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. **Please read thoroughly and keep this copy of the handbook for your information.**

Student Copy

**Todays Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section #1 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 and nametag is always required**, issued the first day of class. MCOHD apparel is allowed. If you are attending school to work off the clock hours, you must be in the required uniform.

 The Model College of Hair Design is committed to advocating for the dignity of every student within our school community. The purpose of the dress code is threefold: Modesty, Consistency, and Professionalism.

 Students are responsible for the clothing they choose to wear. Clothing should be clean and wrinkle -free. Your personal hygiene is a must. This means coming to school with your hair and make-up done, not looking like you just rolled out of bed. Looking presentable and feeling good about yourself rolls over into your clients.

 Every day you should dress to impress! As well as looking professional for your future as a stylist.

 \*Please make sure that your shirts are modest, and your chest is mostly covered. Make sure that your undergarments are not visible, and please keep your mid-drift covered. Please do not wear clothes that are too tight and reveal too much.

 \*No hoodies, flip-flops or tank tops, wear shorts under your dresses please, clothing logos or business logos should not be visible(If they are they need to be covered by your apron or smock), black jeans are okay, as long as they are not distressed or ripped more than 1 inch above the knee, colored shoes are allowed, spice up your attire with accessories and jewelry.

PIERCING POLICY:

Ear piercing, small eyebrow 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 always conduct themselves in a professional manner 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 timecards, 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:** See Satisfactory Academic Policy for details.

**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

2023-2024

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, for the Cosmetology program from your start date to receive any college issued awards.

You are required to graduate with 600 hours in 15.95 weeks, for the Esthiology program from your start date to receive any college issued awards.

There are no college issued awards for the Nail Technician program.

Legal holidays: New Year’s 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 Year’s 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.

HALF DAYS FOR STUDENTS SCHEDULED SATURDAYS ARE CONSIDERED TO BE MISSED.

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 16th, 2023…...…. must complete course by………. November 11th, 2023

Class-March 6th, 2023.…....… must complete course by………. December 27th, 2023

Class-April 17th, 2023………... must complete course by………. February 1rst, 2024

Class-June 19th, 2023. …… must complete course by……… April 11th, 2024

Class-August 7th, 2023.……. must complete course by………. May 29th, 2024

Class-September 18th, 2023.… must complete course by……… July 10th, 2024

Class- November 6th, 2023…… must complete course by……… August 28th, 2024

Class- December 4th, 2023……. must complete course by……... September 25th, 2024

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 because 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 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 B. Minnesota Department of Veterans Affairs

 Army Corps of Engineers Centre MN State Approving Agency

 190 East 5th Street Suite 700 20 West 12th Street, 2nd Floor

 St. Paul, MN. 55101 St Paul, MN 55155

 C. Minnesota Office of Higher Education D. MN Board of Cosmetology

 1450 Energy Park Drive Suite 350 1000 University Ave W Suite 100 St Paul, MN 55108 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 washed, dried, folded and stored.

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), 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. Parking is $35.00 per month. Parking is only rented for the full month.
* 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 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 $5.00.

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 renter’s 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 always plugged in. 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.

I have read and understand all the above policies.

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

**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.

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:

**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.

**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 3rd party without written permission from me.

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

**Transcript Requests**

A student has the right to obtain their unofficial academic transcript from MCOHD even if the institution has a hold on their official transcript because the student owes a balance over $250. If a student owes a balance of less than $250, MCOHD must provide an official transcript to the student or third party that is making the request. If a student owes a balance of over $250 and they have an active payment plan that they are following, MCOHD must provide an official transcript to the student or third party that is making the request. If a student owes a balance of over $250 and this debt has been sent to a collection agency, MCOHD must provide an official transcript to the student or third party that is making the request. 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 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).

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 POSESSION 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 LIST**

 Model College of Hair Design provides extra mannequins, rollers, nail tip extensions, eyelash extension items and practice hair extensions.

Shark Fin Shinzu Set 5.5

Shear 5 ½” with Mld Rest Black

Flat Iron Black Gold Ionic 1.25”

1” Gold Plate Barrel Marcel Curling Iron

 Styling Razor

Andis Clipper and Trimmer Set

 Blow-dryer Turbo Ionic

Brush 7 Row Nylon Bristle

Brush Supreme 9 Row Style

Thermal Vent Brush

1.5”Thermal Round Brush

2”Thermal Round Brush

2.5”Thermal Round Brush

Wet Brush Black

Foiling Comb

Comb and Lift Pick with Metal End

Detangling Comb

Hair Pik 3”

8.5 Rattail Comb 6 bag/black

Clipper Comb

12 black cutting combs

Carbon Cutting Comb

Mirabella Pro Essentials Brush

1 Apron or Smock

Duffle Bag

Black MCHD Logo Chemical Cape

Black Shampoo Cape

Color Applicator Bottle 9 oz

1 Spray Bottle 16 oz

1 Tint Bowl

1 Divided Tint Bowl

2 Color Brushes

Kid’s cape

Clips 3’ Butterfly Asst – 1 Bag

Clips Steel Double Prong – 1 Box

Clips Gator Clips 4.5 black 4/ bag

Cima Code

Milady Textbook

Milady Essential Study Guide

Copy of MN Law Book (given during laws class)

Mannequin (Female)

Mannequin (Male) with beard and mustache

Mannequin Stand

Toe Nail Clipper

Nylon Nail Brush

ON THE GO OPI NAIL KIT

File and Buffer Pack

2 Glass Dampen Dishes

Mani and Pedi Implement Kit (includes tweezer)

OPI Cuticle Oil

OPI Thin Set Adhesive

OPI Nail Brush 8R

OPI BondEX
OPI Cuticle Cream

Absolute White Powder .7 oz

Absolute Clear Powder .7 oz

Absolute Pink Powder or Truly Natural .7 oz

Absolute Liquid Monomer 7.1 oz

Eyedroppers

50/ bg nail forms – 2 bags

Nail Tips Natural 20 ct- 5 bag

Nail Tip Cutter

OPI NAS 99

OPI BondAid

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:

**NAIL TECHNICIAN KIT LIST**

File and Buffer Pack

Wood Mani Sticks

2 Glass Dampen Dishes

Mani/Pedi Implement Set

Travel Case bag

OPI Cuticle Oil

2 OPI Nail Lacquer

OPI Start to Finish

Main 5 Adhesive

Nail Brush Nylon Bristle

OPI BondEX

OPI Cuticle Cream

OPI Clarite Curing Resin

Absolute White Powder

Absolute Pink Powder or Neutral

Absolute Clear Powder

Absolute Liquid Monomer

Clarite Monomer

Clarite Natural Powder

Clarite Clear Powder

Eyedroppers

Nail Forms Lined Horseshoe

2 Half Well Nail Tips 150 Ct.

Nail Tip Cutter

OPI Swiss Hand Guard

OPI NASS 99

OPI Bondaid

Large Sani Foot Files- 2 each

Acetone Polish Remover

OPI Moisture Mask

OPI Sugar Scrub

OPI Soak

OPI Massage Cream

Nail Brush Pro Series

Milady Nail Technology textbooks

Cima Code

Minnesota Laws and Rules Book (Given during Laws Class)

1 Apron or smock

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

Signature and date:

**Esthiology Kit**

Stainless Steel Skincare Tool

Ofra Skincare Kit

Eyebrow Set 5 pc.

Hydrating Mask

3 pc. Mask Applicator Set

1 Microfiber Headbands – White

Lavender Essential Oil

Lemongrass Essential Oil

Peppermint Essential Oil

Nylon Cape

Mirror

Travel Bag

Mirabella Pro Large Make-up Kit

Mirabella Make It Pretty Brush Kit

Make-up Cleansing Wipes

Sharpener

Fan Brush

Frosted Facial Brush

10 Well Make-up Palette

1 bag Cosmetic Non-Latex Wedges

1 bag Cotton Naturelles

1 Apron or Smock

Milady Textbook

Cima Code

Copy of Minnesota Law 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.**

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

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

**\_\_\_\_\_\_Student Catalog/ 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 2021**

 Cosmetology Program: Placement: 97.50 % Graduation: 53.65% Licensure: 100%

 Esthiology Program: Placement: 76.92 % Graduation: 90.32% Licensure: 100%

 Nail Technician Program: Placement: 90.90% Graduation: 100% Licensure: 100%

 Cumulative for all programs combined: Placement: 89.61% Graduation: 66.93% Licensure: 100%

The institution’s accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

**Placement**

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-, 300- and 175-hours cosmetology, esthiology, and nail technician 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. Model College of Hair Design has a large classroom next to the school located at 215th 7th Ave. South St. Cloud, MN 556301. This classroom is usually used for pre-clinic classes, orientation, and guest speakers. 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 available to rent, 6 houses located next to the college to help students 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.

Single - $239 Double - $179 Utilities - $89 Parking - $35

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

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.

3015 Colvin Street

Alexandria, VA 22314

Phone: 703-600-7600 Fax: 703-379-2200 Email: naccas@naccas.org

Licensed by the **Minnesota Board of Cosmetology**

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)

“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. The admissions, instruction, and graduation policies of MCOHD does not discriminate based on race, religion, financial status, sex, ethnic origin, age, veteran status, gender identification or sexual orientation. Everyone who wishes to enroll at MCOHD for Cosmetology, Esthiology, or Nail Technician courses must provide the following:

* Complete and submit an enrollment application
* Tour MCOHD campus and fill out pre-enrollment checklist
* Submit documentation that proves they are at least 17 years of age (driver’s license would also document age)
* Submit copy of their high school transcripts indicating date of graduation, high school diploma, or GED certificate
* Submit transcripts from previously attended post-secondary schools
* Pay the school application fee
* Sign MCOHD enrollment contract
* Immunizations

MCOHD accepts homeschooled students. If a student was homeschooled, they will need to provide evidence of completion. If the state that the student was homeschooled in provides a credential of completion, the student must submit this document.

**High School Diploma/GED Validation Policy**

In the event MCOHD has reason to believe a high school diploma is not valid or was not obtained from an entity that provides secondary school education, MCOHD will conduct additional research to determine if the diploma is valid. Flags prompting additional research may include:

* No apparent state legal authority for high school or G.E.D.
* Limited curriculum/instructors
* High school diploma given for a fee within a short period of time
* High school diploma date/place not consistent
* High school diplomas/transcripts/GED’s issued by a school bearing a non-traditional name not ending in “high school”, such as “academy”, or “center”
* High school diplomas/transcripts/GED’s purchased and/or completed online
* High school diplomas/GED’s with names and/or dates hand-written on the diploma, and those where “white out” type corrections have been made

Should any of the above flags exist, MCOHD will conduct additional research to include:

* Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school provides secondary school education. If MCOHD is unable to obtain the required information, MCOHD will contact the state the school is located to obtain the appropriate documentation.
* Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
* Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

Ultimately, if MCOHD is not reasonably certain a high school diploma or GED is valid, the student will not be admitted. MCOHD’s decision relative to the validity of a particular high school diploma or GED is final, and not subject to appeal.

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 esthiology.

Any documents which originated outside of the United States, such as cosmetology training transcripts or a high school diploma must be formally evaluated by a credentialing service, Aequo International, prior to being evaluated by a licensed cosmetology school. At this time, Aequo International is the only Board-approved provider for foreign document evaluations; evaluations performed by other providers will not be accepted.

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

**TRANSFER POLICY**

Persons transferring into MCOHD 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 $100.00 is to be sent with our college application. This application fee is non-refundable after three business days of receiving.
3. Other expenses additional to our tuition would be items such as apron/smock, name tag, time card.
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 MCOHD along with the student testing to determine the number of hours our college will accept from the previous training. Depending on your point in training you will have to pass our school mid-term.
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 time students will have their monthly tuition rate figured on a pro rata basis if 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:

* Pay the $100 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 and clarify any personal payment due
* 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
* 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.
* Any student who has exceeded their maximum time frame can re-enter only on a personal payment plan and will not qualify for financial aid assistance

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

**Enrollment/ Start Dates (2023)**

**COSMETOLOGY:**

Start Dates: End of Contract Dates:

January 16th November 27th, 2023

March 6th January 10th, 2024

April 17th February 15th, 2024

June 19th April 24th, 2024

August 7th June 12th, 2024

September 18th July 24th, 2024

November 6th September 12th, 2024

December 4th October 9th, 2024

\*Several part-time options are available.

**NAIL TECHNICIAN:**

Start Dates: Can start any Monday based on staff availability.

**ESTHIOLOGY:**

Esthiology classes will begin once there are 2 or more students enrolled for the same class date.

Start Dates: End of Contract Date:

 January 9th, 2023 May 4th, 2023

 May 1rst, 2023 August 30th, 2023

 August 21rst, 2023 December 16th, 2023

 December 18th, 2023 April 17th, 2024

**MCOHD doesn’t have any articulation agreements with other institutes.**

**MCOHD doesn’t offer any distance learning.**

**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 full time = diploma) Minnesota State Rule 2110.0510 |
| Hours/ Service Exercises  | Subject |
| 240 Hours (pre-clinic/basics and theory hours) | The pre clinic/basics training is from 1-240 hours. Instruction in the theory of sciences of anatomy, dermatology, trichology, manicuring, chemistry, electricity and light, infection control, and safety procedures related to the practice of cosmetology. MN state laws and rules, student orientation, and elementary services skills are addressed. Students will complete classroom work, observe instructor demonstrations, practice on mannequins, complete student to student applications an demonstrate competency by passing weekly exams. |
| 180 Additional Theory Hours | Theory Topics: professional development, salon business, retailing, salon ecology, shampooing/ conditioning, anatomy, physiology, chemistry, trichology, haircutting, advanced styling, hair extensions, wigs, chemical texturizing, hair coloring, dermatology, safety, infection control, MN State Laws and Rules |
| Clinic Phase  | During the clinicphasestudents 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/ 144 Exercises  | Facials (60) Make-up (40) Hard Waxing (20) Soft Waxing (20) Eye Lash Extensions (4) |
| 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 79%-0 unsatisfactory**

*Career Opportunities*

*Stylist – Color Technician – Chemical Technician – Esthetician – Manicurist – Platform Artist – 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 | 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 $85.00
4. Complete appropriate documentation for licensure and pay fee of $195.00 to MN Board of Cosmetology 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, about 15 weeks full time = diploma) Minnesota State Rule 2110.0520 |
| Hours/ Service Exercises  | Subject |
| 120 Hours (pre-clinic/basics) | The pre clinic/basics training is from 1-120 hours. Instruction in the theory of sciences of anatomy, dermatology, chemistry, infection control, and safety procedures related to the practice of esthiology. MN state laws and rules, student orientation, and elementary services skills are addressed. Students will complete classroom work, observe instructor demonstrations, practice on mannequins, complete student to student applications an demonstrate competency by passing weekly exams. |
| 200 (clinic phase) | During the clinic phasestudents 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, 4 exercises of Eye Lash Extensions |
| 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, eyelash extensions, 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**

**79%-0 unsatisfactory**

*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.  |

**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 $85.00
4. Complete appropriate documentation for licensure and pay fee of $195.00 to MN Board of Cosmetology 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; about 10 weeks full time = diploma) Minnesota State Rule 2110.0530 |
| Hours/ Service Exercises  | Subject |
| 50 Hours (preclinic/basics) | The pre clinic/basics training is from 1-50 hours. Instruction in the theory of sciences of anatomy, dermatology, chemistry, electricity and light, infection control, and safety procedures related to the practice of a nail technician. MN state laws and rules, student orientation, and elementary services skills are addressed. Students will complete classroom work, observe instructor demonstrations, practice on mannequins, complete student to student applications an demonstrate competency by passing weekly exams. |
| 150 Hours (clinic phase) | During the clinicphasestudents 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**

**79%-0 unsatisfactory**

*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 includes: 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 $85.00
4. Complete appropriate documentation for licensure and pay fee of $195.00 to MN Board of Cosmetology for initial 3-year license.

**COURSE COSTS AND PAYMENT TERMS**

Cosmetology:

Start Dates from 01/01/2023- 04/17/2023 Start Dates from 06/01/2023-12/04/2023

 Application fee $ 100.00 Application fee $ 100.00

 Tuition $ 19,900.00 Tuition $ 20,500.00

 Kit and Books $ 1,975.00 Kit and Books $ 1,975.00

 Tax $ 150.59 Tax $ 150.59

 Total cost $ 22,125.59 Total Cost $ 22,725.59

 Start Dates from 01/01/2023

Esthiology:

 Application fee $ 100.00

 Tuition $ 9,000.00

 Kit and Books $ 1400.00

 Tax $ 106.75

 Total cost $ 10,606.75

 Start Dates from 01/01/2023

Nail Technician:

 Application fee $ 100.00

 Tuition $4,000.00

 Kit and Books $ 950.00

 Tax $ 72.44

 Total cost $5,022.44

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

Replacement Lab Vest or Apron / MCHD Cape $35/$26.00/ $40

Replacement Name Tag/ Timecard/Locker Repair $10 /$15/$50

Certification Fee for Model Charge/ Cert Date Change varies see page 35/ $60

Parking per month/Replacement Parking Pass $35/$5.00

MCOHD Apparel varies

Re Entry Fee (if applicable) $100

Withdrawal fee $100

Recontract of Hours/ Schedule change $100

Transcript $15/ or a portion there of

Keys for Rental Units $5 per key

Unplugged Smoke / Carbon Monoxide Detectors/ No Battery $5

Tampering with Thermostat Cover $50

Paper Copies for a 3rd Party $2.00 per page

PSI written Exam $85.00

MN State License and Registration $195

Late Fee on Payments Received / Retuned Checks $25/$30

Copies of Student File, student request $0.10 per copy

Extra Instructional Charges $12.84 per hour Cosmetology January – May, $13.23 per hour Cosmetology June - December, $11.43 per hour nail technician, $15 for Esthiology

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

\*\* If a fine is issued to the Model College of Hair Design by the state of Minnesota school inspector that the student is responsible for, the student will be obligated to pay the fine.

 **Payment of Tuition and other Fees**

* Application fee – due upon registration
* Kit fee – due at or before orientation
* Tuition – interest free payment options available, (2.5% finance charge for tuition paid with a credit card)
* First tuition payment due on 1st day of enrollment
* Tuition/Rent payments are due no later than the first day of each month. $25.00 late fee on payments received, and balances outstanding, after the 15th 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 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.
* If 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 any time 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 $12.58 per hour for cosmetology, $11.43 for nail technician, $15.00 for esthiology 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: | Jamie Noren |
| Financial Aid: | Jamie Noren |
| Administration: | Stephanie Smith |
| Admissions: | Jocelyn LeBlanc |
| Campus Directors: | Andrew Smith |
| Educators: | Angela Carlson Eric Santiago Catherine Noll  |
|  | Kris Satrang  |
|  | Kyle Hunstad Angel Richards Andrew Smith Stephanie Smith  |
|   |  |
|  |  |
| Advisors: | Bruce Smith/ Diane Smith  |

**Phone Numbers:**

Model College of Hair Design 320-253-4222 ext. 2 Front Desk ( school admissions cell: 320-492-6907)

Ext. 3 Admissions, Ext. 4 Financial Aid, Ext, 5 Registrar 2

 [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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule Option | Schedule Name | Hours | Pre-Clinic Schedule | Clinic Floor Schedule |
| A | MCOHD Grant  | 39.5 | M 8:30-4:30T-F 9:00-5:30 | T-S all nights 12:30-9  |
| B | MCOHD Grant | 39.5 | M 8:30-4:30T-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 8:30-4:30T-F 9:00-5:30 | Open |

Schedule “B” rotates with one week being Monday through Friday and the next week being Tuesday through Saturday. The school will decide rotations. Students must always adhere to their schedule, unless preapproved for a daily schedule change.

Schedule “C” students will not start schedules before 9am Tuesday thru Friday.

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. 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. No student will be able to do a schedule change/recontract after a certain number of hours have been accumulated unless unforeseen circumstances are present.

Cosmetology 1030 hours, Esthiology 300 hours, and Nail Technician 175 hours

\*\*\*\*Nail Technician students cannot exceed 35 hours each week, per federal financial aid guidelines.

 **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all programs MCOHD. The Satisfactory Academic Progress Policy is printed in our school catalog and provided in our pre-enrollment information during tours. 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**

Evaluation periods are based on a 1,030 academic year. Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods:

**Cosmetology: full time actual hours**

515 hours = 13 weeks, 1030 hours = 26 weeks, 1290 hours = 33 weeks

**Cosmetology: part time actual hours**

515 hours = 25.75 weeks, 1030 hours = 51.50 weeks, 1290 hours = 64.50 weeks

**Esthiology: full time actual hours**

300 hours = 7.59 weeks

**Esthiology: part time actual hours**

300 hours = 15 weeks

**Nail Technician: full time actual hours**

175 hours = 5 weeks

**Nail Technician: part time actual hours**

175 hours = 8.75 weeks

If the student requests a schedule change/ recontract of hours the evaluation period weeks will be recalculated**.**

\*Transfer Students- Students with transfer hours accepted, SAP evaluations are based on actual contracted hours at this institution.

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 institution shall evaluate students (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All

evaluations must be completed within 7 school business days following the established periods. The institution notifies students of all evaluation results.

**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 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:

**COURSE MAXIMUM TIME ALLOWED**

 **WEEKS SCHEDULED HOURS**

Cosmetology (Full Time, 39.5 hrs/wk)- 1550 hours 52.19 weeks 2061.50 hours

Cosmetology (Part Time, 20 hrs/wk)- 1550 hours 103.08 weeks 2061.50 hours

Esthiology (Full Time, 39.5 hrs/wk)- 600 hours 20.20 weeks 798 hours

Esthiology (Part Time, 20 hrs/wk)-600 hours 39.9 weeks 798 hours

Nail Technician (Full Time, 35 hrs/wk)-350 hours 13.30 weeks 465.50 hours

Nail Technician (Part Time, 20 hrs/wk)-350 hours 23.28 weeks 465.50 hours

If the student requests a schedule change/ recontract of hours the maximum time frame will be recalculated.

MCOHD operates all programs according to the following academic year: 1030 clock hours to be completed in 40 academic weeks.

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 will be terminated. After 30 days the student we be permitted to re- enroll in the program on a cash pay basis as outlined in the re-enrollment provisions of MCOHD’s admission’s policy.

**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:

**Written Chapter Tests and Exams Evaluation Sheets/Student Counseling Reports Practical Test and Pre-Certification**

 **95-100 =A 5 of 5 = A A 95-100%**

 **90-94 =B 4 of 5 =B B 94-90%**

**80-89 = C 3 of 5 = C C 89-80%**

 **79-0 unsatisfactory 2-0 unsatisfactory 79%-0 unsatisfactory**

MCOHD does not issue incomplete grades. There is no maximum number of times a student can repeat an academic learning or practical experience. Students cannot withdraw from an academic learning or practical experience.

**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 copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Cosmetology students will be evaluated of their Satisfactory Academic Progress Determination when they reach 515 hours, 1,030 hours, and 1290 hours. Esthiology students will be evaluated of their Satisfactory Academic Progress Determination when they reach 300 hours. Nail Technician students will be evaluated of their Satisfactory Academic Progress Determination when they reach 175 hours. All students sign a copy of the Satisfactory Academic Progress Evaluation, it is filed in the students personal file, and they can request a copy. 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 either the attendance or academic requirements, he/ she will be placed on probation and, if applicable, students are deemed ineligible to receive Title IV funds and state financial aid unless an appeal is granted.

**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 can 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 a student fails to meet satisfactory academic progress, they will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation period. If at the end of the probationary period, the student has not met either 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 be deemed ineligible to receive Title IV funds or 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, WITHDRAWLS**

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 students 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**

Appeals regarding satisfactory academic progress must be made within 15 calendar days of the negative determination. Reasons for which students may appeal 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, and repetitions do not apply to MCOHD. 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 been 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 Policy**

Introduction & eligibility: All students must follow the institutions policy when requesting a leave of absence. A student may take a Leave of Absence from school for not more than a total of 180 calendar days in any 12-month period. The minimum number of days is a week. (5 consecutive days). Multiple leaves may be taken. The institution (using discretion) may grant a student multiple leaves of absence if 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, adoption of a child, placing a child in foster care
* Caring for a sick spouse, child, parent, or other family member
* Childcare issues
* Financial hardship
* The student’s own serious health condition(s) including but not limited to illness, broken bones, mental health, deaths, personal issues, or surgeries.

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. Requests must be made by submitting a *Leave of Absence Request Form* to the office. For an LOA to be granted the student must turn in a request form (In writing), with their reasoning, and provide their signature. The school may grant an 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 no later than ten school days upon return. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

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 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. 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 student will be informed as to when he or she is scheduled to resume training based on the revised contract end date.
* The student will return to school with the same Satisfactory Academic Progress 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
* Students will be responsible for rent when on an LOA, financial aid will not cover rent during an LOA and fulfillment of the housing lease
* The student is not allowed on the premises, unless for office questions
* The student will not be assessed any additional charges as a result of a requested LOA.
* A student that is granted an LOA in accordance with MCOHD’s policy is not considered to have withdrawn and no refund calculation is required at the time of the leave.

The institution must extend the students contract period by the same number of calendar 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.

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

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 office 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 office 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.
* If a student does not return from their LOA and is withdrawn from the institution it is the student's responsibility to come claim their personal property. If the student fails to claim their personal property after one week from their withdrawn date, their items will be discarded.

**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:

Withdrawal Fee: $100.00

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.

1. 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.
2. If a student is rejected for training by the school, the student will receive 100% refund of all monies paid.
3. 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.
4. 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.
5. Equipment and book s are the property of the student on the first day of school. None is checked back to Model College of Hair Design.
6. 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.
7. 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.
8. 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.
9. If 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 /Buyers Right to Cancel**

A student may formally withdrawal or cancel enrollment by email or phone. The business office has a withdrawal form that the student will need to fill out upon withdrawal additionally.

**Institutional Refund Policy**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuitions, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you singed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to $50, and minus the less or 25% of the total tuition or $100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point. (. XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point. (. XX).

If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school’s Student Right to Cancel policy). Model College of Hair Design’s school official includes admissions office and business office officials.

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contacted the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are weithdrawn for failing to attend your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student’s intent, the student must contact the school.

**Return of Title IV Policy**

Federal law determines how the institute must determine the amount of Title IV program assistance a student earns if he or she withdraws from school. The Title IV program funds covered by this law are: Federal Pell Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though aid is posted to a student’s account at the start of each period, the student earns the funds as he or she completes the period. If the student withdraws during the payment period, the amount of Title IV program assistance students earn is determined by a specific formula. If the student receives less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the institute must return the excess funds. The amount of assistance a student earns is determined on a pro rata basis. For example, if a student completed 30% of his or her payment period, the student would earn 30% of the assistance originally scheduled to receive. Once a student completes more than 60% of the payment period, the student earns all the assistance scheduled for that period. To calculate the amount earned, MCOHD will determine the percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period.

**Withdrawal Date**

A student’s withdrawal date is used to calculate the percentage of the payment period completed and is always the student’s last date of attendance.

If a student did not receive all the funds earned, he or she may be due a post-withdrawal disbursement within 45 days of their withdrawal. If the post-withdrawal disbursement includes loan funds, the institute must obtain a student’s permission within 30 days of the date of withdrawal before it can disburse them. The student may choose to decline some or all of the loan funds within 14 days of notification, so the student does not incur additional debt. The institute may automatically use all or a portion of the post withdrawal disbursement or grant funds for tuition and fees as contracted with the institute. The institute needs a student’s permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not provide his or her permission, the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce his or her debt at the institute.

Because of other eligibility requirements, there may be Title IV program funds a student is scheduled to receive which are not available once he or she withdraws. For example, a first-time, first year undergraduate student, who has not completed the first 30 days of the program before withdrawing, is not eligible for Direct Stafford Loan funds he or she may have received had the student remained enrolled past the 30th day.

If a student possesses a credit balance at the time of withdrawal (whether it be due to a post withdrawal disbursement or in accordance with MCOHD’s withdrawal calculation) the school will mail out a check valuing the refund amount within 14 days of the R2T4 calculation date.

A post withdrawal disbursement is when MCOHD’s charges are less than the Title IV funds earned, which creates an excess of funding. If there is a post withdrawal disbursement, MCOHD pays any overpayments listed on the R2T4 calculation (if applicable). MCOHD will then complete a refund calculation to determine if the student has a balance. If there is any excess funding remaining, MCOHD will pay credit to student within 14 days of the R2T4 calculation date. Post withdrawal disbursement of Title IV funds can only be used for eligible MCOHD charges.

A credit balance is an amount that MCOHD owes to the student. MCOHD will determine percentage by dividing the total number of clock hours the student completed by the program’s length (in hours) to determine the amount the student owes. If there is a credit balance owed to the student MCOHD will send a payment of that amount within 14 days of the R2T4 calculation date.

If a student receives (or school or parent on the student’s behalf) excess Title IV Program funds that must be returned, the institute must return a portion of the excess equal to the lesser of:

1. The student’s institutional charges multiplied by the unearned percentage of funds, or

2. The entire amount of excess funds.

The institute must return this amount even if it did not keep this amount of the student’s Title IV funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds a student must return (or the student’s parent for a Direct Plus Loan), the student (or parent) must repay in accordance with the terms of the promissory note. That is, the student (or parent) must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds a student must return is called an overpayment. The maximum amount of a grant overpayment a student must repay is half of the grant funds a student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the institute or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the institute’s refund policy. Therefore, a student may still owe funds to the institute to cover unpaid institutional charges. The institute may also charge a student for any Title IV program funds the institute was required to return.

For questions about Title IV program funds, a student can call the Federal Student Aid Information Center at 1-800-4-FEDAID. Information is also available on the U.S. Department’s “Financial Aid for Student’s Home Page” at www.studentaid.gov.

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination of withdrawal.

**Date of Determination of Withdrawal**

The date of determination is the earlier of:

• The date the student notifies the institute of the student’s withdrawal or the date of the student’s withdrawal, whichever is later.

• The date the institute terminates the student.

• The student has failed to attend classes for a 14 calendar days period. For purposes of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. For determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period.

Returns by the institute shall be paid, as applicable, in the following sources, in order, up to the total net

amount disbursed from each source.

1. Unsubsidized Direct Loans (other than Direct PLUS loans);

2. Subsidized Direct Loans;

3. Direct Plus Loans;

4. Federal Pell Grants for which a return is required.

5. Federal Supplemental Education Opportunity Grants (FSEOG) for which a return of funds is required.

Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student’s account.

The law states a student is responsible for all unearned Title IV program assistance MCOHD is not required to return. This is determined by subtracting the amount returned by the institute from the total amount of unearned Title IV funds to be returned

**Minnesota State Refund Policy**

**Part 1 – Determining Amount of Net Refund of Institutional Charges**

A. Amount of funds (financial aid, cash) applied to the original institutional charges for the period, including any post-withdrawal disbursements of Title IV financial aid applied to institutional charges. If funds exceed the original institutional charges, enter the amount of original institutional charges.

B. Subtract amount of original institutional charges the school can retain per its institutional or state-mandated refund policy.

C. If gross refund is not greater than zero, then no refund is due to the state financial aid programs.

D. Subtract amount of institutional share of any required refund for Title IV financial aid programs.

E. **Net Refund Of Institutional Charges** If net refund is not greater than zero, then no refund is due to state financial aid programs.

Please see Appendix 13b of the 2014-15 Minnesota State Grant manual

**Part 2 – Determining Proportional Share of Non-Title IV Financial Aid Package for Refund**

List all non-Title IV financial aid disbursed to the student for the payment period. Take amount disbursed by State Financial Program times the percent of total amount of Non-Title IV Aid disbursed and this equals the percentage to be refunded back to the State Financial Aid Programs.

**Model College of Hair Design Veterans Policy**

Title 38 United States Code Section 3679(e) Policy

The Veterans Benefits and Transition Act of 2018 amended 38 USC 3679 (e) to protect students in the case that their VA Education benefits are delayed through no fault of their own. This act requires schools to forgive the assessment of fines and program withdrawals when a VA beneficiary can demonstrate that they are entitled to payment.

Model College of Hair Design permits any “covered individual” (i.e., a person using Chapter 31 or Chapter 33 benefits) to attend a course of education if they present the school a copy of their Certificate of Eligibility, Statement of Benefits, or VA form 38-1901, and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Model College of Hair Design will not impose any penalty whatsoever on the VA beneficiary student or require that such a student borrow additional funds because of their inability to meet financial obligations to the institution due to the delayed disbursement of funding from VA under Chapter 31 or 33.

Model College of Hair Design require the covered individual to take the following additional actions:

\*Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.

\* Model College of Hair Design may require additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement

**Veterans Refund Policy**

If the student receives veterans’ benefits for attendance in a state or federally approved course and fails to enter the course, withdraws, or if the student is terminated at any time prior to completion, that student receives a refund of all tuition, fees, and other charges that exceed a pro rata portion of the total charges. The pro rata portion is determined by the ratio of the number of days or hours of instruction completed to the total number of instruction days or hours in the course, in accordance with Chapter 36, Title 38 US Code Section 1776. An established application fee in an amount not to exceed $10 need not be subject to proration. Where the established application fee is more than $10, the amount in excess is prorated/

**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 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 FASFA 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 gave 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.

Financial Aid Funds at Model College of Hair Design are disbursed based on clock hours scheduled.

**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 always remain on school property 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 timecard 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 timecard 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, unless that is their determined schedule, the student runs late with a customer. The state allows up to 10 hours per 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. Breaks are 2, 15-minute, time slots, taken when it works with the student’s 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.
* Students 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 grade sheets, 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 entirely 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.
* 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 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 the stations of the week sheet located at the front desk.
* 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 Service 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

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 Eyelash Extensions Full/Fill $30/$15

Brazil/Bikini wax $25, $13.00 Toner $10.00 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 Eye lash Perm $5.00

Perm $17.00 Highlight $25.00 Malibu/ CPR $10.00

Nail Fill $9.00 Gel Polish $5.00 Nail Removal $1.00

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:

1. Redken

2. Nioxin

3. Matrix:Total Results

4. Paul Mitchell

5. OPI

6. Mirabella

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

**College Offices**

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

**CIMA Program**

You must have a passing score of 80% on your assignments. If you obtain a score below 80%, you must retake that assignment. You must complete the CIMA program assignments before you certify.

**Tardiness and Absences**

1) 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.

2) 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 school.

3) 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.

4) 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

1) 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.

2) 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**

1) 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.

2) Tests can be made up when the student has extra time. Tests can be taken as many times as needed to receive a passing score of 80% or more.

**Practical Evaluations**

(Evaluation Sheets, (240,120, 50 hrs. for Practical test) and (1030,300,175 hrs. for 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. Esthiology 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 Practical Test and Pre-Certification**

 **5 of 5 =A A 95-100%**

 **4 of 5 =B B 94-90%**

 **3 of 5= C C 89-80%**

 **2 of 0 = (Unsatisfactory) 79%-0 (Unsatisfactory)**

**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  **5 of 5 =A** **Excellent**

Esthiology 120/300 **4 of 5 = B Very Good**

 Nail Technician 50/175 **3 of 5 = C Satisfactory/ Development Opportunity**

 **2-0 = Unsatisfactory**

**Relatives**

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

**MN Board of Cosmetology Monthly Sheets**

**Must be submitted each month they are required by the state of MN.** Services that are not charged through the GENESIS system and theory hours are to be recorded on the monthly sheet and must be carried forward to the new monthly. An instructor and the student must sign sheet daily.

**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 a $50 for repairing or replacing the locker.

**2023 School Holidays**

The school observes the following holidays and will be closed for Memorial Day(May 29th), Fourth of July(July 3rd, 4th), Labor Day(September 4th), Thanksgiving (November 23th), and Christmas Day (December 25, Dec 26). These days do not count toward satisfactory process. The Model College of Hair Design celebrates Constitution Day ( September 17).

**Children at the Educational Facility Policy**

Maintaining the safety and health of Model College of Hair Design students, guests and employees relies upon the control of hazardous conditions and prevention of unsafe behaviors. Model College of Hair Design is typically not an appropriat4e place for children of currently enrolled Model College students. However, Model College of Hair Design recognizes that students who are currently enrolled may occasionally want to bring their children in for a salon service. A student who brings a child into Model College of Hair Design for a salon service shall not leave the child unsupervised. Students are responsible for verifying with Administration the time and service in which their child is receiving. Administration has the authority to deny the presence of children at Model College. Administration may revoke previously granted permission for the student to bring their child to the educational facility if it is determined by Administration that the presence of their child is disruptive or unsafe.

**Abuse of policy:** Children are not to be brought to Model College of Hair Design on a regular basis in lieu of childcare, extreme weather conditions or school closures.

**Violations:** Any student who violates this policy may be subject to disciplinary action up to and including termination of education.

**Vacation Policy**

Model College of Hair Design recognizes the importance of students having the opportunity for leisure time and to attend non educational matters. To have vacation time a student must meet the eligibility requirements, turn in their vacation request form on time, and maintain SAP (75% attendance average or better).

**Eligibility:** Any cosmetology student that selects schedule c after basics and is meeting SAP (75% attendance average or better).

**Notice of Absence:** All vacation requests must be submitted to administration on a Cosmetology Student Schedule C Vacation Request Form prior to the student reaching 240 hours.

**Vacation Scheduling:** When a cosmetology student selects schedule c, they are allocated 4 weeks of optional excused vacation time. This vacation needs to be scheduled and taken over 5 consecutive days, even if the student is not scheduled to attend school all 5 days. Students do not need to use all 4 weeks of the vacation time.

**Unused Vacation Time:** A student who submits their vacation request form and opted not to use all 4 weeks of their vacation time will not be able to add vacation requests after their first submission.

 **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 10 years, Financial aid 10 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**

**Model College of Hair Design has the capability of contacting all students enrolled in school for any of the listed items below:**

**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 refer to our school REMIND APP, or school FACEBOOK PAGE. 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. There are 3 exit doors on the same one main level of the building.

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 and discussed with students during orientation day. Fire extinguishers, smoke detectors and carbon monoxide detectors are in all campus housing.

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.

**Active Threat:** an active threat situation is an individual displaying a weapon, having made threats, and shown intent to harm or act out in violence.

 When it happens:

 Trust your safety instincts, RUN, HIDE, and FIGHT

**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.**

2022 Campus Crime Rate

Number of Reported Incidents

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

Criminal Offenses

2020 2021 2022

 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 0 0

 Burglary 0 1 campus hosuing 0

 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

VAWA Offenses

Domestic Violence, Dating Violence, Stalking 0 0 0

Arrests

 Liquor Law Violation 1 campus hous/ public prop 1 public prop 0

 Weapons Possession 0 0 0

 Drug Abuse Violation 5 public prop 9 public prop 0

Disciplinary Actions (0)

Unfounded Crimes (0) false or baseless reported crime

Fires, Injuries, Deaths (0)

Midtown Manor houses (available to rent through Model College of Hair Design):

726 2nd St S, 206 9th Ave S, 208 9th Ave S, 317 8th Ave S, 219 8th Ave S, 604 8th Ave S

Any Possession use or sale of alcohol beverages on Model College of Hair Design campus or Midtown Manor housing 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

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

**SECTION #5**

**PRE-CERTIFICATION, PRACTICAL SKILLS CERTIFICATION AND**

**GRADUATION REQUIREMENTS**

**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 for Cosmetology, 300 hours for Esthiology, and 175 for Nail Technician. 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 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, eyelash extensions and makeup skills, and shampooing skills combined with safety and sanitation.

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 $85.00 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 a $60.00 cert. date change fee. You then must wait for the next available test.

Students must meet these **certification requirements** prior to certification:

1. All written and practical tests completed and passed with an 80% minimum grade
2. Outline, procedure cards, CIMA assignments, portfolio, resume, and evaluation sheets completed. Precertification sheet completed. (3rd evaluation sheet for cosmetology students due on graduation.)
3. All tuition for the program/ and rent needs to be paid by certification. Over contract fees are to be paid in full by graduation.

\*\*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 service requirements in a specific course. All certification requirements (listed above) must be completed. State Practical Skills Certification must be passed. All tuition and fees need to be paid in full. All financial aid loans and grants need to be dispersed to MCOHD by graduation day.

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. There is a certification fee. It varies on the services offered to the model. Wax $3.00, Eyelash Extensions $30.00, Color $15.00, or Partial Foil $19.00, Artificail Nail Set $5.00. This will be paid on Certification Day.
* The written exams must be pre-scheduled with the PSI testing service. Registration packets are available and are given at precertification hours, (Cosmetology 1030 hours, Esthiology 300 hours, Nail Technician 175 hours). The student must pay the PSI testing fee of $85.00 and pass all 3 of the required exams.