

# Glen Dow Academy

## of Hair Design & Salons, Inc.



*Founded in 1969*

## SCHOOL CATALOG



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Spokane, WA 99201

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[www.glendow.com](http://www.glendow.com)

Catalog certified as true and correct for content and policy.

Signed: *Glen E. Dow*

Date: 4/16/18

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# **TABLE OF CONTENTS**

## **CHAPTER I – GENERAL INFORMATION & STAFF**

STAFF ORGANIZATIONAL CHART .....	1
ADMINISTRATION, STAFF & FACULTY.....	2-5
MISSION STATEMENT.....	6
HISTORY, LICENSING, AND ACCREDITATION .....	7
AVAILABLE AREA OF SPACE .....	7
PARKING INFORMATION .....	8
GRIEVANCE PROCEDURE.....	8

## **CHAPTER II – ADMISSION INFORMATION & SCHOOL POLICIES**

ADMISSION/ENROLLMENT REQUIREMENTS .....	9
EQUIPMENT TITLE/SECURITY INTEREST.....	9
SCHOOL AND COURSE HOURS .....	10
STATEMENT OF NON-DISCRIMINATION .....	10
CLASS START DATES .....	11
SCHOOL POLICIES .....	12-18
<i>General Policies and Regulations.....</i>	<i>12-13</i>
<i>Absences and Tardiness Policy.....</i>	<i>14</i>
<i>No-Charge Days Policy.....</i>	<i>14</i>
<i>Leave of Absence Policy.....</i>	<i>14</i>
<i>Student Appearance Guidelines.....</i>	<i>15</i>
<i>Harassment Policy .....</i>	<i>16</i>
<i>Student Externship Policy &amp; Procedure.....</i>	<i>17</i>
<i>Student Records and Release of Information .....</i>	<i>18</i>

## **CHAPTER III – REFUND & COLLECTION POLICIES**

REFUND POLICY.....	19
REPAYMENT AND COLLECTION POLICIES .....	20
WASHINGTON STATE GRANT REFUND POLICY.....	21

## **CHAPTER IV – FINANCIAL AID, GRADUATION, & EVALUATION**

FINANCIAL AID OVERVIEW AND POLICIES .....	22-24
ACADEMIC EVALUATION POLICY & PROCEDURE .....	24-26
TRANSFER HOURS .....	26
EMPLOYMENT ASSISTANCE ...	26
GRADUATION REQUIREMENTS & PROCEDURE .....	27
SCHOOL BREAKS & HOLIDAYS .....	27

## **CHAPTER V – COSMETOLOGY COURSE**

COURSE OVERVIEW .....	28
COURSE LENGTH, SUBJECT OUTLINE & SEQUENCE.....	29
BREAKDOWN OF REQUIREMENTS.....	30-31
COURSE COST .....	33
TRANSFERS & ADDITIONAL HOURS.....	34

## **CHAPTER VI – MANICURING COURSE**

COURSE OVERVIEW .....	35
COURSE LENGTH, SUBJECT OUTLINE & SEQUENCE.....	35
BREAKDOWN OF REQUIREMENTS.....	36
COURSE COST .....	38

## **CHAPTER VII – ESTHETICS COURSE**

COURSE OVERVIEW .....	39
COURSE LENGTH, SUBJECT OUTLINE & SEQUENCE.....	39
BREAKDOWN OF REQUIREMENTS.....	40
COURSE COST .....	41

## **CHAPTER VIII – MASTER ESTHETICS COURSE**

COURSE OVERVIEW .....	42
COURSE LENGTH, BREAKDOWN OF REQUIREMENTS.....	42
SUBJECT OUTLINE & SEQUENCE.....	43
COURSE COST .....	45

## **CHAPTER IX – INSTRUCTOR COURSE**

COURSE OVERVIEW, LENGTH.....	46
SUBJECT OUTLINE & SEQUENCE.....	47
BREAKDOWN OF REQUIREMENTS.....	47
COURSE COST .....	48

## **CHAPTER X – EMERGENCY RESPONSE & EVACUATION PROCEDURE**

EMERGENCY ANNOUNCEMENTS .....	50
FLOOR PLANS/EVACUATION ROUTES.....	50-53

# CHAPTER I

## GLEN DOW ACADEMY OF HAIR DESIGN AND SALONS, INC. GENERAL INFORMATION & STAFF

**Jennifer Von Doehren &  
Glen Dow**  
CEO

**Jamie Robertson**  
Financial Aid Director

**Jenna Palacios**  
Admissions Director

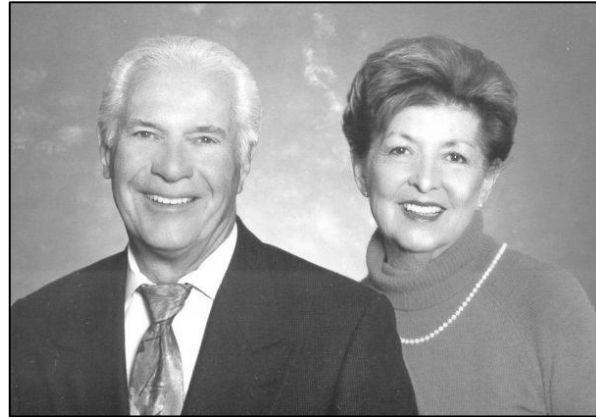
**Cathy Dicks**  
Staff Accountant

**Mary Hurd**  
Director of Records  
Management

**Kathy Cooper**  
Front Desk Manager

**Brian Craig**  
Administrative Assistant

**Katie Kropp**  
Cosmetology Instructor



**Glen & Betty Dow - Founders**

**Pamela B Craig**  
School Director/  
Instructor all Courses

**Tasha Turner**  
Manicuring Instructor

**Mary Jo McNutt**  
Clinic Floor Supervisor/  
Cosmetology Instructor

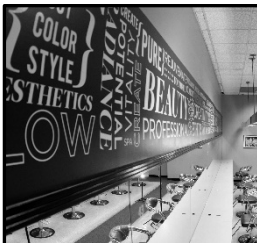
**Grant Stead**  
Cosmetology Instructor

**Kathy Fontana**  
Substitute Instructor  
all Courses

**Stephanie Slack**  
Instructor/Director of  
Esthetics

**Christina Gamble**  
Master Esthetics  
Instructor

**Angela Swim &  
Kristi Lawrence**  
Part-time Esthetics  
Instructors





## **Administration, Staff & Faculty**

**Glen Dow Academy of Hair Design & Salons, Inc**

### **Administration**

#### **Martin Dow**

*Former President & School Director*

#### **Glen E. Dow**

*Founder & 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**  
*Staff Accountant*



**Jamie Robertson**  
*Financial Aid Director*



**Jenna Palacios**  
*Admissions Director*



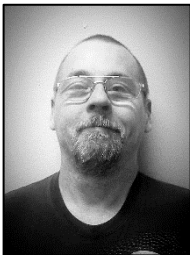
**Kathy Cooper**  
*Front Desk Manager*



**Mary Hurd**  
*Director of Records Management*



**Brian Craig**  
*Administrative Assistant*



**Shawn Blakesley**  
*Maintenance Supervisor*





**Pamela B Craig** - *School Director / Substitute Instructor*

Former graduate of the Glen Dow Academy; Pamela has been a licensed Cosmetologist since 1979, and is also a licensed Barber, Manicurist, Esthetician, and Instructor. She has been a member of the Glen Dow Academy staff on multiple occasions, first from 1985 to 1993. After working as the Retail Sales Manager and Public Relations Manager of six Super Cuts Salons from 1993-1996, she returned to Glen Dow in 1996 and worked until she retired in March of 2016. She returned once again in November of 2016 as School Director.



**Mary Jo McNutt** - *Cosmetology Instructor / 1<sup>st</sup> Floor Clinic Supervisor*

Mary Jo graduated from Glen Dow Academy in 1984 as a fully licensed Cosmetologist, Barber, Manicurist, and Esthetician. She returned in 2000 for her instructors' course and license. She was employed by Glen Dow from 1984 to 1986 as a stylist at The Americana Salon in Spokane WA. As well as being employed as an instructor here at Glen Dow Academy from 2001-2011. Mary Jo has worked at other beauty schools and various salons in the past, as well as continuing her education through extended educational seminars. Ms. McNutt returned to instruct Cosmetology at GDA in December 2016.



**Grant Stead** - *Cosmetology Instructor*

*"Beauty is not just a destination, it is a journey. Let's travel it together. As an industry professional for 18 years, it is my goal to aid you in achieving your desired look. The salon industry has given me so much and I love to give back to each and every guest and student."* -Grant Stead

Instructing has and will always be Grant's 2<sup>nd</sup> love, superseded only by his love of doing hair. During the last 18 years Grant has held many positions including salon owner, instructor, platform artist and product knowledge educator for various companies. Grant is a licensed Cosmetologist, Barber, Manicurist, Esthetician, and Instructor.



**Tasha Turner** - *Manicuring Instructor*

Ms. Turner moved to Spokane, WA in 2007. She graduated from Glen Dow Academy's Cosmetology course in 2014, spent a couple of years working at Great Clips, and returned in 2016 to take our Manicuring and Instructor courses. Her passion for the beauty industry and teaching has grown exponentially since she started her education at Glen Dow Academy. We are happy to welcome her as our Manicuring instructor!



**Katie Kropp** - *Cosmetology Instructor / Color Specialist*

Katie is originally from Denver, CO where she studied Cosmetology at the Aveda Institute in 2007. During her early career she trained as a color specialist, and returned to the Aveda Institute to teach Cosmetology in 2012, where she taught for 6 years. In 2017 she relocated to Spokane, and taught briefly at the Toni & Guy Academy in Coeur d'Alene ID, before transferring to Glen Dow in March of 2018. Katie is passionate about inspiring future professionals to make their clients feel beautiful!



**Stephanie Slack** - *Esthetics Instructor / Director of Esthetics*

Stephanie graduated from Glen Dow Academy's Esthetics course in 2009, and began teaching after returning to take and graduating from the Instructor course. She also spent a year working as an Esthetician in an upscale eminence organic salon. Ms. Slack returned to GDA from her work as an Esthetician in 2013, continued teaching, and received her Master Esthetics license in 2014.



**Christina Gamble** - *Master 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.



**Kristi Lawrence** - *Part-Time Esthetics Instructor*

Kristi graduated from Glen Dow Academy's Esthetics course in March of 2016, and returned to take our Instructor course, which she graduated in March of 2017. We are glad to have her on board our Esthetics program!



**Angela Swim** - *Part-Time Esthetics Instructor*

Angela received her education at Glen Dow Academy in 2014, and is a licensed Esthetician, Master Esthetician, and Instructor. She currently works both as an Esthetics instructor at Glen Dow Academy, and at a family-owned medical spa, which she feels allows her to seek the best of both worlds in the industry. Her goal as an educator is to create a structured learning environment that is also fun and interactive. Outside of skin care, her passions include snowshoeing, hiking, camping, and crafting.

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



### **Advanced Education Attended by Staff:**

2003	Master Educator Training, Portland, OR	2007	Midwest Hair Show, Chicago, IL
2003	Midwest Hair Show, Chicago, IL	2007	Trendz Zoom, Cancun, IL
2004	Midwest Hair Show, Chicago, IL	2008	N. America Esthetics Conf., Vancouver, BC
2004	Goldwell Education, Baltimore, MD	2011	NACCAS Conference, Arizona
2005	Midwest Hair Show, Chicago, IL	2011	AACS Convention, Las Vegas
2005	International Beauty, New York, NY	2012	Nuts & Bolts, Arizona & Texas
2005	Nail Pro, Atlanta, GA	2012	International Beauty Show, Los Angeles
2005	Student Day of Success, Portland, OR	2013	NAB Owner Conference
2006	Nat'l Cosmo School Instructor Summit, MD	2014	AACS Convention, Nuts and Bolts
2006	Las Vegas Hair Show, Las Vegas, NV	2015	Keratin Complex Smoothing, Sam Brocato
2006	Esthetics Spa Conference, Las Vegas, NV	2016	NIMA-Adv. Esthetics-Laser
2007	Las Vegas Hair Show, Las Vegas, NV	2017	Master Educator Igniting Ex. Performance
2007	Esthetics Spa Conference, Las Vegas, NV	2017	NACCAS Conf./Training Salt Lake City
2007	Nat'l Cosmo School Instructor Summit, MD	2017	DL Roope -Exam Symposium, Seattle

## **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 our mission to provide quality Cosmetology, Esthetics, Master 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 an environment that inspires creativity and growth. We prepare students to excel in the industry by offering 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 to our industry.**





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

*Then*



The Academy helps students meet an industry-wide need for thoroughly trained beginning cosmetologists who can survive the competitive employment challenges of today's business world. It was with these purposes in mind that the Academy was founded. In the interest of fulfilling that mission, courses include training in Advanced Design, Retail Product Knowledge, People Skills, and Business Management where applicable. The Academy offers Cosmetology, Manicuring, Esthetics, Master Esthetics, and Instructor courses.

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, and provides facilities which are modern and progressive for the beauty school industry.

*Today*



### ACCREDITATION



The Glen Dow Academy of Hair Design & Salons, Inc. is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), an independent accrediting agency founded by the beauty school industry to uphold high standards and principles. NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools, and departments of cosmetology arts and sciences, including specialized schools. It presently accredits approximately 1,300 institutions nationwide, which serve over 120,000 total students. Glen Dow Academy has been accredited by NACCAS since September 1970, more than six years longer than any other beauty school in the State of Washington.

NACCAS Address: 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432; Phone: (703) 600-7600

### 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 square feet on the mezzanine level, 5,000 square feet of training space on the second floor, and another 5,000 square feet on the 3<sup>rd</sup> level. This includes a waiting room, clinics, restrooms, adequate storage lockers, six (6) practical classrooms, visual-aid room, waxing rooms, facial room, nail room, pedicure room, dispensary, supply room, library, auditorium/student lounge, laundry, and offices.

**Maximum class sizes are:** Cosmetology-20, Esthetics-20, Manicuring-15, and Instructor-5. Student to teacher ratio is 20 students or less per instructor.



## **PARKING – TRANSPORTATION**

The Academy maintains a twenty (20)-car parking lot for **client use only**. There are a total of about 500 public parking spaces located within a few blocks of the school. Parking passes can be obtained from Diamond Parking Corporation, who operates many of the nearby parking lots. The Spokane Intermodal Center located one block from Glen Dow has parking for \$3 a day. There are also roughly 40 all day meters within four blocks of the school, costing approximately \$3 daily.

For students who rely on public transportation, Spokane Transit Authority (STA) offers multiple different options for bus passes, including reloadable passes and 31-day passes. The Academy is located just a few blocks away from the STA plaza in Downtown Spokane, making it easily accessible from most bus routes in the Spokane area.

## **INTERNAL GRIEVANCE PROCEDURE**

Students and staff are encouraged to try to resolve any matters of dispute by discussing them with the student(s) and staff member(s) involved. If the matter cannot be resolved in this way, those with complaints may then file a grievance form or written complaint with the School Director or owners of Glen Dow Academy of Hair Design & Salons, Inc. No grievance will be considered by management unless presented in this manner.

Formal grievances should include:

1. A brief description of the situation, including dates, times, and all pertinent information pertaining to the onset of circumstances.
2. A list of actions taken by the student/staff member to deal with the situation, including dates, times, individuals involved and the outcome.
3. Any steps the complainant is willing to take to resolve the situation.
4. The specific resolution/s that the complainant is seeking or recommending.

The school manager will meet with the complainant within 10 days of receipt of the written complaint. This meeting will be documented in the student's counseling record, and a copy given to the parties involved at the time of the meeting. If the grievance cannot be resolved by this process, it will then be referred to the school's grievance committee. In the event this is necessary:

- The school's grievance committee will meet within three (3) business days of receipt of the grievance and review the allegations.
- If more information is required from the complainant, a written letter outlining the additional information needed will be sent out.
- If no further information is needed, the grievance committee should act on the allegations and send a response letter 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 in fact.

If all other avenues have been exhausted and no solution has been reached, the grievance can be filed with the National Accrediting Commission of Career Arts & Sciences (NACCAS), whose contact information is listed below.

### **NACCAS**

**Address: 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302**

**Phone: (703) 600-7600**

## **CHAPTER II**

### **ADMISSION INFORMATION & SCHOOL POLICIES**



### **GENERAL ADMISSION AND ENROLLMENT REQUIREMENTS**

Cosmetology, Esthetics and Manicuring students may apply any day that the school is open prior to the following start dates:

Cosmetology - 1/9/18, 3/6/18, 5/1/18, 6/26/18, 9/11/2018, 11/13/18

Esthetics\Master Esthetics - 1/9/18, 3/6/2018, 5/8/2018, 7/10/18, 9/11/18

Manicuring - 1/9/18, 3/6/18, 5/8/18, 7/10/18, 9/11/18, 11/13/18

Master Esthetics 450 Transfer – 1/29/18, 5/29/18, 7/24/18, 9/25/18, 11/27/18

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 (100 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, which becomes non-refundable 3 days after signing an Enrollment Agreement.

The school reserves the authority to require students to maintain a professionally acceptable appearance while they are enrolled and present on campus. Any necessary appearance adjustments should be made before arriving at the school, including clothing, makeup, nails, hairstyle, etc. Appearance should be conservative in nature, reflect cleanliness, professionalism, and be acceptable to the general public. Academy dress code is listed on page 15.

### **EQUIPMENT - 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 may be 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.

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\*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** full-time classes are held Monday through Friday, from 8:00 a.m. to 4:30 p.m. with a 30-minute lunch period and a 15-minute break. Full-time students, upon the completion of their freshman period, may choose to keep a Monday through Friday or switch to a Tuesday through Saturday schedule. The students attend 7.75 hours each day for a possible weekly total of 38.75 hours. Part-time Cosmetology students may choose to attend Monday through Thursday or Tuesday through Friday, 8:00- to 2:45 pm. Part-time students must complete a minimum of 24 hours a week.

**Manicuring and Esthetics** classes are held Monday through Friday, from 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. Full-time students, upon the completion of their freshman period, may choose to keep a Monday through Friday or choose a Tuesday through Saturday schedule. Part-time Manicuring and Esthetics students may choose to attend Monday through Thursday or Tuesday through Friday, 9:00- to 3:45 pm. Part-time students must complete a minimum of 24 hours a week.



**Instructor** classes are held Monday through Friday or Tuesday through Saturday, with an option between three different possible full-time schedules, or a part-time schedule. Enrollment will depend on availability.

Schedule options include:

- a. Full-time – 8 hours per day, 5 days a week for 15 weeks
- b. Full-time – 6 hours per day, 5 days a week for 20 weeks
- c. Full-time – 6.5 hours a day, 5 days a week for 18.5 weeks
- d. Part-time – Minimum of 6 hours per day, minimum of 24 hours per week.

Break times are subject to the discretion of the school. If a student is unable to take a break, it will either be allowed at a later time or forfeited. Students must obtain instructor permission for breaks that are not at regular scheduled times. Student lunch periods are subject to change. Management will put forth an effort to compensate for lost lunch breaks if notified by the student on the same day.

The school may occasionally have additional hours available for training between 8 a.m. and 8:30 p.m. Eligibility will depend on which courses the **“special event”** (i.e. guest artists, manufacturer presentations) is applicable to. Such events are held solely at the school’s discretion.

## **STATEMENT OF NON-DISCRIMINATION**

The Academy does not discriminate on the basis of sexual orientation, 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.



## **CLASS START DATE CALENDAR**

<b>Cosmetology</b>	<b>Manicuring</b>	<b>Esthetics</b>	<b>Master Esthetics</b>	<b>Master Esthetics Transfers</b>
1/9/2018	1/9/2018	1/9/2018	1/9/2018	1/29/2018
3/6/2018	3/6/2018	3/6/2018	3/6/2018	5/29/2018
5/1/2018	5/8/2018	5/8/2018	5/8/2018	7/24/2018
6/26/2018	7/10/2018	7/10/2018	7/10/2018	9/25/2018
8/20/2018 (Skill Center)	9/11/2018	9/11/2018	9/11/2018	11/27/2018
9/11/2018	11/13/2018			
11/13/2018				

<b>NIMA class dates (Master Estheticians)</b>
4/3/2018
9/4/2018
12/11/2018



***Stop dreaming....  
Start doing!***

***Enroll at Glen Dow  
Academy today!***

## **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. Students tardy on Theory days (Tuesday, Wednesday, and Thursday) may be denied entry to that day's class.
  4. Students tardy on Client Services days (Monday, Friday and Saturday) may lose clients or morning hours.
  5. Students arriving late **for any reason** must check in at the front desk when they get to school, immediately after clocking in. **Excessive tardiness will result in an infraction, at discretion of management.**
  6. Make-up days must be approved at least one day in advance, and are subject to all the same policies that affect a normally scheduled day. When arriving for a make-up day, a student must clock in as normal, **AND** sign in at the front desk.
  7. **If a student cannot attend a scheduled day, they must call at least 10 minutes prior to the start of that day to avoid an infraction, regardless of the reason for the absence. Extenuating circumstances (e.g. child illness, emergency hospitalization, traffic collisions) will be considered if documentation is provided.**
  8. Student call-ins for tardiness or absence can be made starting at 7:30am, and all call-ins **must be confirmed by the front desk manager.** Any student who is absent and does not call to notify the school may be suspended.
  9. Two (2) unexcused absences in a 30-day period may result in up to a three (3) day suspension.
  10. 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.
  11. Doctor's notes must be submitted **within one week of the relevant absence** to the Director of Records in order to qualify for the waiving of attendance fees.
  12. Students are expected to **attend all scheduled hours.** To schedule a pre-excused absence, students must fill out the school's "Request for Time Off" form, and submit it to the front desk at least one day prior to the requested day. Approval of requests will excuse absences and prevent an infraction, but **do not remove the day from the student's schedule.** This excused absence will use up one of the student's 12 No-Charge days, if that student has any available. **If not, they will be charged for the absence.**
  13. Students must clock out **when leaving the school for any reason,** as well as at the start of their lunch period, and clock back in upon returning. Failure to clock out will result in an official infraction. Failure to clock back in may result in the student not receiving credit for their hours. It is the student's responsibility alone to ensure this. Excessive time clock infractions will result in suspension.
  14. Students **must** be first released by their instructor or the School Director if they need to leave the school during their scheduled hours. **If leaving the campus for ANY reason, students are required to clock out first.**
  15. The school reserves the right to send students home for the day for the following reasons: Disruptive behavior, insubordination, failure to meet student appearance guidelines, or continuous policy violations.
  16. Tobacco and/or electronic cigarette use of any kind is **STRICTLY PROHIBITED** inside the school. Use of such products inside the building may result in immediate suspension. Smoking is allowed outside the building in the parking lot, **but must be 25 feet from ALL entrances.** Please use the receptacles provided by the school to dispose of cigarette butts.
  17. As required by the City of Spokane, students **may not sit on the sidewalk or blacktop** of the Glen Dow Academy campus.
-



18. **Cell Phone Policy** – Students are permitted to bring their cell phone to school. We embrace the potential that cell phones have as a technological learning tool in the classroom, and encourage instructors to implement the use of cell phones, when appropriate, into their lessons. Students may use their cell phones for personal use during break periods or lunch, but never on the clinic floor or within view of clients. Use is allowed only on the second floor, in the student entrance, or outside the building. Students are expected to turn off their cell phones when entering a classroom, unless otherwise allowed by their instructor. Cell phones will not be confiscated for any reason, as we believe that confiscation creates a further distraction for the student, which can interfere with the learning environment.
19. Students may not chew gum inside the school building at any time of the day.
20. **The school is not responsible for lost or stolen student equipment or property.** Lockers are provided to students for the purpose of securing their personal property, and should be kept locked at all times.
21. All packages, bags and purses are subject to searches at any time it is deemed necessary.
22. Compensation time documentation must be turned in on the same day that the compensation time is given. Completed forms are to be delivered to the Director of Records.
23. The school requires that all areas be maintained in a clean and sanitary way. Students are required to perform sanitation duties on a rotating basis every week, which are overseen and confirmed by instructors.
24. The elevator is only to be used while escorting clients to and from their appointment.
25. A zero tolerance policy is observed in regard to weapons and/or theft of any kind. Any objects that could be used in such a way as to harm or threaten others may be considered weapons, other than student-issued equipment. Students with weapons and/or stolen property in their possession may be suspended or expelled as a result.
26. Students must have instant hand sanitizer at their clinic station at all times.
27. 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.
28. The school parking lot is for client use only. Students are not allowed to park in the lot at any time, even for short periods. Students' family, friends, and models are also not allowed to use the school parking lot unless they are receiving a paid service. Violations may result in a student infraction or suspension, and the vehicle in question may be towed.

## SOCIAL MEDIA CONDUCT

The rules of conduct as outlined in this catalog apply to social networking activity. Students of the Glen Dow Academy are expected to conduct themselves in a professional manner. This includes respecting the views and opinions of others. Students are expected to show respect for the school, its employees, its ownership, fellow students, clients, guests, vendors and all competitors.

The school and its students are committed to being an example of the best industry practices in social networking by being responsible citizens and community members, by listening and responding to feedback, and by communicating in a courteous and professional manner.

Behavior and/or content that may be deemed disrespectful, dishonest, offensive, harassing or otherwise damaging to the school's interests or reputation is not permitted. The use of social networks on company time for personal purposes is prohibited. Recording live video on campus is also prohibited without prior approval and supervision by the management of the school.

The Glen Dow Academy maintains the right to monitor any student activity in social networks which involves the school or its operations. Violation of these guidelines will result in discipline up to and including expulsion.



## **SUBSTANCE ABUSE POLICY**

A student who shows signs of substance abuse may be required to do an observed drug test within the hour. The cost of the test will be at the student's expense (\$50-\$100). If the result of the test confirms alcohol intoxication, or any amount of marijuana, meth, crack, cocaine, ecstasy, opiates, OxyContin, hallucinogens, inhalants, GHB or any other illegal drugs, a substance abuse counseling program may be required before the student can return to the school.

## **EXPULSION FOR CONDUCT VIOLATIONS**

A student may be expelled from their course for any action or conduct which is, in the opinion of the management, disruptive to the school environment or otherwise reflects in any unfavorable way upon the institution. Students who are expelled for conduct violations will not be reinstated unless the school's Administration can be assured that the issue which resulted in the expulsion has been corrected.

Conduct which may result in expulsion includes: Repeated insubordination, repeated appearance violations, repeatedly improper or unacceptable practical performance, habitual absenteeism, repeated disruptive behavior, alcohol consumption or intoxication on campus, illegal drug use, harassment of other students, consistent emotional instability, possession of weapons or stolen property, or other repeated and/or excessive policy violations.

## **ABSENCES AND TARDINESS**

Regular attendance is expected at all scheduled classes. Absences must be excused by either arranging ahead of time by submitting a request for time off or by calling 10 minutes prior to beginning of the scheduled day. 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. Tardiness in the morning may result in no admittance to the school for morning classes or loss of clients. **Excessive absences and tardies** without an acceptable excuse is cause for discipline including suspension or expulsion.

## **NO-CHARGE DAYS POLICY**

Each student begins their course with 12 "No-Charge Days". No-Charge Days are used to prevent students from being charged for scheduled time they did not attend. These days **ONLY prevent charges**, and **will not excuse** any absent time; absences must still be excused according to regular attendance policy to avoid an infraction. No-Charge Days **will be applied any time a student is absent, whether it is excused or not.**

Missing **half of a day or less** (even as little as 15 minutes), **will use up half (0.5)** of a No-Charge Day, and missing **more than half a day will use up one full (1) No-Charge Day.** Once all No-Charge Days have been used to prevent charges, the student will be charged at their contracted hourly rate of \$25.00 per hour for **any absent time which is not excused by a doctor's note.** Please ensure you arrive and leave according to your scheduled hours.

## **LEAVE OF ABSENCE POLICY**

Any student may request a leave of absence for a maximum of one hundred eighty (180) calendar days. A request for leave of absence must be submitted in writing and approved by the School Director before it is made official. The school reserves the right to accept or deny a leave of absence. In any twelve (12) month period the school may grant more than a single leave. The leave involves no additional charges by the school to the student. A leave of absence requested due to a student's medically determinable condition will be approved by the school upon receiving a recommendation from a doctor, in accordance with federal regulations for extenuating circumstances, i.e. pregnancy, surgery.

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence, and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six (6) months of the original withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

## **SCHOOL CLOSURE**

Students should call the school at least twice between 7:30 and 8:00 a.m to confirm a potential school closure due to snow, natural disaster, et cetera. 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](http://www.glendow.com) or [www.facebook.com](http://www.facebook.com) (search: Glen Dow).

## **STUDENT APPEARANCE GUIDELINES:**

A student's clothing, hairstyle, makeup, and overall appearance should reflect professionalism, cleanliness, current styling standards of the Cosmetology industry and acceptability to the general public.

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 and may be patterned if black on black (i.e. no pinstripes or patterned designs).
3. Professional close-toed/close-heeled shoes. Fashion Boots may be worn. No stiletto heels, slippers, fur, snow, or rain boots are allowed.
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 are allowed.
5. Student nametags must be displayed at all times. Only the Student nametags and school issued button can be worn.
6. Any ripped or torn clothing, revealing cleavage, exposed armpits, midriffs, thighs and/or lower backs are not acceptable.
7. Advertisements, logos and writing are not permitted on clothing.
8. Make-up and hair are to be adjusted and completed before the student enters school.
9. No hats of any kind may be worn during class or clinic times.
10. Neck scarves are allowed, but must hang in a manner that doesn't touch clients or cause safety concerns. Head scarves and headbands may be worn with a fashionable hairstyle, covering a maximum of 20% of the hair, and may be of any color.
11. Nails must be kept at a reasonable length, at the discretion of management.
12. Piercings are permitted at the discretion of management, depending on size and design of jewelry, if they do not present a safety hazard.
13. Jewelry may be of any color.
14. Special "dress up" days may be designated, and will be announced to students.

**Students who are not in compliance with appearance guidelines may receive an infraction, and will be asked to either get within compliance or leave for the day.**

## **HARASSMENT POLICY**

Glen Dow Academy is committed to fostering an educational environment in which every student may feel safe and secure. Therefore, it is the expectation of Glen Dow Academy and its staff that all students will treat each other with respect and due consideration for the entire duration of their enrollment. To that end—harassment, intimidation, persecution, belittling, and bullying **will not be tolerated under any circumstances**. Accusations concerning these sorts of behavior are taken very seriously, and will be investigated thoroughly by administrative staff. Violations of this policy will result in consequences up to and including expulsion, depending on severity.

*Examples which constitute a violation include, but may not be limited to:*

- Actions which cause a student to be in reasonable fear of physical harm or destruction of property, whether the threat is real or perceived;
- Creating a hostile environment which has a clear and detrimental effect on a student's physical or mental health, ;
- Unwelcome sexual behavior or advances of any kind, whether verbal or nonverbal, ;
- Unwelcome conduct or contact, verbal or physical, that is pervasive, persistent, severe, **or** otherwise causes a student to fear for his/her safety and security, regardless of intent, ;
- "Hazing" - Intentional and reckless acts that are directed against any other student, which endanger or threaten the physical and/or mental health of that student, or coerce that student to endanger themselves, ;
- Conduct which has the effect of substantially interfering with a student's academic performance, or with their ability to participate in or benefit from the services, activities, or privileges provided by the school, ;
- Behavior and/or communication that is demeaning, aggressive, or otherwise disparaging, and concerns a trait or characteristic of the student, including but not limited to: Student's race, ethnicity, sexual orientation, gender, creed, religion, age, academic capability, wealth, living conditions, physical appearance, physical or mental disability, national origin, citizenship, marital status, etc.

Any student who feels harassed, threatened, or belittled is greatly encouraged to submit an official grievance form or written letter to the School Director, as close as possible to the date of the event/s, and with as many specific details as possible. Once the complaint has been received, an official investigation will be expedited to determine whether policy has been violated, and the actions which must be taken to resolve the situation. The safety and privacy of our students will always remain top priorities throughout the process of any investigation.

## **STUDENT EXTERNSHIP POLICY & PROCEDURE**

Students are permitted to earn a portion of their required course hours by participating in an externship with a local spa or salon, as availability allows\*. Externships provide valuable experience from local professionals, and more exposure to the sorts of work environments which students will work in after they graduate. It is important to note that employment opportunities cannot be guaranteed by participating in an externship, and that the externship is intended expressly for the educational benefit of the student extern.

*\*Your externship may be delayed depending on how many other students are already participating in an externship, and the needs of the business.*

If requirements have been met, a state-approved externship contract will be furnished by Glen Dow Academy, signed by each of the three parties (GDA, the extern, and the salon/shop), who will also each receive and retain their own copy of the contract. After these steps have been completed, the externship is made official.

Students who enter into an Externship Agreement may earn Externship hours on Mondays, Tuesday afternoons, Wednesday afternoons, and after 10:00 on Thursdays. Extern students will be expected to show up on time for their regular classes.

### **In order to begin an externship, a student must:**

- Be meeting satisfactory academic progress (SAP) standards;
- Consistently attend classes on time;
- Meet Glen Dow Academy appearance guidelines;
- Have a minimum amount of hours, varying by course:
  - Cosmetology – **700 Hours**
  - Esthetics – **400 Hours**
  - Master Esthetics – **400 hours (first half\*) & 850 Hours (second half\*)**
  - Manicuring – **300 Hours**

### **Maximum Hours:**

Students may earn a **maximum of 8 hours per school week** at their externship site, and a maximum total amount of externship hours which varies by course:

Cosmetology – **60 Hours**  
Esthetics – **30 Hours**  
Master Esthetics – **60 Hours total, in halves\***  
Manicuring – **30 Hours**

**Students who take advantage of an externship opportunity must abide by the following conditions and state regulations, as well as all other provisions outlined in the externship agreement, without deviation:**

1. While training at the externship site, the extern must wear publicly visible identification stating that they are a student in training.
2. Externs must be supervised by an extern supervisor for the duration of their externship. Extern supervisors are appointed by the externship site, licensed in the curriculum which the extern is studying, and must be physically present wherever the extern is training.
3. Externs may not receive compensation of any sort at or from the externship site, including wages, commission, and/or tips.
4. The salon/spa acting as the externship site must report the hours the extern has earned, on a weekly basis at minimum. These reports must be either delivered in person or by email to the Director of Records Management at Glen Dow Academy, whether such delivery is completed by the student or the externship site.

## **STUDENT RECORDS AND RELEASE OF INFORMATION**

Students are permitted to review any portion of their records by requesting an appointment. Student records are considered confidential, and information will be released only by written consent by the student or his/her parents in accordance with FERPA regulations. In addition, the school may provide access to student and other school records as required for any accreditation process initiated by the institution, federal, state, or accrediting agencies. The Glen Dow Academy of Hair Design, Inc. will provide the proper supervision and interpretation of students' records. Parents or guardians of minors may request an appointment between 9:00 a.m. and 4:00 p.m. with the School Director. If copies of any part of a student file are requested, an administrative fee ranging from \$10.00 to \$50.00 will be charged, depending on the amount of documents that are needed.

### **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.

### **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>



## **STUDENT SANITATION DUTIES**

<b><u>CLINIC FLOORS, 1<sup>st</sup> &amp; 3<sup>rd</sup> F</u></b> <ol style="list-style-type: none"><li>1. Vacuum</li><li>2. Sweep</li><li>3. Mop</li><li>4. Make Foils</li><li>5. Organize Magazine Racks</li><li>6. Organize Stations</li><li>7. Clean Mirrors</li><li>8. Chair Bases</li></ol>	<b><u>DISPENSE AREAS, 1<sup>st</sup> &amp; 3<sup>rd</sup> F</u></b> <ol style="list-style-type: none"><li>1. Clean Dispense</li><li>2. Sweep and Mop</li><li>3. Vacuum</li><li>4. Clean Dryer Chairs &amp; Hoods</li><li>5. Garbage</li><li>6. Clean Shampoo Chair Bases</li><li>7. Sanitize Sinks &amp; Traps</li></ol>	<b><u>SHAMPOO STATIONS:</u></b> <ol style="list-style-type: none"><li>1. Sweep and Mop</li><li>2. Straighten Cupboards</li><li>3. Empty Towel Bins</li><li>4. Restock Towels</li><li>5. Empty Garbage</li><li>6. Clean Shampoo Chair Bases</li><li>7. Sanitize Sink &amp; Taps</li></ol>
<b><u>FACIAL ROOM:</u></b> <ol style="list-style-type: none"><li>1. Vacuum</li><li>2. Sanitize Sinks &amp; Chairs</li><li>3. Sanitize &amp; Organize Cabinet</li><li>4. Maintain/Sanitize Wax &amp; Body Treatment Rooms</li></ol>	<b><u>MANICURING STATIONS:</u></b> <ol style="list-style-type: none"><li>1. Maintain/Sanitize Table &amp; Chairs</li><li>2. Sanitize Counters</li><li>3. Clean Mirrors</li></ol>	<b><u>ALL CLASSROOMS:</u></b> <ol style="list-style-type: none"><li>1. Sweep</li><li>2. Sanitize/Empty Garbage</li><li>3. Keep Orderly</li></ol>
<b>REFRIGERATORS: Clean and Sanitize</b>		

## **CHAPTER III**

### **REFUND & COLLECTION POLICIES**

#### **GDA REFUND POLICY:**

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student or legal guardian cancels his/her enrollment and demands his/her money back in writing, within (3) business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the school administrator/director in person. This policy applies regardless of whether the student has started training.
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. 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.
6. 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.
7. 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.
8. 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.
9. In the event of school closure, students will be refunded any unearned tuition paid and the school will participate in a Teach-Out Agreement.
10. In the event of a course cancellation, the school will provide completion of the course and/or program.
11. 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 the student has started training.
12. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance weekly.
13. 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.
14. 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.
15. 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.
16. 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.



## **GDA 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) Washington State Need Grant
  - d) Other State of Institutional Aid

Note: All financial aid shall be available for repayment.



### **Washington State Need Grant (WSNG) Repayment 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 State of Washington.

### **COLLECTION POLICY**

Glen Dow Academy refers delinquent (past due) accounts to Bonded Adjustment Company when other collection efforts are unsuccessful. Accounts are referred for collection **only** once the student has officially or unofficially withdrawn from the school, and the account is delinquent by a period of 90 days or greater. All collection procedures reflect good taste and sound, ethical business practices.

<b>PERCENTAGE OF TIME ELAPSED BETWEEN START DATE AND FORMAL TERMINATION OF ENROLLMENT</b>	<b>AMOUNT OF TOTAL TUITION THE SCHOOL SHALL RECEIVE OR RETAIN</b>
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

## **WASHINGTON 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.

- 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.**

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.

Private institutions that participate in the Electronic Fund Transfer process should return state grant repayments directly to WSAC and collect from students.

# CHAPTER IV

## FINANCIAL AID, EVALUATION, & GRADUATION



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 names have been changed to Federal Direct 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 conditions will be available through unsubsidized Direct 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 Glen Dow Academy of Hair Design and Salons, Inc.*

### FEDERAL & STATE FINANCIAL ASSISTANCE

#### **1. PELL GRANTS**

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. 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.

#### **3. 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. *(continued on next page)*

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.



#### **4. 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.

#### **5. WASHINGTON STATE NEED GRANT (WSNG) and College-Bound Scholarship**

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.

If you receive a Washington State Need 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](mailto: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/s in question):

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

## **FINANCIAL AID PAPERWORK POLICY**

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 20.

## **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 instructor's discretion.

## **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the following checkpoints, based upon their scheduled hours:

Cosmetology: 504, 1008, 1367, 1725, 2084, 2466 scheduled hours

Esthetics: 375, 750, 937, 1072 scheduled hours

Master Esthetics: 450, 900, 1050, 1200, 1716 scheduled hours

Master Esthetics Transfer Course: 175, 450, 643 scheduled hours

Manicuring: 330, 660, 943 scheduled hours

Instructor: 300, 600, 858 scheduled hours

Evaluations will include both academic (GPA%) and attendance progress (attended vs. scheduled hours), and are used to determine whether the student has met the minimum requirements for satisfactory 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. Students are notified of their evaluation results at the time evaluations occur, and may also access those evaluation results through standard record release procedure.



## **ATTENDANCE PROGRESS EVALUATION**

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 academic 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. Students that exceed the maximum timeframe, as stated below, will be withdrawn from the program. These amounts differ from the state maximum time frame of 125% of the published length of the program:

<b><u>COURSE</u></b>	<b><u>MAXIMUM TIME ALLOWED</u></b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<b>Cosmetology (38.75 hrs./wk.) - 1725</b>	<b>63.6 weeks</b>	<b>2466</b>
<b>Esthetics (30 hrs./wk.) - 750</b>	<b>36 weeks</b>	<b>1072</b>
<b>Manicuring (30 hrs./wk.) - 660</b>	<b>31.5</b>	<b>943</b>
<b>Instructor (40hrs/wk.) - 600</b>	<b>21.5 weeks</b>	<b>858</b>
<b>Master Esthetics (30 hrs. /wk.)-1200</b>	<b>56 weeks</b>	<b>1716</b>

### **ACADEMIC PROGRESS EVALUATION**

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 exercises. 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 system will reflect completion of the practical assignment as a 100% 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 both a final written and practical exam prior to graduation. Passing grades for final exams are 75% or higher. Students must make up failed or missed tests and incomplete assignments. If tests must be retaken, a fee of \$35 will be charged for each test. Numerical grades are considered according to the categories listed on the right.

**93-100  
EXCELLENT**

**85-92  
VERY GOOD**

**70-84  
SATISFACTORY**

**60-69  
UNSATISFACTORY**

### **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. If it is determined that a student is not maintaining Satisfactory Academic Progress, they will be given a warning on their evaluation. If academic progress is not made satisfactory by the date of the next evaluation, that student will be placed on academic probation, unless they prevail upon appealing their probation status. Continued failure to maintain satisfactory progress while on probation may result in interruption of Title IV assistance.

### **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. If the student appeals the decision, and prevails upon appeal, they will be considered to be making satisfactory academic progress (SAP) during the first probationary period. Additionally, only students who have the ability to meet the SAP 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 for satisfactory academic progress, 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 requirements are being met.



### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

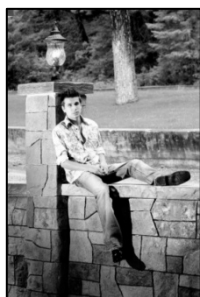
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.



### **TRANSFER HOURS**

Transfer student hours are accepted and defined 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).

### **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.

### **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. Glen Dow Academy maintains a Job Placement bulletin board and does postings on Facebook. During business classes, students learn how to contact salons and businesses for employment. Calls from salons seeking employees are referred to graduates by the owner. The school does not guarantee employment. Glen Dow Academy has a current over-all placement rate for all courses combined of 77%.



## **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. Students are authorized to take the Washington State Licensing examination after successful completion of all necessary hours, passing their final exams, graduating the course, and completing an in-person exit interview. A student may be referred for state examination 80 hours prior to graduation if their account with the school is paid off, but they must complete their hours and pass their final exams before taking the examination. In order to complete all graduation requirements, receive their diploma, and be eligible to take the state test, students must: Complete their required hours, pass their final exams, have their hour and requirement records be certified by the Records Office, and their account with the school must be **paid in full**.

In the event a student fails the school's final examination, portions of the examination failed may be retaken after a required 7-day waiting period. A reexamination fee of \$35.00 for each written or practical exam retake will be charged. In the event the student fails to pass a 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.

A passing grade for final exams is seventy-five percent (75%). If for **any reason** a student does not attend their scheduled final exam date, a \$35.00 fee will be charged. **If the student fails to obtain a seventy-five percent (75%) on the written examination, a re-take will be required.**

## **EXIT COUNSELING**

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

## **HOLIDAYS AND BREAKS**

The Glen Dow Academy of Hair Design, Inc. is open on throughout the year, Monday through Saturday from 8:30 a.m. to 4:30 p.m., apart from the following observed holidays and breaks:

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

-Thanksgiving break includes the Friday and Saturday after Thanksgiving

-Christmas break includes 5 days during the week of Christmas, the exact dates depending upon which day of the week Christmas lands.



## **CHAPTER V**

### **COSMETOLOGY COURSE**

#### **DESCRIPTION AND OBJECTIVES**

The basic Cosmetology course covers 1600 hours of basic instruction, and 125 hours of additional instruction, for a total of 1725 hours. Students will 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 tinting
- ❖ Artificial hair including wigs and extensions
- ❖ Diseases and disorders of skin, scalp and hair



Students will learn and practice the varied techniques on mannequins, models, and customers to gain the speed, accuracy, and diversity of skill that is required as a professional cosmetologist. Students will begin their training on mannequins during the freshman phase of the course, and progress to practical training on live models. The bulk of practical experience is acquired on models and patrons who come regularly to the Academy to receive services. During the freshman phase, students may be given the opportunity to participate in live practice at the discretion of their instructor. The junior phase and senior phase milestones are reached at 300 and 1500 hours, respectively. The objective of this course, and the Academy itself, is to provide substantial training to students concerning the principles and practices of the profession of Cosmetology, as well as preparing students to enter upon, progress in, and make a contribution to the profession as a whole.

As required by Washington State Law, RCW 18:16, 1600 hours are required for course completion. These 1600 hours are divided as follows:

- ❖ 1400 hours are dedicated to **hair care**
- ❖ 100 hours are dedicated to **manicuring**
- ❖ 100 hours are dedicated 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.

### **Cosmetology Course – FRESHMAN PHASE**

-Orientation and equipment issuing

Introduction to:

- 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

Review freshman information and freshman exam

### **Cosmetology Course – JUNIOR PHASE**

Introduction to:

- 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.

### **LENGTH OF COURSE**

Full-time course schedules consist of 7.75 hours a day, from 8:00am to 4:30pm, five days a week for 45 weeks.

Part-time schedules consist of 6 hours per day (Monday-Thursday or Tuesday-Friday) 8:00am-2:45pm, 4 days per week for 72 weeks.

### **COURSE SUBJECTS OF LEARNING AND STUDY**

- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.

### **Cosmetology Course – SENIOR PHASE**

Introduction to:

- 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

*Subjects which are not required by Washington State for licensure are included in this course, such as: Salon Business Management, Receptionist Training, Make-up, Resume/Portfolio and Job Searching.*



### **Cosmetology Course Breakdown - 1600 STATE REQUIRED HOURS**

<b>Subject</b>	<b>Live</b>	<b>Mani</b>	<b>Theory</b>	<b>Total</b>	<b>Resources</b>
<b><u>Manicuring - 100 hours</u></b>					
Manicuring	22	3	10	35	Milady 2017 ed.
Pedicuring	60	0	5	65	Milady 2017 ed.
<b><u>Esthetics - 100 hours</u></b>					
Skin Care	27	15	33	75	Milady 2017 ed.
Superfluous Hair Removal	18	0	7	25	
<b><u>Hair Care - 1400 hours</u></b>					
Shampooing	6	1	10	17	Milady 2017 ed.
Scalp/Hair Analysis	4	0	2	6	Milady 2017 ed.
Hair Cutting	197	35	100	332	Milady 2017 ed.
Cut/Trim Facial Hair	5	1	2	8	Video - Jim Jones
Thermal Style	45	40	60	145	Milady 2017 ed.
Wet Style	150	40	50	240	Milady 2017 ed.
Dry Style	58	20	30	108	Milady 2017 ed.
Style Aids	4	1	12	17	Milady 2017 ed.
Artificial Hair	3	3	6	12	Milady 2017 ed.
Sanitation	80	0	20	100	Milady 2017 ed.
Disease/Disorders	0	0	10	10	Milady 2017 ed.
Safety	1	0	10	11	Milady 2017 ed.
First Aid	1	0	10	11	Milady 2017 ed.
Permanent Wave	136	50	52	238	Milady 2017 ed.
Tint/Bleach	75	20	30	125	Milady 2017 ed.
Chemical Relaxing	8	2	10	20	Milady 2017 ed.
	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>	
<b>Grand Total</b>	<b>900</b>	<b>231</b>	<b>469</b>	<b>1600</b>	



### **Cosmetology Additional Instruction - 125 HOURS**

<b>Course</b>	<b>Total Hours</b>	<b>Resources</b>
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
<b>TOTAL ADDITIONAL HOURS</b>	<b>125</b>	



## 1725 Cosmetology Hours – Breakdown by Subject

<b>Subject</b>	<b>Hours Devoted to Subject</b>
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
<b>State Required Hours</b>	<b>1600</b>
<b>Additional Hours</b>	<b>125</b>
<b>Total Course Hours</b>	<b>1725</b>



*Operations are procedures that must be practiced and performed throughout the course. A student's completion of these operations will be verified and certified by their instructor, and must be fully completed before the student can graduate from their course.*

<b>Cosmetology Required Operations</b>	<b>Minimum Operations Required</b>
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	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

## **Cosmetology Career Opportunities**

Trainer

Supply Person

School Owner

Salon Booth Owner

Manager/Operator

Cosmetology Instructor

Chemical Service Technologist

Esthetician

Cosmetologist

Professional Competitor

Manufacturing Representative

School Manager

Stylist

Esthetics Nail Technologist

Barber

Manicurist

## COSMETOLOGY COURSE COST

**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:	\$ 7,146.72
Charges (26 weeks)		
	<b>Equipment and Textbooks:</b>	\$ 1,672.17
	Uniforms:	\$ 95.00
	Taxes:	\$ 155.51
	Lab Fee:	\$ 116.22
	Other:	
	First Year Total	\$ 9,285.62
<b>* Equipment and textbook price subject to change.</b>		
	Second Academic Year Tuition Charges	\$ 5083.53
	Practical Exam Kit	\$ 35.36
2. TOTAL CHARGES:		\$ 14,404.51
3. LESS APPLICATION FEE:		\$ 100.00
4. UNPAID BALANCE:		\$ 14,304.51
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		\$ 180.00
7. State Exam Fee (Practical Exam) @ Student Expense		\$ 114.00
8. Glen Dow Final Exam Retake Fee (per test)		\$ 35.00
9. State License Fee		\$ 30.00

You must purchase your own shoes. 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 **\$2,074.26** is required at the time the student enrolls. The balance is paid over a period of four (4) months. The payment will be **\$1,223.03** 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 1725 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.

## **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 hours are defined as actual time spent in class, working on class projects, practicing services on mannequins, or performing services on clients. Students are expected to record and submit their hours on a monthly basis. Within the 1725 hours of the Cosmetology course, students will earn credit for 1400 hours of hair care, 100 hours of Manicuring, 100 hours of Esthetics training, and 125 additional hours for a total of 1725 creditable hours. Eligibility certification for Washington State License Examination will be determined when required hours of creditable attendance are obtained, and practical requirements have been fulfilled. The expected levels of practical operations are listed on page 30.



## **PURPOSE OF ADDITIONAL HOURS**

The course exceeds the 1600 hours required by law. An additional 125 hours are included for the purpose of providing extra career preparation, including business practices, communication, insight from professionals within the industry, and more. These additional hours are interspersed throughout the 1725-hour course.

The additional course content includes the following: Business development, goal-orientated motivation skills, salesmanship/retail sales, salon management, orientation, financial literacy, review of applicable Washington State laws, communication skills, marketing, public relations, human relations, receptionist training, Cosmetology math, nutrition, massage, guest speakers, resume preparation, as well as job interview coaching.

The objective of this course is to give Glen Dow Academy graduates the knowledge, skills, demeanor, and confidence necessary to become professional and job competitive in the field of Cosmetology upon completion.



## **CHAPTER VI**

### **MANICURING COURSE**

#### **DESCRIPTION AND OBJECTIVES**

The manicuring course covers the 600 hours of nail care training required by Washington State for licensure, as well as 60 additional hours. 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.

The overall purpose and objective of the course is the training of students in the principles and practices of the profession of nail care, the safe and sanitary procedures thereof, and preparing students to enter upon, progress in, and make a contribution to the profession as a whole.

This is a 22-week course. Students will have 45-minute classes, 30-minute lunch periods and 15-minute breaks. This 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.



#### **SEQUENCE OF MANICURING PRACTICAL LESSONS**

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



## **Manicuring Course Breakdown – 600 STATE REQUIRED HOURS**



<b>Subject</b>	<b>Theory</b>	<b>Demo</b>	<b>Practical</b>	<b>Total</b>
<b>Manicuring-100 hours</b>	30	5	95	130
Anatomy				
Cleaning/Shaping				
Buffing				
Treatment of Cuticle				
<b>Nail Art</b>	4	4	8	16
Polishing				
Design				
<b>Artificial Nails</b>	35	23	272	330
Silk/Linen/Gel				
Extensions				
Fiberglass/Powder				
Acrylic				
Sculpting				
<b>Pedicuring</b>	12	2	28	42
Anatomy				
Cleaning/Shaping				
Buffing				
Treatment of Cuticle				
<b>Sanitation</b>	12	2	38	52
Stations				
Storage & Disposal of				
Equipment & Supplies				
Disinfectants				
Methods of Sanitation of				
Equipment				
<b>Safety &amp; First Aid</b>	5	1	2	8
Use of Antiseptic				
Demonstration & Proper				
Use of Implements				
First Aid				
<b>Diseases &amp; Disorders</b> (Nails Only)	10	0	2	12
<b>Salon Business</b> <b>Management</b>	10	0	0	10
	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>
<b>Grand Total</b>	<b>118</b>	<b>37</b>	<b>445</b>	<b>600</b>

### **PURPOSE OF ADDITIONAL HOURS**

This course exceeds the 600 hours required by law. An additional 60 hours of theory training are included to ensure graduates are fully prepared by providing extra knowledge and skills that will benefit them greatly in starting their careers.

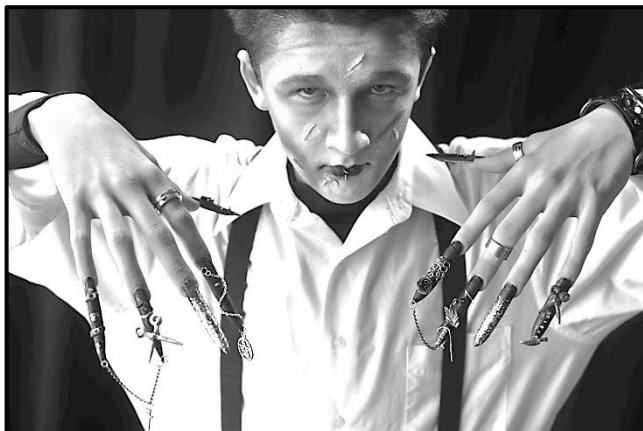
Additional instruction includes salesmanship, goal-oriented motivation skills, resume preparation, job interview coaching, Cosmetology law, communications, salon management, public relations, and more.

### **Manicuring Additional Instruction – 60 HOURS**

<b>Subject</b>	<b>Subject Hours</b>
<b>Law/Ethics</b>	5
<b>Orientation</b>	6
<b>Motivation Sales</b>	9
<b>Reception Desk</b>	20
<b>Guest Speakers</b>	3
<b>Exit Interview</b>	1
<b>Financial Aid</b>	2
<b>Resume/Interview</b>	4
<b>Service on Self</b>	10
<b>Total Additional Hours</b>	60

## Manicuring Career Opportunities

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



### MANICURING COURSE COST

Academic Period of Enrollment is 660 hours (22 weeks) @ 30 hours a week

1. CHARGES: Application Fee:	\$ 100.00
Tuition:	\$ 5,332.80
Equipment and Textbooks:	\$ 1,809.45
Uniforms:	\$ 95.00
Taxes:	\$ 167.59
Lab Fee:	\$ 216.21
Other:	

\* Equipment and textbook price subject to change.

2. TOTAL CHARGES:	\$ 7,721.05
3. LESS APPLICATION FEE:	\$ 100.00
1. UNPAID BALANCE:	\$ 7,621.05
2. 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.	\$ 114.00
7. State Exam Fee (Written Exam) @ Student expense	\$ 180.00
8. Glen Dow Final Exam Retake Fee	\$ 35.00

You must purchase your own shoes. 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 **\$2,320.89** is required at the time the student enrolls. The balance is paid over a period of four (4) months. The payment will be **\$1,333.20** 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 students who exit the course prior to completion.

# CHAPTER VII

## ESTHETICS COURSE

### DESCRIPTION AND OBJECTIVES

The Esthetics course covers 750 hours of skin care training required by Washington State for licensure. This includes training in the use of compresses, massage, wraps, masks, exfoliation, electrical or mechanical appliances, chemical compounds; temporary removal of superfluous hair by means including tweezing, waxing, chemicals, lotions, creams, threading, mechanical or electrical appliances; sanitization 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, and first aid as it relates to esthetics.

Students shall train using a combination of mannequin and live client training, and will gain true practical knowledge and experience by providing services to models and patrons who regularly visit the Academy clinic. The course includes guidance and counseling concerning the student's own personal grooming progress and personality development. It is the goal of our instructors and the Academy to help Esthetics students achieve greater poise, self-assurance and confidence in their professional ability. The overall purpose and objective is the training of students in the principles and practices of the profession, safety and sanitary procedures thereof, and preparing students to enter upon, progress in, and contribute to the profession as a whole.



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

### SEQUENCE OF ESTHETICS PRACTICAL LESSONS

Week #1	Enrollment, orientation, financial aid, course introduction, ethics, hygiene, sanitation and disinfection of workstation and tools. Introduction to care of the skin, skin analysis, and use of chemical compounds.	Week #14	Business practices, cover letters, Washington State RCW and WAC regulations.
Week #2	Introduction to bacteriology, massage, and first aid as it relates to esthetics.	Week #15	Review weeks 1-14 & Test
Week #3	Temporary hair removal of the skin, including tweezing, waxing, and trichology, treatment room/floor overview.	Week #16	Review skin analysis.
Week #4	Introduction to facial treatments including compresses, masks, exfoliation, and mechanical appliances.	Week #17	Review bacteriology and massage.
Week #5	Introduction to skin histology and physiology.	Week #18	Review treatment room and temporary hair removal of superfluous hair of the skin.
Week #6	Diseases and disorders of the skin of the face, neck, and hands. Safety, including proper use and storage of chemicals, implements and electrical appliances.	Week #19	Review facial treatments and facial machines.
Week #7	Introduction to makeup, color theory, and strip lash application.	Week #20	Review skin histology and physiology.
Week #8	Introduction to anatomy and physiology.	Week #21	Review diseases and disorders of the skin, client consultation and retention.
Week #9	Cosmetic chemistry and ingredients.	Week #22	Review cosmetic chemistry and ingredients.
Week #10	Chemistry as it relates to esthetics.	Week #23	Review chemistry.
Week #11	Introduction to chemistry as it relates to esthetics.	Week #24	Review electricity.
Week #12	Advanced topics and treatments.	Week #25	Final Examinations
Week #13	Business skills, job placement, resume writing, portfolio building.		

## Esthetics Course Breakdown – 600 STATE REQUIRED HOURS

Subject	Theory	Demo	Practical	Total
<b><u>Skin Care</u></b>				
Skin Analysis	24	6	17	47
Manual & Machine Facials	114	54	220	388
Body Treatments	5	10	28	43
<b><u>Temporary Removal of Superfluous Hair</u></b>				
Skin Analysis & Prep	5	2	9	16
Tweezing & Waxing	16	8	70	94
<b><u>Sanitation</u></b>	15	5	50	70
<b><u>Disorders &amp; Diseases</u></b>	10	0	0	10
<b><u>First Aid</u></b>	2	1	4	7
<b><u>Safety</u></b>	20	0	5	25
<b><u>Business Practices</u></b>	10	0	40	50
	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>
<b>Grand Total</b>	<b>221</b>	<b>86</b>	<b>443</b>	<b>750</b>



### Esthetics Career Opportunities

Facial Expert

Instructor

Manufacturer Representative

Platform Artist

Booth Renter

Demonstrator

Salon Owner



### ESTHETICS COURSE COST

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

1. CHARGES: Application Fee:	\$ <u>100.00</u>
Tuition:	\$ <u>6060.00</u>
Equipment and Textbooks:	\$ <u>2561.45*</u>
Uniforms:	\$ <u>95.00</u>
Taxes:	\$ <u>233.77</u>
Lab Fee:	\$ <u>141.22</u>
Other:	

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

2. TOTAL CHARGES:	\$ <u>9191.44</u>
3. LESS APPLICATION FEE:	\$ <u>100.00</u>
4. UNPAID BALANCE:	\$ <u>9091.44</u>
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.	\$ <u>180.00</u>
7. State Exam Fee (Practical Exam) @ Student expense.	\$ <u>114.00</u>
8. Glen Dow Final Exam Retake Fee	\$ <u>35.00</u>

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 **\$3031.44** is required at the time the student enrolls. The balance is paid over a period of four (4) months. The payment will be **\$1,515.00** 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.

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

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

# **CHAPTER VIII**

## **MASTER ESTHETICS COURSE**

### **DESCRIPTION AND OBJECTIVES**

The Master Esthetics course covers 1200 hours of skin care training required by Washington State for licensure.

Subjects covered will include: Lasers, light frequency, radio frequency, ultrasound, and plasma practices; medium depth peels, advanced client assessment, indications and contraindications, pre-treatment and post-treatment procedures, lymphatic drainage, advanced facial massages, alternative touch, spa body treatments compresses, massage, wraps, masks, exfoliation, use of electrical and mechanical appliances, use of chemical compounds; temporary removal of superfluous hair by means including tweezing, waxing, tape, chemicals, lotions, creams, threading, mechanical and electrical apparatus and appliances; sanitization 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, and first aid as it relates to esthetics.



Students shall train using a combination of mannequin and live client training. Students will gain true practical knowledge and experience by performing services on models and patrons who regularly visit the Academy clinic. The course includes guidance and counseling concerning the student's own personal grooming progress and personality development. It is the goal of our instructors and the Academy to help Esthetics students achieve greater poise, self-assurance and confidence in their professional ability. The overall purpose and objective is the training of students in the principles and practices of the Esthetics profession, safety and sanitary procedures thereof, and preparing students to enter upon, progress in, and contribute to the profession as a whole.

Near the end of their course, each student will receive on-campus training in the use of medical devices and techniques, including laser treatments, body sculpting, and tattoo removal. The National Institute of Medical Aesthetics (NIMA) visits Glen Dow Academy for a total of 64 classroom hours over a period of 8 days, to supplement the theory provided by our Master Esthetics instructors, and provide supervised hands-on practical experience with medical aesthetics techniques and the technology used to perform them. For the duration of the visit, licensed Master Esthetics instructors from NIMA will be present on our Esthetics floor in addition to our own instructors. A licensed attending physician employed by NIMA will also be available during this time to delegate within their practice to both NIMA's and Glen Dow Academy's instructors, and to provide client pre-evaluations and first treatment coverage for all services performed.

#### **1200 Master Esthetics Hours - Breakdown by Subject**

<b>Topic</b>	<b>Hours Required</b>
<b>Advanced Theory of Esthetics and Care of the Skin</b>	300
<b>Exfoliation and Medical Esthetic Procedures</b>	45
<b>Laser, Light Frequency, Radio Frequency</b>	10
<b>Ultrasound and Plasma Practices</b>	5
<b>Medium Depth Peels</b>	10
<b>Business Practices</b>	55
<b>Lymphatic Drainage Massage</b>	10
<b>Advanced Facial Massage</b>	20
<b>Alternative Touch and Spa Body Treatments</b>	15
<b>Pre/Post Treatment</b>	10
<b>Advanced Diseases and Disorders</b>	20
<b>Basic Theory of Esthetics and Care of the Skin</b>	478
<b>Temporary Hair Removal</b>	110
<b>Disinfecting and Sanitation of Station and Tools</b>	70
<b>Diseases and Disorders of the Skin</b>	10
<b>Safety</b>	25
<b>First Aid</b>	7
<b>Total</b>	<b>1200</b>



**SEQUENCE OF MASTER ESTHETICS PRACTICAL LESSONS**

<b>Week #1</b>	<b>Enrollment, orientation, financial aid, course introduction, hygiene, sanitation and disinfection of workstation and tools. Introduction to care of the skin, massage, and skin analysis</b>
<b>Week #2</b>	<b>Introduction to bacteriology, massage, and first aid as it relates to esthetics</b>
<b>Week #3</b>	<b>Temporary hair removal of the skin, including tweezing, waxing, and trichology, treatment room/floor overview</b>
<b>Week #4</b>	<b>Introduction to facial treatments including compresses, masks, exfoliation, and mechanical appliances.</b>
<b>Week #5</b>	<b>Introduction to skin histology and physiology</b>
<b>Week #6</b>	<b>Diseases and disorders of the skin of the face, neck, and hands. Safety, including proper use and storage of chemicals, implements and electrical appliances</b>
<b>Week #7</b>	<b>Introduction to makeup, color theory, and strip lash application</b>
<b>Week #8</b>	<b>Introduction to anatomy and physiology</b>
<b>Week #9</b>	<b>Cosmetic chemistry and ingredients</b>
<b>Week #10</b>	<b>Introduction to chemistry as it relates to esthetics</b>
<b>Week #11</b>	<b>Introduction to electricity</b>
<b>Week #12</b>	<b>Advanced topics and treatments</b>
<b>Week #13</b>	<b>Business skills, job placement, resume writing, portfolio building</b>
<b>Week #14</b>	<b>Business practices, cover letters, Washington State RCW and WAC regulations</b>
<b>Week #15</b>	<b>Review weeks 1-14 &amp; Test</b>
<b>Week #16</b>	<b>Master Esthetics introduction, infection control</b>
<b>Week #17</b>	<b>Advanced skin histology and physiology</b>
<b>Week #18</b>	<b>Skin typing &amp; aging analysis; Advanced facial appliances</b>
<b>Week #19</b>	<b>Advanced facial techniques; Advanced skincare massage</b>
<b>Week #20</b>	<b>Hormones relating to the skin; Skin care products and ingredients</b>
<b>Week #21</b>	<b>Laser light energy &amp; radio frequency</b>
<b>Week #22</b>	<b>Advanced removal of superfluous hair</b>
<b>Week #23</b>	<b>Advanced skin diseases and disorders; "Skin In Distress"</b>
<b>Week #24</b>	<b>Chemistry and Bio Chemistry</b>
<b>Week #25</b>	<b>Medium depth peels, Skincare products, chemistry, ingredients and product selection</b>
<b>Week #26</b>	<b>Anatomy and Physiology of muscles and nerves</b>
<b>Week #27</b>	<b>Anatomy; Cardiovascular and lymphatic systems</b>
<b>Week #28</b>	<b>Advanced makeup application</b>
<b>Week #29</b>	<b>Botanicals and Aromatherapy</b>
<b>Week #30</b>	<b>Advanced spa treatments and alternative therapies</b>
<b>Week #31</b>	<b>Complimentary Wellness Therapies</b>
<b>Week #32</b>	<b>Ayurveda theory and training</b>
<b>Week #33</b>	<b>Pharmacology</b>
<b>Week #34</b>	<b>Medical terminology</b>
<b>Week #35</b>	<b>Medical intervention</b>
<b>Week #36</b>	<b>Plastic surgery procedures</b>
<b>Week #37</b>	<b>Esthetician's role in pre and post-medical treatments</b>
<b>Week #38</b>	<b>NIMA - IPL technology, tattoo removal, fractionated CO2 resurfacing, YAG, body sculpting</b>
<b>Week #39</b>	<b>Review all topics for final testing</b>
<b>Week #40</b>	<b>Final Examinations</b>

## **Master Esthetics Career Opportunities**

Skin Care Specialist

Laser Hair Removal Technician

Dermatologist Assistant

Salon and Spa Manager or Owner

Beauty Columnist/Editor/Journalist

Manufacturer/Sales Representative

Salon Owner

Brow /Skin bar Specialist



### MASTER ESTHETICS COURSE COST

First Academic Year of enrollment is 900 clock hours (30 weeks) @ 30 hours per week.

Second Academic Year of enrollment is 300 clock hours (10 weeks) @30 hours per week.

1. CHARGES: Application Fee:	\$ 100.00
Tuition:	\$ 9,774.00
Equipment and Textbooks:	\$ 2,786.45
Uniforms:	\$ 95.00
Taxes:	\$ 253.57
Lab Fee:	\$ 341.22
Other:	
First Year Total:	\$ 13,350.24

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

Second Academic Year Tuition Charges	\$ 3,258.00
2. TOTAL CHARGES:	\$ 16,608.24
3. LESS APPLICATION FEE:	\$ 100.00
4. UNPAID BALANCE:	\$ 16,508.24
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.	\$ 270.00
7. State Exam Fee (Practical Exam) @ Student expense	\$ 228.00
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 **\$3,476.24** is required at the time the student enrolls. The balance is paid over a period of eight (8) months. The payment will be **\$1,629.00** 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.

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

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

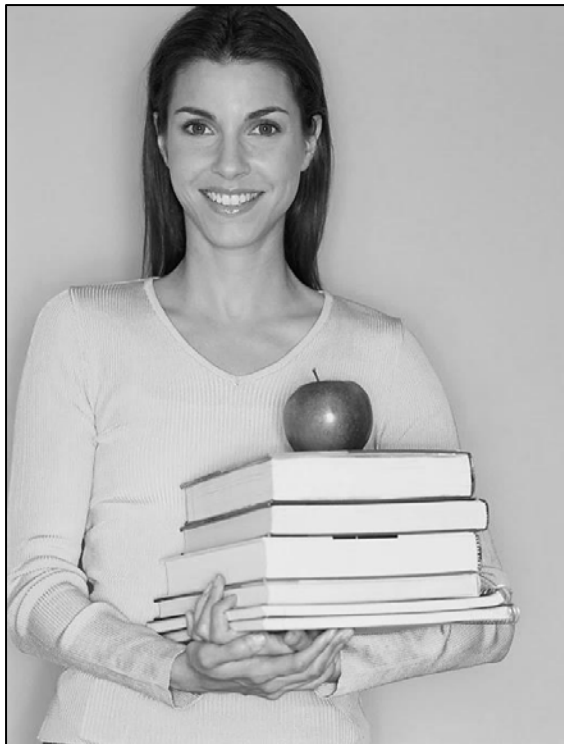


## **CHAPTER IX**

### **INSTRUCTOR COURSE**

#### **DESCRIPTION AND OBJECTIVES**

The Instructor course covers 600 hours of instruction. Students acquire a thorough knowledge of teaching techniques, principles, evaluation methods, and aspects of school operation. Counseling is given on the student's progress and development. The overall purpose and objective of the course is to train prospective instructors concerning the principles and practices of proper instruction, and preparing cadet instructors to enter upon, progress in, and contribute to the profession as a whole.



This course includes no less than 500 hours of classroom and course development and clinic supervision, as well as an additional 100 hours not required by Washington State. These additional hours are used to provide further instruction training, as well as business skills and knowledge, including: salon organization and management, use of audio-visual materials, philosophy of vocational education, individual instruction techniques, reception and management, cashiering, and telephone techniques.

Cadet instructors must be **currently** licensed in the subject/s they will be teaching upon completion of their course (e.g. a cosmetology license is required to teach cosmetology). Full-time schedule options include: Six hours per day for twenty (20) weeks, 6.5 hours a day for (18.5) weeks, or eight hours a day for fifteen (15) weeks. A minimum of 6 hours per day and 24 hours per week will be required for part-time students. 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:

- Applicant must be at least nineteen (19) years of age.
- Proof of high school education or equivalent must be provided.
- Applicant must be currently licensed in Cosmetology, Barbering, Esthetics, and/or Manicuring.

After a personal interview by the School Director, the applicant's credentials are studied. If acceptable, the student may register for classes. Student's starting class date shall be when deemed possible.



### SEQUENCE OF INSTRUCTOR PRACTICAL LESSONS

<b>Week #1</b>	Orientation, fundamentals, teacher maturity, school policies and instructor requirements, hair cutting, shaping, curls and roller construction, comb-out and back-combing techniques and lecture observation.
<b>Week #2</b>	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.
<b>Week #3</b>	Air waving, blower waving, lamp drying, braiding, design theory, artificial nails, review all practical lessons, observe testing, lecture and clinic floor observation.
<b>Week #4</b>	Continue material review, lecture and clinic floor observation, work one-on-one with student, observe testing and evaluation.
<b>Week #5-13</b>	Same as Week #4. Present lesson plan and teach classes, follow-up same material next day.
<b>Week #14</b>	Same as previous weeks. Test and evaluation.
<b>Week #15</b>	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

<b>TEACHING</b>	Lesson planning, student learning principles, teaching methods, written and practical assessment, classroom set up, classroom management and four-step method. (40 hours)
<b>OCCUPATIONAL ANALYSIS</b>	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)
<b>COURSE ORGANIZATION</b>	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)
<b>STUDENT LEADERSHIP DEVELOPMENT</b>	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)
<b>CLINIC SUPERVISION</b>	Practical classroom and clinic services, dispensary, inventory and maintenance, student practical. (340 hours)
<b>EXTRA HOURS</b>	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

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

## INSTRUCTOR COURSE COST

Academic Period of Enrollment is 600 hours:

15 weeks @ 40 hours per week, or  
20 weeks @ 30 hours per week

1. CHARGES: Application Fee:	\$ 100.00
Tuition:	\$ 3,168.00
Equipment and Textbooks:	\$ 363.50*
Uniforms:	\$ 75.00
Taxes:	\$ 38.59
Lab Fee:	\$ 100.00
Other:	

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

2. TOTAL CHARGES:	\$ 3,845.09
3. LESS APPLICATION FEE:	\$ 100.00
4. UNPAID BALANCE:	\$ 3,745.09
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	\$ 180.00
7. State Exam fee (Practical Exam) @ Student Expense	\$ 114.00
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 **\$577.09** is required at the time the student enrolls. The balance is paid over a period of four (4) months. The payment will be **\$792.00** 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**.

## **Instructor Career Opportunities**

Advanced Instruction

Cosmetology

Manicuring

Esthetics

Platform Artist

School Manager

School Owner



## **CHAPTER X**

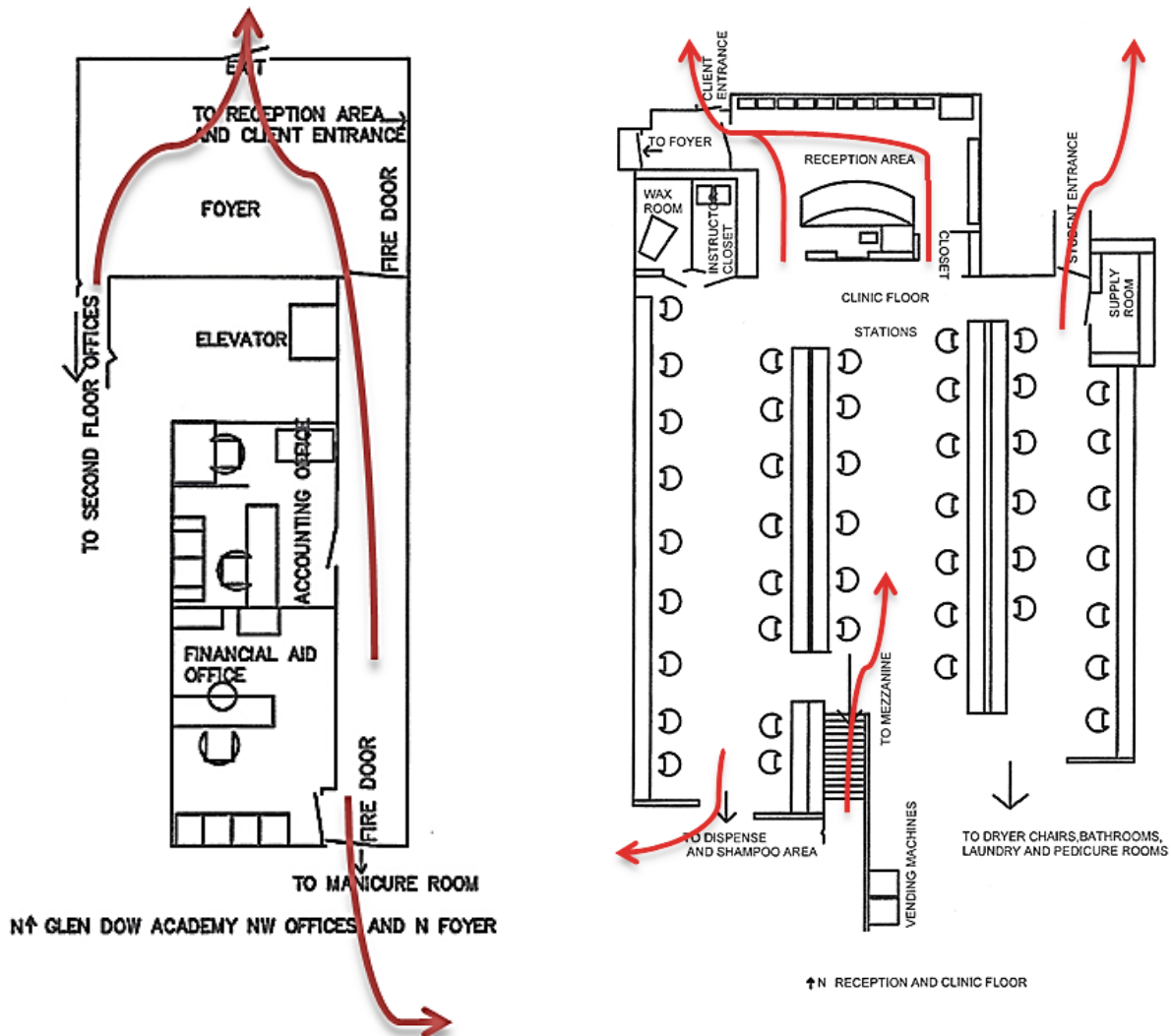
### **EMERGENCY RESPONSE & EVACUATION PROCEDURE**

The following procedure will be used to notify students and staff of a dangerous situation on the school campus. All instructors and staff have access to the school's general paging system, and in the case of an emergency will make a school wide announcement that we are experiencing a **CODE 9 or CODE 10**. **CODE 9** means the school is officially in lockdown, and lockdown procedures should commence immediately. **CODE 10** means that the school must be evacuated, and standard fire escape procedures should be followed.

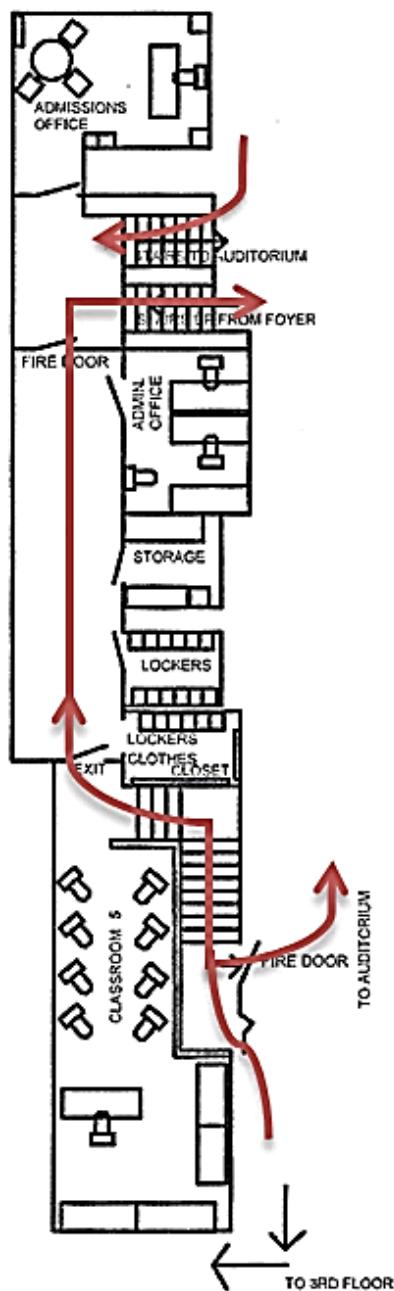
- The instructors will make sure all students follow instructions.
- Any instructor/director can initiate the alert.
- The School Director or other person in authority will notify the police if necessary, who will notify the neighboring community of any impending danger.

#### **TIMELY WARNING**

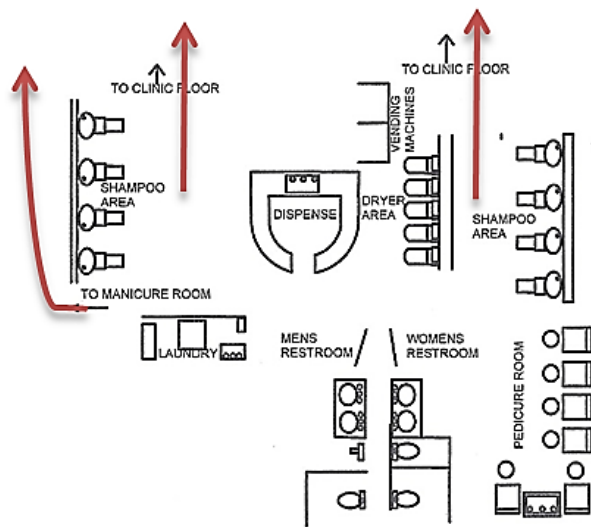
The School Director or person in charge will be responsible for sending out a timely warning by email or text to the campus community, regarding any health or safety situations.



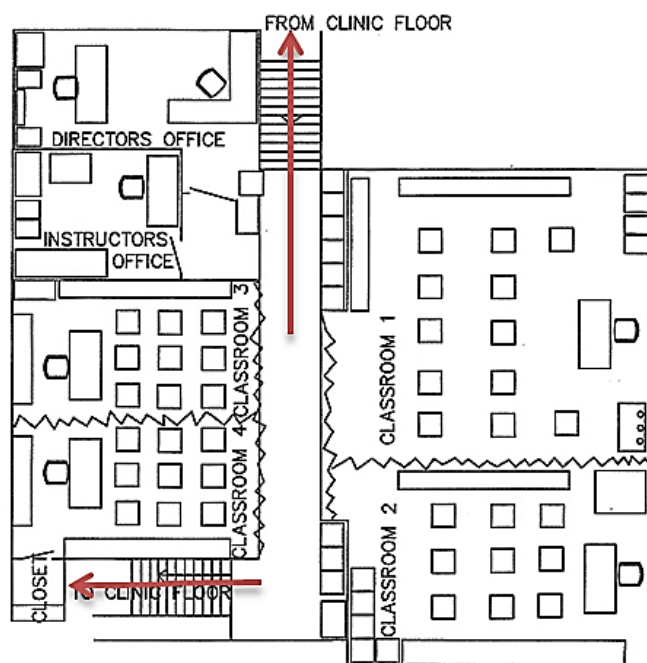




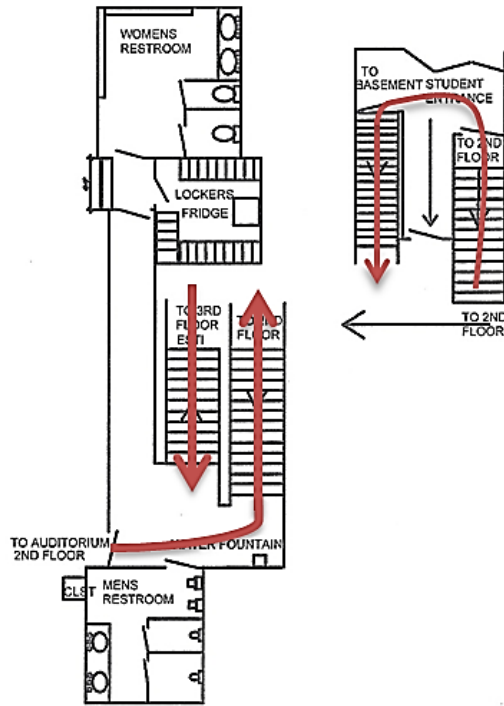
↑ SECOND FLOOR OFFICES AND CLASSROOM 5



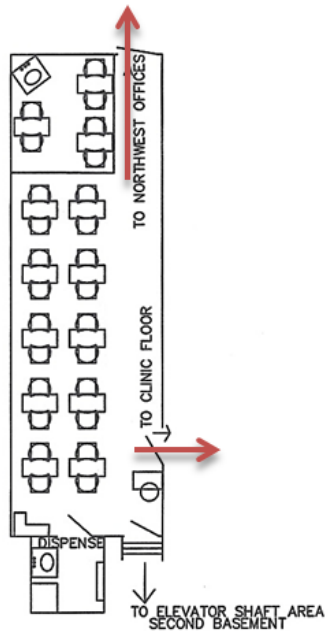
↑ GLEN DOW ACADEMY FIRST FLOOR, DISPENSE, SHAMPOO AREAS, PEDICURE ROOM



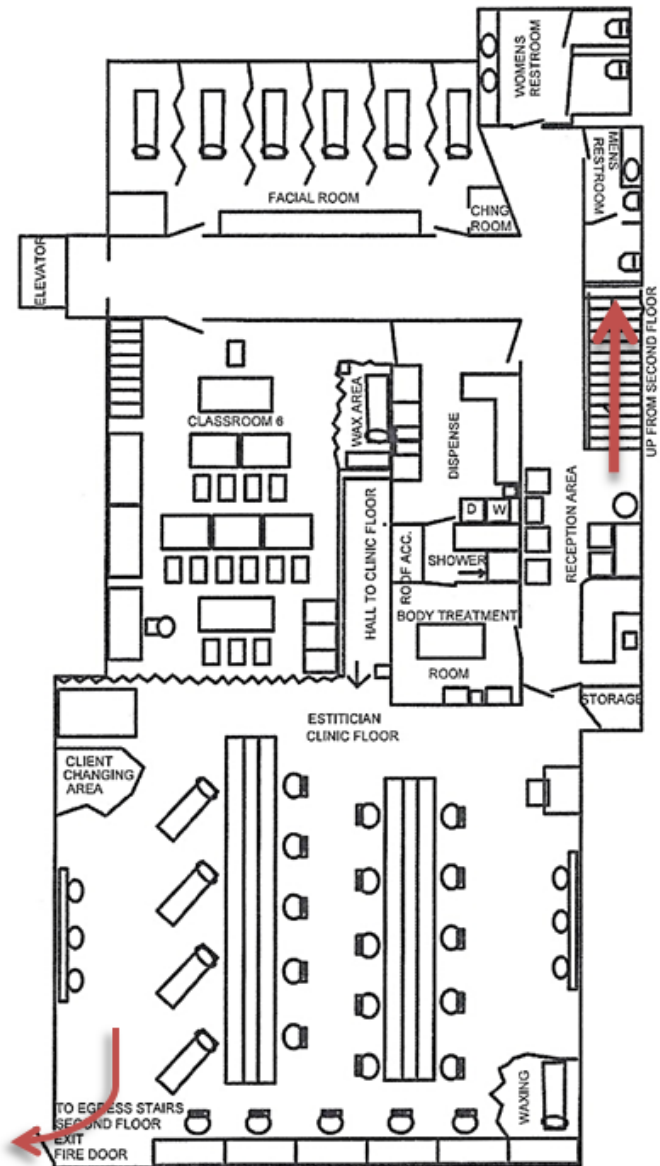
↑ N MEZZANINE OFFICES AND CLASSROOMS 1-4



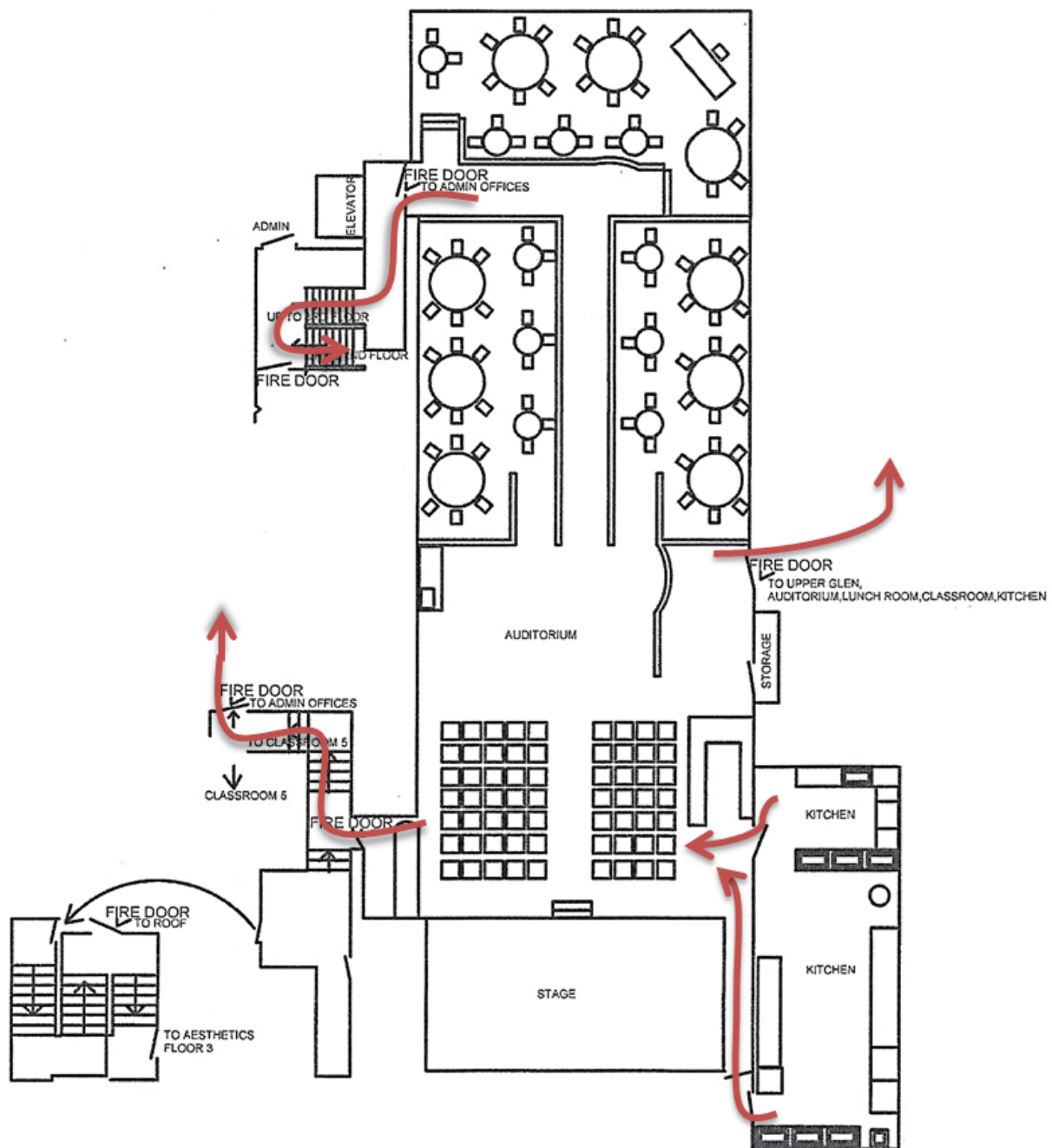
N ↑ STUDENT ENTRANCE, BASEMENT ENTRANCE, 2ND FLOOR ENTRANCE



MANICURE ROOM



N ↑ GLEN DOW ACADEMY THIRD FLOOR ESTHETICIAN



N↑ GLEN DOW ACADEMY AUDITORIUM, CLASS, LUNCH, FIRE EGRESS 3RD FLOOR



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