

# Glen Dow Academy

of Hair Design and Salons, Inc.



*Founded in 1969*

## SCHOOL CATALOG



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

Catalog certified as true and correct for content and policy.

Signed: *Glen C. Dow*

Date: 12/31/18

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# **CHAPTER I**

## **GLEN DOW ACADEMY OF HAIR DESIGN AND SALONS, INC. GENERAL SCHOOL & ADMISSION INFORMATION**

**Jennifer Von Doehren  
& Glen Dow**  
CEO

**Grant Stead**  
School Director/  
Instructor of all Courses

**Jenna Palacios**  
Admissions Director

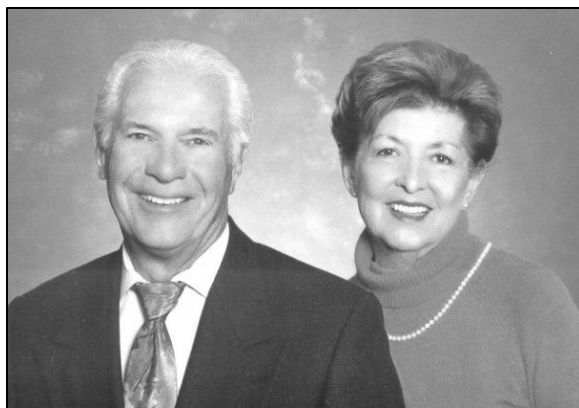
**Jamie Robertson**  
Financial Aid Director

**Cathy Dicks**  
Staff Accountant

**Brian Craig**  
Records Administrator

**Kathy Cooper**  
Front Desk Manager

**Shila Foster-Swanson**  
Administrative Assistant



**Glen & Betty Dow - Founders**

**Mary Jo McNutt**  
Instructor of all Courses

**Pamela B. Craig**  
School Advisor /  
Instructor of all Courses

**Shawna Martin**  
Instructor of all Courses

**Caitlin Balasa**  
Instructor of Esthetics and  
Cosmetology

**Nick Ohlson**  
Instructor of Cosmetology

**Jose Cervantes**  
Instructor of Cosmetology

**Kerri Ivie**  
Director of Esthetics

**Clara Souza**  
Instructor of Esthetics and  
Cosmetology



## **Administration, Staff and Faculty**

### **Glen Dow Academy of Hair Design and Salons, Inc.**

#### **Administration:**

##### **Martin Dow**

*Owner*

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

*Founder and 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*



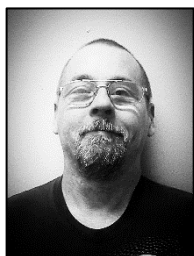
**Kathy Cooper**  
*Front Desk Manager*



**Brian Craig**  
*Records Administrator*



**Shila Foster-Swanson**  
*Administrative Assistant*



**Shawn Blakesley**  
*Maintenance Supervisor*





## **Instructional Staff**



### **Grant Stead – School Director / Instructor of All Courses**

*Licensed Instructor, Cosmetologist, Barber, Esthetician, and Manicurist*

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.

*"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*



### **Pamela B. Craig – School Advisor / Instructor of All Courses**

*Licensed Instructor, Cosmetologist, Master Esthetician, and Manicurist*

Former graduate of the Glen Dow Academy; Pamela has been a licensed Cosmetologist since 1979, and is also a licensed Barber, Manicurist, Master 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 from November 2016 to September 2018 as School Director, and after passing the torch to Grant Stead now serves as an instructor and advisor to Glen Dow Academy's management team.



### **Mary Jo McNutt – Instructor of all Courses**

*Licensed Instructor, Cosmetologist, Master Esthetician, and Manicurist*

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.



### **Kerri Ivie – Director of Esthetics**

*Licensed Instructor, Cosmetologist, and Esthetician*

Kerri has 25 years of experience in the field of Cosmetology and Esthetics. She received her education in Seattle, WA at Gene Juarez Academy. She maintains instructor/operator licenses in both Washington and Idaho. Kerri instructed Cosmetology and Esthetics for Glen Dow Academy in the mid to late 90's. For the next 15 years Kerri instructed Esthetics for Community Colleges in both Washington and Idaho.

Kerri has salon experience with popular Esthetics techniques including microderm, micro current, light therapy, chemical peels, microneedling, dermaplaning, lash extensions and full body waxing. She also has experience working with several product companies, including Dermalogica, Sanitas, Osmosis, Knutek, Epicuren, Eminence, Skin for Life, Prescription Plus and Jane Iredale to name a few.



### **Shawna Martin – Instructor of All Courses**

*Licensed Instructor, Cosmetologist, Master Esthetician and Manicurist*

*"This industry has shown me so much love, and support in being the best I can be, and I am thrilled to help others achieve their goals for a successful future!"*

Mrs. Martin has worked in the beauty industry for 18 years across various local salons/spas, and maintains licenses in Cosmetology, Manicuring, Master Esthetics and Instruction. She attended SCC for Manicuring and Esthetics in 2000, received her Instructor license from Total Cosmetology in 2013, trained to become a Master Esthetician at Glo Med Spa in 2014, and returned to Total Cosmetology in 2016 to earn her Cosmetology license.

Along with her position as Instructor of Manicuring at Glen Dow Academy, she continues to be an active working professional at Mod Hair & Body, as well as the Davenport Spa. She is passionate about instructing and is excited to pass down the valuable knowledge and experience she has gained as a veteran of the industry.



### **Caitlin "Kiki" Balasa – Instructor of Esthetics and Cosmetology**

*Licensed Instructor, Cosmetologist, and Esthetician*

Kiki has been a licensed Cosmetologist since 2016, after completing Glen Dow Academy's Cosmetology program. She returned that same year to take advantage of our Esthetics program, which she graduated from in 2017 and received her Esthetics license. She returned once again in 2018 to become a licensed Instructor, before joining our team as an Instructor of both Esthetics and Cosmetology.



### **Clara Souza – Instructor of Esthetics and Cosmetology**

*Licensed Instructor, Cosmetologist, and Esthetician*

Clara graduated from Glen Dow Academy in 2000. She returned and took the instructor course in 2007 and worked at the Academy instructing in Cosmetology and Esthetics. She has worked at numerous salons and has owned her own salon and spa.

*"I believe that when you seek beauty in all people and things, you will not only find it, you will become it!" – Clara*



### **Jose Cervantes – Instructor of Cosmetology**

*Licensed Instructor, Barber, and Cosmetologist*

As a student at Paul Mitchell the School, Jose graduated with honors and became a licensed Cosmetologist in 2013. He was then hired by the prestigious Bellisma Salon, where he received further training with companies such as Goldwell, Redken, and Brazilian Blow Out. After finishing Paul Mitchell's student instructor program, he accepted a position at Paul Mitchell as a Barber/Cosmetology Instructor, where he taught for one and a half years.

Outside of teaching at Glen Dow Academy, Jose currently enjoys a position at GD Studio in Spokane Valley, where he is able to practice his craft and stay sharp as a professional barber.

As a driven professional, Jose had set a 5 year professional goal to obtain his own trademark. The goal was reached early by trademarking YBFL in 2017, the brand name for his hand crafted cosmetology/barber services and wearable garments. Jose's next goal is to finish writing his own cutting system to teach the fundamentals of haircutting.

*"Living beautifully is an attitude and a persona." – Jose*



**Nick Ohlson – Instructor of Cosmetology**  
*Licensed Instructor and Cosmetologist*

After spending 20 years in the Information Technology field, Nick graduated from Glen Dow Academy as a fully licensed cosmetologist in 2012. He then returned to take our Instructor course, which he graduated from in 2013. Nick decided to pursue Cosmetology because he loves working with people and helping them feel their best. He was also inspired by his mother's success as a Cosmetologist for over 40 years. He is passionate about helping students develop the skills and tools needed to become successful professionals.

**GLEN DOW ACADEMY OF HAIR DESIGN AND SALONS, INC.**  
**Mission Statement**

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

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

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





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



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



Glen Dow 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 Glen Dow 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. Glen Dow Academy offers Cosmetology, Manicuring, Esthetics, Master Esthetics, and Instructor courses.

### ACCREDITATION



The Glen Dow Academy of Hair Design and 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: 3015 Colvin Street, Alexandria, VA 22314; 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 and 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**

Glen Dow 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. Glen Dow 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**

*Note: Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint.*

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 and 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 and Sciences (NACCAS), whose contact information is listed below.

### **NACCAS**

**Address: 3015 Colvin Street, Alexandria, VA 22314**

**Phone: (703) 600-7600 [www.naccas.org](http://www.naccas.org)**



### **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 - 1/8/19, 3/12/19, 7/16/19, 9/17/2019, 11/19/19

Esthetics\Master Esthetics - 1/8/19, 3/12/19, 7/16/19, 9/17/2019, 11/19/19

Manicuring - 1/8/19, 3/12/19, 7/16/19, 9/17/2019, 11/19/19

Instructor – Any date the school is open\*

\*Applications for the Instructor course will be accepted according to Glen Dow Academy's ability to accept them.

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 Glen Dow 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).
8. Instructor Course applicants must also provide a current WA State license in Cosmetology, Barbering, Manicuring, Hair Design, Esthetics or Master Esthetics

After a personal interview by Glen Dow 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.

#### **Re-Entry Policy:**

Students are allowed to re-enter a program after withdrawing while retaining the hours they have already earned toward course completion, if the following requirements are met:

1. It has been less than three (3) years since the determined date of the student's withdrawal
2. Glen Dow Academy can be assured that any issues which may have caused the withdrawal will not pose further issues after the student has re-enrolled.
3. All other standard requirements for admission are met.

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.

### **TRANSFER STUDENTS**

Glen Dow Academy may accept a transfer of student hours from other institutions in Washington State. Transfer student hours are defined as both attempted and completed hours for the purpose of determining when the allowable maximum time frame will be exhausted. SAP evaluation periods for transfer students 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.
5. Students transferring from another institution in Washington State will be accepted with a mutual agreement between the student and Glen Dow Academy as to the creditable hours accepted according to Academy scale of credit.

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).

### **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. Glen Dow 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.

\*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 CLOSURES DUE TO EXTENUATING CIRCUMSTANCES**

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).



## **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 beginning at 8:00 AM, 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 missed 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**

Glen Dow Academy does not discriminate on the basis of sexual orientation, age, race, color, religion, gender, sex 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 Glen Dow 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>
1/8/2019	1/8/2019	1/8/2019	1/8/2019
3/12/2019	3/12/2019	3/12/2019	3/12/2019
5/14/2019	5/14/2019	5/14/2019	5/14/2019
7/16/2019	7/16/2019	7/16/2019	7/16/2019
9/17/2019	9/17/2019	9/17/2019	9/17/2019
11/19/2019	11/19/2019	11/19/2019	11/19/2019

### **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  
Memorial Day  
Thanksgiving**

**Labor Day  
Independence Day  
Christmas Eve/Day**



*Stop dreaming....  
Start doing!*

*Enroll at Glen Dow  
Academy today!*

# **CHAPTER II**

## **SCHOOL POLICIES**

### **TIME CLOCK POLICY:**

It is each student's responsibility to ensure, through proper use of the time clock system, as well communication with the Records Department and/or management, that their time clock entries accurately reflect their attended hours.

- ❖ Students are expected to be present for all hours they are scheduled, and **accurately** record their clock ins and clock outs for each day they are in attendance. In order to ensure that all scheduled time is attended, students should always clock in at least 10 minutes prior to the start of their day.

**Students should have at least 4 time clock entries for each day they are attending:**

- Clock in upon arrival
- Clock out for lunch break
- Clock in from lunch break
- Clock out when leaving for the day

- ❖ Students must clock out for their lunch periods, **and must clock out when leaving the campus for any reason, including externships.** Clocking hours while not on campus is considered **time clock fraud.** If Glen Dow Academy management discovers that a student has willingly clocked hours that they were not present to earn, that student may be suspended or expelled as a result.
- ❖ If a student needs to leave the Glen Dow Academy campus for any reason other than their scheduled breaks, they must first be released by their instructor or the School Director, and notify the front desk that they are leaving.
- ❖ **Adjustments to Clock Entries:** If it is found that a student's time clock entries for a day are inaccurate, the entries will be corrected as needed. However **the student may be issued an infraction** due to violation of Time Clock Policy, which states that clock entries must be accurately recorded. Students are advised that a consistent failure to properly record their time will result in disciplinary action.
- ❖ In the event that a student wants to request an adjustment to their clock entries, that student should complete a "Time Clock Adjustment Form" at the front desk.
- ❖ Our time clock system utilizes a fingerprint scanner to identify the student making a clock entry. If a student finds that their fingerprint is not being accepted by the scanner, even after repeated attempts, it should be **immediately** reported to the Records Office.

### **LUNCH BREAKS:**

- ❖ All student lunches are scheduled as **half-hour (30 minute) lunch periods only, no more and no less.** Students must **always clock out** at the beginning of their lunch period, and clock back in upon returning from lunch.
- ❖ Lunch breaks **are not optional,** which means that all students who are scheduled for a lunch period **MUST** clock out for a 30 minute lunch and clock back in, regardless of how the student will utilize those 30 minutes.
- ❖ In the event that a student is scheduled with an appointment that continues through their scheduled lunch, that student will be required to take their lunch immediately after that appointment is completed, if possible.
- ❖ In cases where it is not possible for the student to take their lunch break due to a client service, they must fill out a Compensation Time form at the front desk to receive credit for the hours earned during their scheduled lunch period. Please refer to the Compensation Time Policy (page 13) for more information.
- ❖ Violations of Lunch Break policy will result in an infraction. Students are also reminded that improper recording of their lunch break in the time clock will constitute a time clock violation (refer to Time Clock Policy above), which is also an infractionable offense.

## **COMPENSATION “COMP” TIME POLICY:**

1. Compensation time may be granted to students when:
  - ❖ The student cannot take their scheduled lunch break due to performing a client service, and cannot take their lunch break after completing that service; or
  - ❖ The student rightfully earns hours that are in excess of their scheduled hours for that day.
2. In order to receive compensation time, students must:
  - ❖ Report to the first floor reception desk **during the same day that compensation time was earned**, providing notice that they need compensation time, and the reason it is needed.
  - ❖ Submit a Compensation Time form to the first floor reception desk, so that compensation time may be scheduled.
3. When compensation time is granted:
  - ❖ The student will be scheduled to leave early for the day, and the compensation time will be added back into their earned hours for that day to compensate for it.
  - ❖ If the student does not leave early for the day as scheduled, **the compensation time will be forfeited.**

## **ABSENCE POLICY:**

Absences are always considered either **excused or unexcused**. If an absence is excused, that means **only** that the student will not receive any disciplinary action based on that absence. Excused absences are still subject to absentee fees when such fees are not waived by “No-charge Days” (page 14) or a doctor’s note.

### **Absences on scheduled days may be excused according to the following guidelines only:**

1. The student contacts Glen Dow Academy at least 10 minutes prior to the start of the day, **each day they are absent** to notify a staff member that they will not be able to attend that day. If documentation is requested to excuse the absence, the student provides that documentation within seven (7) calendar days of the relevant absence.
2. The absence was scheduled ahead of time using a “Request for Time Off” form.
3. The student has been officially released for the day by their Instructor and/or the School Director, **and** notifies the front desk that they are leaving for the day.

**Two unexcused absences in a thirty (30) day period constitutes unsatisfactory attendance.** A student who has two or more unexcused absences in a thirty day period is subject to disciplinary action, including up to three (3) days of suspension.

- ❖ **Notes from physicians, counselors, and other healthcare professionals** are accepted for absences that are due to a medical appointment or condition affecting the student or their child. Notes may also be accepted from child-care organizations in cases where the student was required to pick up their child due to an illness.

Accepted notes will excuse any charges incurred by the absence. However, absences must still be properly excused by arranging for the absence ahead of time with a “Request for Time Off” form, or by calling the school in the proper time frame, **each day the student is absent.**

- In order to be accepted, a note **must have the student’s full name** referenced, as well as the date/s that the student should be excused, and a signature from the physician.
- **Notes MUST be submitted, personally or by fax, within 7 days of the relevant absence.** It is the student’s responsibility alone to ensure they provide the necessary documentation within the necessary timeframe.
- Doctor’s notes will **only excuse charges for the dates that are listed on the note,** unless it is **clearly shown by the documentation** that un-noted absences are related to the noted absences.

### **CALL-IN POLICY:**

Any time a student will be either arriving late, or absent for the day, that student is required to call the school no later than 10 minutes from their scheduled start time for that day. Call-ins for absences and tardiness will be taken by the front desk **starting at 7:30 AM** each school day. When calling in for absences or tardiness, the student **must** speak with a Glen Dow Academy staff member to be excused for the day, and provide the reason that they will be late or absent.

If a student is absent and does not report that absence to the school, it is considered a “no call” absence. **Five (5) consecutive “no call” absences will result in discipline, up to and including termination of enrollment.** In such cases, at the discretion of management, extenuating circumstances may be considered if documentation is provided and it is reasonably clear that the student was not at fault for their inability to contact the school.

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### **TARDINESS POLICY:**

- ❖ Students will be considered late if they are not present in class at the start of their scheduled hours. This means that if a student clocks in at the same time that their scheduled hours begin, that student is already considered to be late.
  - ❖ **If arriving late for any reason,** students must check in at the 1<sup>st</sup> floor front desk immediately after clocking in.
  - ❖ Students who are late on Theory or Testing days (Tuesday, Wednesday, Thursday, Friday) may be denied entry to that day’s class, to prevent disruptions for students who were on time. Students who are late on Client Service days (Monday and Saturday) may have their clients given to other students, or lose morning hours for that day.
  - ❖ Excessive tardiness (at discretion of management) will result in discipline up to and including suspension, and the student will be counseled by Glen Dow Academy staff concerning their consistent failure to arrive on time.
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### **NO-CHARGE HOURS POLICY:**

Glen Dow Academy is a clock-hour institution which expects all students to be in attendance according to their schedule, and charges for scheduled time which is not attended. However, we also understand that unforeseen circumstances can cause students to be absent regardless of their efforts to be in attendance. For this reason, a safety net is provided in the form of “No-Charge Hours”.

- ❖ **Each student begins their enrollment with a certain number of no-charge hours (varying depending upon course and schedule),** which are automatically applied, hour for hour, to negate absence fees when they would otherwise be charged. No-Charge Hours are intended to be a back-up plan to prevent charges. Once all No-Charge Hours have been used to prevent charges, the student will be charged at their contracted hourly rate for any absent time which does not have charges waived by a doctor’s note.
- ❖ No-Charge Hours **only** prevent charges to the student, and **will not excuse absences**. This means that even if No-Charge Hours prevent charges from an absence, **the student must still ensure they notify the school of any absence within the proper time frame to avoid an infraction.** Please refer to the Absence Policy on page 13 for information about excusing an absence.
- ❖ The initial amount of No-Charge Hours provided to a student will be equal to five days’ worth of hours, to be determined according to the maximum hours per day that the student may attend. Please refer to the chart below for amounts provided for standard schedules.

<b><u>Course</u></b>	<b><u>No-Charge Hours Provided at Enrollment</u></b>
Cosmetology (7.75 hours per day)	38.75
Manicuring (6 hours per day)	30
Esthetics (6 hours per day)	30
Master Esthetics (6 hours per day)	30
Instructor (8 hours per day)	40

- ❖ *Students who received “No-Charge Days” (rather than No-Charge Hours) under their contract will retain those No-Charge Days. With regard to how No-Charge Days are applied, such students are subject to the previously listed policy: Students who miss half of a day or less will lose half a No-Charge Day, and students who miss more than half a day will lose one full No-Charge Day.*
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## **LEAVE OF ABSENCE POLICY:**

Any student may request a leave of absence for a maximum of one hundred eighty (180) calendar days, which must be first approved by the School Director. The school reserves the right to accept or deny any leave of absence.

### **The following requirements must be met for all leaves of absence:**

- 1) Requests must be submitted in advance of the date the leave is requested to begin, unless extenuating circumstances prevent the student from doing so (*eg. hospitalization*) and supporting documentation is provided.
- 2) Requests must be submitted in writing (forms are available upon request), include the reason the student is requesting a leave of absence, include the signature of the student requesting the leave, and will not be considered official until approved and signed by the School Director.
- 3) In any twelve (12) month period the school may grant multiple leaves of absence, but the total of these multiple leaves will not exceed the maximum of one hundred eighty (180) calendar days.
- 4) A leave of absence will only be approved with the reasonable expectation that the student will return from that leave of absence and continue their enrollment.
- 5) Students on a leave of absence must return on the first scheduled day after their leave is scheduled to end. **Students who do not return after their leave of absence ends, regardless of the reason, will be immediately dropped from their course and unenrolled from Glen Dow Academy.**

- ❖ If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same satisfactory academic progress status as prior to the leave of absence.
- ❖ A leave of absence will extend a student's contract period and maximum time frame by the exact number of calendar days which elapse during that leave of absence.
- ❖ A student on an approved leave of absence will not incur any additional charges, and will not be included in the student's cumulative attendance percentage calculation.
- ❖ Any changes to the contract period caused by a leave of absence will be confirmed by all necessary parties either by initialing the changes on the contract itself, or by signing an addendum detailing the change in contract period and reason for the change.
- ❖ A leave of absence requested due to a student's medically determinable condition will be approved for up to the maximum allowable number of days (*180 calendar days in a 12-month period*), upon receiving a recommendation from a doctor, in accordance with federal regulations for extenuating circumstances (*i.e. pregnancy, surgery, etc.*).
- ❖ A student who is granted a leave of absence that meets the criteria in this policy will not be considered to have withdrawn from their enrollment, and no refund calculations will be required at that time.

If a leave of absence is granted to a student by Glen Dow Academy prior to receiving a request which fulfills the guidelines in this policy, the reason for the decision will be documented in the student's file, and the required written request will be collected from the student at the closest available date. In this case, the approved leave of absence will be scheduled to begin on the first date the student was unable to attend based on the extenuating circumstances documented.

**If a student on an approved leave of absence withdraws from Glen Dow Academy, or their withdrawal is determined due to a failure to return from their leave as scheduled, the date of withdrawal determination will be the earlier of two dates:** The date the student was scheduled to return, or the date the student notifies the institution they will not be returning.



## **MAKING UP HOURS:**

Make-up hours must be approved at least one day in advance, must be scheduled on a day that is not part of the student's normal schedule, and after being scheduled **are subject to all the same policies that affect a normal scheduled day**. When arriving for a make-up day, a student must both clock in and sign in at the front desk.

### **Requirements for scheduling make-up hours:**

- ❖ Students must submit a "Student Request for Make-Up Hours" form at least one day in advance, for approval by the Records Administrator.
- ❖ Our Master Esthetics and Cosmetology courses exceed the amount of hours in a single academic year, and therefore have multiple academic periods. **Students enrolled in these courses may only make up missed hours in the same period that the time was missed**. This provision does not apply to the other courses offered by Glen Dow Academy, as their course lengths are shorter than 1 academic year.
  - For **Master Esthetics**, the periods are: 1-900 hours, and 901+ hours.
  - For **Cosmetology**, the periods are: 1-1008 hours, and 1009+ hours
- ❖ If the request is approved, the student must then bring the completed and approved form to the front desk so that they may have clients scheduled for that day.
- ❖ Students requesting make up hours must attend their scheduled hours on a regular basis, and must not be missing theory sessions.
- ❖ Only unattended scheduled hours are eligible to be made up. Therefore, days which were not originally scheduled are not eligible for make-up.

## **STUDENT APPEARANCE POLICY**

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. **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.**

1. Students are required to wear a school-issued smock, apron, GLEN DOW ACADEMY T-shirt, or jacket, with black slacks or a dress 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, but 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 outdoor style hooded sweatshirts or 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, midribs, 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.

## **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.

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## **INFRACTION POLICY**

- ❖ Infractions are official records of policy violations. Students may be issued an infraction for violating any policy listed in the school catalog's policy chapter.
- ❖ Infractions may be issued by instructors and administrative staff members only.
- ❖ **Most infractions are simply warnings**, informing the student that a policy has been violated, so that they may keep the violated policy in mind for the future. However, consistent or excessive infractions, especially of the same kind, can and will result in discipline up to and including suspension and expulsion. More serious or extreme violations can also result in immediate suspension or expulsion. Please refer to specific policy sections for explanations of what constitutes a violation of policy.
- ❖ Infraction forms will detail the type of policy violation, include the date the infraction was issued as well as the date/time of the policy violation, and will indicate what action/s are being taken by Glen Dow Academy as a result of the infraction (eg: warning, suspension, expulsion).

# **POLICY & PROCEDURE – MONTHLY RECORD SHEETS**

## **(“DAYSHEETS”)**

### **Daysheets will include two pages for each month:**

- One sheet to record hours earned according to subject, and;
- One sheet to record the services/operations which are practiced and performed.

### **There are two sets of daysheets which are kept in student records by Glen Dow Academy:**

- The student's **personal record** (handwritten daysheets) and;
- The official **school record** (digital daysheets).

### **Entering Hours on Daysheets:**

- ❖ For each day you earn hours on the time clock, you must enter the amount of hours you earned under the appropriate categories on your “Hours” sheet.
- ❖ Our time clock system records hours in 15 minute increments **only**. On daysheets, **15 minutes is entered as 0.25 hours, because it is one fourth (1/4) of an hour.** (For example: 7 hours and 45 minutes should be entered as 7.75 hours.)
- ❖ **MAXIMUM Hours:** Each column on the “Hours” sheet corresponds to a subject of study, and has a maximum amount of hours that may be entered for that subject. You may not exceed the maximum hour value in any given column (noted at the top of each column).

### **Entering Operations:**

- ❖ On your Operations sheet, you will record the number of times you have performed a service/procedure from start to finish, in each required category. These practical requirements must also be signed off by your instructor using a separate document (often referred to as “circle sheets”).
- ❖ All entries on the “Operations” sheet should be an integer, also known as “whole numbers” (1, 2, 3, 4, 5...), because “1” represents one completed service/procedure.
- ❖ **MINIMUM Operations:** Each column on the “Operations” sheet corresponds to services and procedures you will practice and perform during your enrollment. These columns have minimum amounts that must be completed prior to graduation (noted at the top of each column).

### **Submission of Daysheets & Due Dates:**

- ❖ Both handwritten and digital daysheets are due on the **first school day of each month**. A student whose daysheets are past due by one week or more will be issued an infraction, and will have all appointments cancelled until their daysheets are submitted.
- ❖ **Only handwritten daysheets should be submitted** to the Records Office by students. Digital daysheets should simply be completed in the computer.
- ❖ Digital daysheets (the official school record) will be reviewed for accuracy, with respect to the student's actual time clock entries. **Students with incorrect entries will be asked to make adjustments to their sheets.** Please refer to “Guidelines for Digital Daysheets” on the following page for more information.

### **Guidelines for Handwritten Daysheets:**

- ❖ Handwritten daysheets should always be completed on a blank daysheet, and all entries including totals must be 100% handwritten, with no typed entries. Instructors will be able to provide blank daysheets for students to use.
- ❖ Before submitting handwritten daysheets, students **should always make sure that their LEGAL first and last name is included** in the “STUDENT NAME” box. Daysheets that are submitted without a name **will be discarded.**
- ❖ Handwritten daysheets may be submitted as two separated sheets of paper, or may be printed front and back on one sheet of paper. **They should NOT be stapled together, nor inserted into plastic page holders, or any other type of container.**

### **Guidelines for Digital Daysheets:**

- ❖ A printed digital daysheet will not be accepted in place of handwritten sheets. Glen Dow Academy requires both a handwritten **AND** electronic record. If you print and turn in your digital daysheet, **it will be discarded.**
- ❖ **After a digital daysheet has been reviewed by the Records Office:**
  - Entries which are not accurate will be highlighted in a light red color.
  - The correct value for any highlighted entries will be listed, and;
  - The student will be notified that corrections are necessary, at which point they should review their digital daysheet and make the required adjustments.
- ❖ Only daily hour entries can be altered by students. This is because digital daysheets include mathematical formulas which calculate totals automatically. In order to avoid errors and tampering with these formulas, the boxes which contain these formulas are locked and cannot be edited by students.
- ❖ **If maximum hours are exceeded** in any category on the “Hours” sheet, **the entire column will automatically highlight in red.** In this case, the excess hours will need to be moved into a different, but **appropriate** category. Students may consult their instructor if they are unsure of which category their hours fall under.
- ❖ To avoid inaccurate entries on your digital daysheet, you will need to know the exact amounts of hours you have earned during each day of a given month. If you are unsure of these amounts, a copy of your attendance record may be obtained by request at the Records Office.

*Students who have further questions about Daysheets and their requirements may visit the Records Office for more information.*

## **ADDITIONAL SCHOOL POLICIES**

1. 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.
2. **Recording of Conversations on School Grounds:** Pursuant to Washington State Law RCW 9.73.030, it is **illegal for any persons to intercept or record any private communications unless all parties involved provide consent.** It is expressly implied herein that no Glen Dow Academy staff member provides verbal or written consent to be recorded. Therefore, *(without express consent)* it is illegal to record any conversation or record video anywhere on the Glen Dow Academy campus.
  - ❖ Types of communications which apply include: In-person conversations, telephone calls, electronic communications, as well as communications utilizing a device of any sort (electronic or otherwise) which is designed to record and/or transmit said communication, regardless of how the device is operated.
3. **Cell Phone Policy** – Students may use their cell phones for personal use during break periods or lunch, but only on the second floor, in the student entrance, or outside the building, unless otherwise allowed by an instructor for an educational purpose. Students are expected to turn off their cell phones when entering a classroom, unless otherwise allowed by an instructor. Cell phones will not be confiscated, though students may be asked to store their phones in their lockers if they become a distraction. **Students MAY NOT use their cell phones on the clinic floor or within view of clients at ANY TIME.**
4. Students may not chew gum inside the school building at any time of the day.
5. **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.
6. All packages, bags and purses are subject to searches at any time it is deemed necessary.
7. The school requires that all areas be maintained in a clean and sanitary way. Students are required to perform sanitation duties on a regular rotating basis, which are overseen and confirmed by instructors.
8. As required by the City of Spokane, students **may not sit on the sidewalk or blacktop** of the Glen Dow Academy campus.
9. The elevator is **only to be used while escorting clients** to and from their appointment.
10. 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, depending upon the circumstances. Students with weapons and/or stolen property in their possession **may be suspended or expelled as a result.**
11. Students must have instant hand sanitizer at their clinic station at all times.
12. 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.
13. 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.
14. **Students may be sent home for the day for the following reasons:** Disruptive or aggressive behavior, insubordination, refusing to take a client, failure to meet student appearance guidelines, and other continuous or severe policy violations which cause a disruption to the learning environment, or cause harm to the business.



## **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, five or more consecutive "no call" absences, repeatedly improper or unacceptable practical performance, habitual absenteeism, highly disruptive or aggressive behavior, alcohol possession or consumption on campus, substance-induced intoxication of any kind on campus, possession or use of illegal drugs, harassment of other students, consistent emotional instability, possession of weapons or stolen property, and other extreme or repeated policy violations.

## **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.

## **STUDENT EXTERNSHIP POLICY AND 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.

*\*Externships 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 (GLEN DOW ACADEMY, 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:**

- Student must meet 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. Parents or guardians of dependent minors may request an appointment between 9:00 a.m. and 4:00 p.m. with the School Director. 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. 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 about vaccinations, call Spokane Regional Health District at (509) 324-1600.



## **STUDENT SANITATION DUTIES**

<b><u>CLINIC FLOORS, 1<sup>st</sup> and 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> and 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 and Hoods</li><li>5. Garbage</li><li>6. Clean Shampoo Chair Bases</li><li>7. Sanitize Sinks and 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 and Taps</li></ol>
<b><u>FACIAL ROOM:</u></b> <ol style="list-style-type: none"><li>1. Vacuum</li><li>2. Sanitize Sinks and Chairs</li><li>3. Sanitize and Organize Cabinet</li><li>4. Maintain/Sanitize Wax and Body Treatment Rooms</li></ol>	<b><u>MANICURING STATIONS:</u></b> <ol style="list-style-type: none"><li>1. Maintain/Sanitize Table and 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 and COLLECTION POLICIES**

#### **GLEN DOW ACADEMY REFUND POLICY:**

1. If student/purchaser's application is not accepted by Glen Dow Academy, all monies received by Glen Dow Academy will be refunded within three (3) business days. Acceptance of application fee by school/seller signifies confirmed place in class.
2. If a student (or in the case of a dependent student under legal age, his or her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded with the exception of the non-refundable application fee of **ONE HUNDRED and no/100 DOLLARS** (\$100.00). The postmark on written notification will determine the cancellation date, or the date said information is delivered to school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student/purchaser cancels enrollment prior to entering classes, but after three (3) business days of signing this enrollment agreement, all monies by him or her, EXCEPT for the non-refundable application fee of **ONE HUNDRED and no/100 DOLLARS** (\$100.00) shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to school administrator/owner in person.
4. If a student on an approved leave of absence withdraws from Glen Dow Academy or otherwise does not return from their leave of absence, the date of withdrawal determination will be either the date the student was scheduled to return, or the date the student notifies the institution they will not be returning, whichever date is earlier.
5. 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. For student/purchasers who enroll or start classes, the following schedule of adjustments of monies paid is authorized:
  - I. All kit equipment fees, uniform fees, other fees (as explained herein) and state sales/use taxes are payable by student/purchaser in full, and no refunds are available with respect of those items.
  - II. Tuition shall be adjusted as follows:
6. ATTENDANCE/ENROLLMENT 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/enrollment 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 the student's scheduled hours.

**PERCENTAGE OF TIME ELAPSED BETWEEN  
THE START DATE AND THE DATE WHICH THE  
STUDENT FORMALLY TERMINATES ENROLLMENT**

0.01%	-	4.99%
5.0%	-	9.99%
10.0%	-	14.99%
15.0%	-	24.99%
25.0%	-	49.99%
50.0%		or more-

**AMOUNT OF TOTAL TUITION  
SCHOOL SHALL RECEIVE OR RETAIN**

20% to be retained or received
30% to be retained or received
40% to be retained or received
45% to be retained or received
70% to be retained or received
100% to be retained or received

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

**NOTE:** Discounts, if any, granted for cash payment upon enrollment have been offset against fixed costs, and shall not be considered in the foregoing refund policy.

**NOTE:** When federal or state financial aid, loans, and/or grants are involved in the financing of student's education, such programs generally provide for the payment of your school costs and tuition only so long as you are in full-time attendance and maintaining satisfactory progress at school. If you are under any such program and you should cease your education, you are nonetheless subject to the foregoing refund policy, and you will be held personally responsible for any balance due.

7. In cases of illness, disability, accident, death in immediate family, or other mitigating circumstances beyond the control of student/purchaser (to be determined by school/seller), the school/seller may, but is not required to, make a settlement which is reasonable to both parties, and which may exceed the Minimum Tuition Adjustment guidelines.
8. THE PAYMENT ADJUSTMENT TERMS CONTAINED HEREIN DO NOT AFFECT OR IMPAIR THE LIEN ON EQUIPMENT, DESCRIBED ABOVE, WHICH EXISTS UNTIL RELATED PERCENTAGES OF TUITION, AND FULL PAYMENT FOR EQUIPMENT AND ALL OTHER ITEMS PROVIDED FOR HEREIN HAVE BEEN RECEIVED BY SCHOOL/SELLER. In the event a student/purchaser requests that his or her certified school record transcript be provided to him or her, for any reason, a \$20.00 fee shall be charged.
9. Any refund/repayment due based on the above adjustment will be paid in full to FFELP Loans, Pell Grant, FSEOG, Washington State Need Grant, other financial aid or monies, or student, as determined within forty-five (45) days of formal termination.
10. An administrative fee will be charged to students exiting the course prior to completion of all full courses offered by the Academy. The fee for this is \$150.00. At the discretion of the manager, this fee may be waived.
11. In the event of a course cancellation, students who have enrolled and begun their training will be provided with completion of their course. Students who have enrolled but have not begun training will be refunded all monies paid.
12. In the event of a school closure, Glen Dow Academy will participate in a Teach-Out agreement which shall be open to all students who have enrolled and begun their training.
13. This refund policy is applied to all terminations, regardless of the reason for the termination or the party which initiated the termination, including but not limited to: Student notification, termination of student enrollment by Glen Dow Academy, course cancellations, and school closure. If a student notifies Glen Dow Academy that they are withdrawing, the postmark on written notification will determine the cancellation date, or the date said information is delivered to school administrator/owner in person. Unofficial withdrawals are determined by weekly monitoring of clock hour attendance.
14. Collection procedures on all accounts will reflect good taste and sound, ethical business practices. Any third parties which receive student information for the purpose of collection will comply with Glen Dow Academy's cancellation and withdrawal and settlement policies.



## **GLEN DOW ACADEMY 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, and 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 and 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 and 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 and 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 student's 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):

- |   |
|---|
| <ol style="list-style-type: none"><li>1. State Need Grant (SNG)</li><li>2. Other state grant funds</li><li>3. College Bound Scholarship (CBS)</li></ol> |
|---|

## **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 ("SAP") POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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\*** scheduled hours  
(*academic year of 1008 hours*)

Esthetics: **375, 750, 937\*** scheduled hours

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

Manicuring: **330, 660** scheduled hours

Instructor: **300, 600** scheduled hours

*\*These evaluation points are scheduled past the total number of hours in the course. They are scheduled in this way to account for scheduled hours which may not be met, pushing the student's total scheduled hours past the amount accounted for in the course.*



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, given a copy of their Satisfactory Academic Progress Evaluation Report, 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 frame (which does not exceed 143%\* of the course length) allowed for students to complete each course is stated below. Students who are unable to graduate from their program in that program's maximum timeframe, as stated below, will be automatically withdrawn from the program.

\*State financial aid programs administered by Washington Student Achievement Counsel (WSAC) have a maximum time frame of 125% of the published program length. If a student who is eligible for these state programs does not graduate within this maximum time frame, they will be able to stay enrolled up to the federal maximum time frame of 143% of course length, but may lose eligibility for these programs.

<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 retake failed or missed tests and incomplete assignments, but retaken tests will not replace the previous grade. If final exams must be retaken, a fee of \$35 will be charged for each retaken final. Numerical grades are considered according to the categories listed on the right.

<b>93-100%</b> <b>EXCELLENT</b>
<b>85-92%</b> <b>VERY GOOD</b>
<b>70-84%</b> <b>SATISFACTORY</b>
<b>0-69%</b> <b>UNSATISFACTORY</b>

### **DETERMINATION OF PROGRESS STATUS**

Glen Dow Academy notifies students of any evaluation that impacts the student's eligibility for financial aid. 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.

### **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 a warning period may be placed on probation if: The student appeals the decision, prevails upon appeal, and it is mathematically possible for that student to meet Satisfactory Progress by the next checkpoint. If it is not possible for the student to meet Satisfactory Progress standards by the next checkpoint, Glen Dow Academy may choose to assign an academic plan for the student which, if followed by the student, will allow them to meet satisfactory progress by a specific point within the maximum timeframe of their course. Any student will be allowed to appeal a satisfactory progress determination, though approval of an appeal is not guaranteed. Students will be advised in writing of the actions required to attain

satisfactory academic progress in the required timeframe. The institution will notify students of any evaluation that impacts the student's eligibility for financial aid.

If a student is placed on probation with an academic plan, their ability to meet the requirements of that plan will be reevaluated at the subsequent checkpoint to ensure that it is still possible for them to meet that plan. Students who are meeting the requirements set forth in their specific academic plans are considered to be making Satisfactory Academic Progress.

If a student has still not met both the attendance and academic requirements for satisfactory academic progress by the end of a probationary period, he/she will be determined as NOT making satisfactory academic progress and will be deemed ineligible to receive Title IV, HEA program funds. A student who has lost their eligibility for Title IV, HEA program funds may regain eligibility after reaching the minimum satisfactory academic progress standards by either the next scheduled checkpoint, or by the end of an academic plan if one has been assigned.

Only students who maintain satisfactory academic progress are eligible to receive Title IV, HEA program funds, unless the student the student is on warning or has prevailed upon appeal of a determination which has resulted in the status of probation.

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

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements, or by prevailing upon appeal of their progress determination.

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

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress for two consecutive evaluation periods, the student may appeal the determination within ten calendar days of that determination. Any student may submit an appeal of this nature, for any reasons they decide to include, although approval of appeals is dependent on the discretion of management and is therefore not guaranteed. Reasons for which a student might appeal a negative progress determination could include: death of a relative, an injury or illness of the student, or other special or mitigating circumstances which have prevented the student from being able to meet satisfactory progress standards.

The student must submit their written and signed appeal to the school, including any reasons and documentation that outlines why their unsatisfactory progress determination should be excused at that time. Appeals should indicate the student's plan for meeting SAP standards, or what has changed about the student's situation that will allow them to meet SAP standards by the next evaluation point. Appeal documents will be reviewed by Glen Dow Academy, 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 SAP determination will be reversed, and the student's financial aid eligibility will be reinstated if applicable.

### **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. Eligibility certification for Washington State License Examination will be determined when required hours of creditable attendance are obtained, and practical requirements have been fulfilled.



## **GRADUATION REQUIREMENTS FOR ALL COURSES**

**In order to be considered graduated from the course and receive a diploma, a student must:** Complete all required hours and training requirements for their course, pass their final exams with a grade of seventy-five percent (75%) or higher, have their hour and requirement records be certified by the Records Office, complete student loan exit counseling if necessary, and complete an in-person Exit Interview. Graduates are authorized to take the Washington State Licensing examination only after all charges on their account with Glen Dow Academy are paid in full.

A student may be referred for State Examination 80 hours prior to graduation if their account is paid in full, but must graduate from their course and receive their diploma before taking their examination.

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 their final written or practical 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.

### **EMPLOYMENT ASSISTANCE**

The Glen Dow Academy of Hair Design and 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 Glen Dow 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%.

### **Noncredit and Remedial Courses**

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

### **TRANSFER STUDENTS**

Glen Dow Academy may accept a transfer of student hours from other institutions in Washington State. Transfer student hours are defined as both attempted and completed hours for the purpose of determining when the allowable maximum time frame will be exhausted. SAP evaluation periods for transfer students 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.
5. Students transferring from another institution in Washington State will be accepted with a mutual agreement between the student and Glen Dow Academy as to the creditable hours accepted according to Academy scale of credit.

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).



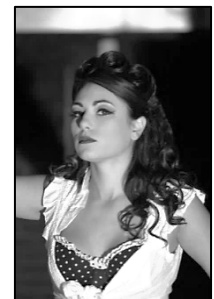
# CHAPTER V

## COSMETOLOGY COURSE

### DESCRIPTION AND OBJECTIVES

Our Cosmetology course covers 1600 hours of state-required instruction, and 125 hours of additional instruction, for a total of 1725 hours. Students will acquire knowledge and practical skills in a large variety of subjects, including:

- ❖ 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
- ❖ Anatomy – Cells, muscles, bones, systems of the human body
- ❖ Chemical waving and chemical relaxing
- ❖ Hair coloring
- ❖ Hair lightening
- ❖ Facial and scalp treatments
- ❖ Safety, sanitation, and first aid
- ❖ 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
- ❖ Salon business structure and practices, job skills, interview preparation, resumes, customer service



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 Glen Dow 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 Glen Dow Academy itself, is to provide well-rounded 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.

A Washington State Cosmetology License is required to become a professional Cosmetologist. By completing this course and passing the WA State Licensing Examinations, you will become a licensed Cosmetologist in Washington State. 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.

As outlined by Washington State Law, RCW 18:16, a minimum of 1600 hours are required for licensure. These 1600 hours are divided as follows:

- ❖ 1400 hours are dedicated to **hair care** training and services.
- ❖ 100 hours are dedicated to **manicuring** training and services.
- ❖ 100 hours are dedicated to **esthetics** training and services.



### **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, infection control and decontamination 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
- Temporary 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
- Anatomy/Physiology: Bones, muscles and cells

Review all topics  
Freshman exam

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

Introduction to and review of:

- Facials, make-up, eyebrow and eyelash tinting
- Manicuring, pedicuring
- Anatomy: Bodily systems, review of bones, muscles and cells
- Hair and skin diseases and disorders
- Hair extensions
- Design principles
- Reception desk training/Business practices
- Artificial hair, wigs, and hair extensions
- Portfolio workshop

Review all subjects learned, expand knowledge from Freshman Phase, and gain practical knowledge and skills on clients on clinic floor. Work toward completing practical 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 and trimming of the hair, arranging, dressing, curling, waxing, cleansing, shampooing, bleaching, coloring, chemical waving, chemical relaxing, rinsing, conditioning, scalp treatments, blow dry waving, brush waving, air waving and other similar styling techniques; manicuring and pedicuring techniques including cleaning, shaping, polishing, decorating and caring for and treatment of the cuticles and nails of the hands and feet, safety, sanitation 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; anatomy, physiology, and histology of the hair, skin, nails, bones, muscles, and nerves, including structure of the head, face, neck, and study of bodily systems; bacteriology, 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 products/materials, equipment, and tools; general and personal hygiene practices; elementary chemistry in compounding, and safe storage of cosmetic supplies. Client and personal safety procedures. Professional maintenance and operation of the workstation and facility.
- ❖ Business practices and preparation for employment in the field of Cosmetology, including: Salon structure, practices, and business management. Resumes, portfolios, and interview coaching. WA State laws applicable to Cosmetology, and customer service/reception training.

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

Introduction to and review of:

- WA State rules and regulations, business practices
- Job preparation (resume, portfolio)
- Employer interview techniques

Continue with review of subjects already introduced in Freshman and Junior phases, prepare for WA State exams, take final written and practical examinations. Complete exit interview, graduation, and sign up for WA State Exams.

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

<b>Subject</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>	<b>Resources</b>
<b><u>Manicuring - 100 HOURS</u></b>				
Manicuring	8.25	28	36.25	Milady 2017 ed.
Pedicuring	8.25	40	48.25	Milady 2017 ed.
Nail Structure, Diseases & Disorders	15.5	0	15.5	Milady 2017 ed.
<b><u>Esthetics - 100 HOURS</u></b>				
Facials	22.5	20	42.5	Milady 2017 ed.
Temporary Hair Removal	15	2.5	17.5	Milady 2017 ed.
Skin Structure, Diseases & Disorders	20	0	20	Milady 2017 ed.
Make up	10	10	20	Milady 2017 ed.
<b><u>Hair Care - 1400 HOURS</u></b>				
Shampooing	15	15	30	Milady 2017 ed.
Scalp/Hair Structure & Analysis	15	15	30	Milady 2017 ed.
Scalp/Hair Diseases & Disorders	10	0	10	Milady 2017 ed.
Hair Cutting	25	225	250	Milady 2017 ed.
Anatomy & Physiology	30	0	30	Milady 2017 ed.
Cut/Trim Facial Hair	3	20	23	Milady 2017 ed.
Design Principles	20	0	20	Milady 2017 ed.
Thermal Style	20	105	125	Milady 2017 ed.
Wet Style	20	150	170	Milady 2017 ed.
Dry Style	3	137	140	Milady 2017 ed.
Style Aids	12	0	12	Milady 2017 ed.
Artificial Hair	10	17	27	Milady 2017 ed.
Safety, Sanitation & First Aid	16	125	141	Milady 2017 ed.
Laws and Regulations	10	0	10	Milady 2017 ed.
Hair Color/Bleach	20	125	145	Milady 2017 ed.
Permanent Waving	30	100	130	Milady 2017 ed.
Chemical Relaxing	25	18	43	Milady 2017 ed.
Business Practices	20	0	20	Milady 2017 ed.
Bacteriology	15	0	15	Milady 2017 ed.
Chemistry	12	0	12	Milady 2017 ed.
Electricity	17	0	17	Milady 2017 ed.
<b><u>Grand Total Hours</u></b>				
	<b>447.5</b>	<b>1152.5</b>	<b>1600</b>	

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

<b>Subject</b>	<b>Total Hours</b>	<b>Resources</b>
Orientation	8	Glen Dow Academy Catalog, First Day Handouts
Reception Desk Training	50	Milady Text
Portfolio	17	GLEN DOW ACADEMY Handouts
Salon Business Management	10	Milady Text, As The Chair Turns
Additional State Exam Preparation	40	Milady Text, D.L. Roope Packet
<b>TOTAL ADDITIONAL HOURS</b>	<b>125</b>	

### **Calculation of grades:**

The grading procedure for written and practical testing, regardless of course, is calculated by dividing the number correct by the number possible on each test to reflect a percentage grade. Seventy percent (70%) is considered to be a passing grade with regards to all testing other than Final Exams, which must be passed with a score of seventy-five percent (75%) or better.



## **PURPOSE OF ADDITIONAL INSTRUCTION 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 theory in salon business management, customer service/receptionist training, communication skills, additional time to ensure preparedness for WA State Examinations, insight from professionals in the industry, and an opportunity to develop a portfolio which will showcase their skills for potential employers. These additional hours are interspersed throughout the 1725-hour course.

The additional course content includes the following: Salon development and management, goal-orientated motivation skills, salesmanship, Glen Dow Academy orientation, Glen Dow Academy photoshoots, portfolios, financial literacy, review of applicable Washington State laws, communication skills, marketing, public relations, human relations, receptionist training, Cosmetology math, nutrition, massage, and guest speaker events.



## **REQUIRED OPERATIONS**

Operations are procedures that must be practiced and performed throughout a course. The number of operations required for a category is the minimum number of times that service must be practically performed before the student graduates. A student's completion of these operations will be verified and certified by their instructor, and the minimum operations must be fully completed before the student can graduate from their course.

<b>Cosmetology Operations</b>	<b>Minimum Operations Required</b>
Artificial Hair	6
Bleach	5
Blow Dry Style	56
Braiding	10
Comb Out	35
Condition and 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	5
Rollers and 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. All fees (equipment, books, taxes, etc.) are mandatory for all students.

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 Glen Dow 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.

Extra-instructional charges for this course: \$7.09 per hour (\$54.95 per day). Absentee time is charged at regular tuition rate.

## **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 Glen Dow 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.

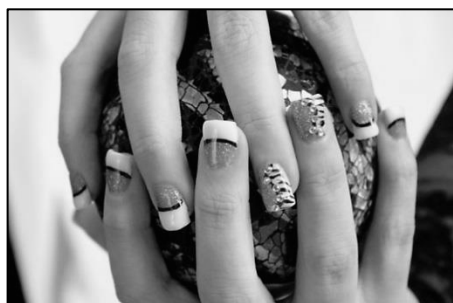
This is a 22-week course. Students will have 45-minute classes, 30-minute lunch periods and 15-minute breaks. This course employs a variety of instructional methodologies such as demonstrations, discussions, questions and answers, demonstration, cooperative learning, distance learning, problem solving, 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 and 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, and 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 and 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**



### **Calculation of grades:**

The grading procedure for all written and practical testing is calculated by dividing the number correct by the number possible on each test to reflect a percentage grade. Seventy percent (70%) is considered to be a passing grade with regards to all testing other than Final Exams, which must be passed with a score of seventy-five percent (75%) or better.



Subject	Theory	Demo	Practical	Total
<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 and Disposal of				
Equipment and Supplies				
Disinfectants				
Methods of Sanitation of				
Equipment				
<b>Safety and First Aid</b>	5	1	2	8
Use of Antiseptic				
Demonstration and Proper				
Use of Implements				
First Aid				
<b>Diseases and Disorders</b> (Nails Only)	10	0	2	12
<b>Salon Business 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 INSTRUCTION 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**

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



## Manicuring Career Opportunities

Manicurist

Instructor

Manufacturers Representative

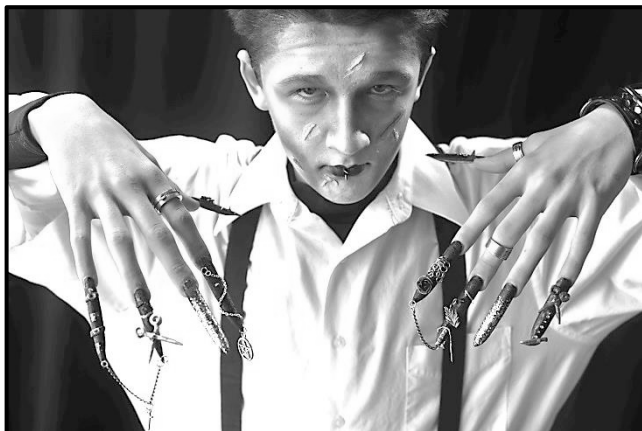
Platform Artist

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 Glen Dow 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.

Extra-instructional charges for this course: \$8.08 per hour (\$48.48 per day). Absentee time will be charged at regular tuition rates.

All fees (equipment, books, taxes, etc.) are mandatory for all students.

# **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 Glen Dow 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 Glen Dow 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**

<b>Week #1</b>	<b>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.</b>	<b>Week #14</b>	<b>Business practices, cover letters, Washington State RCW and WAC regulations.</b>
<b>Week #2</b>	<b>Introduction to bacteriology, massage, and first aid as it relates to esthetics.</b>	<b>Week #15</b>	<b>Review weeks 1-14 and Test</b>
<b>Week #3</b>	<b>Temporary hair removal of the skin, including tweezing, waxing, and trichology, treatment room/floor overview.</b>	<b>Week #16</b>	<b>Review skin analysis.</b>
<b>Week #4</b>	<b>Introduction to facial treatments including compresses, masks, exfoliation, and mechanical appliances.</b>	<b>Week #17</b>	<b>Review bacteriology and massage.</b>
<b>Week #5</b>	<b>Introduction to skin histology and physiology.</b>	<b>Week #18</b>	<b>Review treatment room and temporary hair removal of superfluous hair of the skin.</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 #19</b>	<b>Review facial treatments and facial machines.</b>
<b>Week #7</b>	<b>Introduction to makeup, color theory, and strip lash application.</b>	<b>Week #20</b>	<b>Review skin histology and physiology.</b>
<b>Week #8</b>	<b>Introduction to anatomy and physiology.</b>	<b>Week #21</b>	<b>Review diseases and disorders of the skin, client consultation and retention.</b>
<b>Week #9</b>	<b>Cosmetic chemistry and ingredients.</b>	<b>Week #22</b>	<b>Review cosmetic chemistry and ingredients.</b>
<b>Week #10</b>	<b>Chemistry as it relates to esthetics.</b>	<b>Week #23</b>	<b>Review chemistry.</b>
<b>Week #11</b>	<b>Introduction to chemistry as it relates to esthetics.</b>	<b>Week #24</b>	<b>Review electricity.</b>
<b>Week #12</b>	<b>Advanced topics and treatments.</b>	<b>Week #25</b>	<b>Final Examinations</b>
<b>Week #13</b>	<b>Business skills, job placement, resume writing, portfolio building.</b>		

## Esthetics Course Breakdown – 750 STATE REQUIRED HOURS

Subject	Theory	Demo	Practical	Total
<b><u>Skin Care</u></b>				
Skin Analysis	24	6	17	47
Manual and Machine Facials	114	54	220	388
Body Treatments	5	10	28	43
<b><u>Temporary Removal of Superfluous Hair</u></b>				
Skin Analysis and Prep	5	2	9	16
Tweezing and Waxing	16	8	70	94
<b><u>Sanitation</u></b>	15	5	50	70
<b><u>Disorders and 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>



### **Calculation of grades:**

The grading procedure for all written and practical testing is calculated by dividing the number correct by the number possible on each test to reflect a percentage grade. Seventy percent (70%) is considered to be a passing grade with regards to all testing other than Final Exams, which must be passed with a score of seventy-five percent (75%) or better.



## 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>
6. 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 Glen Dow 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.

Extra-instructional charges for this course: \$8.08 per hour (\$48.48 per day). Absentee time will be charged at regular tuition rates.

All fees (equipment, books, taxes, etc.) are mandatory for all students.

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

#### **Calculation of grades:**

The grading procedure for all written and practical testing is calculated by dividing the number correct by the number possible on each test to reflect a percentage grade. Seventy percent (70%) is considered to be a passing grade with regards to all testing other than Final Exams, which must be passed with a score of seventy-five percent (75%) or better.



**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 and 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 and 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 and 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 Glen Dow 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.

All fees (equipment, books, taxes, etc.) are mandatory for all students.

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.

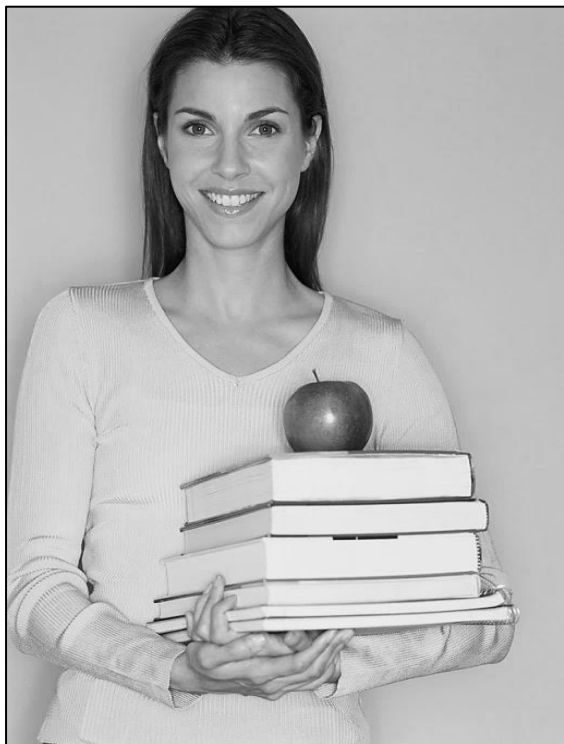
Extra-instructional charges for this course: \$10.86 per hour (\$65.16 per day). Absentee time will be charged at regular tuition rates.

## **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). After a personal interview by the School Director, the applicant's credentials are verified, and they will be accepted into the Instructor course at the next available date. Start dates for Instructor course students will be dependent on Glen Dow Academy's ability to dedicate the necessary resources, and will be decided by the School Director on a case-by-case basis.

Cadet Instructors are required to begin their daily hours at 8:00 AM for each day they are scheduled.

Full-time schedule options include:

- Six (6) hours per day for twenty (20) weeks
- Six and a half (6.5) hours a day for eighteen and a half (18.5) weeks, or
- Eight (8) 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.



#### **Calculation of grades:**

The grading procedure for all written and practical testing is calculated by dividing the number correct by the number possible on each test to reflect a percentage grade. Seventy percent (70%) is considered to be a passing grade with regards to all testing other than Final Exams, which must be passed with a score of seventy-five percent (75%) or better.

### 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 Additional 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 Glen Dow 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.

All fees (equipment, books, taxes, etc.) are mandatory for all students.

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.

Extra-instructional charges for this course: \$5.28 per hour (\$42.24 per day). Absentee time will be charged at regular tuition rates.

## **Instructor Career Opportunities**

Advanced Instruction

Cosmetology

Manicuring

Esthetics

Platform Artist

School Manager

School Owner



## **CHAPTER X**

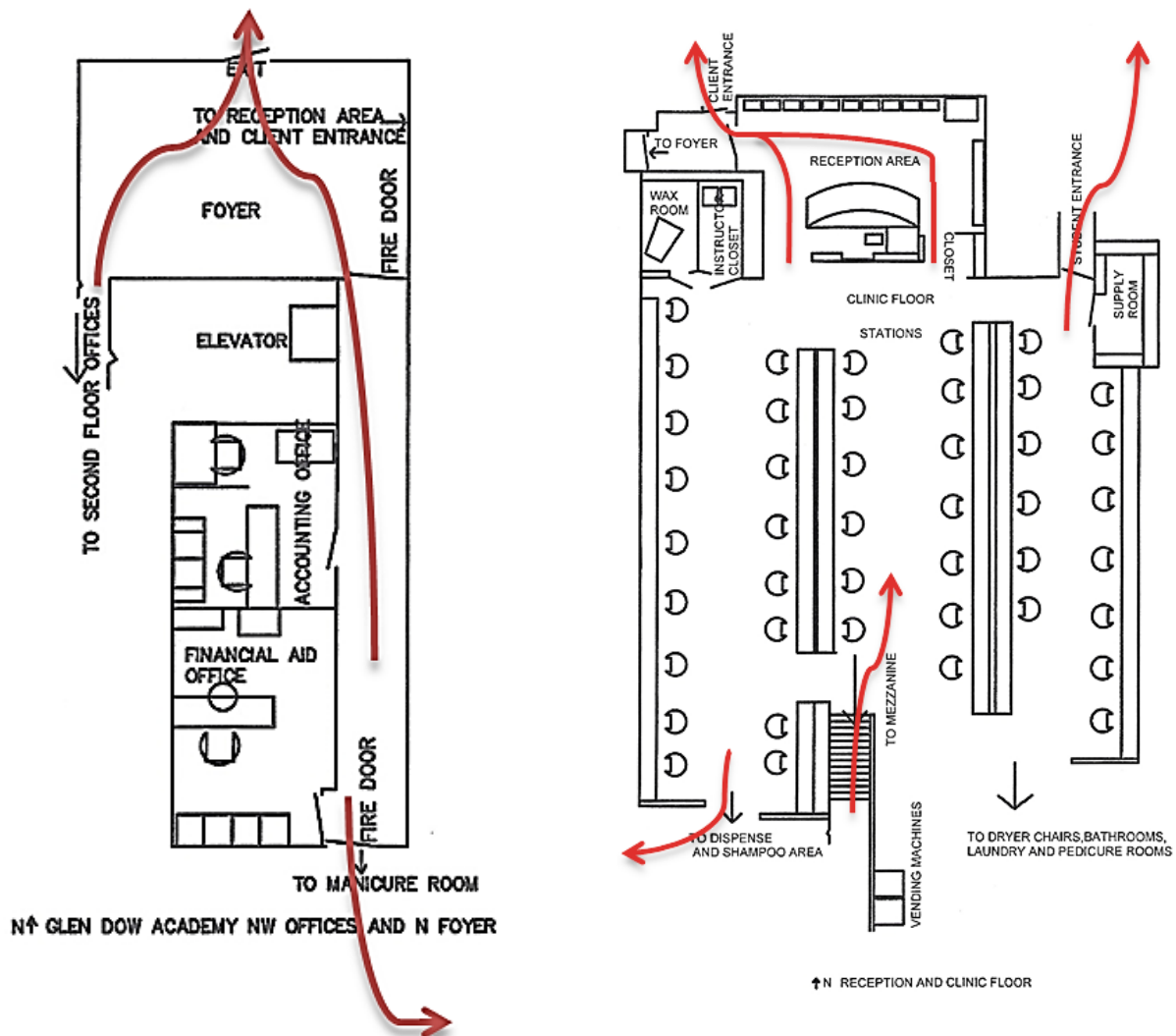
### **EMERGENCY RESPONSE and EVACUATION PROCEDURE**

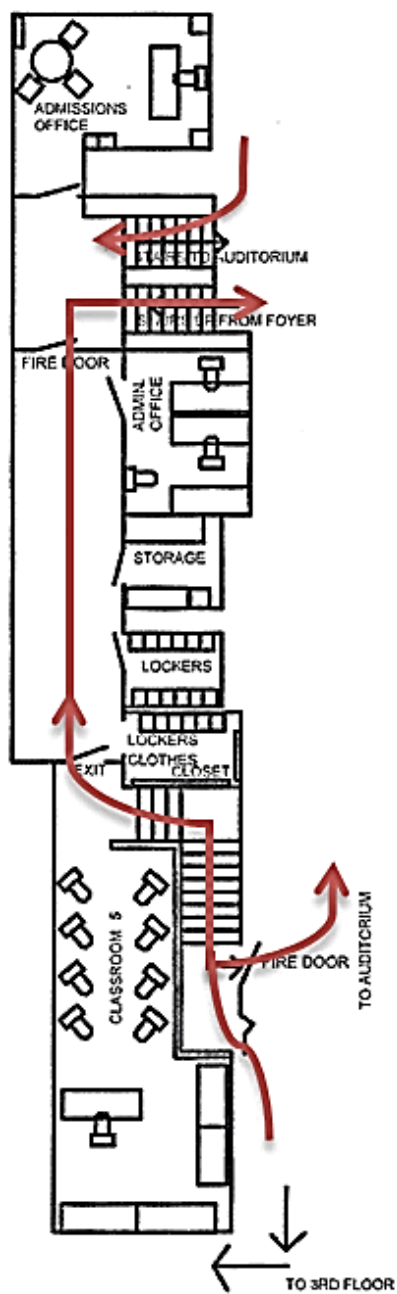
The following procedure will be used to notify students and staff of a dangerous situation on the school campus. All instructors and staff have access to the school's general paging system, and in the case of an emergency will make a school wide announcement that we are experiencing a **CODE 9 or CODE 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.

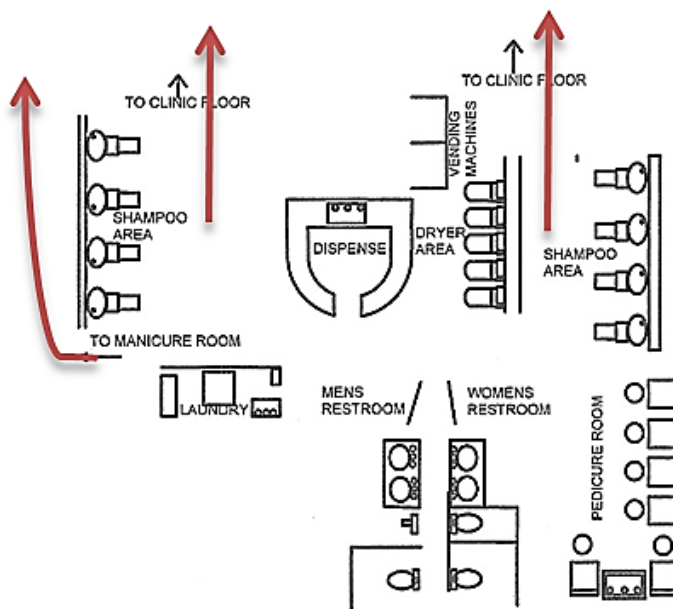
#### **TIMELY WARNING**

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.

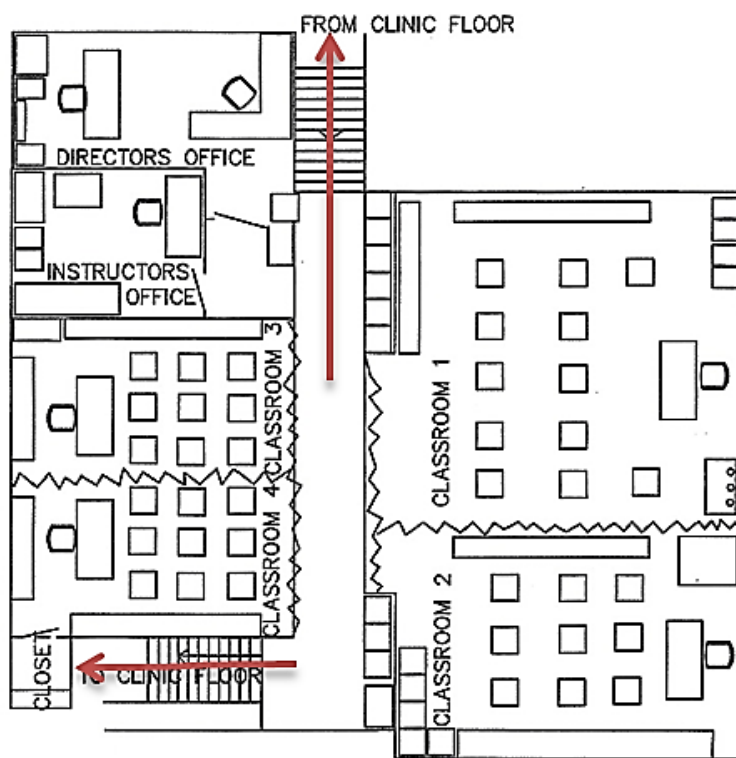




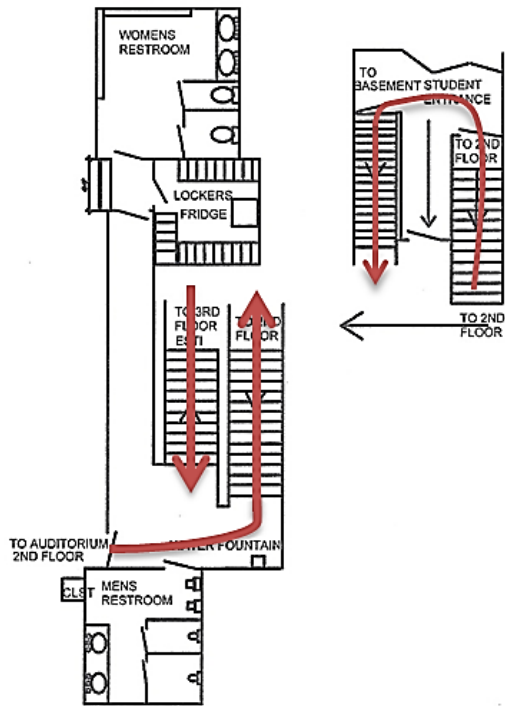
↑ N SECOND FLOOR OFFICES AND CLASSROOM 5



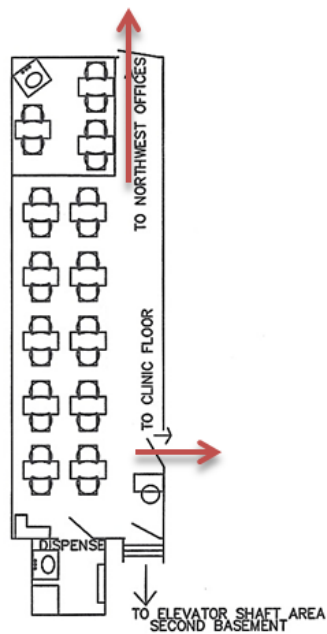
↑ N GLEN DOW ACADEMY FIRST FLOOR, DISPENSE, SHAMPOO AREAS, PEDICURE ROOM



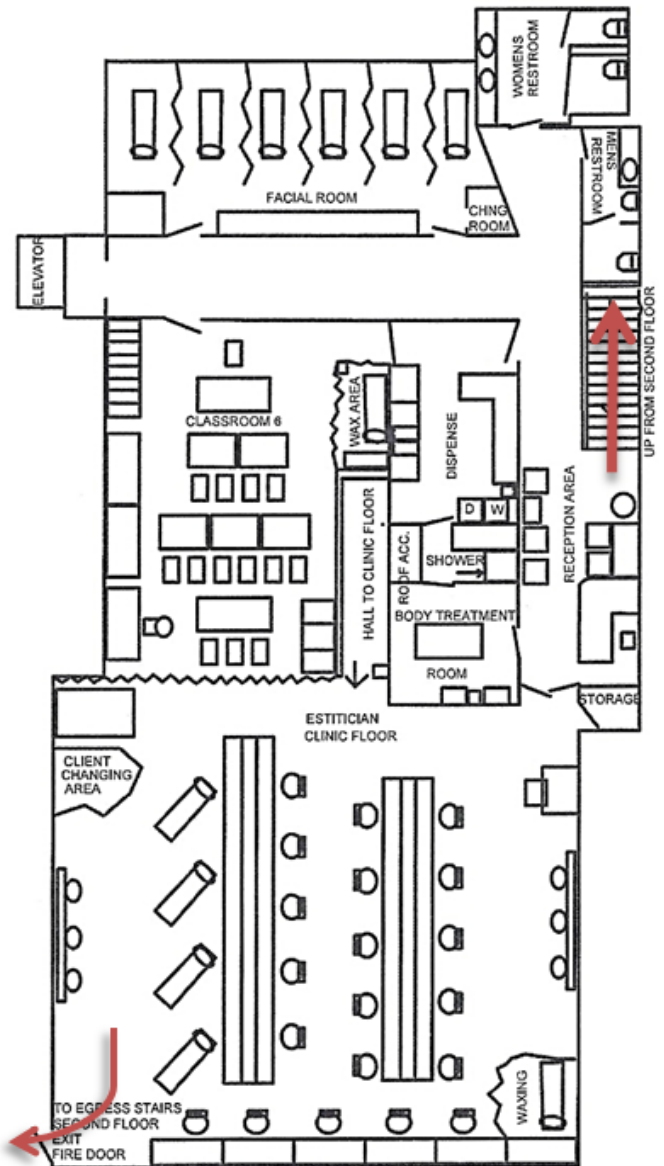
↑ N MEZZANINE OFFICES AND CLASSROOMS 1-4



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

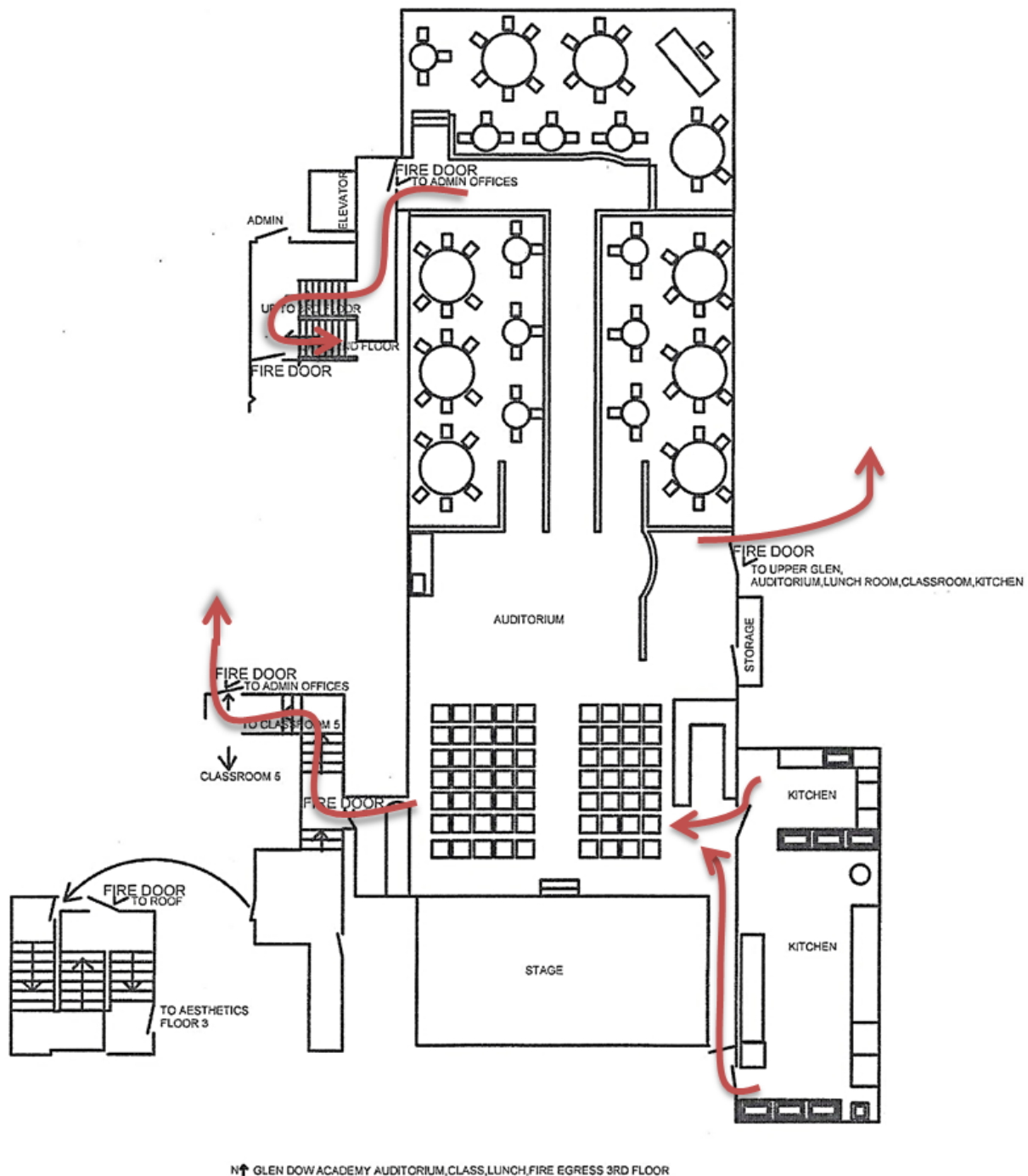


MANICURE ROOM



N ↑ GLEN DOW ACADEMY THIRD FLOOR ESTHETICIAN





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PO Box 9026, Olympia, WA 98507-9026, [plssunit@dol.wa.gov](mailto:plssunit@dol.wa.gov), or call (360) 664-6626.



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