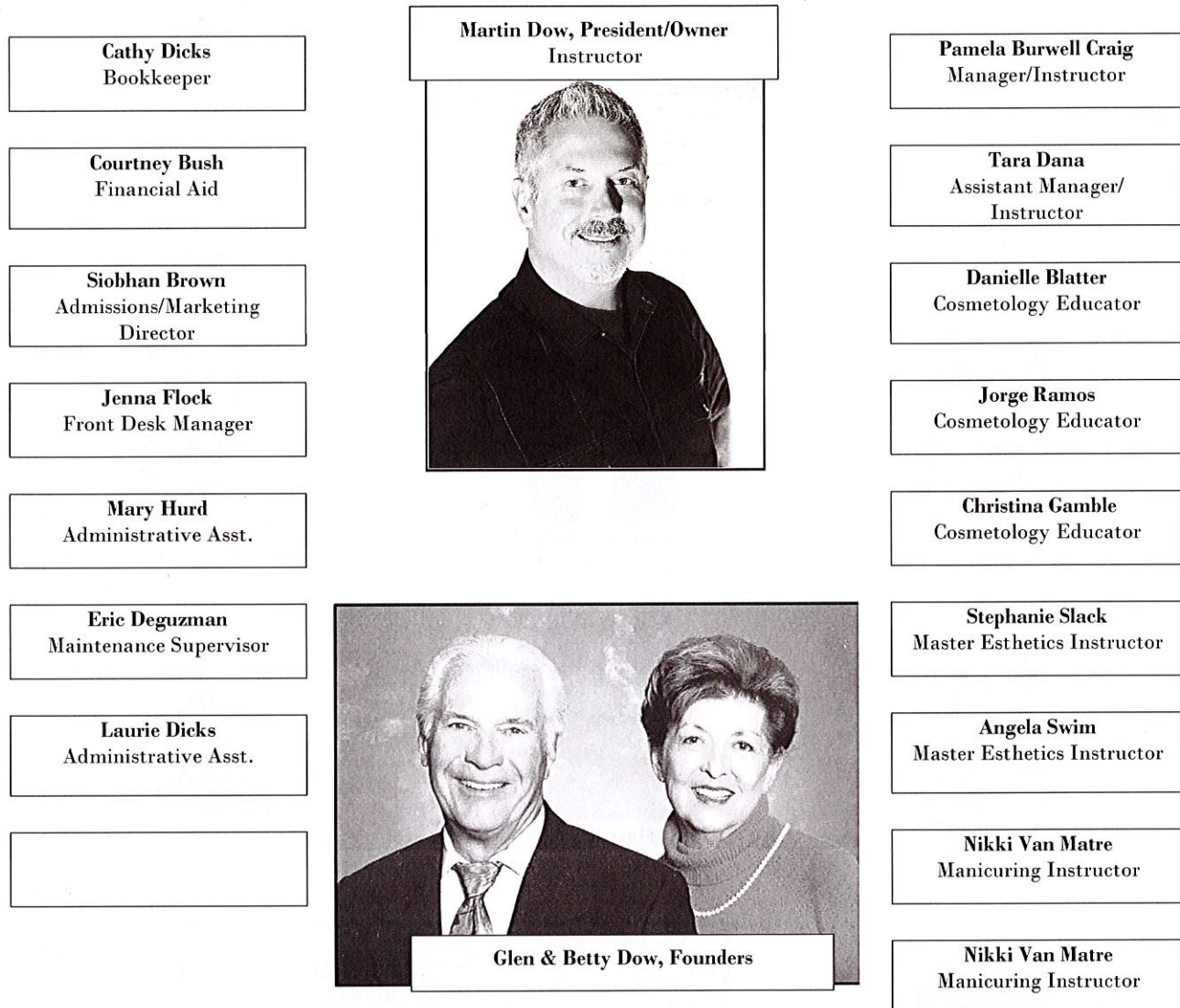
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CHAPTER I
GLEN DOW ACADEMY OF HAIR DESIGN AND SALONS, INC.
STAFF ORGANIZATIONAL CHART



The Glen Dow Academy of Hair Design & Salons, Inc.

Administration

Martin Dow
President, Director

Glen E. Dow
Former President

Glen E. Dow has been a licensed Cosmetologist since 1956. He is a member of the National Cosmetologists Association, Washington State Hair Fashion Committee, and the Inland Empire Cosmetologists Association. He has been an instructor since 1968. Mr. Dow has won many hairstyling awards including Washington State Hair Fashion Committee's coveted Emerald Award. He is also the past president of the Inland Empire Cosmetology Association.



Cathy Dicks,
Bookkeeper



Courtney Bush
Financial Aid



Siobhan Brown
Admissions



Jenna Flock
Front Desk Manager



Mary Hurd,
Administrative Assistant



Laurie Dicks
Admissions Assistant



Eric Deguzman
Building Maintenance



Faculty



Martin Dow *President, Director of Training and Instructor*

Martin Dow has been a licensed Cosmetologist since 1980 and an Instructor since 1983. He became a Glen Dow Academy staff member and Educational Director in 1986. A former graduate of Glen Dow Academy, he went on to become a graduate of Zotos Creative Design School in Colorado (1982). He went on to become a Former Member and Success Agent of Zotos Creative Design National Team. Mr. Dow has won numerous hair competitions including 1st place Women's Hair Cutting (1999), 1st place in Men's Hair Cutting (2000), and 2nd place Gents Haircutting (2011) in the Spring IECA Competitions.



Pamela Burwell Craig *Director of Education, Manager, Instructor*

Licensed Cosmetologist since 1979, and has been licensed to instruct cosmetology, barbering, manicuring and esthetics since 1984. Former graduate of the Glen Dow Academy; graduate of the Zotos Creative Design School, Salt Lake City, Utah, 1982; graduate of the Sebastian Training Seminar; member of NCA and IECA, BA in Interdisciplinary Studies in Communications and Art from Eastern Washington University. Has taught at Glen Dow Academy from 1985 to 1992. Served as Retail Sales Manager and Public Relations Manager of six Super Cuts Salons in the Inland Empire, 1993-1996. Became a staff member once again with Glen Dow Academy in July 1996. Throughout her career she has won over 30 awards including eight first place awards in Gents Hair Cutting, seven first place awards in Ladies Hair Cutting and four first place awards in Evening Fashion Comb Out. Most recently she has won the following awards:

2003 - Joanne Stewart Salon Team Traveling Trophy; 2004 - Washington State 1st Place Gents Total Look; IECA Spring 2004 - 1st place in both Ladies and Gents Hair Cutting; IECA Fall 2004 - 1st place in both Ladies Hair Cutting and Evening Comb Out. 3rd place in Gents Hair Cutting; IECA Spring 2005 - Joanne Stewart Salon Team Traveling Trophy, 1st place in both Evening Fashion Comb Out, Ladies Hair Cutting and 2nd place in Gents Hair Cutting. First Place in Ladies Haircutting Spring 2009. Second Place Ladies Haircutting and Evening Glamour Comb-Out Spring 2011.



Tarah Dana *Assistant Manager, Cosmetology Instructor*

Tarah came to Glen Dow Academy in 2011 to pursue her passion in Cosmetology. She worked at Regis Salon for 4 years and then began to obtain her instructor license in 2013. She is a very driven and motivated stylist who is always interested in learning new things in all areas of the industry. She has always had a passion for the beauty industry and helping others feel good about themselves. Watching her students grow in education is one of the most meaningful things she has ever been a part of. She loves to watch her students grow and likes to be a part of their dream.



Nikki Van Matre *Manicuring Instructor*

Ms. Van Matre graduated from Glen Dow Academy in Manicuring in 2013 and Instructor in 2014. She has advanced training in OPI products. Nikki has been an instructor at Glen Dow Academy since 2015.



Stephanie Slack *Master Esthetics Instructor*

Stephanie Slack graduated from GDA in 2009. In 2009, Stephanie returned to GDA to take the Instructors Training course, and then taught at GDA as an esthetics instructor. Ms. Slack also spent a year working as an esthetician in an upscale eminence organic salon. Some of Ms. Slack's accomplishments have been participating in the IECA professional makeup competition, receiving advanced training in Dermalogica, Only Yourx, chemical peels, eminence, and bio-therapeutic technology. She is also certified by Novalash for lash extensions. In 2013, Ms. Slack returned to GDA to continue teaching esthetics. In 2014 Ms. Slack received her Master Esthetics license



Angela Swim *Master Esthetics Instructor*

Angela Swim graduated from GDA in 2013. In 2014, Angela returned to GDA to take the Instructors Training course, and then taught at GDA as an esthetics instructor. Some of Ms. Swim's accomplishments have been participating in the receiving advanced training in Dermalogica, Liara skin peel training, and bio-therapeutic technology. In 2014 Ms. Swim received her Master Esthetics license.



Christina Gamble *Esthetics Instructor*

Christina grew up in Spokane, Washington and is a 1985 graduate of Glen Dow Academy of Hair design. Her 35-year career focused on Esthetics within the spa and medical fields. Christina is an Esthetic Instructor with an extensive background in advanced Esthetic techniques including, Lasers, medical chemical peels, and injectables.



Danielle Blatter *Cosmetology Instructor*

Danielle is a graduate of Glen Dow Academy in Cosmetology and Instructor courses. She works part-time at a Spokane salon. Danielle has a passion to teach students about this amazing industry.



Jorge Ramos *Cosmetology Instructor*

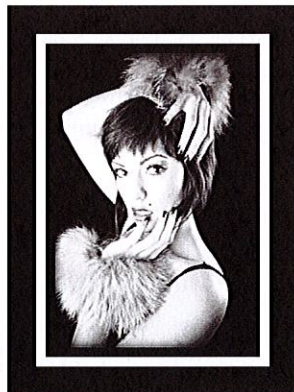
Jorge is a graduate in Cosmetology and Instructor courses at Glen Dow Academy. He has a desire in cosmetology to one day open his own salon. He loves to teach future stylists.



ALL STAFF MEMBERS REGULARLY ATTEND MANY BEAUTY AND EDUCATION SHOWS, CLINICS, CONTESTS, AND DEMONSTRATIONS AS A CONTINUING EDUCATIONAL PROCESS

Beauty Shows Staff Attended:

1999 IBS, Long Beach, CA
2000 ICE, Los Angeles, CA
2001 Teacher Training Program, Boise, ID
2002 IBS, Long Beach, CA
2003 Master Educator Training, Portland, OR
2003 Midwest Hair Show, Chicago, IL
2003 International Hair Show, Las Vegas, NV
2004 Midwest Hair Show, Chicago, IL
2004 Goldwell Education, Baltimore, MD
2005 Midwest Hair Show, Chicago, IL
2005 International Beauty, New York, NY
2005 Nail Pro, Atlanta, GA
2005 Student Day of Success, Portland, OR
2006 Nat'l Cosmo School Instructor Summit, MD
2006 Las Vegas Hair Show, Las Vegas, NV
2006 Esthetics Spa Conference, Las Vegas, NV
2007 Las Vegas Hair Show, Las Vegas, NV
2007 Esthetics Spa Conference, Las Vegas, NV
2007 Nat'l Cosmo School Instructor Summit, MD
2007 Midwest Hair Show, Chicago, IL
2007 Trendz Zoom, Cancun, IL
2008 N. America Esthetics Conf., Vancouver, BC
2011 NACCAS Conference, Arizona
2011 Nuts & Bolts, SD
2011 AACS Convention, Las Vegas
2012 Nuts & Bolts, Arizona & Texas
2012 International Beauty Show, Los Angeles
2013 NAB Owner Conference





THE GLEN DOW ACADEMY OF HAIR DESIGN, INC.

Mission Statement

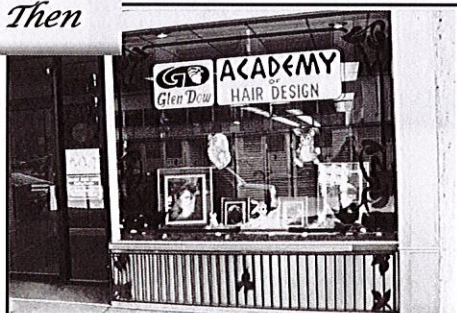
The Glen Dow Academy of Hair Design & Salons, Inc. was formed in 1969 to provide students and the community with an excellent level of service in the beauty industry. It is to provide our mission to provide quality Cosmetology, Esthetics, Manicuring, and Instructor education that prepares the graduate for licensure and professional job entry.

We are dedicated to student success by enriching lives and cultivating professions through innovative, personalized education in a creative and growth inspiring environment. We prepare students to excel in the industry by offering current up to date education in customer service, business skills and fiscal responsibility necessary for success in the workplace.

The Glen Dow Academy of Hair Design & Salons, Inc. is dedicated to maintaining the highest standards in education by anticipating and responding to the ever-growing needs of our industry.

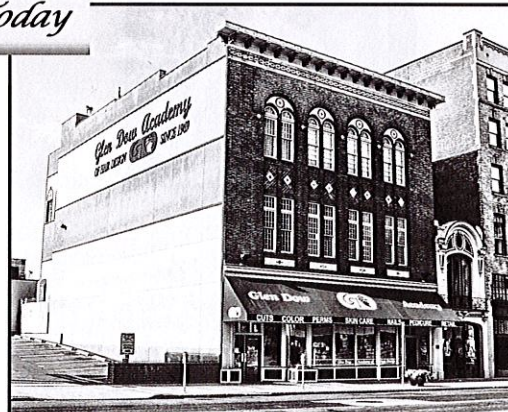
FOUNDING OF THE GLEN DOW ACADEMY OF HAIR DESIGN & SALONS, INC.

Then



The Glen Dow Academy of Hair Design & Salons, Inc. was founded in 1969 under the guidance of GLEN E. DOW. The Academy has been located in its own building since September 1984. The facilities are very modern and progressive for the beauty school industry.

Today



The Academy meets a strong need that exists for a thoroughly trained beginning cosmetologist, one who can survive the competitive employment challenges of today's business world. Courses are offered in general Cosmetology, Manicuring, Esthetics, Instructor, Advance Design, Retail Product Knowledge, People Skills, and Business Management. It was with these purposes in mind that the Academy was founded.

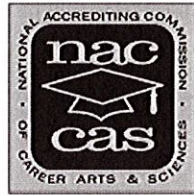
Then



Now



ACCREDITATION



The Glen Dow Academy of Hair Design & Salons, Inc. is accredited by the National Accrediting Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432; phone: (703) 600-7600, an agency founded by the beauty school industry to uphold high standards and principles. The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as the national accrediting agency for cosmetology schools. The academy has been accredited since March 1971, six years longer than any other school in the State of Washington.

LICENSING

The academy is licensed by the State of Washington. The address of the licensing agency is Business and Professions Division, Cosmetology Section, Box 9026, Olympia, WA 98507-9026. Telephone: (360) 664-6626.

VETERANS BENEFITS APPROVAL STATEMENT

Selected programs of study at The Glen Dow 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."

AVAILABLE AREA OF SPACE

The Glen Dow Academy of Hair Design & Salons, Inc., occupies approximately 9,500 square feet of space on the street floor, 1,523 feet on the mezzanine level, 5,000 of training space on the second floor, and another 5,000 square feet on the 3rd level. This includes a waiting room, clinics, restrooms, adequate storage lockers, six (6) practical classrooms, visual-aid room, waxing rooms, facial room, nail and pedicure room, dispensary, supply room, library, student lounge, laundry, and offices.

Maximum class sizes are: Cosmetology-21, Esthetics-20, Manicuring-15, Instructor-5. Average student to teacher ratio is 1 teacher for every 20 students.

PARKING – TRANSPORTATION

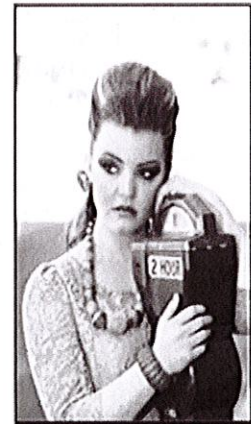
The Academy maintains a twenty (20)-car parking lot available to patrons. The Academy is also located on the bus route. Regular daily bus service is every one-half hour.

There are 500 public car parks located within a one-block area of the school. Parking can be obtained from Diamond Parking Corporation, adjacent to the school on Riverside and Bernard for an additional fee a voucher can be obtained from the Admissions Director and the cost can come out of student's financial aid or students can go to Diamond and purchase a pass. Students can purchase a bus pass from STA and it can be taken out of financial aid or the student can pay for the pass. The Spokane Intermodal Center located one block from Glen Dow has parking for \$3 a day. There are about forty all day meters within four blocks of the school costing approximately \$3 daily.

INTERNAL GRIEVANCE PROCEDURE

Students and staff are expected to try to resolve any matter of dissension by counseling with the student(s) and staff member(s) involved. If he or she feels their concerns are not satisfied through this course of action, they may then file a written complaint with the owners of Glen Dow Academy of Hair Design & Salons, Inc. No grievance will be considered unless presented in this manner.

1. Brief description of the situation. Include dates, times, and all pertinent information pertaining to onset of circumstances.
2. A list of actions taken by the student/staff member to deal with the situation. Include dates, times, individuals involved and the outcome.



3. Counseling sessions with staff. Include dates, times and results of each session.
4. Steps you are willing to take to improve the situation or circumstances.
5. Your thoughts on how the school can assist you in this matter.

The school manager will meet with the complainant within 10 days of receipt of the written complaint. This conference will be documented, and a copy given to the parties involved at the time of the meeting. If after evaluation the problem cannot be resolved through discussion, the grievance will be referred to the school's grievance committee.

- The school's grievance committee will meet within three (3) business days of receipt of the complaint and review the allegations.
- If more information is required from the complainant, a written letter outlining the additional information will be sent out.
- If no further information is needed, the grievance committee should act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days. The letter will address the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

A grievance filed with NACCAS is done only after all other avenues have been exhausted.

NACCAS
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302
(703) 600-7600

CHAPTER II



General Admission Information

GENERAL ADMISSION AND ENROLLMENT REQUIREMENTS

Cosmetology, Esthetics and Manicuring students may apply any day that the school is in session prior to the following enrollment dates:

September 1, 2015
November 3, 2015
January 5, 2016
March 1, 2016

May 3, 2016
July 7, 2016
September 1, 2016
November 3, 2016

Instructor students may also apply any day that the school is in session as demand indicates.

Qualifications for enrollment are:

1. The student must be at least seventeen (17) years of age.
2. Have proof of high school diploma or equivalent (General Education Development Test).
3. Complete the Academy's application for school and a personal school interview.
4. Must take an entrance exam.
5. Must present photo ID.
6. Must have social Security Card with current last name.
7. Must submit a letter of interest stating why he/she wants to attend this course (200 words or less).

After a personal interview by the Academy Administrator, the applicant's credentials are studied for acceptability. This standard does exceed the requirements of the Washington State Statutes of the Cosmetology Law. A \$100.00 fee is paid at the time of application, non-refundable after 3 days of signing the Enrollment Agreement.

If deemed necessary, students will be requested to have professional appearance (hair, skin and nails) styled before enrolling in school. The school reserves the authority to require students to maintain an acceptable appearance while enrolled. All appearance improvements are to be done on the school premises under instructor supervision. Hair should reflect

cleanliness, styling, and conservativeness, or reflect taste generally gained from experience in the Beauty Business and be acceptable to the general public.



TITLE/SECURITY INTEREST

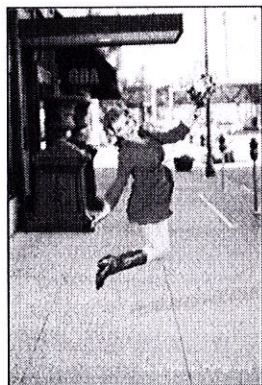
Title and possession of tools and equipment issued to students passes at the time of issuance, subject to security interest as referred to below. A security interest in all tools and equipment issued by the school is specifically retained until all enrollment fees, equipment fees, taxes, lab fees and tuition have been paid in full. After issuance, all tools and equipment are to be kept and maintained at the sole risk and expense of the student. The Academy reserves the right to prohibit the removal of tools and equipment without the specific permission of the school supervisor for such removal. For security reasons, large carryout bags are searched before leaving the school to assist in eliminating missing equipment and supplies. Tools and equipment are made second-hand, by student's use and their salvage value is slight, if not redeemed by student upon withdrawal from the course. Any delinquent payments of any sort may result in the school exercising its right under the security interest granted above, until all sums owing to it have been paid in full. Upon receipt in full of all sums owing to the school, the security interest granted herein shall be released and satisfied.

NOTE: "Security interest" means that the school retains an interest/encumbrance against all tools and equipment issued as collateral, and security for the payment of all sums due and owing to the school.

SCHOOL HOURS

Cosmetology daytime classes are held Tuesday through Saturday, 8:00 a.m. to 4:30 p.m. with a 30-minute lunch period and a 15-minute break. The students attend 7.75 hours each day for a possible weekly total of 38.75 hours. Note: Part time students attend Tuesday through Friday, 8:00-noon and Saturday 8:00-4:30pm.

Manicuring and Esthetics classes are held Tuesday through Saturday, 9:00 a.m. to 3:45 p.m. with a 30-minute lunch period and a 15-minute break. The students attend six (6) hours each day for a possible weekly total of 30 hours.



Instructor classes - Available choices are:

- Cosmetology – Tuesday through Saturday, 8:00 a.m. to 4:30 p.m. (eight hours) or Tuesday through Saturday from 9:00 a.m. to 4:00 p.m. (seven hours).
- Esthetics – Tuesday through Saturday, 8:00 a.m. to 4:30 p.m. (eight hours) or Tuesday through Saturday from 9:00 a.m. to 4:00 p.m. (six hours). Also available upon approval by the manager in addition to regular hours are Monday, 3:00 p.m. to 8:30 p.m. (six hours) and Tuesday through Friday, 4:30 p.m. to 8:30 p.m. (three hours).
- Manicuring – Tuesday through Saturday, 8:00 a.m. to 4:30 p.m. (eight hours) or Tuesday through Saturday, 9:00 a.m. to 4:00 p.m. (six hours).

Break times are subject to the discretion of the school. If a student's schedule goes through break time, it will most likely be forfeited or allowed at a later time. Students must obtain a hall pass signed by the instructor for a break time that is not at the regular scheduled time. Student's lunch period is subject to change. Management will make the effort to compensate for lost lunch times when notified.

* The school will also occasionally have additional hours available for training in all courses from 8 a.m. to 8:30 p.m. depending on the "special event" being hosted (i.e. guest artist or manufacturer representative). This is solely at the school's discretion.

STATEMENT OF NON-DISCRIMINATION



The Academy does not discriminate on the basis of sex, age, race, color, religion or ethnic origin in admitting students and is prohibited from discrimination in such manner by law. This practice and requirement of non-discrimination also extends to employment by the school.

All prospective students of the Academy have the right to see and review this School Catalog three (3) days prior to the date a student signs an Enrollment Agreement.

SCHOOL POLICIES AND REGULATIONS

1. Students must clock in and out on the day they are in attendance, otherwise there may be no credit given for hours.
2. All students should clock in 10 minutes prior to the start of their day.
3. If students are late to their home theory class they may be denied entrance to that class.
4. Next available clock in can be after the home theory class has ended. (up to 1:00pm.)
5. Students absent in morning theory class should also check in at the front desk when they get to school, immediately after clocking in.
6. If not attending in the afternoon by 1pm students must call by 12:30 and talk with the front manager or instructor.
7. **Students must call at least 10 minutes prior to the start of their home theory morning class if unable to attend.**
8. Student attendance phone calls are taken starting at 7:30am. Any student who does not call for the entire day may be suspended. Student must talk to the first floor manager or instructor when calling in an absence.
9. **Any unexcused absence on Saturday may result in suspension.**
10. Two (2) unexcused absences in a 30-day period may result in a three (3) day suspension.
11. Absences are considered unexcused for the following reasons:
 - a. Failure to call on time.
 - b. Student leaves a message on the answering machine instead of speaking directly to a Glen Dow Academy staff member.
 - c. Student leaves for the day without first notifying a staff member.
12. Any documentation to waive tuition fees, i.e. doctor notes, must be submitted within one week of absenteeism; otherwise, the school will not credit student for time missed.
13. Students must fill out the school's request for time off document in advance if a day off is needed.
14. Students are required to come to school meeting appearance guidelines; failure to meet these appearance guidelines may result in being sent home for the day.
15. Students must clock out at the time clock when leaving for lunch or leaving the school for a personal errand and clock in when returning. Students will not obtain hours.
16. Students must obtain a hall pass signed by the instructor for a break time that is not at the regular scheduled time and if a student needs to leave campus other than lunch time a hall pass must be obtained from an instructor.
17. The school reserves the right to send students home for the day for the following: being disruptive, insubordination, or continual rule violations.
18. Smoking is allowed outside the building in the parking lot, southeast corner only. Please use the cigarette butt receptacles provided by the school.
19. Students may not sit down on the sidewalk or blacktop on the Glen Dow Academy campus.
20. **Cell Phone Policy –**
Students are permitted to bring their cell phone to school. We embrace the potential that cell phones can be used as a technological learning tool in the classroom. We encourage teachers to implement the use of cell phones when appropriate into their lessons. Students will be trained at the beginning of the year as to what proper cell phone etiquette is within the confines of the school.



GLEN DOW



Students may use their cell phones for personal use during transition period or at lunch. Students are expected to turn off their cell phones when entering a classroom unless a teacher allows otherwise. Any student who abuses this privilege will be required to attend a cell phone etiquette refresher course. Cell phones will not be confiscated for any reason as we believe that confiscation creates a distraction for the student which interferes with learning.

19. Tobacco and electronic cigarette use of any kind is **PROHIBITED** in the school. Use of such products may result in suspension.
20. Students may not chew gum inside the school building at any time of the day.
21. Lockers are provided for students to secure their personal items in and should keep their lockers locked at all times of the day. (purses, shoes, etc.). **The school is not responsible for lost or stolen**
29. Compensation time documents must be turned in the day it occurs. Completed forms are to be delivered to the time clock keepers.
30. The school requires that all areas be maintained in a clean and sanitary way. Students are required to do sanitation duties on a rotating basis every week, and checked daily.
31. The elevator is only to be used while escorting clients to and from their appointment.
32. Package and purse check are subject to search at any time during school. Keep all purses in lockers during the school day. Students cannot bring back packs or suitcase type bags to school.
33. A **Zero Tolerance** policy is observed in regard to weapons of any type or odd objects that could be used in such a way to cause harm or threat. Students with weapons in their possession could be immediately expelled from school.
34. Students must have an instant hand sanitizer at their clinic station at all times.
35. Students **MUST** hand in all financial aid paperwork on time to the Financial Aid Director or they may be suspended until the paperwork is completed.
36. Students may not park in the Glen Dow parking lot, or have anyone wait for them in the parking lot. This lot is for client use only! Violators are subject to suspension.

DRUGS AND DISEASES

Any student whose performance is affected by the use of drugs or alcohol will be dismissed, and will be required to be reviewed by the school manager before any decision on reinstatement is made. Substance abuse counseling will be required.

Any student having, or suspected of having, a communicable disease with adverse effects on the school atmosphere, possibly endangering the school population, staff, students, or clients will be dismissed until a determination is made by a licensed physician or school management that the student is not a social or health menace.

Conduct

A student will be dismissed for any action or conduct, which, in the opinion of the management, disrupts the school course or reflects in any unfavorable way upon the institution. Students dismissed for unsatisfactory academic progress or conduct will not be reinstated unless management is assured that the cause for dismissal has been corrected. Examples are: Insubordination, continual appearance violations, repeated poor practical procedures, continual rule violations, habitual absenteeism, fresh alcohol consumption, drug use and emotional instability.

SOCIAL MEDIA CONTENT

Rules of conduct as outlined in the catalog apply to social networking activity. Students are expected to conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for the school, students, employees, its ownership, clients, guests, vendors, and competitors.

The school and its students are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner.

Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the schools interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

The company maintains the right to monitor company-related student activity in social networks. Violation of policy guidelines is grounds for discipline up to and including dismissal.





STUDENT'S RECORDS AND RELEASING INFORMATION

Examinations are given on all subjects, and grades are given to the students. They are permitted to review their records at any time by appointment. They must get permission from the school supervisor. These records are considered confidential, and will be released only by written consent by the student or his/her parent in accordance with FERPA regulations. In addition, the school will provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal, state, or accrediting agency.

The Glen Dow Academy of Hair Design, Inc., will provide the proper supervision and interpretation of students' records. Parents, guardians of minors will be permitted any day between 9:00 a.m. and 4:00 p.m., with appointment; the manager must be present.

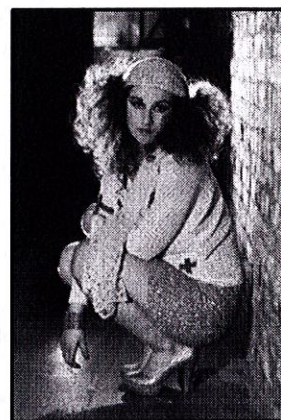
Regarding grade transcripts, a fee of \$10.00 will be charged to mail any request for a grade or hour transcripts. Requests for transcripts prior to 1988 will require a breakdown of hours into categories of subjects. The fee will be \$20.00.

LEAVES AND TARDINESS

Regular attendance is expected at all scheduled classes. Therefore, **ABSENCES MUST BE EXPLAINED. THE MANAGER** may excuse an absence for acceptable reasons. Two unexcused absences in a thirty (30) day period constitutes unsatisfactory attendance. A student who has two unexcused absences is subject to disciplinary action, i.e., up to three (3) days suspension. Excessive absences without an acceptable excuse is cause for dismissal. Tardiness in the morning may result in no admittance to the school for morning classes.

SCHOOL CLOSURE

The procedure to determine if the school is closed due to bad weather, fire, etc., is for the student to call the school at least twice between 7:30 and 8:00 a.m. If there is no answer after eight rings, consider the school closed. Students can also check the following websites for posted school closures: www.glendow.com or www.facebook.com (search: Glen Dow).



STUDENT UNIFORM REGULATIONS:

1. Students are required to wear a school-issued smock, apron, GDA T-shirt, or jacket with black slacks or dresses and a black top. Leggings are acceptable when used in combination with long, loose-fitting tops that cover the buttocks. Dresses from the knee level down are allowed.
2. Clothing must be of solid color (i.e. no pinstripes or patterned designs).
3. Professional close-toed/close-heeled shoes. Boots may be worn as long as they are solid clean looking and made of a leather or suede-like material. No spike stiletto heels.
4. Sweaters may be worn underneath a smock or apron, but must be tightly woven and close fitting. No outside sweatshirts or outside type jackets of any type are allowed.
5. Student nametags must be displayed at all times. Only the Student nametags and school issued button can be worn. Nothing else is to be switched in place of student photo on the nametag and no other type buttons are to be worn.
6. Exposed armpits, midriffs, revealing cleavage and lower backs are not acceptable.
7. Advertisements, logos and writing are not permitted on clothing.
8. Make-up and hair is to be completely done before the student enters school.
9. No bandanas, hats or scarves of any kind may be worn during class or clinic times.
10. Head scarves and headbands may be worn with a fashionable hairstyle that covers a maximum of 20% of the hair.
11. Nail length is to be at a reasonable length, and is completely at management discretion.
12. On certain occasions we may allow students to wear jeans or denim for the day. On these occasions students may wear only blue jeans, which are not ripped, frayed or have holes in them.
13. Students who not in compliance with the uniform and appearance code may be asked to leave for the day.



STUDENT OVERALL APPEARANCE

A student's hairstyle, makeup, and overall appearance should reflect professionalism, cleanliness, current styling standards of the Cosmetology industry and acceptability to the general public. Therefore, all hairstyle changes are to be done under instructor supervision and approval. A student's hairstyle that could be a shock to a client, or is uncomplimentary to a student's face shape, body size or skin tone should not be worn. Long hair should be contained or arranged so that it does not touch the client.



Students may wear one (1) facial piercing, limited to the brow, upper lip, lower lip or nose (No septum piercings). Students may not wear any spiked looking piercing. Piercing used should be on the smaller size. Size and design of piercing is solely at the discretion of the management. Students may not wear tongue rings. Band-Aids to cover piercings are not permitted.

PRODUCTS

All products for use on students and the public are appropriately labeled with the brand name on the product and currently stocked by Glen Dow Academy.

GLEN DOW ACADEMY PARKING LOT

The client parking lot is for only the "paying" clients of the Glen Dow Academy. Students are asked to have models, friends, and family who are **not** purchasing services to park on the street or in the various parking lots available surrounding the school. **Students may not use the GDA parking lot for their personal use. Suspension may result.**

Vaccinations

Glen Dow Academy does not have a vaccination policy at this time. For more information call (509) 324-1600 or visit <http://www.srhd.org/services/clinic.asp>.



SANITATION DUTIES OF STUDENTS

CLINIC FLOORS, 1st & 3rd Floors: Vacuum Sweep Mop Make Foils Organize Magazine Racks Organize Stations Clean Mirrors Chair Bases	DISPENSE AREAS, 1st & 3rd Floors: Clean Dispense Seep and Mop Vacuum Clean Dryer Chairs & Hoods Garbage Clean Shampoo Chair Bases Sanitize Sinks & Traps	SHAMPOO AREA: Sweep and Mop Straighten Cupboards Empty Towel Bins Restock Towels Empty Garbage Clean Shampoo Chair Bases Sanitize Sink & Taps
FACIAL ROOM: Vacuum Sanitize Sinks & Chairs Sanitize & Organize Cabinet Maintain/Sanitize Wax & Body Treatment Rooms	MANICURING STATIONS: Sanitize & Straighten Table & Chairs Sanitize Counters Clean Mirrors	CLASSROOMS 1 through 6 Sweep Sanitize/Empty Garbage Keep Orderly
REFRIGERATORS: Clean & Sanitize		

CHAPTER III
Refund Policy/Other Facts
REFUND POLICY

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. All monies will be returned to the individual paying if a student should cancel enrollment within three (3) business days from signing the enrollment agreement, regardless of whether or not the student has begun classes.
3. If a student cancels enrollment prior to classes but after three (3) business days of signing the enrollment agreement, he/she will be refunded all monies paid, minus application fee of \$100.00 after a written request has been received in the Administration Office.
4. For all students who enroll or start classes, the following schedule of tuition adjustments is authorized. A security interest on equipment is retained until related percentages are paid.
5. ATTENDANCE TIME IS DEFINED AS TIME ELAPSED BETWEEN THE START DATE AND THE DATE OF WHICH THE STUDENT FORMALLY TERMINATES ENROLLMENT, AS HEREIN PROVIDED. The definition of attendance time is necessitated because space is reserved in teacher's time and classroom seating for those students/purchasers enrolled. Last day of actual physical attendance on school premises will be used to compute student/purchaser's total hours accumulated for class credit purposes. Refunds are calculated based on scheduled hours.

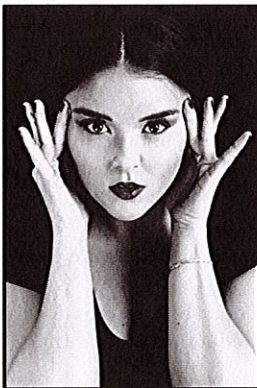
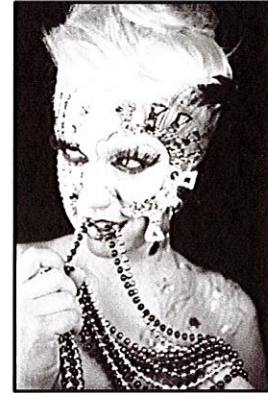
PERCENTAGE OF TIME ELAPSED BETWEEN THE START DATE AND THE DATE WHICH THE STUDENT FORMALLY TERMINATES ENROLLMENT	AMOUNT OF TOTAL TUITION THE SCHOOL SHALL RECEIVE OR RETAIN
0.01% - 4.99%	20% to be retained or received
5.00% - 9.99%	30% to be retained or received
10.00% - 14.99%	40% to be retained or received
15.00% - 24.99%	45% to be retained or received
25.00% - 49.99%	70% to be retained or received
50.00% OR MORE	100% to be retained or received

Other refund policies are Federal Refund, State Refund, and Accrediting Agency Refund. Examples of these Refund Policies may be obtained in the Financial Aid Office. As defined by the Department of Education, the appropriate refund will be applied.

6. An administrative fee may be charged to students exiting the course prior to completion of all full courses offered by the Academy. The fee is for the amount of \$150.00. At the discretion of the manager, the fee may be waived. In the event of a family calamity, military transfer, or if the student becomes physically or mentally unable to continue, professional judgment will be exercised.
7. Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. Formal termination occurs when the student notifies the school of his/her withdrawal, a student on an approved leave of absence notifies the school he/she will not be returning to school, or the student is expelled from school. Termination shall occur on the last day of physical attendance in school.



8. In the case of illness, disability, accident, death in the immediate family or other circumstances beyond the control of the student, the Academy may make a settlement, which is reasonable and fair to both parties.
9. Any refund due based on the above adjustment will be paid in full to Direct Loan Program, Federal PELL Grant, FSEOG, other Federal Aid, Washington State Need Grant, other State or Institutional Aid, or students (EXCLUSIVE OF WORK EARNINGS), as determined within forty-five (45) days of formal termination.
10. In the event of school closure, students will be refunded any unearned tuition paid.
11. Students will be refunded all unearned tuition paid in the event of course cancellation.
12. The cancellation date will be determined by the postmark upon written notification, or the date said information is delivered to the Admissions Office in person. This policy applies regardless of whether or not the student has actually started training.
13. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.
14. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or un-officially.
15. When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to the student may exceed the Tuition Adjustment guidelines.
16. All extra costs such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.



REPAYMENT POLICY

1. If the school finds that the disbursements received by a student to cover living expenses for educational costs above and beyond institutional costs (such as costs for room and board, transportation, personal and miscellaneous expenses, and child care) exceed the allowable amount for the period of enrollment, the student must repay the excess amount of disbursement.
2. Repayment from Student Financial Aid recipients must be distributed as follows:
 - a) Direct Loan Programs (Unsubsidized Loan, Subsidized Loan, Plus [parent] Loan)
 - b) Federal PELL Grant
 - c) FSEOG
 - d) Other Federal Aid
 - e) Washington State Need Grant
 - f) Other State of Institutional Aid

Washington State Grant Re-Payment Policy

If re-payment of the Washington State Need Grant becomes necessary, payments can be made to Glen Dow Academy for up to 365 days from last date of attendance. After 365 days, this will become due and payable to the Washington State. Specific details available in Chapter III of this catalog.



3. All financial aid shall be available for repayment.

STATE GRANT REFUND POLICY

General

State Grant recipients, who withdraw from the institution, are expelled or otherwise complete zero credits in any give term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority State Need Grant (WAC 250.20.054(4)) Known Last Date of Attendance

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after 50% of the term, the state grant award is considered 100% earned and no state grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on 50% of the term.

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State grant repayment formula: Known last date of attendance prior to or on 50% of the term.

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of the unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due. Example: Known last date of attendance, prior to or on 50% of the term: A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:
 - a. The unearned percentage equals 80% (100% less 20% completed).
 - b. Unearned aid equals \$320 (80% of \$400 state grant award).
 - c. The repayment equals \$160 (\$320 X 50% reduction).

Unknown last date of attendance

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

No-Show Repayments

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply. General repayment policies:

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation: State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addressed un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than \$50 should not be returned to the Washington Student Achievement Council (WSAC).
8. Institution repayment refund policy: Public institutions may choose from the following options:
 - a. Return the repayment amount directly to WSAC and collect from students.
 - b. Return the repayments to their institutional State Grant fund (if the repayment is from within the current year) and collect from students.
 - c. Refer students directly to WSAC. Private institutions that participate in the warrant payment process should refer students directly to WSAC.
 - d. Private institutions that participate in the Electronic Fund Transfer process should return state grant repayments directly to WSAC and collect from students.

COLLECTION POLICY

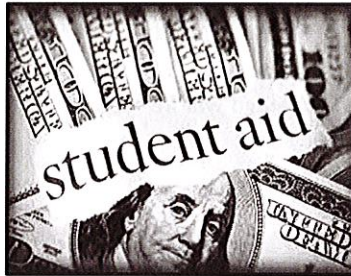
Bonded Adjustment Company is the agency that handles all collections for the Glen Dow Academy. An account is not submitted to collection until the student has officially, or unofficially, withdrawn from school and the account is 60 days past due. All collection procedures reflect good taste and sound, ethical business practices.

SCHOOL CLOSURE POLICY

In the event of permanent school closure students will be refunded all unearned tuition paid. A list of all students who were enrolled at the time of school closure including the amount of each unearned tuition refund will be submitted to NACCAS.



CHAPTER IV FINANCIAL AID



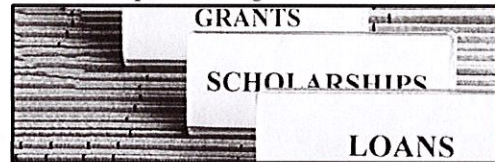
Under provisions of national accreditation students may, with proper qualification, obtain federally insured student loans and grants. Eligible students enrolling in an accredited school may obtain some aid from federal or state agencies.

FUNDS AVAILABLE FOR AID

Glen Dow Academy of Hair Design & Salons, Inc., is eligible to apply for participation in the following programs administered by the Department of Higher Education: PELL Grants, Direct Loans (formerly Guaranteed Student Loans), FSEOG programs, as well as state level funding by Washington State Achievement Council, Washington State Need Grant, Gear Up, and College Bound.

METHODS OF FINANCING

Part B of Title IV of the Higher Education Act of 1965 created the guaranteed student loan programs. The Higher Education Amendments of 1992 (P.L. 102-325) reauthorized the Act, and renamed the guaranteed student loan programs the Federal Family Education Loan (FDLP) programs. Individual course names have been changed to Federal Stafford Loans (formerly Guaranteed Student Loans), Federal PLUS loans, and Federal Consolidation Loans. These programs make long-term loans available to students attending institutions of higher education, vocational, technical, business and trade school, and some foreign schools.



Direct Loans are available to undergraduate and graduate students. Formerly, the Federal Supplemental Loans for students (SLS) Program provided loans for graduate or professional students and for independent undergraduates; however, the SLS Program terms and condition will be available through unsubsidized Stafford Loans. PLUS loans are for parents of dependent students. Direct, Federal Insured Student Loans (FISL), PWS loans, Health Education Assistance Loans, and Health Professions Students Loans may be consolidated if the borrower and his or her spouse meet certain other conditions.

As of July 1, 2010 all student loans will be under the Direct Loan Program. As of September 30, 2010 no more Stafford loans were disbursed by the Glen Dow Academy.

METHODS OF FINANCING AVAILABLE:

Federal and State Financial Assistance

1. Pell Grant

The PELL grant program, formerly known as the Basic Education Opportunity Grant (BEOG), is a program of student financial aid which is authorized by Title IV, Part A, or the Educational Amendments of 1972. This program provides grants for all eligible students to assist them in meeting educational costs. In order for a student to receive a PELL Grant, he/she must have been accepted for enrollment in, or be in good standing at an eligible institution of higher education which includes vocational/technical schools.

All students may receive Pell Grants for up to 12 semesters, measured by percentage of Scheduled Award(s) disbursed. This limitation is not limited to students who received their first Pell Grant on or after July 1, 2008, as was the previous limit of 18 semesters or equivalent.

2. Supplemental Education Opportunity Grant (SEOG)

The SEOG provides financial assistance to help pay for educational costs. In order for a student to be eligible, he/she must demonstrate financial need and be in good standing with the institution of attendance. A Gift Equity Packaging Policy is applied by the Academy determining the amount of available SEOG aid.

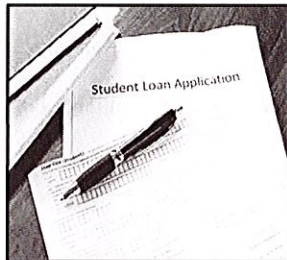




3. DIRECT LOANS

To be eligible for Direct Loans, undergraduate students attending a school that participates in the Pell Grant Program must first receive a determination of their eligibility for Pell Grants. Generally a student must be enrolled or accepted for enrollment in a degree or certificate program to receive FSA funds.

Interest rates are variable, with a six (6) month grace period after graduation before repayments starts. Repayment deferments are available under certain circumstances if not in a default status. The amount that can be borrowed for dependent or independent students per each loan is dependent upon the course of study.



4. PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

Parent Loans for Dependent Students enable students' parents who qualify for financial aid or whose need cannot be met by other financial aid programs to borrow directly from a bank, credit union or savings and loan association.

Students and their parents should contact their bank for forms or they are available in the school office. It is necessary to fill out all sections applicable to you before submitting the form to the financial aid office. Information about the approval takes two (2) weeks to four (4) weeks.



5. VETERAN'S ADMINISTRATION BENEFITS

Glen Dow Academy of Hair Design & Salons, Inc. is approved by the Veteran's Administration to enroll students who are eligible to receive VA benefits. Qualifications must be accomplished by filing the proper forms with the Veteran's Administration.

ASSISTANCE IS ALSO AVAILABLE IN COORDINATION WITH BENEFITS THROUGH PUBLIC ASSISTANCE, AID TO FAMILIES WITH DEPENDENT CHILDREN, DEPARTMENT OF VOCATIONAL REHABILITATION AND OTHER SIMILAR PROGRAMS.

6. WASHINGTON STATE NEED GRANT (WSNG) and College Bound Scholarship (CBS)

The Washington State Need Grant is available to Washington resident students. Eligibility is based on financial need. Additional information is available through the school's Financial Aid Office. To receive state aid you must have completed 100% of the clock hours in a disbursement period to receive funds for that period.

State Need Grant is awarded based off of priority filing of your FAFSA on a first come first serve basis for students currently enrolled as of July 1st. Classes beginning after July 1st will be awarded based on when the class began and when the students application fee was paid to secure their enrollment. College Bound Scholars are always prioritized for the maximum State Need Grant award they are eligible for up to 65% MFI and are always awarded their full State Need Grant eligibility prior to the awarding of any remaining state grant eligibility with College Bound Scholarship funds. Selected programs of study at Glen Dow 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

You are being considered for a Washington State Need Grant (SNG). If you receive this grant, there are five conditions, with which you must comply. If you have questions or find that you cannot comply with these conditions, please see the Financial Aid Administrator (FAA) at the institution you are attending.

1. You do not owe a repayment for any federal or state grant nor are you in default on a state or federal student loan.
2. You must meet the minimum eligibility requirements of the program.
3. If you drop classes, you may owe a repayment of all or part of the award amount.
4. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. The Washington Student Achievement Council and the institution through which the grant is awarded reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program.
5. You must maintain academic progress standards following your institution's policies for state aid programs. You must not pursue a degree in theology or hold a bachelor's degree.

Glen Dow Academy does not and will not provide any commission, bonus, or other incentive payment 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.

You may choose to voluntarily make financial contributions to the Washington Student Achievement Council in recognition of the assistance you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact financialaid@wsac.wa.gov for more information.

CBS eligible students are always prioritized for the maximum SNG award for which they are eligible up to 65% MFI and always receive first priority for any available SNG funding. CBS student prioritization within SNG for maximum SNG awards will not be impacted or reduced by institutional gift equity policies or by institutional SNG-based prioritization policies, such as prioritization by MFI level.

Glen Dow ensures that award packages that include State Need Grant funding are subject to the program's 25% self-help rule, where 25% of the student's total cost of attendance must be covered with self-help aid, such as work study, loans, EFC, or scholarships. SNG self-help requirements are waived for College Bound Scholarship students. The SNG self-help requirement may be reduced to 12% for at-home students to recognize the resulting lower costs incurred by these students.

Generally, Glen Dow awards state financial aid in the following order (assuming the student meets all eligibility standards for the program in question)

1. State Need Grant (SNG)
2. Other state grant funds
3. College Bound Scholarship (CBS)

FINANCIAL AID PAPERWORK

Students **MUST** hand in all Financial Aid paperwork on time to the Financial Aid Director or they may be suspended immediately until the paperwork is completed.

STATE GIFT/GRANT AID REPAYMENT POLICY REQUIREMENTS

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis. For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation. State Grant Repayment Policy can be found in Chapter III of the catalog on Page 17.



SATISFACTORY ACADEMIC PROGRESS

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 the first day of class. The policy 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. Students who miss school may have to make up their assignments depending on the scheduled week of study at the teacher's discretion.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1350, 1800, 2246 scheduled hours

Esthetics 300, 600, 900, 1072 scheduled hours

Master Esthetics 300, 600, 900, 1072, 1680 scheduled hours

Manicuring 300, 600, 944 scheduled hours

Instructor 300, 600, 858 (scheduled) hours



Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% 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. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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.

MAXIMUM TIME FRAME

The federal maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. These amounts differ from the state maximum time frame of 125% of the published length of the program :

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED
Cosmetology (38.75 hrs/wk) - 1725	63.6 weeks	2466
Esthetics (30 hrs/wk) – 750	36 weeks	1072
Manicuring (30 hrs/wk) – 660	31.5	943
Instructor (40hrs/wk) – 600	21.5 weeks	858
Master Esthetics (30 hrs/wk)-1200	56 weeks	1680

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. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100%

93-100 EXCELLENT
85-92 VERY GOOD
70-84 SATISFACTORY
60-69 BELOW STANDARDS UNSATISFACTORY

rating). 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 grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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. 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.

WARNING

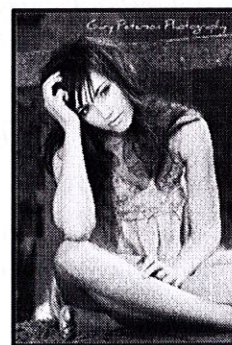
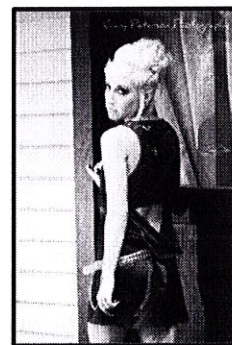
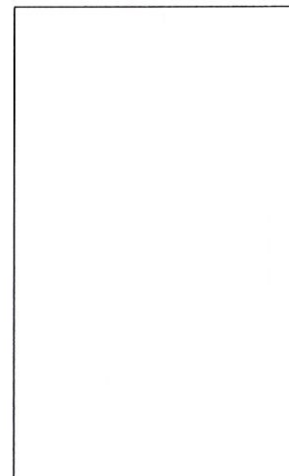
Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the 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 during the first probationary period, if the student appeals the decision, 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. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance. No Pell, Direct Loans, FSEOG, or State Grant Aid funds are eligible to be disbursed until the student has earned 100% of the clock hours associated with the previous disbursement period (300 intervals) and SAP is satisfactory.

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 probationary period.



retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

Noncredit and Remedial Courses

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

Transfer hours

Transfer student hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

1. Glen Dow Academy must receive final verified transcripts from the previous school.
2. The length of time between leaving and re-entry into Glen Dow Academy may not be more than three (3) years.
3. Glen Dow Academy may only take transfer hours from schools licensed in Washington State.
4. All students must start with a new class and receive basic training.

Certified training hours expire three years after the last day of attendance. Any hours earned by a student that are more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure (WAC 308-20-090).

EMPLOYMENT ASSISTANCE

The Glen Dow Academy of Hair Design & Salons, Inc. maintains employment assistance for its graduates. This includes assistance in getting suitable employment and in planning a beauty salon. Many requests are listed in the Academy files of inquiring salon owners. The school does not guarantee employment. Glen Dow Academy maintains a Job Placement bulletin board and does postings on Facebook. During business classes, students learn how to contact salons and business for employment. Call ins from salons seeking employees are referred to graduates by the owner. Glen Dow Academy has a current placement rate of 91%.

GRADUATION FROM ALL COURSES

Students who completed the instruction and training requirements, satisfactorily passed the Academy's final examination, and paid all fees due will be furnished a diploma by the school. The students are authorized to take the Washington State Licensing examination after successful completion, final student hour sheet certified, and an exit interview (in person) is completed. To be referred for state examination 80 hours prior to graduation, a student must be paid in full to the school. In order to complete all graduation requirements and be eligible to take the state test, students must be done with all hours and completely paid in full to the school.

In the event a student fails the school's final examination, a 7-day waiting period is necessary; and portions of the examination failed may be retaken. A reexamination charge of \$35.00 each for written or practical exams will be made. In the event the student fails to pass the retake exam they will not receive a diploma unless they attend an additional 160 hours of schooling and receive a passing score on a second re-examination.

Passing grade is seventy-five percent (75%). If for any reason the student misses their exam (or one or more portions of the final exam) the student will be charged an additional fee of \$35.00. If the student fails to obtain a seventy-five percent (75%) on the written examination, a re-take is required.





EXIT COUNSELING

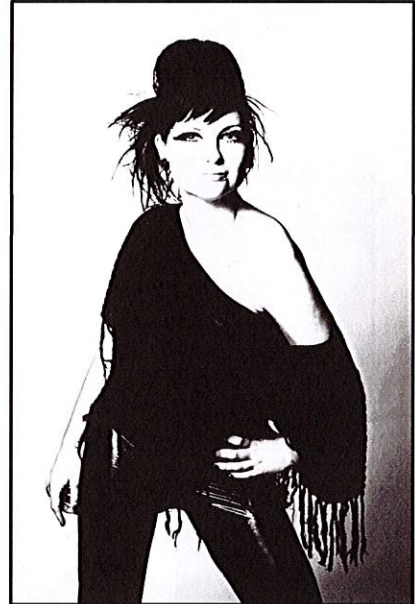
All students are required, for school and federal regulations, to attend exit counseling prior to final departure from school. At that time, all fees are to be paid in full by a cashier's check, money order or cash. The final school hour sheet and State documents will not be signed, student will not get referred to the Department of Licensing for licensing examination and lien equipment will not be released until paid in full.

CALENDAR

The Glen Dow Academy of Hair Design, Inc., is open on a continuous basis throughout the year, Tuesday through Saturday from 8:30 a.m. to 4:30 p.m. The Academy is closed Sundays and Mondays and the following legal holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

If Christmas or New Year's Day falls on a Friday, the Academy will be closed the following day also. The academy will be open on Monday when a holiday falls during the week except as noted above. If an emergency arises or if it is deemed necessary for special reasons, only one or two days at the most during the school year will be designated as closed days.



Stop
 Dreaming...
 Start Doing!
 Enroll at
 GDA today!

THE GLEN DOW ACADEMY OF HAIR DESIGN, INC.
West 309 Riverside Avenue
Spokane, WA 99201
(509) 624-3244

STUDENT ENROLLMENT AGREEMENT

COSMETOLOGY COURSE - 1725 HOUR COURSE

Date _____ a binding document between STUDENT and SCHOOL

The **GLEN DOW ACADEMY OF HAIR DESIGN**, hereinafter known as school/seller, hereby sells to the undersigned student, hereinafter known as student/purchaser, subject to the terms and conditions set out herein, a course of **COSMETOLOGY** consisting of 1,600 hours of classroom and practical instruction, and hours of supplemental training intended to qualify student/purchaser for a degree and diploma in **COSMETOLOGY**, and for the Washington State licensing examination, said course to commence on _____ and ending 45 school weeks, on _____ (Full time training).

Tools are to be purchased through school/seller to maintain quality standards, uniformity of instruction, and as a convenience to students.

FINANCIAL TERMS AND CONDITIONS: Tuition charges are assessed by the Academic Year.

First Academic Year of enrollment is 1008 clock hours (26 weeks) @ 38.75 hours a week.

Second Academic Year of enrollment is 717 clock hours (18.5 weeks) @ 38.75 hours a week.

1. CHARGES:	Application Fee:	\$ _____ 100.00
First Academic Year	Tuition:	\$ _____ 6676.59
Charges (26 weeks)		
	Equipment and Textbooks:	\$ _____ 1672.17
	Uniforms:	\$ _____ 95.00
	Taxes:	\$ _____ 153.74
	Lab Fee:	\$ _____ 116.22
	Other:	
	First Year Total	\$ _____ 8813.72

*** Equipment and textbook price subject to change.**

Second Academic Year Tuition Charges	\$ _____ 4749.41
Practical Exam Kit	\$ _____ 35.32
2. TOTAL CHARGES:	\$ _____ 13,598.45
3. LESS APPLICATION FEE:	\$ _____ 100.00
4. UNPAID BALANCE:	\$ _____ 13,498.45
5. Administration fee of \$150.00 when student withdraws or is terminated within the enrollment period for which they have been charged.	
6. State Exam Fee (Written Exam) @ Student Expense	\$ _____ 60.00
7. State Exam Fee (Practical Exam) @ Student Expense	\$ _____ 120.00
8. Glen Dow Final Exam Retake Fee (per test)	\$ _____ 35.00
9. State License Fee	\$ _____ 30.00

PAYMENT TERMS:

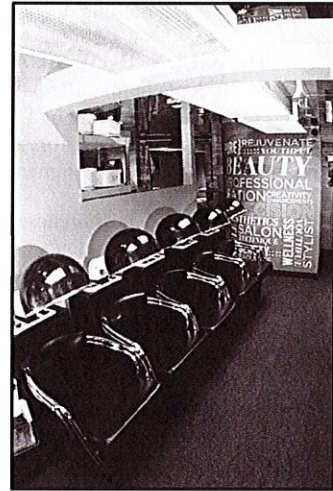
1. The **TOTAL CHARGES**, above, represent all sums due and owing from student/purchaser to school/seller for all of the tuition, uniforms, taxes, and other expenses related to this course, and such total charges are due, owing and payable on the first day of school, set forth above, subject to Clause Six, relating to payment adjustments, and unless prior arrangements have been made concerning tuition. The **TOTAL CHARGES**, above, shall be paid as follows:

- a. \$100.00, the application fee, has been paid on _____, 20__.

BASIC COSMETOLOGY COURSE DESCRIPTION AND OBJECTIVES

The basic Cosmetology course covers 1600 hours of basic instruction, and 125 hours of additional instruction. Students acquire knowledge and skills in:

- Shampooing, draping, brushing, scalp manipulations, conditioning, and rinsing
- Scalp and hair analysis
- Hair styling including wet, dry, and thermal styling, braiding and styling aids
- Hair cutting and trimming including scissors, razor, thinning shears, and clippers
- Roller use
- Chemical waving
- Chemical relaxing, straightening
- Hair coloring
- Hair lightening
- Facial and scalp treatments
- Safety and first aid
- Sanitation and disinfection procedures
- Product knowledge
- Temporary hair removal
- Facial haircutting and trimming-mustache, beard, nose, and ear hair trimming
- Manicuring and pedicuring
- Eye brow and eye lash tinting
- Artificial hair including wigs and extensions
- Diseases and disorders of skin, scalp and hair



Students learn the varied techniques on mannequins, models, and customers to gain the speed and accuracy that is acquired in all Cosmetology subjects. Students gain confidence needed on mannequins first and then start practical training on live models when they are given customers by appointment. Actual practical experience is acquired on models and customers who come regularly to the Academy for their beauty services. At such time as the instructor may deem proper, students may be given the opportunity to participate in live practice of subjects already presented sometime during the Freshmen phase. About 300 hours are required before entering the Junior phase, and 1500 hours are required to enter the Senior phase. The overall purpose and objectives of the Academy are the training of the students in the principles and practices of the profession of Cosmetology and to prepare students to enter upon, progress in, and make a contribution to the profession.

Of the basic 1600 hours required by Washington State Law, RCW 1816, 1400 hours are dedicated to hair care, 100 hour to Manicuring, and 100 to Esthetics Training and Services. A Washington State License is required to practice Cosmetology. The course employs a variety of instructional methodologies such as demonstrations, discussions, questions and answers, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs, and student salon activities.

LENGTH OF COURSE

The full course runs 7.75 hours a day, from 8:00am to 4:30pm, five days a week for 45 weeks. Part-time runs 4 hours per day (Tuesday through Friday) 8:00am-noon and 7.75 hours on Saturday 8:00am to 4:30pm to total 5 days per week for 86.25 weeks.



**BASIC COMETOLOGY COURSE SUBJECTS
OF LEARNING AND STUDY**



- a. Cutting or trimming the hair, arranging, dressing, curling, waxing, cleansing, shampooing, bleaching, coloring, chemical waving, chemical relaxing, rinsing, conditioning, scalp treatment, blower waving, brush waving, air waving or similar work upon hair; manicuring and pedicuring, limited to cleaning, shaping, polishing, decorating and caring for and treatment of the cuticles and nails of the hands and feet, safety and sanitation in the use of materials, tools, and equipment.
- b. Use of and application of cosmetic preparations, such as antiseptics, tonics, lotions, or creams for professional use only; massaging, cleaning, stimulation, manipulation, exercising, beautifying or similar work upon the scalp, neck and face; application, skin care; and temporary removal of superfluous hair.
- c. Scientific fundamentals of beauty culture; bacteriology, histology of the structure of the hair, skin, nails, bones, muscles, and nerves; structure of the head, face, and neck; elementary chemistry relating to sterilization and antiseptics; recognition of diseases and disorders of the skin, hair glands and nails.
- d. Sterilization and sanitation – safety in the use of materials, equipment, and tools; cleanliness – general and personal; elementary chemistry in compounding; and safe storage of cosmetic supplies. Client and personal safety procedures. Professional maintenance and operation of the workstation and facility.

**SEQUENCE OF COSMETOLOGY THEORY
SUBJECTS AND PRACTICAL LESSONS**

<p>Freshman Phase Orientation and equipment issue. Introduction to:</p> <ul style="list-style-type: none"> • Hair cutting • Trichology of hair • Cosmetology history and professional image • Shampooing, conditioning, and thermal styling • Bacteriology and decontamination infection control and practices • Chemical Waving • Roller application; comb-out procedures, and product knowledge • Hair coloring theory • Temporary, semi-permanent and demi-permanent hair color formulation and application • Shaping and pin curling • Permanent hair coloring, double process blonding, grey coverage and hair lightening formulation and techniques • Scalp treatment, pin curls • Hair removal • Chemical hair relaxers, straighteners, Soft Curl Perming, clipper hair cutting, mustache and beard design, nose and ear hair trimming • Station set-up and floor orientation <p>Review Freshman information and Freshman exam</p>	<p>Junior Phase Introduction to:</p> <ul style="list-style-type: none"> • Facials, make-up, eyebrow and eyelash tinting • Manicuring, pedicuring • Hair and skin diseases and disorders • Hair extensions • Design principles • Reception desk training/Business practices • Artificial hair, wigs, and hair extensions • Portfolio workshop • Review subjects learned, expand knowledge from Freshman Phase, and gain practical knowledge and skills on clients on clinic floor. Work on overall requirements. <p>Senior Phase Introduction to:</p> <ul style="list-style-type: none"> • WA State, laws and rules / Business practices • Continue with review of subjects already introduced in Freshman and Junior phases • Job preparation (resume, portfolio) • Employer interview techniques • Final written and practical examination • Exit interview • Employment assistance
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Other Course Facts: The Academy includes other non-required state subjects such as Salon Business Management, Nuts & Bolts, Receptionist Training, Make-up, Resume/Portfolio and Job Search, in its full course of instruction.

COSMETOLOGY ADDITIONAL INSTRUCTION

125-HOURS

Course	Total Hours	Resources
Orientation	8	GDA Catalog, GDA Handouts, Financial Aid
Reception Desk	50	Milady Text
Portfolio	4	GDA Handouts
Make-up	8	Milady Text
Business Practices	50	As The Chair Turns
WA State Laws and Rules	5	Washington State RCW/WAC
TOTAL ADDITIONAL HOURS	125	



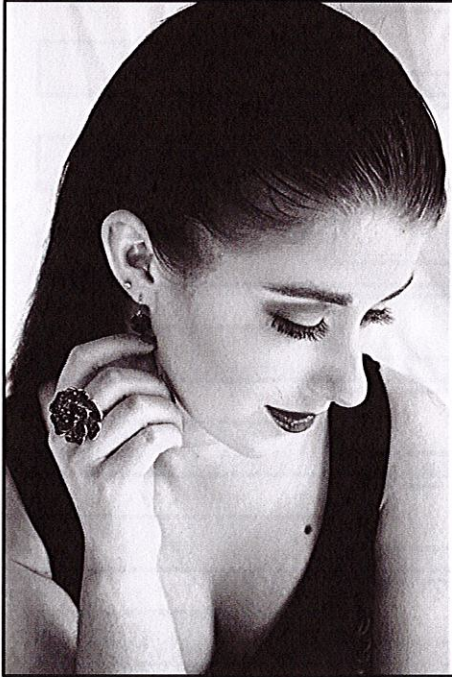
COSMETOLOGY -1600 Hours Breakdown

Subject	Live	Mani	Theory	Total	Resources
Manicuring-100 hours					
Manicuring	22	3	10	35	Milady 2008 ed.
Pedicuring	60	0	5	65	Milady 2008 ed.
Esthetics-100 hours					
Skin Care	27	15	33	75	Milady 2008 ed.
Superfluous Hair Removal	18	0	7	25	
Hair Care-1400 hours					
Shampooing	6	1	10	17	Milady 2008 ed.
Scalp/Hair Analysis	4	0	2	6	Milady 2008 ed.
Hair Cutting	197	35	100	332	Milady 2008 ed.
Cut/Trim Facial Hair	5	1	2	8	Video-Jim Jones
Thermal Style	45	40	60	145	Milady 2008 ed.
Wet Style	150	40	50	240	Milady 2008 ed.
Dry Style	58	20	30	108	Milady 2008 ed.
Style Aids	4	1	12	17	Milady 2008 ed.
Artificial Hair	3	3	6	12	Milady 2008 ed.
Sanitation	80	0	20	100	Milady 2008 ed.
Disease/Disorders		0	10	10	Milady 2008 ed.
Safety	1	0	10	11	Milady 2008 ed.
First Aid	1	0	10	11	Milady 2008 ed.
Permanent Wave	136	50	52	238	Milady 2008 ed.
Tint/Bleach	75	20	30	125	Milady 2008 ed.
Chemical Relaxing	8	2	10	20	Milady 2008 ed.
	HRS	HRS	HRS	HRS	
Grand Total	900	231	469	1600	

COSMETOLOGY STUDY AND TRAINING

Subject	Hour Requirement
Manicuring	100
Esthetics	100
Theory Hair Care	311
Scalp & Hair Analysis, Diseases & Disorders	4
Permanent Waving	125
Chemical Relaxing	10
Hair Cutting & Trimming	270
Shampooing	14
Hair Styling, Wet & Dry, Thermal, Braiding	390
Hair Color & Bleaching	144
Wigs & Extensions	6
Disinfecting	125
First Aid & Safety	1
State Required Hours	1600
Additional Hours	125
Total Hours	1725



	Cosmetology Required Operations	Minimum Number Required
	Artificial Hair	6
	Bleach	5
	Blow Dry Style	56
	Braiding	10
	Comb Out	30
	Condition & Rinse	35
	Facials	20
	Fingerwaves	20
	Clipper Haircuts	40
	Razor Haircuts	25
	Shear Haircuts	75
	Hair Color ⁴	30
	Highlighting	35
	Iron Curl	44
	Manicure	16
	Pedicure	16
	Permanent Wave	40
	Relaxer	50
	Rollers & Pincurls	40
	Scalp Treatment	10
	Shampoo	46
	Temporary Hair Removal	10

OTHER SUBJECTS ARE TAUGHT, HOWEVER, ARE NOT CONSIDERED PRACTICAL OPERATIONS

CAREER OPPORTUNITIES IN COSMETOLOGY

Trainer	
Supply Person	
School Owner	
Salon Booth Owner	
Manager/Operator	
Cosmetology Instructor	
Chemical Service Technologist	
Esthetician	
Cosmetology	
Competition	
Manufacturing Representative	
School Manager	
Stylist	
Esthetics Nail Technologist	
Barbering	
Manicurist	

CHAPTER VI ADVANCED STUDENTS

TRANSFER AND CONTINUING STUDENTS

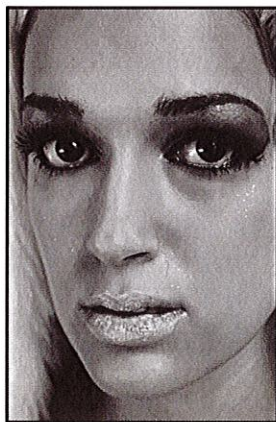
Students transferring from another institution in Washington State will be accepted with a mutual agreement between the student and the Academy as to the creditable hours accepted according to Academy scale of credit.

CREDITABLE HOURS

Creditable hour credit is defined as time spent in classroom projects, mannequins practice, or on clients. Students are expected to record time spent, and it is assumed that within the 1600 hours of the Cosmetology course that students will be able to gain credit in 1400 hours of hair care, 100 hours in Manicuring, 100 hours in Esthetic training for a total of clock hours of creditable attendance. Eligibility certification for Washington State License Examination will be determined when required hours of creditable attendance are obtained. The expected levels of practical operations are listed on page 26. Student is expected to work with best achievable effort to reach these goals.

ADDITIONAL CERTIFIED FINISHING DEGREE COURSE

The course exceeds the 1600 hours required by law. An additional 125 hours are provided and contracted to enable passing students to obtain a Diploma in Cosmetology from the GLEN DOW ACADEMY OF HAIR DESIGN, INC. Hours are interspersed throughout the 1725 hour course. Break times are extra.



The course consists of the following: Business Development Program, motivation aspects of the work force, salesmanship, salon business management, orientation, salon observation visits, Washington State Law, communications, retail sales, marketing, public relations, human relations, receptionist, laws, math for Cosmetology, electrolysis demo, tanning, off campus visits, nutrition, massage, guest speakers, resume preparation, job interviewing and financial aid.

The objective of this course is to further prepare the Glen Dow Academy graduate to be completely job competitive in the field of Cosmetology upon completion.



CHAPTER VII MANICURING COURSE

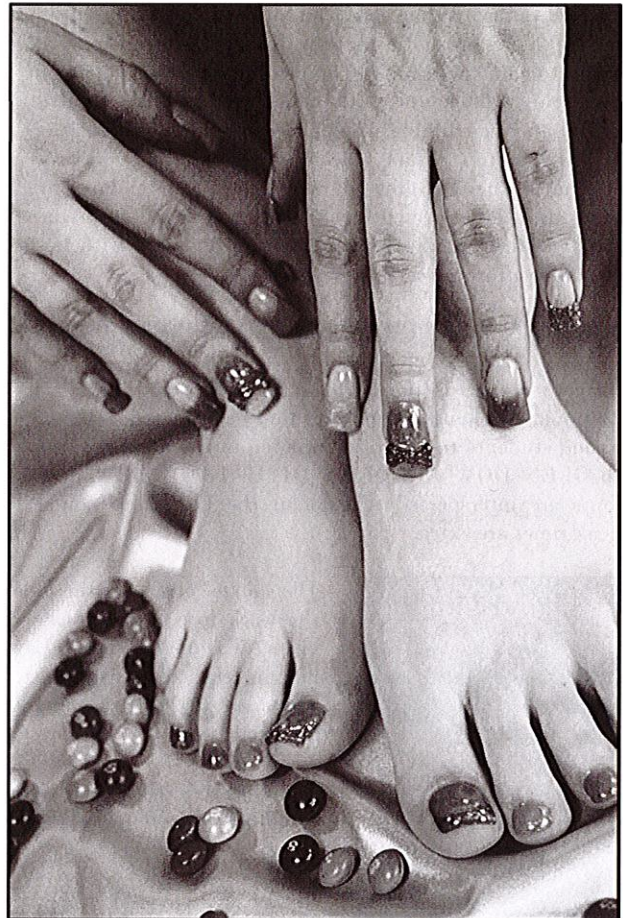
DESCRIPTION OF THE MANICURING COURSE

Objective and Course Lengths

The manicuring course covers 660 hours of instruction. Manicuring students obtain a thorough knowledge of artificial nail application, removal, repair, manicuring, pedicuring, nail art, safety, and sterilization procedures. Students acquire practical experience on patrons who come regularly to the Academy clinic for their beauty services. Counseling and classes are given on student's own personal grooming progress and personality development. To help achieve greater poise, self-assurance, and confidence students are instructed by staff members in ethics, motivation, RCW, WAC's, sales, salon business practices, how to conduct a job search, resume writing, and may participate in salon visits. Combined with the additional 60 hours of time, the course length totals 660 hours. Starting dates are designated by demand for enrollment.

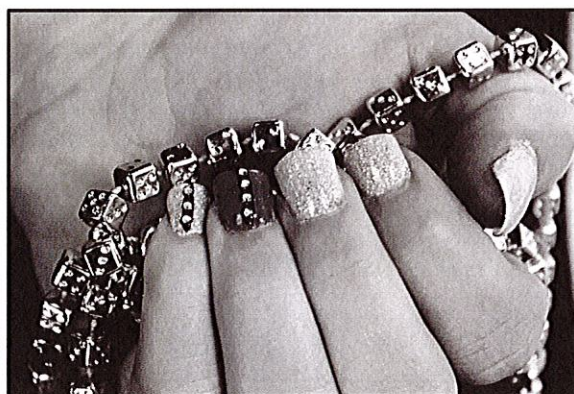
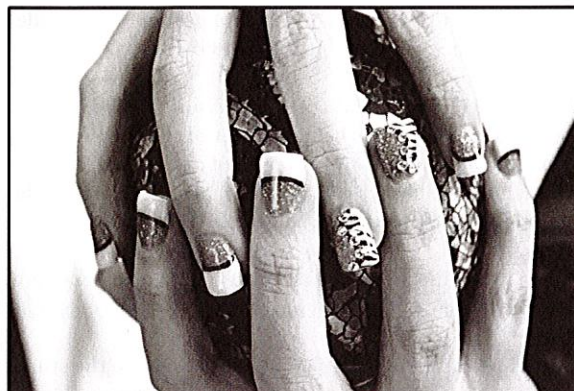
The overall purpose and objective of the course is the training of students in the principles and practices of the profession of nail care and the safe and sanitary procedures thereof and to prepare the students to ENTER UPON, PROGRESS IN, AND MAKE A CONTRIBUTION TO THEIR PROFESSION.

This is a 22-week course. Students will have 45-minute classes, 30-minute lunch periods and a 15-minute break. This course employs a variety of instructional methodologies such as demonstrations, discussions, questions and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.



SEQUENCE OF MANICURING PRACTICAL LESSONS

Week #1	Financial Aid, Orientation, Hygiene, Self-Esteem, Listening Skills, Manicuring, Pedicuring and Paraffin Treatments, Bacteriology, and Sanitation.
Week #2	Silk, Fiber, Backscratcher Fills, Models, Disinfection, Safety, and Product Chemistry.
Week #3	Sculptured Acrylic, Acrylic Over Tips, Fills, Backfills, Soak-Offs, Models. Review Mani, Pedi, and Paraffin Treatments.
Week #4	Floor Orientation, Sales, Client Consultation, Salon Business Practices.
Week #5	Nail Structure & Disease.
Week #6	Review Nail Enhancements, Fills, Backfills, and Nail Art.
Week #7	Skin Diseases & Disorders.
Week #8	Desk, Product Ingredients, and Labeling.
Week #9	Laws and Aroma Therapy.
Week #10	Anatomy.
Week #11	Review Bacteriology, Sanitation, Mani, Pedi, and Paraffin.
Week #12	Review Safety, Backscratchers, and Chemistry.
Week #13	Review All Acrylic, Fills, Backfills, Mani & Pedi.
Week #14	Salon Business and Review Sales.
Week #15	Review Nail Diseases and Disorders.
Week #16	Review Nail Enhancement, Fills, Backfills, & Nail Art.
Week #17	Review Skin and Disorders.
Week #18	Review Product Ingredient, Labeling, and Desk.
Week #19	Review Laws and Aromatherapy.
Week #20	Resume, Job Search, and Interviews.
Week #21	Review and Set-Up for Final Test.
Week #22	Study for Final: Practical & Written Exams, Exit Interview.



MANICURING COURSE COST

1.	CHARGES:	Application Fee:	\$ 100.00
		Tuition:	\$ 4,983.00
		Equipment and Textbooks:	\$ 1,704.45*
		Uniforms:	\$ 95.00
		Taxes:	\$ 156.56
		Lab Fee:	\$ 216.21
		Other:	

* Equipment and textbook price subject to change.

2.	TOTAL CHARGES:	\$ 7,255.22
3.	LESS APPLICATION FEE:	\$ 100.00
4.	UNPAID BALANCE:	\$ 7,155.22
5.	Administration fee of \$150.00 when student withdraws or is terminated within the enrollment period for which they have been charged.	
6.	State Exam Fee (Practical Exam) @ Student expense.	\$ 110.00
7.	State Exam Fee (Written Exam) @ Student expense	\$ 70.00
8.	Glen Dow Final Exam Retake Fee	\$ 35.00

You must purchase your own shoes. Black professional shoes ONLY. NO CANVAS, SLIPPER, OR MOCCASIN-TYPE shoes will be allowed as school uniform shoes. (Closed toe and closed heels).

To ensure space in the class of his/her choice, a \$100.00 application fee is payable in advance to reserve said space. The \$100.00 is non-refundable unless application is cancelled within three (3) business days from the date of signing the enrollment agreement and prior to entering class.

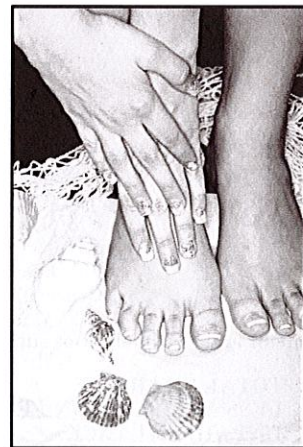
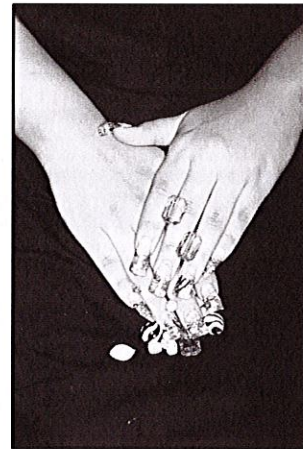
The balance of equipment costs, uniforms, sales tax, lab fee and tuition must be paid when the student enters the first day. This is considered to be the initial cost of the course. If the student wishes to use the Academy's payment plan, a minimum down payment of **\$2,918.91** is required at the time the student enrolls. The balance is paid over a period of three (3) months. The payment will be **\$1,120.33** per month. Interest will be charged on all past due accounts at one percent (1%) per month. First month's payment is due on the first day of school.

Students on Title IV funds are also required to complete total course payment by 660 hours of schooling. Prior written approval of financial aid can mean that down payment can be waived temporarily.

An administration fee of \$150 may be charged to the students exiting the course prior to completion.

MANICURING COURSE OF STUDY AND TRAINING

Subject	Theory	Demo	Practical	Total
Manicuring-100 hours	20	5	90	115
Cleaning				
Shaping				
Buffing				
Treatment of Cuticle				
Nail Art	4	4	4	12
Polishing				
Design				
Artificial Nails	15	28	294	337
Silk				
Extensions				
Fiberglass				
Acrylic				
Sculpting				
Pedicuring	5	5.5	17	27.5
Cleaning				
Shaping				
Buffing				
Treatment of Cuticle				
Sanitation	22.5	7	25	54
Stations				
Storage & Disposal of				
Equipment & Supplies				
Disinfectants				
Methods of Sanitation of				
Equipment				
Safety	3	3	0	6
Demonstration of				
Implements & Proper Use of				
Diseases & Disorders	12	0	0	12
(Nails Only)				
First Aid	4	1	0	5
Use of Antiseptic				
Treatment of Cuts				
Business Practices	3		20	23
Final Testing	0	0	8	8
	HRS	HRS	HRS	HRS
Grand Total	88.5	53.5	458	600



ADDITIONAL MANICURING FINISHING COURSE 60 HOURS

This course exceeds the 600 hours required by law. An additional 60 hours of theory training are provided and contracted for to enable passing students to obtain a Manicuring Diploma from Glen Dow Academy of Hair Design & Salons, Inc.

Knowledge is gained in sales, motivation, resume preparation, job interview information, Cosmetology law, communications and public relations related to Manicuring. Experience is gained in salon management related to Manicuring.

The objective of this course is to further prepare the Glen Dow Academy of Hair Design & Salons, Inc. graduate to be completely job competitive upon completion.



Subject	Lecture
Law/Ethics	5
Orientation	6
Motivation Sales	9
Hour Sheets	10
Guest Speakers	3
Exit Interview	1
Financial Aid	2
Resume/Interview	4
Business Practices	10
Service on Self	10
Total	60

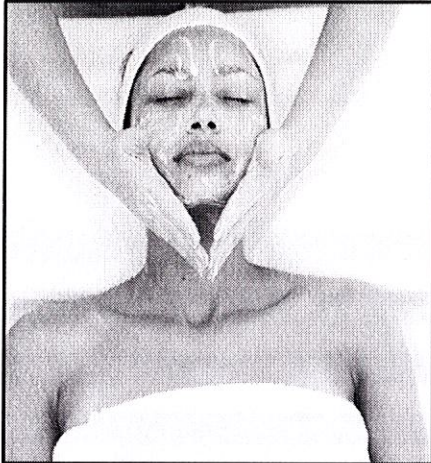
CAREER OPPORTUNITIES FOR THE MANICURIST

Manicurist	
Instructor	
Manufacturers Representative	
Platform Artist	
Booth Renter	
Nail Technician	
Salon Manager	
Salon Owner	

CHAPTER VIII ESTHETICS COURSE

DESCRIPTION OF THE ESTHETICS COURSE

Objective and Course Lengths



The Esthetics course covers 750 hours of care of the skin including: compresses, massage, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; sanitizing and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; diseases and disorders of the skin of the face, neck, and hands; safety including proper use and storage of chemicals, implements and electrical appliances; first aid as it relates to esthetics; and students shall train using a combination of mannequin and live client training with no more than 25% of skills training using mannequins. Approximately twenty-seven percent (27%) is theory and demo, and approximately eighty-three percent (83%) practical. Students are given actual practical knowledge and experience on patrons who come regularly to the Academy clinic for their beauty services. Counseling and classes are given on student's own personal grooming progress, personality development and business practices. To help achieve greater poise, self-assurance and confidence, students are instructed by members of the staff. The basic course required by state law is 750 hours. Starting dates are designated by demand for enrollment. The overall purpose and objective is the training of students in the principles and practices of the profession, skin care and safe and sanitary procedures thereof and to prepare students to ENTER UP, PROGRESS IN, AND MAKE A CONTRIBUTION TO THE PROFESSION.

Classes are Tuesday to Saturday, 8:50am to 3:45pm. This is a 25-week course (30 creditable hours possible per week).

ESTHETICS COURSE COST

Academic Period of Enrollment is 750 hours (25 weeks) @ 30 hours a week

1. CHARGES:	Application Fee:	\$ 100.00
	Tuition:	\$ 5,662.50
	Equipment and Textbooks:	\$ 2,046.45*
	Uniforms:	\$ 95.00
	Taxes:	\$ 186.31
	Lab Fee:	\$ 141.22
	Other:	

* Equipment and textbook price subject to change.

2. TOTAL CHARGES:	\$ 8,231.48
3. LESS APPLICATION FEE:	\$ 100.00
4. UNPAID BALANCE:	\$ 8,131.48
5. Administration fee of \$150.00 when student withdraws or is terminated within the enrollment period for which they have been charged.	
6. State Exam Fee (Written Exam) @ Student expense.	\$ 60.00
7. State Exam Fee (Practical Exam) @ Student expense	\$ 120.00
8. Glen Dow Final Exam Retake Fee	\$ 35.00
9. State License Fee	\$ 30.00

To ensure space in the class of his/her choice, a \$100.00 application fee is payable in advance to reserve said space. The \$100.00 is non-refundable unless application is cancelled within three (3) business days from the date of signing the enrollment agreement and prior to entering class.

The balance of equipment costs, uniforms, sales tax, lab fee and tuition must be paid when the student enters the first day. This is considered to be the initial cost of the course. If the student wishes to use the Academy's payment plan, a minimum down payment of **\$2,468.98** is required at the time the student enrolls. The balance is paid over a period of three (3) months. The payment will be **\$1,415.63** per month. Interest will be charged on all past due accounts at one percent (1%) per month. First month's payment is due on the first day of school.

Students on Title IV funds are also required to complete total course payment by 750 hours of schooling. Prior written approval of financial aid can mean that down payment can be waived temporarily.

An administration fee of \$150 may be charged to the students exiting the course prior to completion.

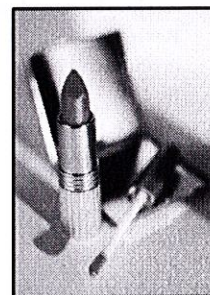
SEQUENCE OF ESTHETICS PRACTICAL LESSONS

Week #1	Enrollment, financial aid, introduce course, orientation, introduce ethics, hygiene, sanitation and disinfection of workstation and tools. Introduce bacteriology, care of the skin, massage, skin analysis, use of chemical compounds, review and testing.
Week #2	Temporary hair removal of the skin, including tweezing, waxing, sugaring, threading, trichology, first aid as it relates to esthetics, review and testing.
Week #3	Introduce compresses, wraps, masks, exfoliation, mechanical appliances and histology. Review and testing.
Week #4	Diseases and disorders of the skin of the face, neck, and hands. Body wraps. Safety, including proper use and storage of chemicals, implements and electrical appliances. Floor orientation.
Week #5	Electricity and facial machines. Review and testing.
Week #6	Color theory, introduction to makeup and lash application. Review and testing.
Week #7	Business practices, job placement, resume writing, portfolio building. Review and testing.
Week #8	Basics of chemistry, FDA regulations on labeling. Review and testing.
Week #9	Introduction to Anatomy and Physiology. Review and testing.
Week #10	Cosmetic chemistry and ingredients. Review and testing.
Week #11	Introduction to Washington state RCW and WAC regulations. Review and testing.
Week #12	Review massage, skin analysis, masks, compresses, exfoliation, and facials. Review and testing.
Week #13	Review bacteriology, sanitation and disinfection of work station and tools. Review and testing.
Week #14	Review temporary hair removal of superfluous hair of the skin. Sugaring, threading, lotions, creams, mechanical and electrical options. Review and testing.
Week #15	Review Histology. Review and testing.
Week #16	Review diseases and disorders, client consultation and retention. Review and testing.
Week #17	Review electricity and facial machines. Review and testing.
Week #18	Review makeup application, color theory, safety and sanitation associated with makeup applications. Review and testing.
Week #19	Review portfolio building, job placement, resume building, retail sales, business practices. Review and testing.
Week #20	Review product chemistry. Review and testing.
Week #21	Review Anatomy and Physiology. Review and testing.
Week #22	Review Washington State RCW and WAC regulations. Review and testing.
Week #23	Advanced esthetic topics.
Week #24	Review all areas for final exam.
Week #25	Written and Final Exam



ESTHETICS COURSE OF STUDY AND TRAINING

Subject	Theory	Demo	Practical	Total
Skin Care				
Skin Analysis	24	6	7	37
Manual Facial	64	54	158	186
Body Wraps	17	10	28	55
Temporary Removal of Superfluous Hair				
Skin Analysis & Prep	1	2	3	6
Tweezing & Waxing	16	8	25	49
Sanitation	15	5	75	95
Disorders & Diseases	10	0	0	10
First Aid	2	1	1	4
Safety	6	0	6	12
Business Practices	10	0	40	50
Final Testing	6	0	0	6
	HRS	HRS	HRS	HRS
Grand Total	171	85	343	750



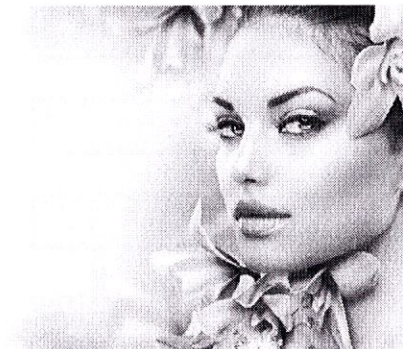
CAREER OPPORTUNITIES FOR THE ESTHETICIAN

Facial Expert	
Instructor	
Manufacturers Representative	
Platform Artist	
Booth Renter	
Demonstrator	
Salon Owner	
School Owner	

CHAPTER IX MASTER ESTHETICS COURSE

DESCRIPTION OF THE MASTER ESTHETICS COURSE

Objective and Course Lengths



The Esthetics course covers 1200 hours of care of the skin including; Laser, light frequency, radio frequency, ultrasound, and plasma practices, Medium depth peels, Advanced client assessment, documentations, and indication/contraindications, Pretreatment and post-treatment procedures, Lymphatic drainage and advanced facial massages, Advanced diseases and disorders of the skin Advanced theories, alternative touch, and spa body treatments compresses, massage, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; sanitizing and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; diseases and disorders of the skin of the face, neck, and hands; safety including proper use and storage of chemicals, implements and electrical appliances; first aid as it relates to esthetics; and students shall train using a combination of mannequin and live client training with no more than 25% of skills training using mannequins. Approximately twenty-seven percent (27%) is theory and demo, and approximately eighty-three percent (83%) practical. Students are given actual practical knowledge and experience on patrons who come regularly to the Academy clinic for their beauty services. Counseling and classes are given on student's own personal grooming progress and personality development. To help achieve greater poise, self-assurance and confidence, students are instructed by members of the staff. The basic course required by state law is 1200 hours. Starting dates are designated by demand for enrollment. The overall purpose and objective is the training of students in the principles and practices of the profession, skin care and safe and sanitary procedures thereof and to prepare students to ENTER UP, PROGRESS IN, AND MAKE A CONTRIBUTION TO THE PROFESSION.

Classes are Tuesday to Saturday, 8:50am to 3:45pm. This is a 40-week course (30 creditable hours possible per week).

MASTER ESTHETICS COURSE COST

Academic Period of Enrollment is 1200 hours (40 weeks) @ 30 hours a week

1. CHARGES:	Application Fee:	\$ 100.00
	Tuition:	\$ 12,177.50
	Equipment and Textbooks:	\$ 2147.45
	Uniforms:	\$ 95.00
	Taxes:	\$ 195.10
	Lab Fee:	\$ 341.22
	Other:	

* Equipment and textbook price subject to change.

2. TOTAL CHARGES:	\$ 15,056.27
3. LESS APPLICATION FEE:	\$ 100.00
4. UNPAID BALANCE:	\$ 14,956.27
5. Administration fee of \$150.00 when student withdraws or is terminated within the enrollment period for which they have been charged.	
6. State Exam Fee (Written Exam) @ Student expense.	\$ 60.00
7. State Exam Fee (Practical Exam)@ Student expense	\$ 120.00
8. Glen Dow Final Exam Retake Fee	\$ 35.00
9. State License Fee	\$ 30.00

To ensure space in the class of his/her choice, a \$100.00 application fee is payable in advance to reserve said space. The \$100.00 is non-refundable unless application is cancelled within three (3) business days from the date of signing the enrollment agreement and prior to entering class.

The balance of equipment costs, uniforms, sales tax, lab fee and tuition must be paid when the student enters the first day. This is considered to be the initial cost of the course. If the student wishes to use the Academy's payment plan, a minimum down payment of \$2,778.77 is required at the time the student enrolls. The balance is paid over a period of three (8) months. The payment will be \$1,522.19 per month. Interest will be charged on all past due accounts at one percent (1%) per month. First month's payment is due on the first day of school.

Students on Title IV funds are also required to complete total course payment by 1200 hours of schooling. Prior written approval of financial aid can mean that down payment can be waived temporarily.

An administration fee of \$150 may be charged to the students exiting the course prior to completion.

Week #1	Enrollment, Financial aid, intro esthetics, hygiene, sanitation and disinfection of workstation and tools, Introduce bacteriology, care of the skin, massage, skin analysis.
Week #2	Temporary hair removal: tweezing, waxing, sugaring, threading, trichology, esthetic related first aid.
Week #3	Introduce compresses, wraps, masks, exfoliation, mechanical appliances and histology.
Week #4	Diseases and disorders of the skin, face, neck, and hands. Safety, including proper use and storage of chemicals, implements, and electrical appliances.
Week #5	Electricity and facial machines
Week #6	Color theory, introduction to makeup and lash application
Week #7	Business practices, job placement, resume writing, portfolio building.
Week #8	Basics of chemistry, FDA regulations on labeling.
Week #9	Introduction to anatomy and physiology.
Week #10	Cosmetic chemistry and ingredients.
Week #11	Introduction to Washington state RCW and WAC regulations
Week #12	Review massage, skin analysis, masks, compresses, exfoliation, and facials.
Week #13	Review Bacteriology, sanitation and disinfection of the work station and tools.
Week #14	Review Temporary hair removal: tweezing, waxing, sugaring, threading, trichology.
Week #15	Review Histology.
Week #16	Review Diseases and disorders of the skin, face, neck, and hands. Client consultation.
Week #17	Review Electricity and facial machines
Week #18	Review makeup application, color theory, safety and sanitation.
Week #19	Review portfolio building, job placement; resume building, retail sales, business management.
Week #20	Review product chemistry and ingredients.
Week #21	Review anatomy and physiology.
Week #22	Review Washington state RCW and WAC regulations.
Week #23	Advanced esthetic topics.
Week #24	Financial Business Skill, Marketing
Week #25	Wellness management.
Week #26	Orientation, Infection Control
Week #27	Advanced Histology of the Cell and Skin
Week #28	Advanced Skin Disorders: Skin in Distress
Week #29	Complementary Wellness Therapies, Ayurveda Theory and Treatments
Week #30	Advanced Facial Techniques
Week #31	Anatomy and Physiology: Muscles and Nerves
Week #32	Hormones relating to the skin.
Week #33	Anatomy and Physiology: The Cardiovascular and Lymphatic Systems
Week #34	Laser, Light Energy, and Radiofrequency Therapy, Ultrasound and Plasma
Week #35	Advanced Hair removal
Week #36	NIMA: IPL, Tattoo removal, Injection Course, Fractionated CO2, YAG, Medium Depth Peels
Week #37	Advanced Make-up and Lash Extensions
Week #38	Medical Terminology, Medical intervention, Exfoliation and Medical Esthetics Procedures.
Week #39	Review all topics for final testing.
Week #40	Written and Final exam

CAREER OPPORTUNITIES FOR THE ESTHETICIAN

Skin Care Specialist

Laser Hair Removal Technician

Dermatologist Assistant

Salon and Spa Manager/Owner

Beauty Editor or Columnist for a News Paper, Magazine, or Journal

Manufacturer's Rep/Sales Rep

Salon Owner

Brow /Skin bar Specialist

MASTER ESTHETICS COURSE OF STUDY AND TRAINING

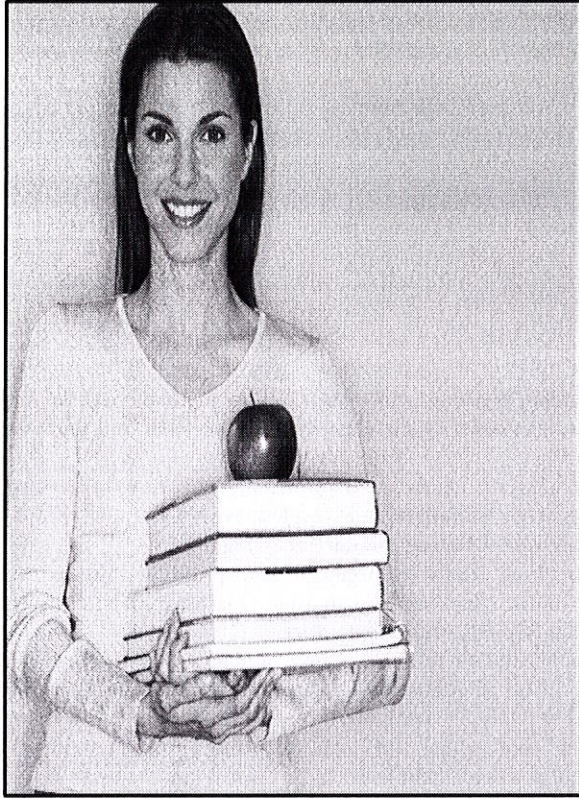
Topic	Minimum Hours Required		
Advanced Theory of Esthetics and Care of the Skin	300	Alternative Touch and Spa Body Treatments	15
Exfoliation and Medical Esthetic Procedures	45	Pre/Post Treatment	10
Laser, Light Frequency, Radio Frequency	10	Advanced Diseases and Disorders	20
Ultrasound and Plasma practices	5	Basic Theory of Esthetics and care of the Skin	478
Medium Depth Peels	10	Temporary Hair Removal	110
Business Practices	55	Disinfecting and Sanitation of Station and tools	70
Lymphatic Drainage Massage	10	Diseases and Disorders of the Skin	10
Advanced facial massage	20	Safety	25
		Total	1200



CHAPTER X INSTRUCTOR COURSE

DESCRIPTION OF THE INSTRUCTOR COURSE

Objective and Course Lengths



The Instructor Training course covers 600 hours of instruction. Students acquire a thorough knowledge of teaching techniques, principles, evaluation methods, and all aspects of school operation. Counseling is given on the student's progress and development. The overall objective is the training of students in the principles and practices of teaching. Our purpose is to prepare student-teachers to **ENTER UPON, PROGRESS IN, AND MAKE A CONTRIBUTION TO THE PROFESSION.** In compliance with RCW 18-16, a Washington State Instructor's License is required to teach.

This course exceeds the 500 hours required by law with no less than 500 hours of classroom and course development and clinic supervision and 100 hours of business practices.

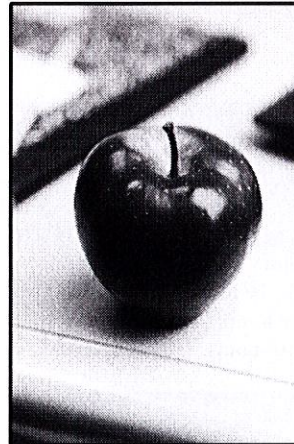
The course for instructor training consists of 600 hours. Depending on the type of cadet instructor, a schedule can consist of as little of six hours per day for twenty (20) weeks, 6.5 hours a day for (18.5) weeks eight hours a day for fifteen (15) weeks, or eleven (11) hours per day for ten (10) weeks and 1-1/2 days. Frequently a time period develops between the course completion and the license examination. Students are strongly encouraged to continue attendance on a part-time basis. This is the expressed feeling of the Glen Dow Academy. Fee charged for this contractual hour training is at the regular daily tuition rates. The course employs a variety of instructional methodologies such as demonstrations, discussions, questions, and interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

INSTRUCTOR COURSE ADMISSION REQUIREMENTS

Qualifications for enrollment are:

- Student must be at least nineteen (19) years of age
- Proof of high school education or equivalent (General Education Development Test)
- Be currently licensed in either Cosmetology, Esthetics, or Manicuring.

After a personal interview by the Academy administrator, the applicant's credentials are studied. If acceptable, the student may register for classes. Student's beginning class dates are when deemed possible.



SEQUENCE OF INSTRUCTOR PRACTICAL LESSONS

Week #1	Orientation, fundamentals, teacher maturity, school policies and instructor requirements, hair cutting, shapings, curls and roller construction, comb-out and back-combing techniques and lecture observation.
Week #2	Review back-combing, back-brushing, hair cutting and permanent wave techniques, iron curling and pressure techniques, wet mechanics, hair color and bleaching, facial and scalp treatments, chemical relaxers and observation.
Week #3	Air waving, blower waving, lamp drying, braiding, design theory, artificial nails, review all practical lessons, observe testing, lecture and clinic floor observation.
Week #4	Continue material review, lecture and clinic floor observation, work one-on-one with student, observe testing and evaluation.
Week #5-13	Same as Week #4. Present lesson plan and teach classes, follow-up same material next day.
Week #14	Same as previous weeks. Test and evaluation.
Week #15	Same as previous weeks. Final test and exit interview.

****If financial aid is needed to obtain funding for this course, the length of the course will comply with regulations.**

INSTRUCTOR COURSE OF STUDY AND TRAINING

TEACHING	Lesson planning, student learning principles, teaching methods, written and practical assessment, classroom set up, classroom management and four-step method. (40 hours)
OCCUPATIONAL ANALYSIS	Develop system for analysis, charting, categorizing, validating, organizing, topic and subject matter, materials and supplies, record keeping, project methods, and working with advisory committee. (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 LEADERSHIP DEVELOPMENT	How to be effective in student leadership, give student's assignments, lead discussions, develop client relations, personality and conduct, interpersonal relationship, and client relations. (40 hours)
CLINIC SUPERVISION	Practical classroom and clinic services, dispensary, inventory and maintenance, student practical. (340 hours)
EXTRA HOURS	Testing and rating, salon organization and management, audio-visual materials, philosophy of vocational education and techniques in individual instruction, reception and management, use of cash register, telephone techniques. (100 hours)

INSTRUCTOR COURSE CURRICULUM

Teaching – TOTAL 40 hours Teaching Methods, 20 hours Classroom Management, 5 hours Discussions, 15 hours	Occupational Analysis – TOTAL 40 hours Topic/subject Matter, 10 hours Project Methods, 15 hours Written/Practical Assessment, 5 hours Questions/Answers, 10 hours
Course Organization - TOTAL 40 hours Materials/Supplies, 10 hours Recordkeeping, 10 hours Classroom setup, 10 hours Lectures, 10 hours	Student Leadership Development – TOTAL 40 hours Client Relations, 10 hours Student Assignments, 10 hours Communication Skills, 10 hours Demonstrations, 10 hours
Clinic Supervision – TOTAL 340 hours	Extra Hours – 100 hours
TOTAL HOURS: 600	

INSTRUCTOR COURSE COST

1. CHARGES:	Application Fee:	\$ 100.00
	Tuition:	\$ 2,880.00
	Equipment and Textbooks:	\$ 363.50 *
	Uniforms:	\$ 75.00
	Taxes:	\$ 38.14
	Lab Fee:	\$ 100.00
	Other:	

* Equipment and textbook price subject to change.

2. TOTAL CHARGES:	\$ 3,556.64
3. LESS APPLICATION FEE:	\$ 100.00
4. UNPAID BALANCE:	\$ 3,456.64
5. Administration fee of \$150.00 when student withdraws or is terminated within the enrollment period for which they have been charged.	
6. State Exam fee (Written Exam) @ Student Expense	\$ 60.00
7. State Exam fee (Practical Exam) @ Student Expense	\$ 100.00
8. Glen Dow Final Exam Retake Fee	\$ 30.00

You must purchase your own shoes. Black professional shoes ONLY. NO CANVAS, SLIPPER, OR MOCCASIN-TYPE shoes will be allowed as school uniform shoes. (Closed toe and closed heels).

To ensure space in the class of his/her choice, a \$100.00 application fee is payable in advance to reserve said space. The \$100.00 is non-refundable unless application is cancelled within three (3) business days from the date of signing the enrollment agreement and prior to entering class.

The balance of equipment costs, uniforms, sales tax, lab fee and tuition must be paid when the student enters the first day. This is considered to be the initial cost of the course. If the student wishes to use the Academy's payment plan, a minimum down payment of **\$1,341.22** is required at the time the student enrolls. The balance is paid over a period of three (3) months. The payment will be **\$720.00** per month. Interest will be charged on all past due accounts at one percent (1%) per month. First month's payment is due on the first day of school.

Prior written approval of financial aid can mean that down payment can be waived temporarily.
Breaks are optional.

An administrative fee of \$150 may be charged to students exiting the course prior to completion. Charges for additional instruction in the Instructor Course will relate to all hours in excess of the 600-hour course, which will be at the regular tuition daily rate of **\$28.80**.

CAREER OPPORTUNITIES FOR AN INSTRUCTOR

Advanced Instruction	
Cosmetology	
Manicuring	
Esthetics	
Platform Artist	
School Manager	
School Owner	

EMERGENCY RESPONSE

The following procedure will be used to notify students and staff of a dangerous situation on the school campus. Every instructor and staff has access to the school's general paging system and will make a school wide announcement that we are experiencing a **CODE 9**. This means that there is a lock down situation. **CODE 10** means that the school must be evacuated by normal fire escape procedure.

- The instructors will make sure all students follow instructions.
- Any instructor/director can initiate the alert.
- The director or person in authority will notify the police who will notify neighboring community of the impending danger.

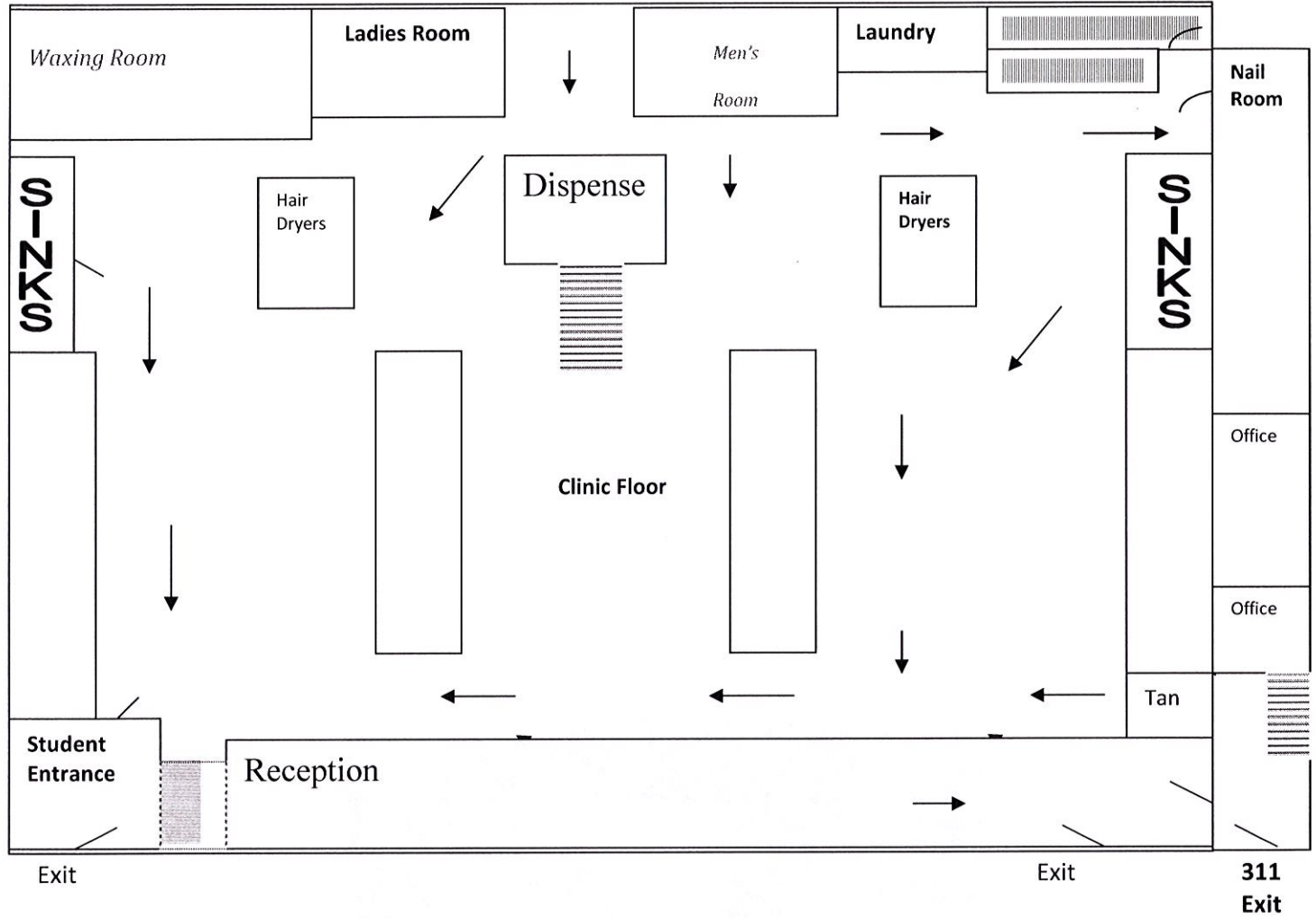
TIMELY WARNING

The director or person in charge will be responsible to send out a timely warning to the campus community by email or text regarding any health or safety situations.

FIRE ESCAPE PROCEDURE FOR GLEN DOW ACADEMY

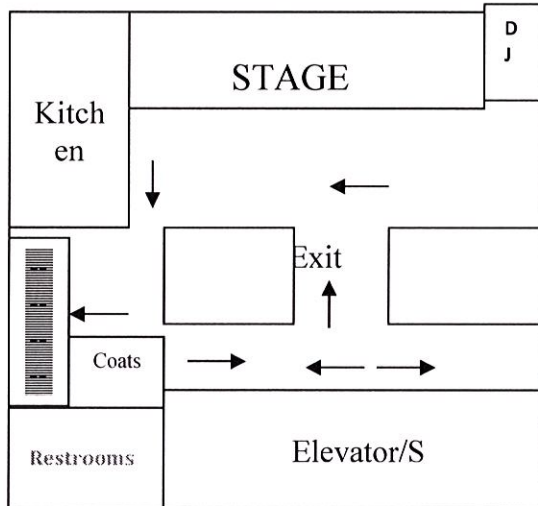
309 - 311 W. RIVERSIDE

Street Level

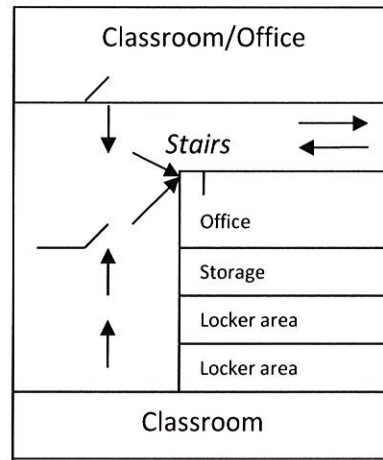


309 W. RIVERSIDE
2nd Floor

Fire Escape



311 W. Riverside
2nd Floor Fire Escape

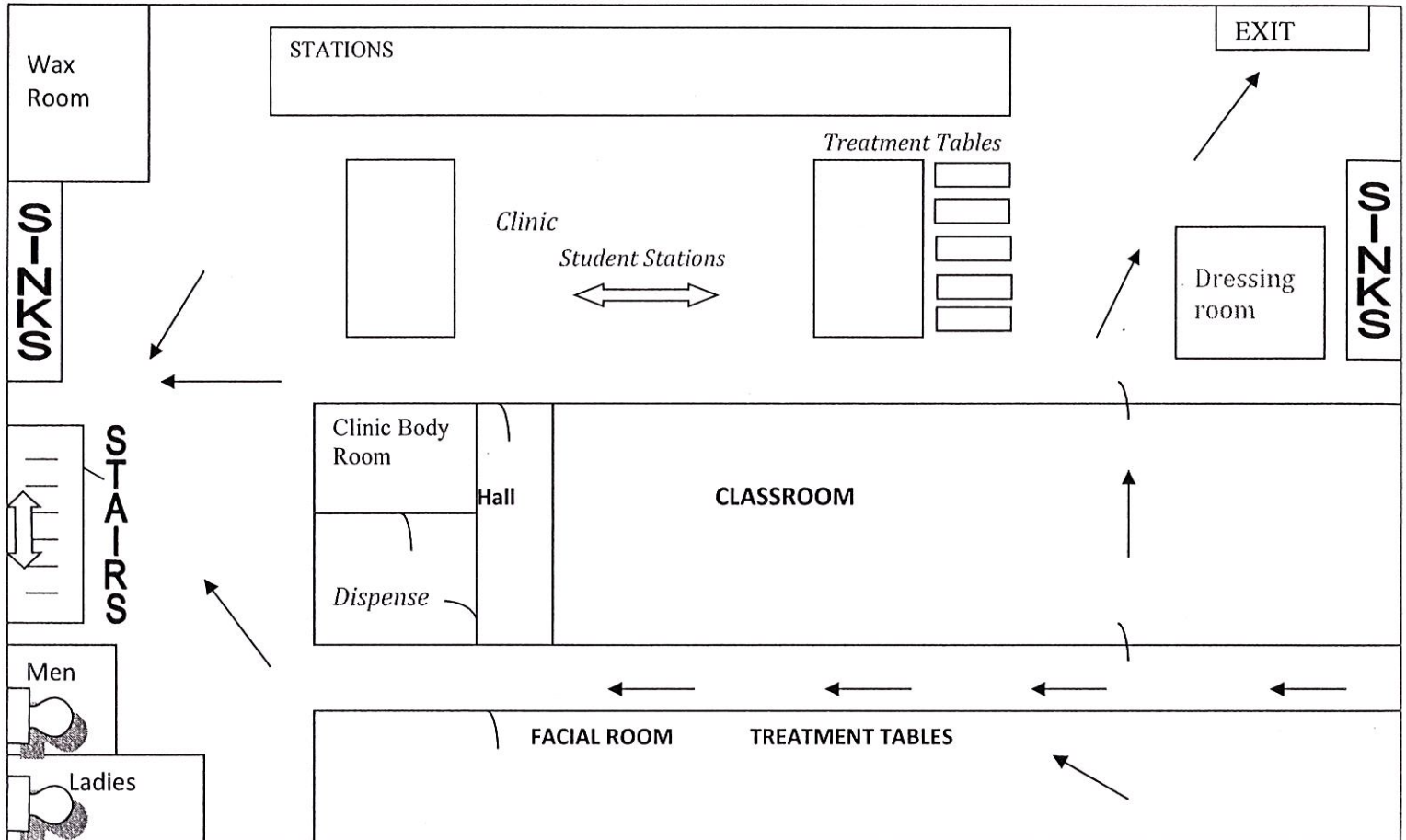


Riverside Ave.



309 W. RIVERSIDE
 3RD FLOOR

Fire Escape



GLEN DOW ACADEMY
ESTHETICS PRICE LIST

Updated
May 2015

Name _____
Enroll Date _____

	ITEM	ITEM #	SUPPLIER	QTY	STUDENT PRICE
1	Milady Bundle	9871285042336			
	Esthetics Textbook	9781111306892	Cengage	1	\$ 325.00
	Esthetics Workbook	9781111306915	Cengage	1	\$ -
	State Board Exam Review	9781111306922	Cengage	1	\$ -
	Skin Care & Ingredients Dictionary	9781285060798	Cengage	1	\$ 66.00
2	Facelift at Your Fingertips	1580172423	Workman Pub. Co.	1	\$ 26.95
3	3-Ring Notebook		Costco	1	\$ 14.00
4	Blue Book Folder		Office Depot	1	\$ 3.50
5	Plastic Pages (50 count)		Costco	1	\$ 6.00
6	GDA Catalog		GDA	1	\$ 15.00
7	Washington State Law Book		GDA		\$ 5.00
8	Name Badge		GDA	1	\$ 16.00
9	Esthetics Kit No 3854-1		Burmax	1	\$ 116.00
	Tweezerman SlantTweezers	TZ1230 RP	Burmax	1	
	Satin Edge Comedone Extractor	SE2023	Burmax	1	
	Fantasea 2Way Pencil Sharpener	FSC 219	Burmax	1	
	Aristocrat Ice Tempered Shear 5-1/2" W/Rest	400	Burmax	1	
	Celebrity Message Face	MSG-1	Burmax	1	
	Scalpmaster Nylon Make-up Cape	3025	Burmax	1	
	Celebrity Head Lock Manikin Holder	H-222	Burmax	1	
	Ardell Fashion Lash Starter Kit #110	AD240454	Burmax	1	
	Ardell Invisiband Wispie Black	AD66010	Burmax	1	
	Make-Up Pallet	FSC-498	Burmax	1	
	Hair Clips	CD-218	Burmax	1	
	8 pc. Brush Set	FSC-488	Burmax	1	
	9 in 1 Facial Tool Kit	SE-2083	Burmax	1	
10	BioTherapeutic Student Kit		Biotherapeutic	1	\$ 577.00
11	Dermalogica Skin Care Kit		Dermalogica		\$ 30.00
12	Mirabella Make Up Kit			1	\$ 600.00
13	Dinair Airbrush Makeup Kit		Dinair	1	\$ 300.00
14	Clarisonic Pro Brush		Clarisonic	1	\$ 150.00
15	Doterra Essential Oils		Doterra		\$ 200.00
Sub Total					\$ 2,450.45
Tax					\$ 213.19
Total					\$ 2,663.64

PRICE LIST SUBJECT TO CHANGE WITHOUT NOTICE

GLEN DOW ACADEMY
COSMETOLOGY PRICE LIST
Updated January 2015

Name _____
Enroll Date _____

	ITEM	ITEM #	SUPPLIER	QTY	STUDENT PRICE
1	G.D.A. Catalog		G.D.A.	1	\$ 15.00
2	D-Ring Notebook		G.D.A.	1	\$ 14.00
3	Plastic Pages		G.D.A.	75	\$ 6.00
4	Folder-Requirement Station		G.D.A.	1	\$ 3.50
5	Hand Sanitizer		G.D.A.	1	\$ 2.00
6	Milady Standard Text	9781133023968	ITP	1	\$ 247.00
	Milady Theory Workbook		ITP	1	
	Milady Exam Review		ITP	1	
7	Wash. St. Law Book		G.D.A.	1	\$ 5.00
8	Prismatic Hair Cutting		G.D.A.	1	\$ 8.00
9	Goldwell Color Continuum		Goldwell	1	\$ 20.00
10	Air Dryer	GH3214	Burmax	1	\$ 63.50
11	Badge-Student I.D.		G.D.A.	1	\$ 16.00
12	Bleach Bottles	B14	Burmax	1	\$ 1.00
13	Super 7 Brush Collection	Sc-BRDG20	Burmax	1	\$ 40.00
14	7 Row Brush	S-7-BK	Burmax	2	\$ 2.60
15	Scalpmaster Brush	SC801	Burmax	2	\$ 17.80
16	Capes - Shampoo	8286	Mariana	2	\$ 36.00
17	Cape - Comb out	3023	Burmax	1	\$ 4.40
18	Cape-Haircutting	FRA6175B	Burmax	2	\$ 21.50
19	Clippers - Wahl (large)	8326-200	Burmax	PAIR	\$ 114.00
20	Clippers (small)	PAIR	Burmax	PAIR	\$ -
21	Double prong clippies	400x	Burmax	1	\$ 8.00
22	Butterfly Clamps	185B	Burmax	1	\$ 2.00
23	Silicone Tail comb	SC-SILC6	Burmax	2	\$ 8.00
24	Champion comb - Tail	AR-144	Burmax	4	\$ 4.00
25	Champion comb - 7 in	CR5515002	Burmax	2	\$ 11.00
26	Champion comb out	SC9180	Burmax	2	\$ 6.00
27	Champion handle comb	SC9174	Burmax	2	\$ 5.00
28	Foil rat tail comb	1180	Burmax	2	\$ 2.00
29	Flat top comb	3191-001	Burmax	1	\$ 1.60
30	Hair Lift Comb	K-4	Burmax	2	\$ 1.00
31	Comb	SC-ION3	Burmax	3	\$ 5.50
32	Comb	SC9177	Burmax	2	\$ 2.50
33	Large Curling Iron	HTL 1182	Burmax	1	\$ 70.00
34	Curling Iron/Hot Tools	HTL 1105	Burmax	1	\$ 38.40
36	Curling Iron	HTL 1106	Burmax	1	\$ 47.25
37	Flat Iron	HTL 1188	Burmax	1	\$ 56.00
38	Duck Bills	138B	Burmax	4	\$ 6.60
39	Makeup	FSC 270	Burmax	1	\$ 50.00
40	Brushes	FSC200	Burmax	1	\$ 33.50
41	Manicure kit	Mani-6	Burmax	1	\$ 17.60
42	Polish Kit	DLD 97	O.P.I.	1	\$ 25.00
43	French Manicure Polish Kit	AlpineSnow,Coney Is.CottonCandy	O.P.I.	1	\$ 10.00
44	Nail File		O.P.I.	1	\$ 2.00
45	Cuticle remover	SN31650	Burmax	1	\$ 3.20
46	Footfile	SW536	Burmax	1	\$ 9.72
47	Nail Brush	444	Burmax	1	\$ 1.50

GLEN DOW ACADEMY
COSMETOLOGY PRICE LIST
Updated January 2015

48	Toe Nail Clippers	SE2085	Burmax	1	\$	1.50
49	Mannequin Sandy	S153-Duo	Burmax	1	\$	70.00
50	Mannequin Debra	D804	Burmax	1	\$	50.00
51	Mannequin Lauren (long)	651 or 451	Burmax	1	\$	134.00
52	Perm Pic's White	48x	Burmax	1	\$	1.10
53	Plastic Pic	L224D	Burmax	1	\$	1.25
54	Rollers, Block w/roost	134SMX	Burmax	1	\$	17.50
55	Spray bottles	B36	Burmax	2	\$	3.50
56	Shears-Tashita (right-handed)		Tashita		\$	255.60
	or Shears-Tashita (left-handed)		Tashita			
57	Razor Replacement Blades(10)	F120110	Burmax	1	\$	11.00
58	Sponge set	FSC532	Burmax	1	\$	2.05
59	Tote Bag (black)	NY 326-Bk	Burmax	1	\$	60.00
			Sub Total		\$	1,672.17
			Tax		\$	145.48
			Total		\$	1,817.65

GLEN DOW ACADEMY
MANICURING PRICE LIST
Updated May 2015

Name _____

Enroll Date _____

	ITEM	ITEM #	SUPPLIER	QTY	STUDENT PRICE
1	Milady's Nail Technology	0-5384-5761-9	ITP	1	\$ 266.00
	Milady's Workbook		ITP	1	
	Exam Review				
2	D-Ring Notebook		GDA	1	\$ 14.00
3	Plastic Pages		GDA	50	\$ 6.00
4	Blue Folder		GDA	1	\$ 3.50
5	Washington State Laws & Rules		GDA	1	\$ 5.00
6	Catalog		GDA	1	\$ 15.00
7	Badge		GDA	1	\$ 16.00
8	OPI Student Deluxe Kit On the Go	SK130	OPI	1	\$ 506.45
9	Automatic Pump Dispenser - 4oz.	DL-C134	Burmax	1	\$ 12.25
10	Pump Dispenser	DL-C92	Burmax	1	\$ 5.25
11	Starter Kit-Fiberglass & Silk	100005	Backscratchers	1	\$ 34.00
12	Carbide Cone Bit	CC3	Medicool	2	\$ 27.50
13	Silicone Bit	D2	Medicool	2	\$ 8.50
14	Electric File	Pro Power 520	Medicool	1	\$ 165.00
15	Mechanical Hand	070281	Marianna	1	\$ 166.00
16	Trainer Refill Packs	070283	Marianna	1	\$ 45.00
17	Platinum Add on Kit	SK 360	OPI	1	\$ 235.00
18	OPI Studio LED Light	GL 900	OPI	1	\$ 249.00
19	Barrel (Small)	CC2	Medicool	1	\$ 15.00
20	Barrel (Large)	CC11	Medicool	1	\$ 15.00
			Sub Total		\$ 1,809.45
					\$ 157.42
					\$ 1,966.87

GLEN DOW ACADEMY
MASTER ESTHETICS PRICE LIST
Updated September 2015

Name _____
Enroll Date _____

	ITEM	ITEM #	SUPPLIER	QTY	STUDENT PRICE
1	Milady Bundle	9871285042336			
	Esthetics Textbook	9781111306892	Cengage	1	\$ 325.00
	Esthetics Workbook	9781111306915	Cengage	1	\$ -
	State Board Exam Review	9781111306922	Cengage	1	\$ -
	Skin Care & Ingredients Dictionary	9781285060798	Cengage	1	\$ 66.00
2	Milady Bundle				
	Master Esthetics Textbook	9781111139094	Cengage		\$ 230.00
	Master Esthetics Workbook	9781111139117	Cengage		\$ 123.00
	Master Esthetics Exam Review	9781111139124	Cengage		\$ 82.00
3	Facelift at Your Fingertips	1580172423	Workman Pub. Co.	1	\$ 26.95
4	3-Ring Notebook		Costco	1	\$ 14.00
5	Blue Book Folder		Office Depot	1	\$ 3.50
6	Plastic Pages (50 count)		Costco	1	\$ 6.00
7	GDA Catalog		GDA	1	\$ 15.00
8	Washington State Law Book		GDA		\$ 5.00
9	Name Badge		GDA	1	\$ 16.00
10	Esthetics Kit No 3854-1		Burmax	1	\$ 116.00
	Tweezerman SlantTweezers	TZ1230 RP	Burmax	1	
	Satin Edge Comedone Extractor	SE2023	Burmax	1	
	Fantasea 2Way Pencil Sharpener	FSC 219	Burmax	1	
	Aristocrat Ice Tempered Shear 5-1/2" V	400	Burmax	1	
	Celebrity Message Face	MSG-1	Burmax	1	
	Scalpmaster Nylon Make-up Cape	3025	Burmax	1	
	Celebrity Head Lock Manikin Holder	H-222	Burmax	1	
	Ardell Fashion Lash Starter Kit #110	AD240454	Burmax	1	
	Ardell Invisiband Wispie Black	AD66010	Burmax	1	
	Make-Up Pallet	FSC-498	Burmax	1	
	Hair Clips	CD-218	Burmax	1	
	8 pc. Brush Set	FSC-488	Burmax	1	
	9 in 1 Facial Tool Kit	SE-2083	Burmax	1	
11	BioTherapeutic Student Kit		Biotherapeutic	1	\$ 577.00
12	Dermalogica Skin Care Kit		Dermalogica		\$ 30.00
13	Mirabella Make Up Kit			1	\$ 600.00
14	Dinair Airbrush Makeup Kit		Dinair	1	\$ 300.00
15	Clarisonic Pro Brush		Clarisonic	1	\$ 150.00
16	Doterra Essential Oils		Doterra		\$ 200.00
Sub Total					\$ 2,885.45
Tax					\$ 251.03
Total					\$ 3,136.48

PRICE LIST SUBJECT TO CHANGE WITHOUT NOTICE

Glen Dow Academy
Instructor Price List
Updated September 2015

Name _____

Enroll Date _____

	ITEM	ITEM #	SUPPLIER	QTY	STUDENT PRICE
1	Milady Standard Text			1	\$ 143.50
	Milady Instructor Text			1	\$ 120.00
2	Mannequin			1	\$ 70.00
3	Student Badge			1	\$ 10.00
4	White Binder			1	\$ 14.00
5	Plastic Pages			50	\$ 6.00
Sub Total					\$ 363.50
Tax					\$ 31.62
Total					\$ 395.12

Price List Subject to Change Without Notice



309 W Riverside-Spokane, WA

509-624-3244

www.glendow.com

Passionate About Beauty!