

**SECTION #1**

# **Handbook Forms To Be Signed.....**

During your first day these forms in Section 1 must be read and signed. Upon request, a student may have a copy of forms signed. These forms are stored in the student's personal file.

**INSTRUCTOR RETURNS ALL SIGNED COPIES TO OFFICE - FIRST DAY.**

## **Model College of Hair Design** **Rules and Regulations**

The Model College of Hair Design has a dress code policy that must be followed. The Model College of Hair Design reserves the right to determine, in its sole judgment, the appropriateness of any student's full attire during school hours.

- Always maintain appropriate hygiene and a clean and neat appearance;
- Always wear clean, pressed clothing;
- If you are not sure whether something will be considered appropriate, don't wear it to school;
- Students are expected to use good judgment and taste in their attire.

### DRESS FOR SUCCESS

From your first day on, we believe that you will develop a better feeling about yourself; your clients and professional salons will seek you out if a caring attitude is given toward how you look. Your future is cosmetology and you should dress for success daily.

### DRESS CODE:

\*Black smock or apron required at all times, issued the first day of class. If you are attending school to work off the clock hours you must be in the required uniform.

- Pants – Solid black, with a clean hem that doesn't drag on the ground. No yoga or sweatpants. (No ripped, torn, or frayed pants)
- Shorts and Skirts– Solid Black, professional length.
- Shirts – Solid black, professional dress type shirt. No writing. No sweatshirts. No hoods. Model College of Hair Design fleece may be purchased and worn.
- Footwear – Solid Black. Professional looking. No flip flops or beach shoes. All shoes must have a back. No Ugg boots or Ugg look a likes. MCOHD is not responsible for injuries caused from falling due to trend wedge shoes or with heels too high.
- Hair & Makeup – Must be professional and done at all times prior to arrival.
- Colored Accessories – Scarf, belts, earrings, & jewelry are encouraged.
- Name Tags – Worn daily or replaced that day.
- Last Day of School – Dress professional, can wear color. All other policies still apply.

\*\*You must follow our uniform policy. On certain designated days where the students are allowed to dress differently there may be exceptions. Monday is jean day and Saturday is colored footwear.

### PIERCING POLICY:

Ear piercing, small eye brow stud, small nose stud and tongue piercing that don't impede your speech are allowed.

Facial piercings are allowed based on the Model College of Hair Design discretion. If piercing affect a student's education or cause loss of business the Model College of Hair Design, they will not be allowed.

### HAIR COLORING and MAKEUP POLICIES:

Common sense and professionalism must prevail when client services are being performed. Vampire and gothic looks, extreme hair coloring not performed in our college or not perceived to be professional enough for employment/placement in professional salons. Should there be questions of this policy, the school manager, school advisory board, and salon advisory board will make the decision.

### TATTOO POLICY:

Common sense in tattoos is expected. If offensive to the public or unprofessional in appearance, the college will restrict persons from doing clinic services.

### PROFESSIONAL ETHICS:

Students are expected to conduct themselves in a professional manner at all times and be aware of the following:

- Maintain a learning environment for all students. Being disruptive in the classroom or clinic floor including rudeness, offensive language, bullying, poor attitude or other unprofessional behavior is unacceptable.
- Students may not refuse to perform a service.
- Cheating, clocking other student's time cards, stealing, falsification of records, excessive absenteeism or tardiness, inappropriate social media usages are unacceptable.
- After using the student lounge, clean up your area.
- Students need to maintain Satisfactory Academic Progress and fulfill their school contract.
- Model College of Hair Design is a smoke free facility. Student smoking is allowed between the college and rental house 4. And on the opposite side of rental house 4 only. Receptacles are provided in this area for cigarette butts. Smoking is allowed only during breaks or lunch.
- Student and staff relationships are to be strictly professional. No fraternizing is allowed. Planned socializing will not be allowed on or off school property.

- Students must remain in their assigned area for the day unless they are told otherwise by an instructor.
- Students must give full participation in all classroom and clinic floor activities.
- Students must clean the entire work area they used for the day. Students also must perform an additional sanitation that will be posted in dispense at the end of each day. If using the student lounge, please clean up your area.
- Always keep in mind the safety of yourself and your customer.
- Cell phones and headphones are not to be used in the classrooms or on the clinic floor, unless solely for school purposes. They may be used while you are on lunch or break. If they become visible or audible, it will be taken and returned to the student at the end of the day.
- Each student is responsible for their own equipment, books and personal belongings. **The Model College of Hair Design is not responsible for lost or stolen items.** It is the responsibility of the student to replace any missing equipment at his or her own expense. Students may not remove school equipment from the building. If a student chooses to take these items home, it is the student's responsibility to bring them back for class the next day. Students who do not come to school with their equipment will not be allowed to attend.
- Students need to alert the front desk if they are going to be late or absent for the day.

The Model College of Hair Design shall have the right to warn verbally, place on probation, suspend, or permanently terminate a student for non-compliance of items listed above.

**Verbal Warning:** Student is verbally confronted about the non-compliance.

**Probation:** Student may be placed on probation for 60 days. During those 60 days the student will be monitored, if the problem has been corrected the probation will be revoked.

**Suspension:** Time when the student is asked not to attend school as a disciplinary action. Length of time determined by the severity of the problem. Upon notice of the probation or suspension, the student may request an appearance with the appeal board. The board includes: Owner, School Director, and Instructor. A meeting with the board for consideration to continue educational training will be required after suspension. A second violation in the same area could result in termination.

**Termination:** Expulsion from Model College of Hair Design. A student can be terminated without probation or suspension,, based on the severity of the non-compliance.

Model College of Hair Design does not discriminate on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, disability, or sexual orientation.

Model College of Hair Design does utilize surveillance cameras.

I have read and understand the Model College of Hair Design Dress Code and Student Professional Ethics. I will not hold the Model College of Hair Design responsible for any injuries sustained because I did not follow the college uniform policy or did not comply with the student ethics code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **MODEL COLLEGE OF HAIR DESIGN GRANT REQUIREMENTS**

## **COLLEGE ISSUED SCHOLARSHIP/GRANT POLICIES**

**95% Attendance or following a Regular Schedule**

**2017-2018**

Student hours/credit is 39.5 per week. With perfect attendance, you will complete the cosmetology course in 39.24 weeks.

Students issued Model College of Hair Design scholarships, grants, tuition credits or housing rent credits are allowed to miss no more than 78 hours of class. Included in the 78 hours are all legal holiday that the college is closed! Weather related college closed days would NOT be deducted from the 78 hours allowed.

You are required to graduate with 1550 hours in 41.2 weeks from your start date to receive any college issued awards.

Legal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. You will be scheduled for class after Thanksgiving Day, during Christmas week and New Years week. Students have options to take "time off" or vacation time with college approval at any time, including legal holidays. It is each student's responsibility to make sure that time off, vacation time, sick days or any absenteeism does not exceed 78 hours. Missing school over 78 hours will result in grant loss-both housing and tuition.

Makeup time or six (6) day weeks are available **with Model College of Hair Design approval**; however, this is limited to evenings and Saturdays. **STUDENTS MAY NOT BE ABSENT MORE THAN 3 SCHEDULED SATURDAYS FOR GRANT SCHEDULE.**

Students must maintain "regular" schedule, which includes evenings and Saturdays. Also must maintain "minimum satisfactory academic progress" and have a professional attitude.

### **SCHOLARSHIP/GRANT DEADLINE DATES:**

Class-January 9 <sup>th</sup> , 2017.....	must complete course by.....	October 3 <sup>rd</sup> , 2017
Class-February 6 <sup>th</sup> , 2017.....	must complete course by.....	November 20 <sup>th</sup> , 2017
Class-March 6 <sup>th</sup> , 2017.....	must complete course by.....	December 18 <sup>th</sup> , 2017
Class-April 3 <sup>rd</sup> , 2017.....	must complete course by.....	January 5 <sup>th</sup> , 2018
Class-May 1 <sup>st</sup> , 2017.....	must complete course by.....	February 12 <sup>th</sup> , 2018
Class-June 19 <sup>th</sup> , 2017.....	must complete course by.....	April 2 <sup>nd</sup> , 2018
Class-July 10 <sup>th</sup> , 2017.....	must complete course by.....	April 23 <sup>rd</sup> , 2018
Class-August 7 <sup>th</sup> , 2017.....	must complete course by.....	May 21 <sup>st</sup> , 2018
Class-September 5 <sup>th</sup> , 2017.....	must complete course by.....	June 18 <sup>th</sup> , 2018
Class- October 2 <sup>nd</sup> , 2017.....	must complete course by.....	July 16 <sup>th</sup> , 2018
Class- November 6 <sup>th</sup> , 2017.....	must complete course by.....	August 20 <sup>th</sup> , 2018
Class- December 4 <sup>th</sup> , 2017.....	must complete course by.....	September 17 <sup>th</sup> , 2018

I have read and completely understand that my deadline to graduate is \_\_\_\_\_ . I understand that to graduate later will result in the loss of the Model College of Hair Design issued grant awards (tuition and housing).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Rep

\_\_\_\_\_  
Date

### **STUDENT COMPLAINT PROCESS:**

A student who believes the Model College of Hair Design in any way has aggrieved him or her shall be allowed to file a complaint with Model College of Hair Design. Model College of Hair Design shall not or will not take adverse action against a student as a result of a complaint. The process of filing a formal complaint is as follows.

1. A **written** formal complaint signed by the complainant should be submitted to the school owner, Andrew Smith.
2. The school will meet with the student for an initial meeting within 10 days of the written complaint. A time frame for completing the complaint in writing will be done within 30 days from the receipt of complaint.
3. If the response given is not sufficient, an appeal maybe submitted to a panel that will review the all circumstances reported in the complaint. The panel consists of: Owner, School Director and Instructor
4. The panel will also have a time from of 21 days from receipt of complaint to respond back to the student.
5. Listed below are other entities that may be more appropriate than the institution to conciliate the complaint.

A. Minnesota Department of Human Rights  
Army Corps of Engineers Centre  
190 East 5th Street Suite 700  
St. Paul, MN. 55101

B. Minnesota Department of Veterans Affairs  
MN State Approving Agency  
20 West 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
St Paul, MN 55155

C. Minnesota Office of Higher Education  
1450 Energy Park Drive Suite 350  
St Paul , MN 55108

D. MN Board of Cosmetology Examiners  
1000 University Ave W Suite 100  
St Paul, MN 55104

### **DISPENSARY**

When you are scheduled to be in dispense this is what is required of you:

- 1) Wash and dry laundry (do facial sheets and wraps separately)
- 2) Empty back bar products give to the front desk (don't throw) ex. Hairsprays you will be given a replacement
- 3) Empty garbage as needed
- 4) Keep towels stocked at bowls (classrooms as well)
- 5) Laundry room cleaned and neat
- 6) Keep floors around shampoo bowls and in dispense clean.
- 7) Shampoo bowls cleaned
- 8) Counters and sink cleaned
- 9) Keep foil ripped
- 10) Rinse, wash, and bundle perm rods, put away
- 11) Keep a smile on your face.
- 12) Wash cups to refill and measuring cups.
- 13) Keep these products stocked and filled. Shampoo, Conditioner, Cleansing crème, Pedi Supplies (4 of them), bobby pins, rubber bands, end wraps.

### **ATTENTION STUDENTS IN OUR CAMPUS HOUSING**

#### **Parking**

- MCOHD offers parking to a limited number of students. Students that live in housing have first priority for these spots.
- Off campus parking is available and information is available from the admissions office.
- Students cannot park in the school lot. If parked in the lot you could be towed.
- MCOHD is not responsible for damaged vehicles or stolen property form the parking lot.
- Students or visitors who are are parked in either the school or student housing parking spots could be towed without notice or warning.
- Our lots are plowed when it snows 2 inches or more. Students will be notified when snow removal is in effect.
- If you lose you parking permit, replacement is \$15.00.

Smoking is not allowed in the Model College of Hair Design houses. Smoking must be done outside only!

There are no exceptions to this policy. Smoking will result in loss of all renters damage deposit, Model College of Hair Design grants and removal from the house. Tenants will be responsible for costs to clean the entire unit! More information is found on the lease.

Smoke detectors and carbon monoxide detectors must be plugged in at all times. There will be a \$5.00 penalty charged to the house if they are unplugged or if the battery is removed.

Thermostat covers are not to be tampered with. If a tenant breaks into the thermostat cover or tampers with the thermostat, they will be charged a fee of \$50.00.

Signature and Date: \_\_\_\_\_

I have read and understand all of the above policies.

## **WORK PROGRAM EARN WHILE YOU LEARN**

Yearly our college makes available our work program whereby you can earn money by working for the college. Monies earned may be credited toward tuition or used for personal expenses. **Model College of Hair Design** accepts several students (early enrollments who apply). If you would like us to hold a space for you, return this form signed by someone from our admissions team, a job application, and an enrollment form. This program is available only to our enrolled students and accepted on a first come, first serve basis. During the hours of employment, credit for any cosmetology classes may not be given. Examples of positions are: college direct mail out of brochures, computer data entry, all office aspects, evening college or salon receptionist, and cleaning of student housing.

Admissions Team

Please reserve me a space on the college work program.

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Applicant

Date

Yearly this program is full and we establish a waiting list. The college reserves the right to replace any person at any time. The work program earnings may be applied toward college tuition or paid directly to the student every two weeks. Earnings range depending on the job task.

During intense study periods, students on the work program are of course given less or no work time and during basic classes depending on the student. The work program hours are Saturdays, Tuesday, Wednesday, or Thursday evenings or when time is Ok'd to miss school for a day based on the program needs. If you have special skills, please list them below:

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## **Notice on Disclosure of Nonpublic Personal Information**

We collect nonpublic personal information about you when you apply to attend the Model College of Hair Design or when you apply for a private or government student loan or grant. This information includes:

- Your name, Address, SS Number, Assets & Income, Name of your bank & account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may "opt out" of disclosure of this information to parties other than those with a right to it by signing and returning the attached portion of the sheet.

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### **Model College of Hair Design Consumer Nonpublic Personal Information "Opt Out" Form**

I hereby "opt out" of having my nonpublic personal information disclosed to any party that does not have a right to it.

I do not wish to have information given to any unauthorized 3<sup>rd</sup> party without written permission from me.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Transcript Requests**

Under FERPA a student has the right to obtain unofficial academic transcripts from an institution even if the institution has a hold on official transcripts for some reason. FERPA requires a school to allow the student to inspect their educational records, but has no such requirement to release records to a third party. The school may charge the student a copying fee, but may not charge the student for cost of retrieving the records. If a

student is having difficulty obtaining an unofficial transcript, they can site the FERPA regulations (34 CFR 99.10). <http://www.law.cornell.edu/cfr/text/34/part-99/subpart-B>

\*Model College of Hair Design requests high school transcript, and **all transcripts** from any other colleges you may have attended. The time frame attended does not matter.

Model College of Hair Design requests the following to release our transcripts:

- Your full name when you attended our college. (maiden name?)
- Current address and phone number
- Date of birth and social security number
- Dates of Attendance (start, graduation, withdrawal)
- Program (Cosmetology, Esthetics, Nail Technician)
- Your signature
- Number of transcripts needed
- Name and address where mailing to, emailing, fax number, or will you be picking up in person
- Appropriate Fee paid

### **Drug and Alcohol Free School Policy**

The School embraces the spirit of the public law that requires schools to provide a drug free campus and work place. The School will abide by the law as outlined in this policy. As part of our philosophy, we are dedicated to the advancement and well being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The School recognizes that drug and alcohol abuse and dependence can have harmful effects on virtually every aspect of a person's life including relationships, family, job, school, physical and emotional health.

Employees and students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on School property including grounds, parking areas, anywhere within the buildings, or while participation in school-related activities. Employees or students who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment.

Any student or employee who suspects either they or someone else may be at risk is invited to seek services that can be of help. The School maintains drug and alcohol education information and a list of counseling and support services, which can be obtained in the Business office. (more info available in the business office).

AS A STUDENT OF MODEL COLLEGE OF HAIR DESIGN, I ACKNOWLEDGE THE RECEIPT OF THE INSTITUTION'S DRUG FREE SCHOOL POLICY WHICH INCLUDES:

- \* DISCIPLINARY ACTION THE SCHOOL WILL TAKE AGAINST THE STUDENTS OR EMPLOYESS WHO VIOLATE THE POLICY.
- \* A DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL.
- \* A DESCRIPTION OF FEDERAL, STATE AND IF APPLICABLE, LOCAL LAWS AND PENALTIES FOR UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL.

I ALSO RECEIVED OUR SCHOOL'S CRIME POLICY AND STATISTICS.

NAME (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **MCOHD Social Media / Internet Usage Policy**

MCOHD prohibits all students and staff from using social media in an unfriendly or inappropriate way. This includes but is not limited to threats, harassment, bullying, abuse or defamation of character. MCOHD reserves the right to protect its students, business and reputation. At any time, the school may request to view students and/or staff social media. Any misuse of social media could result in disciplinary action up to and including termination from MCOHD.

Internet provided by MCOHD is to be used for educational purposes only. Refrain from behavior or activity that damages or disrupts the performance of the network. Avoid the knowing or inadvertent spread of computer viruses. No downloading any internet content. Any student misusing the internet could result in disciplinary action up to and including termination from MCOHD.

I understand and agree by signing below to adhere to the Social Media/Internet Policy. FYI: Some employers do check social media upon hiring

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **COSMETOLOGY KIT**

Model College of Hair Design provides extra mannequins, wigs, hairpieces, rollers, nail tip extensions, and practice hair extensions.

Hairstyling Kit w/ 2 Shears  
Shear 5 ½" Ergonomic  
Ceramic 24 MM Flat Iron  
1" Marcel, Gold Plate Barrel  
Feather Styling Razor Black  
Clipper and Trimmer Set

Boar Bristle Round Brush  
Tunnel Vent Brush Grey and Black  
Paddle Brush Soft Cushion  
Brush Ceramic Round 2.5"  
Brush Ceramic Round 1.75"  
Brush 7-Row Coarse Teeth  
Comb and Lift Pick with Metal End  
Comb Rattail – 12 Each  
Foiling Comb Metal End  
3 Row tease Brush  
Detangling Comb  
Barbering Comb  
Hard Rubber Comb  
12 black cutting comb

Tweezer  
Makeup brushes

Mannequin (Female)  
Mannequin Clamp  
Mannequin (Male) with beard and mustache

OPI Nail Kit

Shoulder Bag Large  
1 Apron or Smock

Black MCHD Logo Chemical Cape  
Mirror  
Black Shampoo Cape  
Color Applicator Bottle  
1 Spray Bottle  
Timer Square White  
2 Tint Bowl Black  
2 Tint Brushes black and grey  
Gloves and Hair Net  
Kids cape

Clips 2" Butterfly Asst – 1 Bag  
Clips Steel Double Prong – 1 Box  
Clips soft Touch Pelican – 2 Packs

Mindtap Code  
Milady Textbook  
Milady Essential Study Guide  
Copy of MN Law Book (given during laws class)

I have received all of the items listed above. I am responsible for replacing lost, missing or broken items. Electric equipment will be warranted by the school for a 2 week, period from receipt. After that, the warranty will be that of the manufacturer. It is the student's responsibility to complete and mail in any warranty card enclosed.

Signature and date:

\_\_\_\_\_

## **COSMETOLOGY NAIL TECHNICIAN KIT LIST**



SWISS BLUE ANTIBACTERIAL LIQUID HAND SOAP  
ANTISEPTIC SWISS HAND WASH GEL  
2 KEYS  
NAS 99 ACRYLIC BONDING AGENT  
NAIL WRAPS  
NON OILY POLISH REMOVER  
BONDEX  
BONDAID  
LINEAR TIPS  
PERFECTION TIPS  
NAIL ADHESIVE THIN SET  
2 OPI POLISH  
OPI BASE/TOP COAT START TO FINISH  
RAPID DRY SPRAY  
TABLE TOWELS LINT FREE  
TOE SEPERATORS  
2 GLASS DAMPEN DISHES  
FINGER BOWL  
NAIL BRUSH  
FOOT FILE  
WOODEN DOWELS (5)  
AVOPLEX CUTICLE OIL  
AVOPLEX EXFOLIATING CUTUCLE TREATMENT  
AVOPLEX REPLENISHING LOTION  
CLARITE CURING RESIN  
CLARITE PINK AND WHITE POWDER  
CLARITE MOMOMER  
ABSOLUTE PINK, WHITE AND CLEAR POWDER  
ABSOLUTE MONOMER  
GLASS EYEDROPPER  
RESUABLE NAIL FORMS (3)  
CUTAWAY DISPOSABLE NAIL FILES  
BRUSH CLEANER  
ROUND RED SABLE BRUSH  
CUTICLE STICK  
DIAMOND FILE  
123 LUSTER DUFF  
FLUFFY  
TOENAIL CLIPPER  
FINGERNAIL CLIPPER  
CUTICLE NIPPER  
4 ADDITIONAL FILES

I have received all the items listed above. I am responsible for replacing lost, missing or broken items.

Signature and date:

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## **NAIL TECHNICIAN KIT**

Minnesota Lawbook  
1 Apron or smock

Sanitation

Swiss blue™ antibacterial liquid hand soap  
4-fl. oz.  
Swiss guard™ antiseptic hand wash gel 4-fl.  
oz.  
N.A.S. 99® pH balancing agent ½ fl. oz.  
Safety Glasses

Nail Preparation

Nail wipes™ (100 shrink wrapped)  
Polish remover 4-fl. oz.  
Bondex ® acrylic bonding agent ¼ fl. oz.  
Bond-aid® pH balancing agent ½ fl. oz.

Nail Tips & Adhesives

Assorted Nail Tips  
March 5™ high velocity nail tip adhesive ¼  
fl. oz.  
Thin Set Brush on Nail Adhesive

Nail Lacquers & Finishing Products

OPI red, cajun shrimp, cancun fiesta, grand  
canyon sunset  
Rapidry® top coat  
Rapidry® spray nail polish dryer 2 fl. oz.

Miscellaneous Items

Expert Touch table towels (10 shrink-  
wrapped)  
Toe separators  
Dappen dishes (3)  
Finger bowl  
Nail brush  
Foot file  
Wooden dowels (5)

Hand & Nail Treatments

Avoplex® nail & cuticle replenishing oil ¼  
fl. oz.  
Avoplex® exfoliating cuticle treatment 1 fl.  
oz.  
Avoplex® moisture replenishing lotion 4 fl.  
oz.  
Acrylic nail base coat  
Ridge filler  
Nail Envy™ natural nails strengthener

Acrylic Liquids, Powders & Accessories

Absolute liquid monomer- bubble free  
Absolute powder  
Translucent pink, makeover pink, perfect  
white, and crystal clear  
Clarite™ odor & dust free liquid monomer  
Clarite™ odor & dust free polymer powder  
Sheer pink and spa white  
Sheer pink, spa white

Curing Resin  
Glass eyedropper  
Reusable nail forms (3)  
Cut-away™ disposable nail forms (5 each  
size)  
American Round sable brush 5r  
Kolinski Sable Acrylic Brush  
Brush cleaner 1 fl. oz.

Nail Files & Implements

Cuticle stick  
Pusher Plus™ multi-use pusher  
Diamond coated file  
File Buffer on One  
Brillance Block  
The fluffy  
Finger Nail Clippers  
Toe Nail Clippers  
Cuticle Nipper  
180/ 400's

I have received all of the items listed above. I am  
responsible for replacing any lost, missing or broken  
items.

Signature and date:

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## Esthiology Kit

OFRA PRODUCTS  
MAKEUP CAPE  
SINGLE PENCIL SHARPENER  
STAINLESS COMEDONE EXTRACTOR  
TWEEZER PREMIUM SS SLANTED  
SPATULA (2)  
SPRITZER BOTTLE WITH PUMP  
ALUMINUM BEAUTY CASE/BLACK  
12 PIECE COSMETIC BRUSH ROLLUP CASE  
COSMETIC NON- LATEX SPONGES  
MANIKIN FULL HEAD AND SHOULDERS  
COTTON ROUNDS  
CAMEO MAKEUP CASE  
SHEARS  
HAND MIRROR  
EYELASH CURLER  
2 FAN BRUSH  
VINYL GLOVES  
MAKE UP PALETTE  
1 APRON OR SMOCK  
MILADY TEXTBOOKS AND COURSEMATE CODE  
COPY OF MN LAWS AND RULES BOOK (GIVEN DURING LAWS CLASS)

I have received all of the items listed above. I am responsible for replacing any lost, missing or broken items.

Signature and date: \_\_\_\_\_

**The following items have been provided to me and reviewed with me by the school during or before orientation.**

\_\_\_\_\_ **College contract reviewed, signed and a copy issued.**

\_\_\_\_\_ **Housing lease reviewed, signed and copy issued (if applicable)**

\_\_\_\_\_ **College brochure issued and signed the pre-enrollment checklist**

\_\_\_\_\_ **Student Handbook issued which includes the following policies:**

- **Section 1- Dress Code and Professional Ethics, MCOHD Grant Requirements, Kit Lists, additional information with signatures**
- **Section 2-Admissions & Program Information, Outcome Rates, Certification or Licensure Requirements, State Required Information, Pre-Requisites for Employment**
- **Section 3-Student Attendance, General Information, Financial Aid Consumer Information, Satisfactory Academic Progress Policy**
- **Section 4-School Operations, Security Report, Drug Policy, Crime Policy, Sexual Harassment /Violence Policy, Counseling Resources**
- **Section 5-Pre-Certifying Certification & Graduation Requirements**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **SECTION #2**

### **Mission Statement**

Model College of Hair Design is dedicated to student success by providing quality education for a group of learners who have the ability to benefit from the program. Enriching lives in a creative and inspiring environment prepares the graduate for licensure and teaches necessary business skills that provide a pathway to career success.

### **Educational Objectives**

To educate and train individuals in the field of cosmetology to be skilled in all phases and capable of working nationwide. To maintain a young, progressive, highly skilled staff of certified instructors without forgetting the wisdom age provides. To produce a reasonable profit to insure the student with:

- The best possible facilities, equipment, materials, products, methods, techniques and training program.

To constantly keep in touch with our graduates. Learning for them or with them, with one goal, to improve our talents together as masters in our field.

### **NACCAS Annual Report Outcome Rates 2015**

Institutional Rates: Placement: 82.86% Graduation: 76.09% Licensure: 100%

### **Placement**

Model College of Hair Design maintains job placement resources for students to use through out their training program. Although we cannot guarantee employment for all students, we will make every effort to help place our current and past graduates. At 1350 hours, students will fill out a job assistance survey.

### **Campus**

Model College of Hair Design is located in Downtown St. Cloud only a few blocks from St. Cloud State University. Students receive extensive experience in our 9,000 square foot modern facility, with 2 well equipped classrooms, and a fully computerized reception area, plus a spacious classroom next to our school, Model College of Hair Design has all of the amenities necessary to provide students with an excellent cosmetology education.

### **Housing**

Model College of Hair Design has 6 houses located next to the college to help student with their living needs. Single and double rooms are available. Off campus housing is also available and the college will assist the student any way they can.

### **Model College of Hair Design is:**

Accredited by NACCAS-National Accrediting Commission of Career Art & Sciences

Model College of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences. NACCAS is recognized by the United States Department of Education as a national accrediting agency for post secondary schools and programs of the cosmetology arts and science, electrology, and massage.

### **NACCAS**



3015 Colvin Street  
Alexandria, VA 22314  
Phone: 703-600-7600 Fax: 703-379-2200 Email: [naccas@naccas.org](mailto:naccas@naccas.org)

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Licensed by the **Minnesota Board of Cosmetologist Examiners**  
1000 University Avenue W Suite 100  
St Paul, MN 55104  
Phone: 651-201-2741 Fax: 612-617-2601 Website: [www.bceboard.state.mn.us](http://www.bceboard.state.mn.us)

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“Model College of Hair Design is licensed as a private career school with Minnesota Office of Higher Education pursuant to Minnesota statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.”

### **Minnesota Office of Higher Education**

1450 Energy Park Drive Suite 350  
St. Paul, MN 55108

- Model College of Hair Design (Here after referred to as MCOHD)

### **Admissions Policy/ Entrance Requirements**

MCOHD makes admissions decisions based on each applicant's interest, aptitude and ability. MCOHD does not discriminate on the basis of race, religion, color financial status, sex, ethnic origin, age, veteran status or sexual orientation. Everyone who wishes to enroll at MCOHD must go through the following process:

- Complete and submit an enrollment application
- Tour MCOHD campus
- Submit documentation that they are at least 16 years of age
- Submit copy of their high school diploma or GED and high school transcripts, or have a state issued credential for secondary school completion if home schooled
- Submit copy of their immunization record
- Submit transcripts from previously attended post secondary schools
- Submit a copy of their driver's license
- Pay the school application fee
- Sign the pre-enrollment checklist
- Sign the school enrollment contract

Ability To Benefit students are not accepted. Students under any other training agreement with a government agency, school district or other entity are not accepted.

MCOHD may refuse admission to an applicant if any of the above requirements are not met. MCOHD makes decisions about whether to accept transfer hours on an individual basis and may not give an applicant credit for hours earned at another institution. These admissions requirements apply to all school programs including cosmetology, nail technician, and esthology.

All Model College of Hair Design courses are taught in English.

#### **TRANSFER POLICY**

Persons transferring into our college from any other cosmetology college will have hours credited as follows:

1. Full credit for any equipment, textbooks, or classroom supplies. Should additional items be needed to meet college requirements, the student will need to purchase these items from either the college or a beauty supply house. Items with their past school's name imprinted on them will not be acceptable and will have to be replaced.
2. Application fee of \$50.00 is to be sent with our college application. This application is non-refundable after three business days of receiving.
3. Other expenses additional to our tuition would be items such as lab jacket, black Model College of Hair Design T-shirt.
4. Hours transferred are determined once the student's previous hours have been received by MCOHD. An official grade transcript with grades, services and hours must be received by our college along with the student testing to determine the number of hours our college will accept from the previous training.
5. Tuition when transferring is 1/10 of the current tuition per month. Approx. costs to complete the cosmetology course can be figured by dividing the hours available per month of 160 into the number of hours needed to complete.

Half time students or three quarter students will have their monthly tuition rate figured on a pro rata basis as long as they are contracted as such.

#### **RE ENTRY POLICY**

A successful reentry process will normally require a minimum of 30 days from the date of withdrawal or termination.

Students who wish to re-enter the school must:

- Submit a written request for re-entry to the business office stating the desired return date
- Pay the \$50 re-entry application fee
- Attend a meeting with the school director to discuss re-entry prerequisites, classes, schedule, academic requirements, attendance and return date
- Meet with the business office and financial aid office to verify financial aid status
- Sign a new enrollment contract. The new contract will include tuition increases effective after the student's previous enrollment contract was signed. The tuition increase will be pro-rated to reflect the clock hours remaining to complete the student's program
- Make any cash payments due to the school

The following conditions will apply when the student re-enters within 1 year from the last date of attendance:

- The student will return to school without loss of credit or hours
- The student will return in the same satisfactory progress status held at termination or withdrawal
- A student whose status at termination or withdrawal was unsatisfactory must achieve satisfactory progress over the first 30 calendar days following his or her return to school. Students who fail to do so will be terminated and are not eligible to apply to re-enter the school.
- 

The school reserves the right to deny re-entry to any student who has withdrawn or been terminated for any reason.

#### **Start Dates (2017)**

##### **COSMETOLOGY:**

January 9th      September 5th

February 6<sup>th</sup>      October 2nd  
March 6th        November 6th  
April 3rd         December 4th  
May 1st  
June 19th  
July 20th  
August 7th

\*Several part-time options are available.

**NAIL TECHNICIAN:**

Nail Technician classes begin on Mondays of every month.

**ESTHIOLOGY:**

Esthiology classes will begin once there are 2 or more students enrolled for the same class date. Start dates are as follows: January, April, August, and October classes 2017. (Full time only)

**8 HOUR STATE REQUIRED SAFETY AND SANITATION CLASS FOR LICENSE RENEWAL**

All license renewals are required to take a 4 hour, safety and sanitation and a 4 hour, professional practice class once within the 3 year, license renewal period. Model College of Hair Design offers these classes.

**Model College of Hair Design -Cosmetology Program**

Model College of Hair Design's cosmetology program provides you with the skills, credentials, and freedom to do just about anything in the beauty industry. In less than ten months, you'll be qualified to work in all areas of hair, skin, and nails.

Cosmetology Course Outline (1550 hours, about 40 weeks = diploma) Minnesota State Rule 2110.0510	
Hours/ Service Exercises	Subject
240 Hours (pre-clinic/basics and theory hours)	The pre-clinic training is hours from 1 to 240. During pre-clinic student's complete classroom work, practice on mannequins and student to student applications. MN Laws and Rules, Infection Control, Safety and Dermatology are addressed. Demonstrate competency by passing weekly exams.
180 Additional Theory Hours	Theory Topics: professional development, salon business, retailing, salon ecology, shampooing/ conditioning, anatomy, physiology, electricity, trichology, haircutting, advanced styling, hair extensions, wigs, chemical texturizing, hair coloring, dermatology, safety, infection control, MN State Laws and Rules
Clinic Phase	During the clinic phase students rotate between the clinic floor and the classroom, practicing on real clients and learning advanced theory.
50 Hours/ 300 Exercises	Shampooing and Rinses
80 Hours/ 150 Exercises	Scalp and Hair Conditioning
150 Hours/ 75 Exercises	Hair Design Shaping
200 Hours/ 60 Exercises	Chemical Hair Control Permanent Waves (54) Chemical Hair Relaxers (6)
100 Hours/ 50 Exercises	Hair Coloring
200 Hours/ 300 Exercises	Hair Styling
200 Hours/ 140 Exercises	Facials (60) Make-up (40) Hard Waxing (20) Soft Waxing (20)
150 Hours/ 50 Exercises	Manicures, Pedicures, and Artificial Nails (10) Sculptured Nails (3)

Academic and practical learning methods such as discussion, question and answer, demonstrations, problem solving, interactive lecture, individualized instruction, classroom presentations, labs, and student salon activities are used in each course.

**Grading Percentage:**

**100-95% A            94-90% B            89-80% C**

Career Opportunities

*Stylist – Color Technician – Chemical Technician – Esthetician – Manicurist – Platform Artist – Film Artist – Sales Representative – Salon Manager – Salon Owner – School Manager – School Educator – School Owner*

Certifications	Students who complete all of the program requirements will be awarded a diploma.
Regulatory Oversight Restrictions	Licensing Felons: The Board of Cosmetology Examiners shall adopt rules to establish a uniform process and criteria by which an applicant who has been convicted of a felony shall be considered for licensing.
Occupational Disorder and Demands	Abnormal condition from contact with chemical or tints can occur. Some individuals may develop allergies to ingredients in cosmetology relation chemicals. These can cause eruptive skin infections known as dermatitis venenata. It is very important that the cosmetologist employ protective measures, such as wearing gloves and or protective creams whenever possible. As cosmetologists are on their feet a great deal of the time, some may experience problems with their feet or back. Another possible condition that may occur, as a result of this profession is carpal tunnel syndrome, which is due to repetitive movement of the wrist. There are many precautionary measures that may help the cosmetologist from developing these disorders.
Requirements for Employers	The individual should portray qualifications including being punctual, professional, cooperative, courteous, respectful, and positive. All these qualifications are monitored while enrolled and expected of all students at Model College of Hair Design.

**Requirements for Licensure**



1. Documentation of successful completion of required number of clock hours and clinical exercises.
2. Documentation of written and practical exams including a State Practical Skills certification.
3. PSI State Laws and Rules written exam, practical written exam, and written Theory exam. Fee \$90.00
4. Complete appropriate documentation for licensure and pay fee of \$195.00 to MN Board of Cosmetology Examiners for initial 3-year license.

**Model College of Hair Design -Esthiology Program**

Is skin care and makeup your passion? Immerse in Model College of Hair Design’s Esthiology program and launch your career in four short months.

Esthiology Course Outline (600 hours, 15 weeks = diploma) Minnesota State Rule 2110.0520	
Hours/ Service Exercises	Subject
120 Hours (pre-clinic/basics)	The pre-clinic/ basics training is hours from 1 to 120. During pre-clinic student’s complete classroom work, practice on mannequins and student to student applications. MN state laws and rules, infection control, safety and electricity and light are addressed. Demonstrate competency by passing weekly exams.
200 (clinic phase)	During the clinic phase students rotate between the clinic floor and the classroom, practicing on real clients and learning advanced theory. 60 exercises Facials, 40 exercises Make- up Applications, 40 exercises Body Waxing (20) Facial Waxing (20) with half of all waxes being hard wax and half being soft wax
280 Theory Hours	Theory Topics: Professional development, salon business, salon retailing, bacteriology, anatomy, physiology, chemistry, skin care, skin disorders, massage, hair removal, design decisions, makeup, color theory, aromatherapy, state laws and rules, electricity and light, infection control and safety

Academic and practical learning methods such as discussion, question and answer, demonstrations, problem solving, interactive lecture, individualized instruction, classroom presentations, labs, and student salon activities are used in each course.

**Grading Percentage:**

- 100-95% **A**
- 94-90% **B**
- 89-80% **C**

**Career Opportunities**

*Esthetician – Platform Artist – Makeup Artist - Consultant/ Trainer - Film Artist – Sales Representative – Salon Manager – Salon Owner – School Manger – School Educator – School Owner*

Certifications	Students who complete all of the program requirements will be awarded a diploma.
Regulatory Oversight Restrictions	Licensing Felons: The Board of Cosmetology Examiners shall adopt rules to establish a uniform process and criteria by which an applicant who has been convicted of a felony shall be considered for licensing.
Occupational Disorder and Demands	Occupational disease, such as dermatitis, is contracted while engaging in certain kinds of employment and is caused by coming in contact with cosmetics, chemicals, or tints. Some individuals may develop allergies to ingredients in cosmetics or antiseptics, which may cause eruptive skin infections known as dermatitis venenata. It is important that estheticians employ protective measures, such as the use of rubber gloves or protective creams whenever possible. An esthetician is subject to a certain amount of standing and or bending forward, which may cause back strain or trouble with the feet and legs. Practice of good posture and the use of adjustable chairs and facial beds can alleviate some of the strain on the back, neck, and legs.

Requirements for Employers	The individual should portray qualifications including being punctual, professional, cooperative, courteous, respectful, and positive. All these qualifications are monitored while enrolled and expected of all students at Model College of Hair Design.
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**Requirements for Licensure**

1. Documentation of successful completion of required number of clock hours and clinical exercises.
2. Documentation of written and practical exams including a State Practical Skills certification.
3. PSI State Laws and Rules written exam, practical written exam, and written Theory exam. Fee \$90.00
4. Complete appropriate documentation for licensure and pay fee of \$195.00 to MN Board of Cosmetology Examiners for initial 3-year license.

**Model College of Hair Design -Nail Technician Program**

If you love beautiful nails and want to help others have exceptional hands, nails and feet, Model College of Hair Design’s nail technology program is for you. In just two short months, you can have a fun, exciting new career in nail technology.

Nail Technician Course Outline (350 hours; diploma) Minnesota State Rule 2110.0530	
Hours/ Service Exercises	Subject
50 Hours (preclinic/basics)	The pre-clinic/basic training is hours from 1 to 50. During pre-clinic/basics student’s complete classroom work, practice on mannequins and student to student applications. MN state laws and rules, infection control and safety are addressed. Demonstrate competency by passing weekly exams.
150 Hours (clinic phase)	During the clinic phase students rotate between the clinic floor and the classroom, practicing on real clients and learning advanced theory. (50) exercises Manicuring and Pedicuring, (10) exercises Artificial Nails, (3) of which are Sculptured Nails
150 Theory Hours	Theory Topics: professional development, salon business, retailing, anatomy, electricity, nail care, nail disorders, skin disorders, manicuring, pedicuring, artificial nails, creative touch, MN state laws and rules, infection control and safety

Academic and practical learning methods such as discussion, question and answer, demonstrations, problem solving, interactive lecture, individualized instruction, classroom presentations, labs, and student salon activities are used in each course.

**Grading Percentage:**

- 100-95% **A**  
94-90% **B**  
89-80% **C**

**Career Opportunities**

*Nail Technician – Platform Artist – Film Artist – Sales Representative – Salon Manager – Salon Owner – School Manger – School Educator – School Owner – Research and Development – Consultant/ Trainer*

Certifications	Students who complete all of the program requirements will be awarded a diploma.
Regulatory Oversight Restrictions	Licensing Felons: The Board of Cosmetology Examiners shall adopt rules to establish a uniform process and criteria by which an applicant who has been convicted of a felony shall be considered for licensing.

Occupational Disorder and Demands	If you perform advance nail services, your manicuring table is full of chemical products. You should not be afraid of these chemicals. Exposure to them will not harm you, but overexposure is a danger you need to avoid. The most common early warning signs of overexposure to nail technicians include: light-headedness, insomnia, runny nose, sore dry throat, watery eyes, tingling toes, tiredness all day, irritability, sluggishness, and breathing problems. Prevention includes: wearing gloves when using primer, wearing a dust mask when filing, wearing safety glasses and working in a well-ventilated area. Nail technicians may experience back and neck problems from bending or leaning over tables. Proper posture and chair heights will assist in alleviating some of the back and neck problems.
Requirements for Employers	The individual should portray qualifications including being punctual, professional, cooperative, courteous, respectful, and positive. All these qualifications are monitored while enrolled and expected of all students at Model College of Hair Design.

#### Requirements for Licensure

1. Documentation of successful completion of required number of clock hours and clinical exercises.
2. Documentation of written and practical exams including a State Skills certification.
3. PSI State Laws and Rules written exam, practical written exam, and written Theory exam. Fee \$90.00
4. Complete appropriate documentation for licensure and pay fee of \$195.00 to MN Board of Cosmetology Examiners for initial 3-year license.

### **COURSE COSTS AND PAYMENT TERMS**

#### Cosmetology:

	Start Dates from 1/01/2017
Application fee	\$ 50.00
Tuition	\$ 15900.00
Kit and Books	\$ 1550.00
Tax	<u>\$ 114.31</u>
Total cost	\$ 17614.31

#### Esthiology:

Application fee	\$ 50.00
Tuition	\$ 7900.00
Kit and Books	\$ 750.00
Tax	<u>\$ 55.31</u>
Total cost	\$ 8755.31

#### Nail Technician:

Application fee	\$ 50.00
Tuition	\$3500.00
Kit and Books	\$ 500.00
Tax	<u>\$ 36.88</u>
Total cost	\$4086.88

#### Additional costs\*\*: if applicable to the student

Replacement Lab Vest or Apron	\$30/\$20
Replacement Name Tag	\$10
Replacement Time Card	\$15
Replacement Parking Pass	\$15
Fleece	\$45
Re Entry Fee (if applicable)	\$50
Withdrawal fee	\$150
Recontract of Hours/ Schedule change	\$100

Transcript	\$15/ or a portion there of
Keys for Rental Units	\$5 per key
Unplugged Smoke / Carbon Monoxide Dectectors/ No Battery	\$5
Tampering with Thermostat Cover	\$50
Paper Copies for a 3 <sup>rd</sup> Party	\$2.00 per page
PSI written Exam	\$90.00
MN State License and Registration	\$195
Late Fee on Payments Received	\$25
Penalty Fee for Returned Checks	\$30
Copies of Student File, student request	\$.10 per copy
Extra Instructional Charges	\$10.25 per hour cosmetology, \$10 per hour nail technician, \$13.16 for esthology

There will be no charging on ledgers unless approved by management. 1 day grace period.

\*Plus Sales Tax if applicable, \*These fees are subject to change from time to time or at the school's discretion.

**Payment of Tuition and other Fees**

- Application fee – due upon registration
- Kit fee – due at or before orientation
- Tuition – interest free payment options available
- First tuition payment due on 1<sup>st</sup> day of enrollment
- Tuition payments are due no later than the first day of each month. \$25.00 late fee on payments received, and balances outstanding, after the 15<sup>th</sup> of each month.
- The school accepts payment in the form of cash, personal check, cashier check, money order, debit/credit card, and financial aid funds.
- Any return checks for non-sufficient funds will be subject to a \$30.00 penalty fee. Checks will then no longer be accepted from these students
- Students receiving financial aid must satisfy their tuition obligations to the school before any money is disbursed to them
- Hours will not be transferred until all costs due for training are satisfied per the enrollment agreement
- All tuition and fees must be paid in full before a student can take the Practical Skills Test and receive graduation credentials.
- Payments will be made to the office of Model College of Hair Design.
- When a buyer is unable to make a payment on scheduled date, buyer must contact the school office. Notice of when payment will be made will be set up by the seller and buyer.
- If the buyer defaults in the performance of his/her obligation hereunder, including the making of any payment provided for herein when due and payable. Model College of Hair Design may declare the whole amount unpaid hereunder immediately due and payable.
- In the event that Model College of Hair Design prevails in any action to enforce the terms or provisions hereof, buyer agrees to pay reasonable attorney fees and actual court costs. Buyer warrants that all of statements made in the buyer's statement are true and correct.
- Buyer can at anytime pay in advance the unpaid balance due Model College of Hair Design.
- Any buyer who is of minor age will require a guarantor who will be liable to the seller for the fees, tuition charges, etc., agreed to in this contract.

**EXTRA INSTRUCTIONAL CHARGES**

**Additional charges for exceeding contract end date – 90% attendance required.**

**Please read this section carefully and plan ahead to ensure that you do no incur additional fees for exceeding your contract.**

- Each student must maintain at least 90% average attendance over the course of his/her program in order to finish by the contract end date.
- Students should review their contracts to make sure they know their contract end dates and should monitor their absences carefully so that they do not exceed this date.
- Any student who does not complete his/her program on or before the contract end date will be charged an additional \$10.25 per hour for cosmetology, \$10.00 for nail technician, \$13.16 for esthology courses completed after the contract end date.

**Administrative Staff and Faculty:**

Owner:	Andrew Smith
President:	Andrew Smith
Vice President/Secretary:	Stephanie Smith
Treasurer:	Diane Smith

Senior Education Director:	Kris Satrang
Senior Admissions Director:	Andrew Smith
Financial Aid and Administration:	Jan Lauer Stephanie Smith
Admissions:	Kristi Clark
Campus Directors:	Andrew Smith
Educators:	Kris Satrang  Kyle Hunstad Kristie Winter Tammy Yarke
Advisors:	Bruce Smith Diane Smith

**Phone Numbers:**

Model College of Hair Design 320-253-4222 ext. 2 Front Desk

Ext. 3 Admissions

Ext. 4 Financial Aid

Ext. 5 Registrar

[admissions@mcohd.com](mailto:admissions@mcohd.com)

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

## SECTION #3

### **School Hours**

- MCOHD campus hours operate from 8:30 am to 4:30 PM Monday and Saturday, 9:00 am to 9:00 PM Tuesday, Wednesday, and Thursday and 9:00 am to 5:30 PM Friday.
- The campus opens its doors to students at 8:00 am Monday through Saturday. Students will not receive hours until 9:00 am
- Students are required to arrive at school at their scheduled time.
- Students that arrive to school late are subject to suspension and/or termination.

### **Student Schedules**

MCOHD is a clock hour school. All students must clock in and out on a computerized time clock when arriving and departing from school. No student will receive more than eight clock hours per day (unless approved by the State of Minnesota and approved from MCOHD). Each student will select a schedule from below.

<u>Schedule #</u>	<u>Schedule Name</u>	<u># of Hrs.</u>	<u>Pre-Clinic</u>	<u>Clinic Schedule</u>
A	MCOHD Grant	39.5	M 8:30-4:30 T-F 9:00-5:30	T-S all nights 12:30-9
B	MCOHD Grant	39.5	M 8:30-4:30 T-F 9:00-5:30	Week A: M,W, F 9-:530; T, Th 12:30-9 Week B: T-S W 12:30-9
C	Create your own	39.5	M 8:30-4:30 T-F 9:00-5:30	Open
D	Part time day	Open	M 8:30-4:30 T-F 9:00-5:30	Open
D	Part time evenings	15	T,W,Th 4:00-9:00	T,W,Th 4:00-9:00

**\*Schedule number 1 is the only schedule that qualifies a student for the MCOHD tuition/housing grant.** The “regular schedule” rotates with one week being Monday through Friday and the next week being Tuesday through Saturday. The school will decide rotations. Students must adhere to their schedule at all times, unless preapproved for a daily schedule change.

Schedule/Recontract change guidelines:

- Each student will choose a schedule at the end of pre-clinic training.
- If a student wishes to change their schedule/contract after it is assigned, he/she must submit a “change of schedule” form to the school and pay a fee of \$100.00 per change if changing the amount of hours per week. College issued grants are forfeited. Fee must be paid at time of change.
- The school reserves the right to deny a schedule change request for any reason. In some cases, the school will deny a request so there is not a shortage of students or too many students at one given time.

### Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 515, 1030, (actual) hours

Esthiology 300 (actual) hours

Nail Technician 175 (actual) hours

\*Transfer Students- Midpoint of the contracted hours of the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course. The institutions academic year is 1030 clock hours.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total 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 75% 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 maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b><u>COURSE</u></b>	<b><u>MAXIMUM TIME ALLOWED</u></b>	<b><u>SCHEDULED HOURS</u></b>
	<b><u>WEEKS</u></b>	
Cosmetology (Full Time, 39.5 hrs/wk)- 1550 hours	52.19 weeks	2061.5 hours
Cosmetology (Part Time, 20 hrs/wk)- 1550 hours	103.08 weeks	2061.5 hours
Esthiology (Full Time, 39.5 hrs/wk)- 600 hours	20.20 weeks	798 hours
Nail Technician (Full Time, 39.5 hrs/wk)-350 hours	11.78 weeks	465.5 hours

The maximum time allowed for transfer students who need less than the full course requirements or part- time students will be determined based on 75% of the scheduled hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer 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 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b><u>Written Chapter Tests and Exams</u></b>	<b><u>Evaluation Sheets/Student Counseling Reports</u></b>	<b><u>Practical Test and Pre Certification</u></b>
95-100 =A	5 of 5 = A	20 points A 95-100%
90-94 =B	4 of 5 =B	19-18 points B 94-90%
80-89= C	3 of 5= C	17-16 points C 89-80%

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has 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 and state financial aid.

**PROBATION**

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

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

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

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative process determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid along with state financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has exhausted.

\*Changes in a major, pursuit of a second degree, and summer terms are non-applicable when addressing the Satisfactory Academic Progress Policy.

### **Leave of Absence**

**Introduction & eligibility:** A student may take a Leave of Absence from school for not more than a total of 180 days in any 12 month, period per school policy. The institution, at our discretion, may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days, within a 12 month, period. This 12 month, period begins on the first day of the student's initial LOA.

- The birth of a child
- The adoption of a child or the placing of a foster child
- The care of a sick spouse, child or parent
- The student's own serious health condition: such as illness, broken bones, mental health, deaths, surgeries.

In the event of childbirth, adoption, or foster care placement, a student's entitlement to leave expires at the end of the 12-month period, which commences on the date of the birth, adoption or foster care placement.

**Notification:** Any student who seeks to take a leave of absence is required to apply in advance for the leave unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the leave in advance. Requests must be made by submitting a *Leave of Absence Request Form* to the office. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date.

**Medical certification:** The school may require a medical certification from a health care provider to support a leave request to care for a student's seriously ill family member (spouse, son, daughter or parent), or due to a serious health condition which makes the student unable to perform the functions of the student's training. If the school requests that a medical certification be provided, such certification must be provided to the school within 15 calendar days after the request for leave, unless the need for leave is unforeseen. Leave may be refused until such certification is provided. Under some circumstances, the school may request an additional medical certification, at the school's expense, to verify the need for the leave. If the opinions of the first and second health care provider differ, the school may require a third opinion, at the school's expense, from a health care provider mutually agreed upon by the school and the student. If adequate medical certification is not provided, leave may be denied.

### **What happens when a student takes a leave of absence.**

- No scheduled hours are accumulated
- The leave will not affect the student's satisfactory progress for attendance
- The student's maximum time for course completion and contract end date will be extended by the number of calendar days of the leave
- The student will be informed as to when he or she is scheduled to resume training
- The student will return to school with the same academic and attendance status held prior to the leave
- No Title IV financial aid or state financial aid will be disbursed while a student is on a leave
- The student is not allowed on the premises, unless for office questions.
- The student still continues on with fulfillment of their housing lease.

### **Student's responsibility upon return from leave & consequences of not returning on the return date**

- The student must return to school from a leave of absence on the return date specified on the *leave of absence request form*. A student who wishes to shorten the scheduled leave of absence must contact the campus director at least two business days prior to the desired new return date. Students who do not follow this policy will not be allowed to



return prior to their originally scheduled return date. A student who wishes to lengthen the scheduled leave of absence must contact the campus director at least two business days prior to the originally scheduled return date.

- If a student does not return to school on the scheduled return date, the student will be withdrawn from the contracted program. Final balance owed and financial aid computations will be prepared and the campus director will notify the student of the results.

The institution must extend the students contract period by the same number of days taken in the Leave of Absence.

Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA, (or the student takes and unapproved LOA), the students withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the students last day of attendance.

**Termination by Institution**

Termination/ Withdrawal: Students who are terminated or withdraw from the school must settle their accounts with the school and make all payments to the school required under the State of Minnesota Refund Policy published in the school catalogue and in the student contract. The school will present the student with a final bill upon termination or withdrawal. The bill will be based on the State Refund Policy shown below:

<u>% contract hours completed</u>	<u>% total program tuition owed by student</u>
Between 0.01% and 4.9%	20%
Between 5% and 9.9%	30%
Between 10% and 14.9%	40%
Between 15% and 24.9%	45%
Between 25% and 49.9%	70%
50% or more	100%

Withdrawal Fee: \$150.00

Grounds for Termination by the Institution:

Students may be terminated or suspended for violation of the rules and regulations of the college.

Students will be terminated within 30 days of exceeding the consecutive days absent policy (14 calendar days in a row unexcused) and/or not returning when scheduled from a documented leave of absence. Special circumstances can be applied by our discretion.

- A. Enrollment time is defined as actual hours attended. Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item B, or formal termination by the school, which shall occur not more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Students who do not return from a leave of absence, last date of leave is used as termination date.
- B. If a student is rejected for training by the school, the student will receive 100% refund of all monies paid.
- C. In the case of a student’s prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- D. Refunds will be made within thirty days after the written request is received. In the case of financial aid being paid to the students account, if a refund is due the student, **the Refund Distribution** applies. Any student receiving Veterans benefits is entitled to a pro-rated refund for actual time completed in the program.
- E. Equipment and books are the property of the student on the first day of school. None is checked back to Model College of Hair Design.
- F. If the school is permanently closed and no longer offering instruction after the buyer has enrolled, the buyer is entitled to a pro-rated refund of tuition.
- G. If a course is cancelled subsequent to a buyer’s enrollment, the school shall, as its option; provide completion of the course at another location with buyer’s approval; or provide a refund of all monies paid.
- H. If the student does not notify the school that he/ she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. Academic counseling or advising/ class/ examinations/ tutorial / computer assisted instruction/ other academically related activities.
- I. In the event that the student drops, transfers or is terminated from school, the Model College of Hair Design grant is canceled. Model College of Hair Design grants only apply when a student completes the full course they have enrolled in and have met grant requirements.

**Refund Policy /Notice of Cancellation Policy**

Pursuant of Cosmetology Rules Chapter 2110.0650

- J. An applicant not accepted by the school shall be entitled to a refund of all moneys paid.  
If a student (or guardian) cancels his /her enrollment and demands his or her money back, in writing, or in person, within three (3) business days of the signing of an enrollment agreement or contract, and prior to entering classes, all moneys collected by the school shall be refunded, with the exception of a non-refundable application fee. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the students have actually started training. All money due back will be refunded within 30 days of formal cancellation or termination or if the student with draws without notifying the college.

- K. Prior to the start of classes, if a student cancels his/ her enrollment after the 3 business days after the signing, he/she shall be entitled to a refund of all moneys paid to the school, less an application fee of \$50.00. This is for all courses offered by Model College of Hair Design.
- L. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized based on tuition only. If a course is canceled the student is entitled to a refund of all moneys paid to the school. The school will keep the enrollment fee of \$50.00. Educational equipment is the property of the student. The students tuition outcome is based on the refund policy below.

Percentage of total hours completed in respect to total tuition school shall receive or retain:

**Cosmetology:**

1-77 hours	0.01% to 4.9%	20% retained or received
77.5-154.5 hours	5% to 9.9%	30% retained or received
155-232 hours	10% to 14.9%	40% retained or received
232.5-387 hours	15% to 24.9%	45% retained or received
387.5-774.5 hours	25% to 49.9%	70% retained or received
775-1550 hours	50% or OVER	100% retained or received

**Esthiology:**

1-29 hours
30-59 hours
60-89 hours
90-149 hours
150-299 hours
600. urs

**Nail Technician:**

1-16.5 hours
17.5-34 hours
35-51.5 hours
52.5-86.5 hours
87.5-174 hours
175-350 hours

**Return of Funds Policy**

**Federal Title IV refund** Effective 7/1/06 Model College of Hair Design and you may retain Federal Title IV funds of only scheduled hours, not completed hours.

Scheduled hours will be used to determine the percentage of the period completed by a student withdrawing from Model College of Hair Design.

After you have completed 60% of your payment period Model College of Hair Design and you the student have earned 100% of Federal Title IV funds. In the event that a student completed less than 60% of the payment period, this could result in payments due from you the student. These payments are per Title IV refund policy. Any refund or repayment payable by the school will be refunded within 45 days of notification of withdrawal or termination.

Federal Unsubsidized Loan    Federal Subsidized Loan  
Federal PLUS Loan            Federal Pell Grant

**State refund** payments for tuition and fees will have a State of Minnesota refund policy performed using hours completed. Any refund or repayment payable by the school could result in payments due from you the student. These payments are per State of Minnesota refund policy. Any refund or repayment payable by the school will be refunded within 30 days of notification of withdrawal or termination.

**Other refund:**            SELF Loan            Minnesota State Grant  
State/County sponsored Aid            Scholarships            Student Contribution

After all Title IV refunds and State refunds are made the student is responsible for any remaining balance owed to the college as a result of the refund to FA programs.

\*\*\*\*\* Students must meet these **certification requirements** by 4:00 pm on the Friday prior to certification:

1. Tuition must be paid in full. If paying 5 days before certification, it must be in cash, money order, cashiers check, credit or debit card. If personal check, you must pay at least two weeks prior to certification week.
2. Rent paid in full. (All housing fees paid including damage to property):
3. All written and practical tests completed and passed with an 80% minimum grade
4. Outline, workbook, procedure cards, computer sheet, portfolio, resume, and grade sheets completed. Pre certification sheet completed.

\*\*Off Clock: Students have to maintain their regular schedule to complete the school requirements.

1. **Graduation Requirements:** To graduate from Model College of Hair Design, a student must satisfactorily complete the required number of hours and services in a specific course. All certification requirements (listed above) must be completed Practical Skills Certification must be passed. Diploma is issued when all is complete.
2. Practical Skills Certification is given in English.
3. Training changes: Should course content, materials or schedule change occur during the period of agreement because of industry's or business's practices which would potentially affect the initial employability of graduates, there will be no extra expense for tuition, however, if buyer loses or breaks their assigned equipment, the buyer may be responsible for replacing this equipment.
4. The buyer's rights under this agreement may not be assigned to any other person and the buyer must complete the course within the time stated on this agreement.
5. It is clearly understood that seller may assign or sell its rights to payment under this agreement. Such assignment will not relieve the seller from fulfillment of its duties and refund policy. The buyer and/or guarantor authorizes to release all additional information necessary to complete this transaction. The seller would notify the buyer of any such transaction.
6. It is the essence of this agreement that both parties use their best efforts and work as hard as possible to the end that the buyer will obtain the knowledge and training that he/she wishes and needs, in return for the money that the buyer has agreed to pay for the same.
7. The admission, instruction and graduation policies of Model College of Hair Design do not discriminate on the basis of race, creed, religion, sex, age, color financial status, country, or area of origin or residence or the handicapped.
8. Alcohol, intoxicants, or drugs (unless under a doctor's prescription) are not permitted in school or on school property. Penalty for violation will be permanent termination. Students may be subject to termination for conduct disrupting school operations or for unsatisfactory attendance or conduct. A student can be terminated from school if caught stealing from college or another person in the college. Refund policy will be applied along with withdrawal fees.

9. Possession by a student of any firearms while on campus are in violation of school policy. Firearms are not permitted on Model College of Hair Design properties. Penalty for violation will be permanent termination from school.
10. Model College of Hair Design reserves the right to determine, in its sole judgment, the appropriateness of any student's appearance during school hours. This includes: clothing attire, Hair color, Hair style, Make-up and piercings.
11. This entire agreement, any attachments, school catalog/handbook are one agreement.
12. Buyer and seller agree upon a complete description of services for which seller is to furnish and buyer is to pay. Such descriptions as to classes and hours, conduct and schedules maybe augmented by bulletins and other notices furnished by the seller to the buyer.
13. Buyer agrees to attend classes regularly as scheduled by the registrar and as may appear on all such bulletins and notices to prepare all lessons and perform all duties and to abide by all the rules of the college.
14. Model College of Hair Design maintains job placement resources for students to use throughout their training program. Although we cannot guarantee employment for all students, we will make every effort to help place our current and past graduates. At 1350 hours students will fill out a job assistance survey.

#### **Mitigating Circumstances**

The School will take into consideration those circumstances that have affected your ability to maintain satisfactory progression, which we feel, will not impair your ability to complete your course. This consideration will be made at the discretion of the institution.

#### **Other refund:** State/County sponsored Aid Scholarships Student Contribution

After all Title IV refunds and State refunds are made, the student is responsible for any remaining balance owed to the college as a result of the refund to FA programs.

- Step 1: Basic Information
- $$\begin{array}{r} \text{Number of hours completed} \\ + \quad \text{Number of hours in program} \\ = \quad \text{Percentage earned (100\% is greater than 60\%)} \end{array}$$
- Step 2: Determine amount of unearned Title IV aid
- $$\begin{array}{r} \text{Percentage earned} \\ \times \quad \text{Total Title IV disbursement} \\ = \quad \text{Amount of unearned Title IV aid} \end{array}$$
- Step 3: Determined amount of unearned Title IV aid
- $$\begin{array}{r} \text{Percentage earned} \\ \times \quad \text{Total Title IV disbursement} \\ = \quad \text{Amount of unearned Title IV aid} \end{array}$$
- Step 4: Determined Title IV aid to be disbursed
- $$\begin{array}{r} \text{Amount of unearned Title IV aid} \\ - \quad \text{Actual Title IV disbursement} \\ = \quad \text{Disbursement due} \end{array}$$
- Step 5: Determine Title IV aid to be returned
- $$\begin{array}{r} \text{Disbursement due} \\ - \quad \text{Amount of earned Title IV aid} \\ = \quad \text{Total amount of earned Title IV aid to be returned} \end{array}$$
- Step 6: Calculate school's responsibility lesser of:  
Amount of unearned Title IV aid and Institutional charges
- $$\begin{array}{r} \text{Total amount of earned Title IV aid to be returned} \\ \times \quad \text{Percentage unearned} \\ = \quad \text{School responsibility} \end{array}$$
- Step 7: Determine amount of school returns by program
1. Unsubsidized Federal loans
  2. Subsidized Federal loans
  3. Federal Plus loans
  4. Federal Pell Grant
- Step 8: Determine student's responsibility
- $$\begin{array}{r} \text{Total amount of earned Title IV aid to be returned} \\ - \quad \text{School's responsibility} \\ = \quad \text{Student's responsibility} \end{array}$$
- Step 9: Determine amount of student returns by program
1. Unsubsidized Federal loans
  2. Subsidized Federal loans
  3. Federal Plus loans
  4. Federal Pell Grant

\*\*After Title IV refund is made, the student is responsible for monies owed the college as a result of the refund to Financial Aid.

#### **SPECIAL REFUND POLICY FOR VETERANS**

A special refund policy for Veterans has been established to conform with Veteran's Regulation 14225E. The school will refund a sum which does not vary more than 10% from the exact pro rate of such tuition fee and there charges that the length of the completed portion of the course bears to its total length.

The exact proportion will be determined on the ratio of the number of instructional days in the course.

Model College of Hair Design utilizes several refund policies as they apply to each individual student (per DOE requirements). Our financial aid office can explain these to students upon request.

#### **STUDENT CONSUMER INFORMATION**

CONFIDENTIALITY:

Private information received and maintained by the financial aid office is kept in strict confidence and used only for purposes connected with the financial aid process.

#### HOW DOES THE FINANCIAL AID PROCESS START?

A student is encouraged to use the FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the application procedure. If you do not have access to the internet, forms can be received at the Model College of Hair Design. They will be mailed upon request, or are available at the local high school.

Completing the application is a critical step because the information you provide determines your eligibility for financial aid. Once this is done, MCHD will request verification forms and the appropriate tax forms used to complete the FAFSA if you are selected for verification.

#### WHO IS ELIGIBLE TO APPLY FOR FINANCIAL AID PROGRAMS?

1. Be citizen or permanent resident of the United States, or in the United States for other than temporary purposes. Please check your visa status with the financial aid office to determine its eligibility.
2. Be enrolled in an eligible course.
3. Not be in default on a federal student loan or owe a refund on a Federal PELL or STATE Grant.
4. Be able to obtain transcript (s) if you have attended another college or post-secondary school.
5. Be making satisfactory progress.

#### HOW IS FINANCIAL AID AWARDED AT MCOHD?

Aid is disbursed by the school to the student. The school expects students to meet tuition, fees and book charges when due. Tuition accounts and balances will be discussed with the student on an individual basis. The student has the right to accept or decline any financial aid offered. He/she has the obligation to read and have a positive understanding of the terms and conditions of all aid that he/she accepts.

All financial aid programs require that no disbursements may be made to a student who is in default on a student loan, or who owes a refund, or is not making satisfactory progress in the course of study.

#### MINNESOTA STATE GRANT:

The Minnesota State Grant program is designed to provide financial assistance to Minnesota residents who lack the financial resources to attend an eligible Minnesota post-secondary institution of their choice.

To be eligible for an initial grant the applicant must:

1. Be a graduate of a Minnesota secondary school or it is equivalent (GED).
2. Be an undergraduate (a student who has not yet received a bachelor's degree and has not attended more than four years of post-secondary training).
3. Be able to demonstrate financial need.
4. Not be in default on a student loan.
5. Not be more than 30 days behind for child support owed to a public agency.

Application Procedure: All applicants must complete the FAFSA and MCHD information form.

Awards are made in separate payments. Verification is determined by your FAFSA results.

#### FEDERAL PELL GRANT:

The purpose of the Federal Pell Grant program is to provide eligible students with a base of financial aid to help meet the cost of post-secondary education. A student who does not yet have a bachelor's degree, is a U.S. citizen or permanent resident, and is enrolled at an eligible institution may apply for the Federal Pell Grant.

Student eligibility is based primarily on financial need that is determined by a formula developed by Congress. The formula for determining the Federal Pell Grant eligibility is applied to information supplied by the student and/or parents regarding the family's financial resources. The result of this analysis is an aid index that, along with the given school's cost of education, will determine the amount of the Federal Pell Grant. The dollar amount is dependent upon your family's financial situation, the cost of education at the institution, and how much of your training is considered within the current fiscal year (July 1 through June 30).

Disbursements of Federal Pell Grant funds are divided into equal payments. The institution is responsible for monitoring student eligibility according to the federal regulations that govern this program.

#### FEDERAL SUBSIDIZED DIRECT STUDENT LOAN:

To be eligible for the Federal Subsidized Student Loan, you must attend school at least halftime and complete the Free Application for Federal Student Aid. (FAFSA)

Depending of your need, you may borrow up to \$3500.00 (if you are enrolled in a program that is a year in length). This loan has a variable interest rate that changes annually. While you are in school, and for the period of time called the "grace period" after you graduate or leave the school, the government passes the cost of the interest of your loan to the lender. A minimum of \$600.00 a year must be paid on your Federal Direct Student Loan Balance once your grace period has expired. The loan is to be repaid within 10 years after your grace period ends. Forms are available through the school.

Loan payments can be deferred under certain circumstances. The deferments may vary for each program. Deferments have been granted for military services, continuing education, full-time Peace Corps, temporary total disability, unemployment, rehabilitation training, and maternity leave. Information and deferment forms may be obtained by contacting the address or phone number where you send your monthly payments.

#### FEDERAL UNSUBSIDIZED DIRECT STUDENT LOAN:

For students without demonstrated financial need, and unsubsidized Federal Loan is available. The loan limits and interest rate for dependent, undergraduate students are the same as those of the Subsidized Loan. Independent, undergraduate and graduate, and professional students, however, have slightly higher borrowing maximums. This loan has a variable rate that changes annually. Borrowers of the Unsubsidized Loan are required to pay interest of the loan at the prevailing rate while in school. During your grace

period (the time before beginning repayment) and during periods of authorized deferment (postponement) and forbearance (authorized delay in loan principal payment), you may make monthly or quarterly interest payments - or you may choose to have your interest added to the principal of the loan. This is called "capitalization". You also will be charged a 1 percent disbursement of your loan.

#### PLUS LOAN (PARENT LOAN FOR UNDERGRADUATE STUDENTS):

Loans to parents of dependent undergraduate students may be available from some private lenders. These loans are called the Federal Parent Loans for Undergraduate Students (PLUS). PLUS borrowers do not have to show need for the program, but may have their credit - worthiness examined.

- Under PLUS, parents may borrow up to the annual cost of attendance less any other financial aid received for each dependent child enrolled at least half time. There is no cap on annual or aggregate borrowing amounts.

The combined annual total of PLUS loans and other financial aid cannot exceed the student's cost of attendance.

This loan has a variable interest rate that changes annually.

Repayment of both principal and interest begins within 60 days of receiving the loan and extends from 5 to 10 years. The amount you borrow will determine your minimum monthly payment, but no one will pay less than \$50.00 a month.

#### SELF LOAN - STUDENT EDUCATIONAL LOAN FUND:

To complete the application process, the student must submit a SELF-application. SELF-applications are available on line or through the institution or through the Minnesota Office of Higher Education.

The institution determines eligibility. The institution's total cost of attendance minus all financial aid the student is expected to receive equals the amount the student can borrow to a maximum of \$7500.00

Borrowers are required to pay interest quarterly while in school. Upon graduating or leaving school, they are required to pay interest monthly for up to one year; they then will begin repaying loan principal as well as interest monthly. The maximum repayment period for SELF loans is determined by the balance of all SELF loans.

The interest rate charged to the borrower will vary throughout the life of the loan and can change every three months.

Currently, there is no guarantee fee. The Board, however, reserves the right to charge a guarantee fee on future loans in order to cover claims for nonpayment of interest and principal amounts by borrowers and cosigners.

#### **STUDENT COMPLAINT PROCESS:**

A student who believes the Model College of Hair Design in any way has aggrieved him or her shall be allowed to file a complaint with MCOHD. MCOHD shall not or will not take adverse action against a student as a result of a complaint.

The process of filing a formal complaint is as follows.

1. A **written** formal complaint signed by the complainant should be submitted to the school owner.
2. The school will meet with the student for an initial meeting within 10 days of the written complaint. A time frame for completing the complaint in writing will be done within 30 days from the receipt of complaint.
3. If the response given is not sufficient, an appeal may be submitted to a panel who will review all the circumstances reported in the complaint. The panel consists of: Andy Smith.
4. The panel will also have a time frame of 21 days from receipt of complaint to respond back to the student.
5. Listed below are other entities that may be more appropriate than the institution to conciliate the complaint:

A. Minnesota Department of Human Rights  
Army Corps of Engineers Centre  
190 East 5th Street Suite 700  
St. Paul, MN. 55101

B. Minnesota Department of Veterans Affairs  
MN State Approving Agency  
20 West 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
St Paul, MN 55155

C. Minnesota Office of Higher Education  
1450 Energy Park Drive Suite 350  
St Paul, MN 55108

D. MN Board of Cosmetology Examiners  
1000 University Avenue W Suite 100  
St Paul, MN 55104

## **SECTION #4**

### **Clocking on the Time Clock**

- All students must register on the time clock at the beginning and end of each day (students will clock out for lunch but not breaks).
- Students must remain on school property at all times while clocked in unless they are on an assigned break or lunch.
- Students who do not register on the time clock at each of the above times, if they have misplaced or forgotten their time card must have an instructor sign a *Time adjustment form* indicating the time the student arrived and departed. Each student will receive three of these. After that the time card will have to be replaced in order to receive hours.
- **Students who repeatedly fail to clock properly will lose those hours.**
- MCOHD Calculates hours to the exact minute.
- No student shall receive more than 8 hours in a day.
- Students with more than 6 hours are required to take a lunch.

#### Daily Safety & Sanitation

- Students must clean the workstation that they used during the day. This includes cleaning the mirror, the inside of the cabinet, the countertop, and the chair and base; emptying the waste receptacle; and sweeping the floor in the surround area
- Students must perform additional sanitation as assigned each day. Additional sanitation will be assigned at the end of each day and posted in the dispense.
- Students that do not participate with sanitations will be sent home early.
- When doing any chemical service, protect your client, yourself, the station and clinic floor area. Put towel under applicator bottle when not in use, wear glove and apron, and most importantly keep the client covered properly.

#### Lunches and Breaks

- Lunches are 30 minutes in length and are assigned by the Front Desk. Students must take their lunches at the assigned time. Breaks are 2, 15 minute, time slots, taken when it works with the students daily schedule.
- Desk Receptionist will adjust lunch time assignments for students who do not complete their service prior to their scheduled lunch time.
- Students will clock in and out for lunch. Students will sign in and out for breaks.

#### Clinic Booking and Service

- The School strives to offer as much hands on experience as possible to help our graduates enter the field feeling comfortable and well-versed in all areas of cosmetology. The school books student client experiences based on student needs and complies with state cosmetology law and NACCAS regulations for booking client services.
- The school accepts requests from clients to have a specific student perform their services and encourages students to practice relationship building.
- Student's may submit their own needs list to the School Director to identify the services that they need.
- The School requires students to conduct themselves in a professional manner at all times. Students who fail to do may be clocked out, suspended, or terminated.
  - Student SHOULD: treat clients, instructors and other students with respect; greet clients courteously; ask for help from instructors when needed; use their time productively; use school materials and equipment properly and efficiently.
  - Students should NOT: run; raise voices or yell; sit or put their feet on stations; visit with other students while working on clients; eat or drink in the clinic or reception areas; move station chairs; write on station mirrors or hang pictures or decorate in station areas; use profanity; argue with instructors, clients, and other students.
- **Students may not refuse a client. Any student who refuses a client or argues about taking a client will be clocked out and required to leave the School premises immediately. When a student meets the minimum state requirements he or she will continue booked with services. Any changes to assigned appointments may only be made by School Staff.**
- If a student is assigned to the clinic and does not have a client, he or she should be using his or her time productively by completing project sheets, salon projects, workbooks, worksheets, independent study, or sanitation.
- The School maintains a client record for each chemical service client. Each time a student provides a chemical service on a client he or she must fill out a chemical service card in its entirety and return it to the reception desk.
- The School will determine how much time to schedule for each service provided by each student based on the number of hours the student has completed.
- Each student must record all services as they are completed on his or her project sheet and on his or her state time sheet. Each student must have his or her customer slip signed upon the completion of each service. State time sheets must be kept in the assigned area and signed by an instructor each day the student attends school.
- Students must complete sanitation daily and as assigned. Station inspections are conducted randomly.
- Students may be assigned to dispense and by the School during their training.
- Student must be open to educational instruction from instructors and staff. Do not question an instructor in front of a client. To do so has the customer wondering if anyone knows what he/she is doing. Discuss, question, and explain out of the presence of the client.
- When you are called for a customer, come to the desk. If you are busy with another customer or with something you cannot leave, let the desk know what you are doing. Discuss, question, and explain out of the presence of the client.
- Magazines are here for the clients use. If you have extra time, please spend it studying and not reading magazines.
- Students are to have their work checked before, during & after every service.
- While your customer is processing for a color or perm, drying under the dryer, etc., YOU MUST stay with them for assurance that all is going well. Do not use this time as a break, VISIT with the customer, do not gossip.
- No chewing gum, drinking pop or eating food on the clinic floor, classroom, or computer areas. (Break area only)
- Students must properly drape customers at all times. Even for comb-outs or curling iron styling, and while working on each other.

#### Clinic Station Assignments

- Stations are numbered sequentially beginning with one (1). Each station is marked with its number.
- All stations are assigned on Monday; Saturday is first-come first served basis.
- Stations may be reassigned at the discretion of the instructors.
- Purses, coats, and other personal items must be placed in the locker at all times during school hours.
- All equipment is to be packed up and taken home after each day.

#### Student Hair Day

- Student can get services done if they are maintaining satisfactory progress. Service days are Mon- Wed.
- Desk employee decides base on appointments and daily business.
- Models in basic class at Student Price below. Models for class or demonstration by an instructor are free.

- You may never do your own hair during the school day. You need to practice on each other. After you've been ok'd by an instructor to have a service, make sure that you've been marked off the books, even for a shampoo, so the desk is aware of what you are doing. Student price list is included for service charges.

**Services Paid In Advance/Receipt Required**

Facial Wax \$3.00	Bleach \$15.00	Artificial Nails \$14.00	Reconditioner \$6.00
Full Leg Wax \$25.00	Frosting Cap \$19.00	Pedicure \$2.00	Mask Charge facial \$3.00
Brazil/Bikini wax \$25, \$13.00	Toner \$5.00	Cat \$3.00	Polish change \$1.00
Upper/Lower Leg Wax \$13.00	Partial Foil (9 or less) \$19.00	Color \$15.00	Manicure \$2.00
Mask Charge \$3.00	2 Dimensional \$27.00	Relaxer \$17.00	
Perm \$17.00	Hilight \$25.00	Malibu/ CPR \$7.00	

The only product lines that Model College of Hair Design offers are to be used at student stations. Unprofessional and product lines not offered here are not allowed. The following products are ok to use:

- Redken
- Nioxin
- Matrix: Biolage and Total Results
- Paul Mitchell
- OPI

These products are available to students at "20% off."

Color lines that Model College of Hair Design offers and that can be used: Redken, Matrix.

**Library/Classroom**

The library is located in the classroom 1. This room holds many books for the student to use for studying and reference.

**Customer Files**

Any chemical work must be kept on computer. Upon receiving a customer for chemical work, check to see if they have a previous file, or start a new one. After checking thoroughly, keep an accurate account of all that goes on. Consult with an instructor before recommendations are given to the customer. Do not attempt to mix any color or prescribe a perm by yourself.

**College Offices**

If a staff member is not present, do not enter any of the offices. Students are always welcome for questions.

**Computer Lab**

You must have a passing score of 80% on your computer quizzes. If you obtain a score below 80%, you must retake that computer quiz. You must complete the sheet before you certify.

**Tardiness and Absences**

- If you are going to be late or absent from school for any reason, you must call in the morning and speak with someone at the front desk. (Call by 8:45 a.m.) Email and text are also accepted.
- Any time off should be scheduled at least 2 weeks in advance, if possible.....weddings, special events, etc. Please try to schedule your doctor appointments on your day off of school.
- All excused time off is handled on an individual basis according to attendance record, time of year, time of class schedule and ability of student to make up any lost class time.
- All excuse slips must be signed by management, and then given to the front desk, so you are properly marked off the schedule or out of class. Unexcused absences are any absenteeism that has not been **pre-arranged** to have time off or any sickness not verified by a school official or a doctor. **NO CALL, NO SHOW, STUDENTS WALKING OUT WITHOUT BEING EXCUSED, NOT RETURNING FROM LUNCH** are considered unexcused absences. Student may be suspended or terminated for unexcused tardiness or absenteeism.

**Study Habits**

Required after Basic Classes

- Upon your arrival to school daily you are required to be at your assigned station for class assignments for the day. Your morning mannequin assignment can be completed during the first hour of each day. When scheduled for clinic floor, if you are not busy with a customer, work on a mannequin, book- work, or help another student with their client. Do not procrastinate.
- Any and all classes you are scheduled for, you must attend if you are in school that day. Arrive to the assigned classroom on time.

**Make Up Tests**

- All basic chapter tests must be completed and/or retaken before completing the basic final. The basic final will be issued the last week of basics. All theory tests need to be passed before midterm can be taken. School final to be taken before Practical Skills Test.
- Tests can be made up when the student has extra time. No makeup tests on Saturdays. This is your responsibility to make up the test, or an incomplete will be given. Incomplete must be made up prior to 775 hours, 1350 hours, or you cannot advance.

**Practical Evaluations**

(Evaluation Sheets, 240 Practical test and Pre Certification)

Evaluation Sheets total three (3) ..... one (1) to be completed by midterm, two (2) prior to certification, and three (3) completed by graduation. Esthology and Nail Technician need to complete one.

Services Completed are recorded for each student on the genesis computer system. Students maintain additional records on the monthly state board sheet.

**Evaluation Sheets**

**240 Practical Test and Pre Certification**

5 of 5 =A  
4 of 5 =B  
3 of 5 = C

20 points A 95-100%  
19-18 points B 94-90%  
17-16 points C 89-80%

#### Student Review/Evaluation (counseling reports)

All students are given a written review/evaluation by a staff member/instructor at designated times of their training. Students are given a copy of the evaluation upon request.

Cosmetology	240/775/1350	Excellent 5 of 5 =A
Esthiology	120/300	Very Good 4 of 5 = B
Nail Technician	50/175	Satisfactory 3 of 5 = C

#### Relatives

Relatives receive 20% off clinic services and 20% off retail, Monday thru Friday 9-1.

#### Monthly Sheets

**Must be submitted by the fifth day of each month.** Services that are no charge, are to be recorded on the monthly sheet each month and must be carried forward to the new timesheet. An instructor must sign sheets daily. Any student that does not hand in a monthly does not receive services numbers for that month.

#### Lockers

- Each student is assigned a locker when he or she is at 240 hours, based upon availability. If the student is not issued a locker they are required to use the front coat closet for storage purposes. Students in housing are assigned lockers based upon availability.
- Purses, coats, and other personal items must be placed in the locker at all times during school hours.
- Each student must use only the locker, which is assigned to him or her.
- Lockers are the property of the school and the school reserves the right to reassign or search lockers at any time for any reason. By entering the school, the student also agrees that they and any of their belongings are subject to reasonable search.
- Lockers are for use by current students only. Students must remove all belongings, including their locks, from their lockers immediately upon graduation, termination, or withdrawal. If a student does not vacate the locker within two weeks following his or her last day of enrollment, the school will cut the lock and donate the contents of the locker the school lost and found.
- The school is not responsible for items which are lost or stolen from a locker. Please keep your locker locked.
- A student who damages a locker will be required to pay the cost of repairing or replacing the locker.

#### Telephone Calls, and Computer Use

- Please advise friends and family that you can't be reached by telephone unless it is an emergency. The reception desk will take a message for you and you may return the call via a cell phone or public telephone on your next scheduled break.
- Laptop computers are permitted for the sole purpose of taking notes or working on school projects. Students who choose not to follow this policy will not be allowed to bring laptops onto school premises.

#### School Holidays

The school observes the following holidays and will be closed for New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. These days do not count toward satisfactory process. The Model College celebrates Constitution Day on September 17.

#### Student File Access and Release of Information

Student files and other school records as required for any accreditation process initiated by the school, NACCAS or in response to a directive of the commotion.

Disclosure of financial aid received or applied Student records are readily available for review by the Department of Education, Minnesota Higher Education Services Office, and Office of Inspector General and said representatives of programs regulated by or represented by these offices. Access to for may be released to the Immigration & Naturalization Service (INS), Federal Bureau of Investigation (FBI), and organizations or institutions needing such information for determining aid eligibility or to enforce terms & conditions of financial aid.

Disclosure will be made to student's parents(s) if the student is dependent as defined by the Internal Revenue Service. Verification of such dependency is mandatory. (Parents claimed student or will be able to claim student as a exemption on their Federal Income Tax Return, Student is under the age of 19 at the end of the taxed year or student is under age 24 and enrolled in post-secondary education.) Release of student information made in person: parent must show proper identification. If in writing request must include parental signature and student signature. **Statement of release is necessary for each inquiry.**

Student has the right to request review his/her records at any time within the confines of the Business office. Copies can be made of pertinent information in files requested by the student. (MCHD reserves the right to bill students for copies (\$.10 per copy) at its discretion.) Students are required to give written permission prior to release of any information to any individual & agency not previously noted. A signed release is required with each inquiry.

Student has the right to request an amendment to his/her records. The student has a right to request for a hearing if amendment is denied. This hearing would challenge the content of the educational records on grounds that the records are inaccurate, misleading or violate the rights of the student.

MCHD will keep a record of each request for access and each disclosure of personal identifiable information. A record identifying the party requesting information and their legitimate interest in the information. These records will be kept for as long as the educational records are kept. (Enrollment & Academic 5 years, Financial aid 7 years.)

*Release of Information Forms* are available in the Business office.



### **Academic Advising Procedures and Professional Assistant Referral Policy (Counseling)**

All counseling services are available throughout the students training program offered by a director in the business office. If an outside resource becomes necessary, the Director will refer the student to the available agency. The student can also find information posted in the student lounge.

### **Internal Complaint Procedure**

The School will receive and process any complaint filed by any party which sets forth facts which reasonably suggest that the School may not be in compliance with the Federal, State or NACCAS standards and criteria. Complaints will be processed in timely manner.

The party filing a complaint must do so in writing and submit the complaint to the School Director. All complaints will be investigated. The School cannot guarantee that the complaint will be kept confidential. The School reserves the right to investigate any facts or circumstances concerning a complaint which comes to its attention with or without the filing of a formal written complaint. The School's owner, Director and staff review complaints as appropriate.

The School will acknowledge receipt of and will respond to all complaints within 10 business days of receiving the complaint in writing.

If the School refuses to process a complaint for any reason, the School shall return the complaint and provide the complainant with a statement of the reasons why the complaint was not processed.

Records of complaints, responses and other relevant information shall be filed at the School.

### **Harassment Policy**

All employees and students have a right to an environment free of discrimination, which includes freedom from harassment – whether that harassment is based on sex, age, race, creed, national origin, marital status, sexual orientation or membership in other protected groups. The School prohibits harassment of its students and employees in any form by supervisors, co-workers, students, consumers or suppliers.

Such conduct may result in disciplinary action up to and including dismissal of the employee or termination of enrollment for those who harass others. With respect to non-employees and non-students, those offending clients and suppliers will be asked to leave and not return.

Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employee or student's submission to or rejection of sexual advances will in any way influence any decision regarding that employee's employment, evaluation, wages, advancement, assigned duties or any other condition of employment, student enrollment and academic status.

Other harassing conduct in the workplace/educational facilities, whether physical or verbal, committed by supervisors or others is also prohibited. This includes: slurs, jokes or degrading comments concerning sex, age, race, national origin, creed, sexual orientation, marital status, or membership in other protected groups; offensive sexual flirtatious advances or propositions; any abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures.

Employees and students who have complaints of harassment should report such conduct to Andy Smith. All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. (more info available in the business office).

### **Drug and Alcohol Free School Policy**

The School embraces the spirit of the public law that requires schools to provide a drug free campus and work place. The School will abide by the law as outlined in this policy. As part of our philosophy, we are dedicated to the advancement and wellbeing of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The School recognizes that drug and alcohol abuse and dependence can have harmful effects on virtually every aspect of a person's life including relationships, family, job, school, physical and emotional health.

Employees and students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on School property including grounds, parking areas, anywhere within the buildings, or while participation in school-related activities. Employees or students who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment.

Any student or employee who suspects either they or someone else may be at risk is invited to seek services that can be of help. The School maintains drug and alcohol education information and a list of counseling and support services, which can be obtained in the Business office. (more info available in the business office).

### **Violence Prevention Policy/Crime Policy**

MCOHD does not tolerate threats by or against students. MCOHD prohibits students from carrying, possessing, or using firearms while on school premises and while attending school-related events off of school premises. This policy applies to all students including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated. (more info available in the business office).

### **Safety Information**

In the event of an emergency, dial 911 for assistance. **General Emergency Help Line for Student use: United way Helps.org 21**

**School Closings:**  
In the event the Model College of Hair Design needs to close during normal business hours due to weather or any other emergency, students will be verbally told. If the school needs to close before classes begin, students should go to our School Alert page found on our website. [www.mcohd.com](http://www.mcohd.com) or listen to KCLD 104.7, St Cloud radio station. No clock hours will be given if the school closes, but the students end contract will be extended by the same amount of time.

**Severe Weather:**  
In the event of severe weather warnings, the sirens for the St Cloud area will sound. No one is allowed to leave the building. Everyone must remain in the building until the warning is lifted. Stay calm and do not remain in the clinic area. All clients and students should seek shelter in the following areas: basement, lunch room or restrooms.

**Bomb Threat:**

911 will be called for assistance. In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in the classrooms. Emergency exits are clearly marked.

**Fire/ Fire Drills**

MCOHD is equipped with fire extinguishers and smoke detectors. Fire extinguishers are found in the pedicure area, by the back door, and by the closet on the clinic floor. The School conducts fire drills on a periodic basis. Please follow all instructions during fire drills.

911 will be called for assistance. In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in each of the classrooms and in the student lounge. Emergency exits are clearly marked.

Use of extinguishers: pull the pin, aim the nozzle, squeeze the handle, sweep from side to side at the base of the fire until it goes out.

**Incident Report:**

A manger must be made aware of the accident and needs to complete the incident report. The report includes the following:

- date, time and location
- description of the accident
- name, address, phone and description of injury of the injured
- signature of manger and person injured

**Work Place:**

First aid kit located at front desk and/or the dispensary.

Protection during applications: follow directions, wear gloves/goggles as directed, properly drape your client. Apply your professional training.

Proper use of flammables: read labels and allow follow precautions.

The building has proper ventilation for fumes that can be harmful.

Safe Product Storage: Store products in closed containers to prevent spills and leakage. Store in adequately ventilated areas and in moderate temperatures.

## Security Report/ Crime Statistics

Annual Security Report: Reporting of Criminal Actions or Emergencies

MCOHD complies with the Student Right to Know, Campus Security Act

All MCOHD students and staff members should report all incidents of criminal actions or security emergencies to the acting manager immediately. **In the event of a crime or emergency, all personnel and student body are advised to call the police department (911) immediately.**

2015 Campus Crime Rate

Number of Reported Incidents

Reported from on campus, on campus student housing facilities and public property

	Criminal Offenses		
	2015	2014	2013
Murder	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses	0	0	0
Forcible	0	0	0
Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated. Assault	0	1 on public prop	0

Burglary	1 on campus housing	0	1 campus housing
Motor Vehicle Theft	0	0	0
Arson	0	0	0

(all of the above listed in category of hate crimes as well) plus+  
Simple Assault, Larceny theft, Intimidation, Destruction/Vandalism 0

Domestic Violence, Dating Violence, Stalking	VAWA Offenses	0	
Arrests			
Liquor Law Violation	2 on campus housing		1 on campus
Weapons Possession	1 on campus public property		
Drug Abuse Violation	0	3 on campus	2 campus housing

Disciplinary Actions (0)  
Unfounded Crimes (0) false or baseless reported crime  
Fires, Injuries, Deaths (0)

Any Possession use or sale of alcohol beverages on campus is prohibited. Violations of this policy will result in immediate termination. Consumption of alcohol by a minor or contributing to the consumption of alcohol by a minor is a crime. Any incidences on campus of either will be immediately turned over to the police.

Sex offenders who may be residing in the area can be found by calling the MN Department of Corrections at 1-651-642-0279 or at [www.doc.state.mn.us](http://www.doc.state.mn.us).

**\*Annual Security Report Book available upon request.**

**FIRE DEPARTMENT CALLS ON RENTAL HOUSES:**

## **SECTION #5**

### **PRE-CERTIFICATION, PRACTICAL SKILLS CERTIFICATION AND GRADUATION REQUIREMENTS**

#### **PRE-CERTIFICATION...1030 HOURS**

##### **WHAT IS PRE-CERTIFICATION? Practice for certification-practice for final testing.**

Pre-certification begins after you have learned how to do the service with enough skill so we can work with you to perfect areas you need assistance with. Pre-certification may be started at 1030 hours. Time should be spent with instructors on the clinic floor reviewing everything from how you greet the patron to giving them your business card when they leave. Following our state boards practical certification procedure, you will be precertifying on models and mannequins. Practicing your professionalism as well as safety and sanitation will be a great percentage of the grade.

##### **WHAT IS CERTIFICATION?**

In order to graduate from a cosmetology college in Minnesota, you must show job entry-level knowledge pertaining to all areas of the field. You must be able to demonstrate those professional skills on a customer, mannequin, or model. Certification then, is you the student showing your practical knowledge on hairstyling, chemical use, manicure and acrylic nails, hair cutting, facial, wax and makeup skills, and shampooing skills combined with safety and sanitation on a customer, model, or doll.

##### **COLLEGE CERTIFICATION (LICENSE CERTIFICATION) WILL BE CONDUCTED AS FOLLOWS:**

Follows Minnesota Board of Cosmetology Examiners procedures. Hours needed for Practical Skills Test: Cosmetology 1350, Esthiology 500, Nail Technician 315.

##### **PSI (WRITTEN TEST) FOR STATE**

Student may take the written test at 1350 hours for Cosmetology, 500 for Esthiology, and 315 for Nail Technician. PSI does the testing. The fee is \$90.00 for the 3 exams. Information is given to the student in the certification meeting and at time of precertification.

If you attend the certification meeting and sign up to certify, and then fail to keep your appointment for final certification you will be charged \$60.00. You then must wait for the next available test.

Students must meet these **certification requirements** by 4:00 pm on the Friday prior to certification:

5. Tuition must be paid in full. If paying 5 days before certification, it must be in cash, money order, cashiers check, credit or debit card. If personal check, you must pay at least two weeks prior to certification week.
6. Rent paid in full. (All housing fees paid including damage to property):
7. All written and practical tests completed and passed with an 80% minimum grade
8. Outline, workbook, procedure cards, computer sheet, portfolio, resume, and grade sheets completed. Pre certification sheet completed.

**\*\*Off Clock:** Students have to maintain their regular schedule to complete the school requirements.

#### **Graduation Requirements**

To Graduate from Model College of Hair Design, a student must satisfactorily complete the required number of hours and services in a specific course. All certification requirements (listed above) must be completed. Practical Skills Certification must be passed. Diploma is issued when all is complete.

#### **Practical Skills Test and PSI Exams**

- A student may take the practical skills test at MCOHD when he or she has met the certification requirements and has at least 1350 hours for cosmetology, 500 hours for esthiology, or 315 hours for nail technician.
- The written exams must be pre-scheduled with the PSI testing service. Registration packets are available and are given at precertification hours. The student must pay the PSI testing fee and pass these exams.