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20186 Heritage Drive  
Lakeville, Minnesota 55044  
(952)469-4545



*“Helping you to become the best you can be!”*

Welcome and thank you for choosing Minnesota School of Beauty and allowing us to help you on your journey.

We want to remind you of the importance in your decision and the steps you take toward your rewarding career (remember it’s not just a job).

We know that you can do this! All of the staff is here to help you accomplish this important goal. We are here to help you succeed.

Sincerely,

# Minnesota School of Beauty Staff

## PHILOSOPHY

Minnesota School of Beauty is dedicated to helping you to become the best you can be. We believe an education received at Minnesota School of Beauty will give each student the training and skills needed to achieve their individual career goals.

We subscribe to the principles of affirmative action and do not discriminate in admissions or employment based on race, creed, nationality, religion, gender, or sexual orientation. In addition, the institution respects the dignity of each individual as an essential condition to the learning environment.

Our mission is to provide the best quality of education and produce graduates with knowledge and skills that exceed the requirements needed to be successful in a cosmetology career. This mission will be accomplished through the following objectives:

1. Provide education and training leading to state licensure and academic support services to serve the needs of the students.
2. Provide a faculty of teaching artists and their commitment to the realization of each student's talent and human development taught through experience, theory and practicum.
3. Provide the knowledge and skills to support immediate employment goals.
4. Provide a system of curriculum review to ensure appropriate and current programs for our students.
5. Maintain liaisons with industry leaders through program advisory boards, guest artistry and career fairs to ensure state of the art technology and current cosmetology practices.
6. Provide placement counseling for our students and graduates.
7. Minnesota School of Beauty believes in helping each student to achieve the highest level of excellence in all aspects. We will continue to provide the industries top instructors to help teach the technical skills and professional development, helping each student become the best they can be.

## PRESIDENTS MESSAGE

Thank you for choosing Minnesota School of Beauty. We wish you much success and promise to give you the best possible education in cosmetology. Along with your technical skills, professional development, and salon skills; retail management will also be an important aspect of your training. We are very excited to have you as one of our students. Together we will be the best we can be.

The world of cosmetology is larger than ever and the need for creative, well-trained designers is growing every day. If you love working with people and are willing to devote the time and the positive energy necessary for success, this is the career for you! We will provide you with a solid foundation to achieve success and to be the best you can be in a career that provides continuing opportunities to expand, develop, and achieve individual success. So welcome to the wonderful and exciting world of cosmetology.

During your career training you may be exposed to a book called the “Seven Habits of Highly Effective People”. From this book one thing stands out, ‘keeping the end’ in mind. So everyday you can help yourself to become more successful by staying positive, energetic, and always focused on your education. Achieving these goals is just a small part of what you need to do to become successful in this exciting world of cosmetology. So keep the end in mind, graduation day will mark the day your new career will begin.

Once you master cosmetology, the door to unlimited career opportunities is open and awaits you.

So welcome to your first day of the exciting career choice you have made.

Best Wishes

***Lara Kelley***

Best Wishes

***Diane Lindo***

## HISTORY OF THE SCHOOL

Minnesota School of Beauty was founded in 2003 by Lara Kelley and Diane Lindo. The beginning for these two entrepreneurs started while working on a different project with another company. This company was also opening a cosmetology school for the first time and hired these two women to help create what the company had envisioned for their school. Unfortunately (which now has become fortune for these two women), the vision was not the same vision as these women had. Diane and Lara wanted a school that the students were more than just a number and that the school would flourish in growth because of the quality of their education. Both women realized early on what it would take to make a school different and they chose to pursue their own vision.

The beginning took place with writing a business plan, finding funding for this project, deciding where to locate the school, writing curriculum and employee manuals, and as your imagination ponders on what does it take to do this; that is exactly what these two women faced. Planning commissions, city approvals, funding approvals, curriculum approvals, and the list goes on.

But the women didn't stop there; they also decided to take on another venture within their idealism, they chose to do their own build-out. This project scope included working with 9,000 square feet of space. Now the ironic part is truly interesting- Diane had little experience with something like this (she finished her own basement) and Lara who (only knew what a hammer was) decided to branch out their knowledge of what it means to be a general contractor. You know the rest of the story, they are here and the school is beautiful and they made it as general contractors.

Once the build-out was completed, they hired employees and together provided quality education to hundreds of graduates now working in the industry. They still have the vision, the passion, and desire to make a difference. Helping you to become the best you can be! In 2006 the school expanded as they acquired another 1600+ square feet to expand the school. The schools total square footage is now almost 11,000 square feet. NO this time they did not do the build-out themselves. These two women are not crazy; they are women who have the passion to make a difference and what a difference they are making.

## OFFICE OF ADMISSIONS

The policy of the Office of Admissions is to assist, in a fair and equitable manner, and to the fullest extent possible. Admissions policy does not discriminate based on color, age, sex, ethnic origin, religion, gender, or sexual orientation. Admission to Minnesota School of Beauty is based primarily upon the results of applicant's letter of intent and the number of available openings in the course. Minnesota School of Beauty admission department does not recruit students who are attending or admitted to another school offering a similar program of study.

### **APPLICATION FOR ADMISSION PROCEDURES**

The application process begins after completing a visit with our admissions department.

#### **Written Inquiries**

Addressed to Admissions Office, Minnesota School of Beauty, 20186 Heritage Drive, Lakeville, Minnesota 55044, or applicants may call 952-469-4545, or send e-mail to [admissions@mnschoolofbeauty.com](mailto:admissions@mnschoolofbeauty.com)

#### **Application Fee/Registration Fee**

Each student must register for a program and a program start date: There is a fee of \$100.00 for registration and \$50.00 for an application fee.

The application fee is non-refundable.

#### **High School Diploma or Equivalent**

Must be provided during the admissions process.

#### **Intent Letter**

In order to receive an acceptance letter all applicants will be required to complete and submit the intent letter.

#### **Transfer Applicants**

Applicants will be considered on an individual basis. Applicant must provide copy of transcript which includes hours attended, tests taken, and quotas achieved. Provide MSB with a copy of High School Diploma or GED. Transfer fee of \$150.00 will be required

and is non-refundable. We must evaluate previous education and training in order to assign appropriate clock hours. Students may be required to purchase a complete or a partial kit to match MSB student kit. Credit may be awarded for hours from another cosmetology school with, demonstrated proficiency. Testing may be required before any hours are granted. When the outcome of the testing shows the student meets the standard of our students, MSB will determine at which level of the program to place the student and how many hours will transfer into the program. Minnesota School of Beauty admission department does not recruit currently enrolled students from another school offering a similar program of study. You must be in good financial standing with prior education. Credits earned by this Institution may not transfer to all other Institutions.

**OFFICE OF ADMISSION**

**Class Starts:  
Cosmetology**

**Nail Technology**

January	(New Year’s Day-Closed)	February
April	(Memorial Day – Closed)	
July	(Independence Day –Closed)	June
September	(Labor Day – Closed)	
November	(Thanksgiving Day – Closed)	October
	(Christmas Day – Closed)	

**Class Orientation:** Is held on the first day of each class start. Students will understand the entire student handbook, along with school operations and learning assignments. All prospective students will receive an orientation letter from the school approximately one week before class start.

Minnesota School of Beauty offers all Re-activation and Refresher courses to graduates and non graduates.

Minnesota School of Beauty is licensed as a private career school with the 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.

For more information visit our website @ [www.mnschoolofbeauty.com](http://www.mnschoolofbeauty.com)

or contact School Manager @ 952-469-9824

## OFFICE OF FINANCIAL ASSISTANCE

### **Types of Assistance-State Aid, Veterans Benefits**

There are two major types of state financial assistance: grant and loan, *state grant* is considered “gift-aid” and *self-loan* is considered “self-help aid”. Grant funds carry no work or repayment requirements. They are a gift. Loans, regardless of the lending source, are funds that must be repaid. The terms of repayment vary as do the repayment periods. The Loan provides students the opportunity to borrow against future earnings. Self-loan eligibility requires a credit worthy co-signer and cosigner must be at least 24 years of age. The self-loan is a long-term, low-interest loan. You must complete the financial aid application process, which includes a FAFSA and self loan application, in order to be considered for the Self-Loan. If you qualify for the self loan, you will be charged interest from the time of the first disbursement is completed. Interest is then billed quarterly and is based on total amount disbursed, which may be different than the amount borrowed. The benefits of this loan are: low interest payments while in school, and 10 year amortization of the loan for repayment purposes.

**Terms by School; Deemed Withdrawal:** School may terminate the Student’s enrollment, by written notice to Student, upon the occurrence of any of the following: (a) Student’s non-compliance with Minnesota School of Beauty rules and polices, including those stated in the Student Handbook and the Pre-enrollment Materials, such as attendance requirements; b) conduct that reflects unfavorably upon the School or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating,

or plagiarism; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful behavior to faculty or to other students; (k) unprofessional conduct; (l) entering the School while under the influence or effects of alcohol, drugs, or narcotics of any kind; (m) carrying a concealed or potentially dangerous weapon; or (n) sexual harassment or harassment of any kind, including intimidation and discrimination. If Student is absent thirty (30) consecutive calendar days and has not been granted an approved leave of absence, Student will be considered withdrawn, and his or her enrollment will be terminated (such termination to referred to as a “Deemed Withdrawal”).

**Termination by Student:** The Student may terminate this Agreement and the Student’s enrollment at any time, for any reason, upon written notice to the School.

**Notice:** Any notice sent from one party to another under this Agreement, including any notice of termination: (a) shall be in writing; (b) shall be sent by United States mail, or delivered in person; (c) shall be sent to the receiving party at its address set forth in this Agreement, or to such other address as such party may, by written notice, designate to the other parties from time to time; (d) if sent to the School, shall be sent to the attention of the School Manager; (e) will be deemed to be given on the date of cancellation of the postmark if sent by United States mail, and on the date of receipt by the recipient, if delivered in person.

## OFFICE OF FINANCIAL ASSISTANCE

### 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 tuition, fees and other charges if you give notice that you are cancelling your contract or enrollment agreement within five (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 you sign and received a fully executed copy of the agreement.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the enrollment or contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus a 15%, up to \$50, of the cost of the program. You will be provided a prorated tuition, fees,

and other charges refund minus 25%, up to \$100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% 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. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. If you do not withdraw in writing or contact the school about your absence (s), and you have not attended the program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

**Withdrawal Fee's:** If Student withdraws or is terminated from the School for any reason, then Student will be charged a \$150.00 withdrawal fee, unless such withdrawal takes place within five (5) Business days after the Enrollment Date, as described above. Students, who withdraw, will be charged 18% interest annually, on any unpaid portion of tuition owed.

## LICENSING AND MEMBERSHIPS

### MINNESOTA SCHOOL OF BEAUTY

#### LICENSING

Minnesota School of Beauty is licensed by:  
The Board of Cosmetologist Examiners  
2829 University Ave S.E.

Minnesota School of Beauty  
Revised July 1, 2017

Suite 710  
Minneapolis, Mn 55414  
651-201-2607  
[www.bceboard.state.mn.us](http://www.bceboard.state.mn.us)

The Minnesota School of Beauty is licensed as a private career school with the:  
Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821  
to 136A.832.

1450 Energy Park Drive  
Suite 350  
St. Paul, MN 55108  
1-800-657-3866

Licensure is not an endorsement of the Institution. Credits earned at this institution may  
not transfer to all other institutions.

**MEMBERSHIPS:**

**American Association of Cosmetology Schools (AACCS)**

15825 N. 71<sup>st</sup> Street  
#100  
Scottsdale Arizona 85254  
1-800-831-1086

**State of Minnesota Department of Veterans Affairs**

Veterans Service Building  
Second Floor  
20 West 12<sup>th</sup> Street  
St. Paul, Mn 55155-2006  
(651) 296-2562

**Partners in Education**

**Workforce Investment Act (WIA) Certified**

**THE SCHOOL AND ITS PROGRAMS**

**Academic Programs**

Minnesota School of Beauty's academic programs include several important components.  
In the basic portion of education students will immerse themselves in the core

curriculum, a sequence of courses especially designed to unify, coordinate, and integrate basic studies in history, anatomy, diseases, disorders, and basic technical fundamentals.

The core sequence includes lecture classes where concepts of theory and practicum are described and performed. The core curriculum prepares the student to progress to the clinical portion of the curriculum where learning will broaden throughout remaining clinical experience. Upon completion of the core component remaining courses and hours will include seminars, guest speakers, and advanced workshops where participation concepts are a necessity.

### **Physical facility Description**

Minnesota School of Beauty is located at 20186 Heritage Drive, in Lakeville, MN a suburb of Minneapolis. The school occupies approximately 5658 square feet in the Heritage Commons Retail area. The school, the facilities it occupies, and the equipment utilized comply with federal, state, and local ordinances and regulations, including those required as to safety, building and health codes. The school utilizes state of the art equipment and specializes in the salon /spa atmosphere both in classroom and clinic floor.

### **Student Resource**

Employment opportunities book, industry resource material, and a TV/VCR for training videos. The school also provides computers with software that is used for practice testing, projects, and research assigned by Instructors.

### **Minnesota School of Beauty Is Unique**

Both owners of the school believe in what most people say, ‘we are here for the students’. The owners consist of two women who live this belief and show it by focusing on student needs. The facility is built around what is right for the student. The school attributes include a wonderful break room, a resource center (complete with computers and a library), and many spacious areas for students to excel at learning. All of the employees at Minnesota School of Beauty are dedicated to **helping you to become the best you can be.**

### **Class Content**

The school reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The school reserves the right to cancel any classes or workshops when enrollment is fewer than ten students or lack of participation is evident.

## **THE SCHOOL AND ITS PROGRAMS**

### **Class Hours**

Classes are scheduled Monday through Friday 9:00a.m. – 5:00 p.m.

**Platform IV** classes may be scheduled Monday through Friday 8:30 a.m. – 5 p.m. Saturdays may be offered for students who wish to participate. Anyone who signs up for Saturdays must be in attendance or they may be subject to a \$75.00 fine for non-attendance.

### **Hours of Operation**

The school facilities are open from 8:30 a.m. to 5:00 p.m. Monday through Friday. Saturday hours are 8:30 a.m. – to 5:00 p.m. (If signed up for special events).

### **Holidays**

New Year's Day (School & Office Closed)  
Memorial Day (School & Office Closed)  
Independence Day (School & Office Closed)  
Labor Day (School & Office Closed)  
Thanksgiving Day (School & Office Closed)  
Christmas Day (School & Office Closed)

**The Cosmetology Course Curriculum**

The cosmetology course content is 420 hours of instruction in applied sciences and skills in hair sculpture, design, color, permanent waves, manicures, facials, make up, and pedicures. Planned clinical instruction in the applied sciences of 1130 hours will include experience in hair sculpture, design, color, permanent waves, manicures, facials, makeup, and pedicures. Upon completion of your training you will receive a diploma, the state required number of practical experience hours, coordinated theory hours, and will be eligible to take the State Licensing Exam to become a licensed cosmetologist.

**Period of Cosmetology Course.** Student agrees to attend Minnesota School of Beauty state approved 1550 Cosmetology course (hereafter referred to as Course). The Minnesota State Board of Cosmetology requires a minimum total accumulation of 1550 hours of training prior to testing for licensing. ). If student fails to complete the hours or curriculum required for the course by the course ending period, additional hours may be purchased, at the option of MSB, to be determined on an individual basis. The cost for additional instruction is \$10.00 per hour and is payable in advance. All days must be consecutive.

**Educational Goals and Objectives for Cosmetologist**

Minnesota School of Beauty strives to provide students with an education that adequately provides future professionals in the Cosmetology industry with the skills and knowledge needed to earn a state license in their chosen field of study.

The selected standard textbook is *Milady Standard Cosmetology*. Milady publishes many of the textbooks you will receive during your course of study. These textbooks contain step-by-step photographs and illustrations, contemporary techniques, braiding, hair cutting, hair coloring, and much more. In addition you will study the information necessary to pass the state licensure exam and learn the personal skills needed to become successful in your new career. The supplies and tools contained in your student kit are professional trade items designed by artists and educators who believe in precision workmanship.

**Planned Clinical Instruction and Experience**

Each student shall be required to complete the following number of service exercises listed in Column II.

<b>Clinical Instruction</b>	<b>Column I Hours</b>	<b>Column II Service Exercises</b>
Shampooing	50	300
Scalp and Hair Conditioning	80	150
Hair Design Shaping	150	75
Chemical Hair Control (including 6 chemical relaxing exercises)	200	66
Hair Coloring	100	50

## COSMETOLOGY COURSE

Manicures/Pedicures	150	50
Artificial Nails		100
Retail		60
Skill Hours	1130	
Related Theory and Lecture	<u>420</u>	
Total	1550	

All students will be required to complete the minimum number of services. The school reserves the right to assign additional service exercises to assist the student to acquire the necessary knowledge and skill. The student must complete all of the services required by the school before school officials will certify the skill certification test.

Students must have their quota sheets signed before they complete their hours for the day. If student does not get a signature the quotas will be invalid for the day.

Students are required to take a practical examination and the state written test before the completion of student course hours and before an exit from school.

### **School Exit**

Students must have completed their course of 1550 clocked hours, passed their practical examination, passed the state written test, and paid all tuition and fees before they can receive all documentation for state licensure procedure.

**Graduation Requirements:** To receive a diploma from Minnesota School of Beauty, Student must have completed their course of 1550 clocked hours, the minimum requirement of 80% academic grades and minimum of 67% for attendance. In addition students must have passed their practical examination, passed the state written test, and paid all tuition and fees before they can receive all documentation for state licensure procedure. Minnesota School of Beauty does not guarantee employment upon completion of any program offered.

### **Commencement Ceremony**

Commencement ceremonies take place during the last month of completing hours based on the start date of each student. A diploma is awarded at the graduation ceremony subject to completion of all hours and completion of all required testing. Students are required to hand out invitations to their invited guests. Students are required to provide a number of attendees to the owners. Students are expected to be in professional dress attire and act appropriately for the occasion, as many salons and other guests of honor

could be in attendance. Students who wish to participate in their graduation ceremony such as; speaking, slide show, etc; must have prior approval from the owners.

## NAIL TECHNOLOGY COURSE

### **The Nail Technology Course Curriculum**

The Nail Technology course content is 150 hours of instruction in applied sciences and skills in the conditioning, cleaning, reinforcing, shaping, polishing, enhancing of nails, and application of artificial nails. Planned clinical instruction in the applied sciences of 200 hours will include experience in nail conditioning, cleaning, reinforcing, shaping, polishing, and application of artificial nails. Upon completion of your training you will receive a diploma, the state required number of practical experience hours, coordinated theory hours, and will be eligible to take the State Licensing Exam to become a licensed Manicurist.

**Period of Nail Technology Course.** Student agrees to attend Minnesota School of Beauty state approved 350 Nail Technology course (hereafter referred to as Course). The Minnesota State Board of Cosmetology requires a minimum total accumulation of 350 hours of training prior to testing for licensing. ). If student fails to complete the hours or curriculum required for the course by the course ending period, additional hours may be purchased, at the option of MSB, to be determined on an individual basis. The cost for additional instruction is \$10.00 per hour and is payable in advance. All days must be consecutive.

### **Educational Goals and Objective for Nail Technicians**

Minnesota School of Beauty strives to provide students with an education that will provide future professionals in the Nail Technology industry with the skills and knowledge needed to earn a state license in their chosen field of study. Students are taught instructional techniques and methods using the *Salon Fundamentals* textbook. The text will be presented in lecture and practical demonstration along with audiovisual aids. A qualified instructor will teach all classes. Attendance of 350 hours is required by the state of Minnesota for graduation. Students will be evaluated using practical exams on models and mannequins and written theory exams.

### **Planned Clinical Instruction and Experience**

Each student shall be required to complete the following number of service exercises listed in Column II.

<b>Clinical Instruction</b>	<b>Column I Hours</b>	<b>Column II Service Exercises</b>
Manicures/Pedicures		50
Artificial Nails		10 Sets

Sculptured Nails		3 Sets
Retail Goal		20
Skill Hours	300	
Related Theory and Lecture	<u>50</u>	
Total	350	

## NAIL TECHNOLOGY COURSE

All students will be required to complete the minimum number of services. The school reserves the right to assign additional service exercises to assist the student to acquire the necessary knowledge and skill. The student must complete all of the services required by the school before school officials will certify the skill certification test.

Students must have their quota sheets signed before they complete their hours for the day. If student does not get a signature the quotas will be invalid for the day.

Students are required to take a practical examination and the state written examination before the completion of student course hours and before an exit from school.

### **School Exit**

Students must have completed their course of 350 hours, passed their practical examination, passed the state written test, and all tuition and fees paid before they can receive all documentation for state licensure procedure.

**Graduation Requirements:** To receive a diploma from Minnesota School of Beauty, Student must have completed their course of 350 clocked hours, the minimum requirement of 80% academic grades and minimum of 67% for attendance. In addition students must have passed their practical examination, passed the state written test, and paid all tuition and fees before they can receive all documentation for state licensure procedure. Minnesota School of Beauty does not guarantee employment upon completion of any program offered.

### **Commencement Ceremony**

Commencement ceremonies take place during the last month of completing hours based on the start date of each student. A diploma is awarded at the graduation ceremony subject to completion of all hours and completion of all required testing. Students are

required to hand out invitations to their invited guests. Students are required to provide a number of attendees to the owners. Students are expected to be in professional dress attire and act appropriately for the occasion, as many salons and other guests of honor could be in attendance. Students who wish to participate in their graduation ceremony such as; speaking, slide show, etc; must have prior approval from the owners.

## OFFICE OF STUDENT SERVICES

### **Conduct**

Any student who alone or with others deliberately damages, destroys or illegally removes School property, or who acts to prevent or impede the holding of any class, lesson, or participation is subject to appropriate action, which may include dismissal, as determined by the School's administration and/or may be required to purchase the damaged equipment. The same disciplinary action may be taken with students who harass, physically abuse, threaten, or inappropriately speaks to any Minnesota School of Beauty faculty, and/ or students. See *Student policies*.

### **Integrity Code**

- It is the student's responsibility to be engaged in their education and the integrity of the school. If you witness theft, misconduct, destroying property, etc; you must inform an instructor or staff member. Anyone who is caught violating this rule will be subject to the disciplinary action. Anyone who witnesses such action and does not come forward will be as guilty as the individual who committed the offense.
- Please remember that theft is a serious violation and if caught stealing any product, school property, or other student personal belongings, disciplinary action will be taken, which may include expulsion.
- The person who comes forward to share information can be assured of anonymity regarding the incident. If you are the only one that knows, we will not allow any retaliation while attending school.

- If you know of individuals who are destroying or taking property not belonging to them, and you do not share this information you may be subject to disciplinary actions.

### **Psychological Counseling**

Minnesota School of Beauty does not have a licensed counselor on staff. Should a student request those services please contact an owner or school manager for referral. Minnesota School of Beauty staff can guide a student who wishes to share personal information during school hours; however we will encourage all students to seek outside guidance. The school wishes to maintain itself as the educational facility where we can focus on enhancing special talents of each student without the interruption of personal issues affecting staff and/or its student body.

### **Anti-Harassment Policy**

Minnesota School of Beauty is committed to a work and leaning environment in which all individuals are treated with respect and dignity. Each individual has the right to teach, learn; work, and/or study in a professional atmosphere that promotes equal opportunity and prohibit discriminatory practices, including harassment. Therefore, Minnesota

#### **OFFICE OF STUDENT SERVICE**

discrimination or harassment based on race, creed, nationality, religion, or sexual

#### **OFFICE OF STUDENT SERVICES**

harassment on its premises

### **Transcripts**

The office retains the original copy of each student's academic record. Transcript fee of \$25.00 will be charged when any student requests a copy.

Upon request, the school may disclose educational records without a student's consent to officials of another school in which a student seeks or intends to enroll.

Official transcripts, carrying the School's seal and an official signature, may also be issued only upon the written request of the student. Transcripts are not issued while a student account is in arrears or in default of student loan(s) or if there are any outstanding fees and/or charges from any school office.

### **Minnesota School of Beauty Policy regarding FERPA**

#### **The Family Educational Rights and Privacy Act**

The family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the manager or other appropriate official written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. Student may elect to sign a permission form at the time of enrollment to allow Custodial/parent or other interest parties to have access to grades, attendance, and progress of programs. Student may withdrawal written consent at any time and must be done in writing to the school manager.
3. Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Owners for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. One exception that permits disclosure without consent is disclosure to School Officials with legitimate educational interest. A School official is a person employed by the institution in an administrative, supervisory, academic, support staff position (including law enforcement and the regulating officials such as; Minnesota Board of Cosmetologist Examiners); or a person or company with whom the School has contracted (such as an attorney, auditor, collection agent, financial aid consultant, or accrediting agency).
5. Disclosure- without the written consent or knowledge of the student or parent – of information from a student’s education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:

### **OFFICE OF STUDENT SERVICES**

**\* Law Enforcement Subpoena**

The institution may disclose education records to the entity or persons designated in any subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution response.

**\*All Other Subpoenas-**The institution may disclose information pursuant to any other court order or lawful issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of the action. The institution will record all requests for information from a standard court order or subpoena.

**\*Disclosure-**without the written consent or knowledge of the student or parent-of information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals. “ Imminent danger to student or others must be present.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA: The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, DC, 20202-4605.

## DIRECTORY INFORMATION

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the school manager within 15 days after the student starts class.

The following items are maintained in all student files:

- Information to support evidence of admission requirements including; entrance requirements, evidence of a high school diploma, payment of application fee, signed enrollment agreement.
  
- Any tests scores, transcripts and / or supporting documents to support the application of transfer credits, prior learning assessment and / or advanced standing credit.
  
- Any status change forms to support a change from the original enrollment agreement and / or to indicate date and reason of completion or termination of active student status.
  
- Other information pertinent to the student's education, contract information and permanent student file.
  
- All verification documentation (taxes, worksheets, earning records, etc.) professional judgment materials, student authorizations, scholarship applications, entrance and exit documents and / or materials to support fund source payments.

## OFFICE OF STUDENT SERVICE

- All disciplinary action forms, probationary documents, written disciplinary Forms, suspension notices, or leave of absence forms.

After a period of five years from the student's last date of attendance, the file may be purged. The following information will be shredded and discarded. The academic transcript will be electronically filed with dates of attendance and all grades received, student ledger card (showing all charges and payments made by or on behalf of the student).

### **Students Right to Know Act (Disclosure of Institutional Graduation/Completion Rates)**

Minnesota School of Beauty provides the following information regarding its graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended.

### **Placement Counseling**

Minnesota School of Beauty does not guarantee employment upon completion of any program offered. The school will assist all students with employment counseling and offers:

Dedication to counseling with career strategies, the school knows the importance of student placement in the right salon and guiding students for the longevity of their career so that students who graduate from the Minnesota School of Beauty will be prosperous and remain in the industry for years to come.

Minnesota School of Beauty encourages placement before graduation. The school has a resource center complete with an employment opportunities book of current job openings. Minnesota School of Beauty attempts to hold bi-annual career fairs in the spring and fall. During student platforms many guest speakers are scheduled to talk about career opportunities also during the latter Platform students are scheduled to tour at least three (3) different salons and present them with completed resumes and cover letters.

Salons that current graduates have placement at:

Coles Salon, Rocco Altobelli, Jon English, Spalon Montage, Regis, Great Clips, Fantastic Sams, Mia Bella, Salon Picasso, Lifetime Fitness Spa and Body & Sol

Additional salons that have hired our graduates are listed on our website.

The production of résumé's and cover letters will be required in Platform III. Salon Visits will be required in Platform IV along with letters for evaluation of interviewing with at least three (3) salons.

The state written examination will be required after 1350 clock hours and during Platform IV.

The practical skill certification will be required during Platform IV

Graduation requirements: Passing of practical and state written examination, required

**OFFICE OF STUDENT SERVICE**

### **Alumni**

The office keeps graduates informed of the events of the School and the achievements. The School conducts class reunions to all graduating classes.

The philosophy of the School is once a student always a student. Graduates will maintain a relationship with the school for job search, discounted services, and advanced class opportunities to enhance performance. Advanced classes are generally free of charge for any Minnesota School of Beauty graduate who wishes to participate.

All students who have any change in address, phone numbers, etc. will need to contact the school with any updated information. The school will inform graduates of advanced classes, class reunions, and any other school updates.

### **Facebook**

All students present and past are encourage to being fans of the Minnesota School of Beauty Facebook page. The school will post from time to time events, bulletins, specials, etc. Stay in touch with Twitter and the Minnesota School of Beauty Blog.

## **STUDENT RESPONSIBILITIES**

The following student responsibilities are understood to have an effect on student attainment of skill, overall performance, and grading:

- When the student attends and participates in all activities set forth by the instructor the student will receive maximum benefits from each class. It is the student's responsibility to take charge of their education, others cannot learn for you.
- Appropriate help is always available. It is the student's responsibility to ask for assistance and clarification when it is needed. Because instructors carry the responsibility of providing assistance and academic support, students should not be afraid of exercising their right and responsibility of asking questions.
- It is the student's responsibility to record information legibly on state sheets and quota sheets using blue or black ink only.
- It is the student's responsibility to be on time for class, prepared, and in dress code. If student does not meet the requirements for the day, the student will be sent home and receive no hours for the day. Attendance is very important to the outcome of your career choice. This school is the first step you have taken, the second and third steps are: be here everyday and learn everything you can to prepare yourself for the exciting and rewarding career in cosmetology.
- It is the student's responsibility to stay positive, friendly, and professional. Find students who have similar goals and surround yourself with positive and friendly peers.
- It is the student's responsibility not to engage in gossip. The school believes that negative behavior, as well, as gossip is not conducive to the learning environment. 'Get around the "right" people. Associate yourself with positive, goal-oriented people who encourage and inspire you'- Brian Tracy.
- **INSTRUCTORS CANNOT LEARN FACTS OR CREATE SKILLS IN STUDENTS.** However, the instructor is essential in identifying course goals, the resources needed to achieve goals, the process to achieve goals, and clarifying concepts and facts. Therefore, the student carries a great deal of responsibility for asking for help and clarification when it is needed.

## INSTRUCTOR RESPONSIBILITIES

The learning experience is a cooperative activity in which both the student and instructor carry responsibility. In order for learning to be most effective it is important for the instructor and the student to understand each other's role and responsibilities.

The following instructor responsibilities are understood to have an effect upon student performance and achievement:

- Planning objectives for knowledge, skills, and values that are relevant to the subject area will give direction to the program and will insure that students are focusing upon experiences that will be of value in their pursuit of employment and advancement within their career field. The instructor is responsible for defining these objectives and conveying them to each student.
- It is the instructor's responsibility to organize course materials, subject matter, and activities in a way that is conducive to all types of learners.
- An intimidating atmosphere is a detriment to learning. It is the instructor's responsibility to gain the student's respect by being fair and consistent in all of his/her teaching applications.
- A syllabus provides the necessary information for the student to identify the content of a course, the expected outcomes and objectives, required course materials, major projects, and methods of instruction. Each instructor is required to maintain an accurate and up-to-date syllabus for each course, to provide this syllabus to the administration to insure that the course coordinates with the student's overall program, and to provide a copy of the syllabus to each student.
- Accurate and timely feedback is essential to reinforce learning and allows students to track their progress. It is the instructor's responsibility to turn grades in on time, so that student progress reports can be done in a timely manner. It is also the instructor's responsibility to provide appropriate reinforcement for professional behaviors; to evaluate and return assignments, tests, and other evaluations promptly; and to provide information about individual progress at the request of the student.
- All instructors employed by Minnesota School of Beauty are expected to be professional and set forth good examples and mentor all students to help them to become the best they can be...Being their best everyday; being on time, professional, and by looking the part of an impeccable hairdresser.
- All instructors employed by Minnesota School of Beauty are expected to enforce all school rules and/or policies to ensure fair and consistent treatment of all staff and students.

When the instructor fulfills these responsibilities, the student is assured that every

opportunity is provided to them for acquiring the skills, knowledge, and behaviors necessary for a successful career in the cosmetology industry.

**SATISFACTORY PROGRESS POLICY**

**SATISFACTROY PROGRESS POLICY**

ALL STUDENTS ATTENDING THE MINNESOTA SCHOOL OF BEAUTY WILL RECEIVE A REPORT CARD, TWICE DURING THE PROGRAM.

Student course grades are assigned according to the following standards: Students are tested in theory after each chapter and practical work as they are performed.

<b>Grading System</b>		<b>Numerical Equivalent</b>
<b>A +</b> 100%	Exceptional	4.00
<b>A -</b> 98% - 99%	Commendable	3.67
<b>B +</b> 96% - 97%	Excellent	3.33
<b>B</b> 93% - 95%	Excellent	3.00
<b>B-</b> 90% - 92%	Good	2.67
<b>C+</b> 87% - 89%	Fair	2.33
<b>C</b> 84% - 86%	Fair	2.00
<b>C-</b> 80% - 83%	Fair	1.67
<b>F</b> Below 80%	Fail Repeat Platform	

The standards set forth by the school as minimum requirements for maintaining satisfactory progress are for all students to attend a minimum of 67% of the possible hours based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled hours each day. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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 (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b>COURSE</b>	<b>MAX. TIME</b>	<b>SCHEDULED HRS</b>
Cosmetology (Full time) – 1550 Hours	61 weeks	2315
Nail Technology (Full time) – 350 Hours	14 weeks	515

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 175, at least 1350 clocked hours

Nail Technology 50, at least 315 clocked hours

**If a student is making satisfactory progress at evaluation time, the student is considered making satisfactory progress until the next evaluation period.**

**If a student is NOT making satisfactory progress at evaluation time, the student will be placed on probation.**

## SATISFACTORY PROGRESS POLICY

### PROBATION

#### ACADEMIC/ATTENDANCE

Students who do not achieve satisfactory progress at evaluation period in academic and attendance will be placed on probation until the next scheduled evaluation period. While on probation, the student will be deemed to be making satisfactory progress. At the end of the probationary period if student has not regained satisfactory progress the student will be deemed not to be making satisfactory progress, financial assistance will be affected and student may be terminated, from the school.

**A student on probation is advised concerning his/her need to improve and is reminded of the school's policy on probations and suspensions.**

### APPEALS

Students may appeal the satisfactory progress determination when student has been terminated by filing a written appeal to the manager within three (3) business days of the determination. The appeal should include the reason(s) why the student believes the decision should be reversed and provide any supporting documentations. An appeal hearing will take place within five (5) days of the receipt of written appeal. The School Manager will make a decision within three (3) business days of the hearing. The decision will be final and will be communicated to the student in writing. If a student prevails on appeal, the student will be considered to be making satisfactory progress and will be re-entered into the program.

**Students who re-enter school will return making the same satisfactory progress as when student withdrew, were terminated or returning from an official leave of absence.**

**Expulsion:** If student is expelled from the school, there will be no re-admittance.

Course incompletes, repetitions, and non-credit remedial course have no effect upon the school's satisfactory progress standards.

## GRADING POLICY AND FEES

**Clinic Floor Attendance:** It is a deterrent to fellow students and clients who are scheduled for services when students are tardy or absent on scheduled clinic floor training days. Attendance is required during clinic floor training. Students who are scheduled to be on the clinic floor and have repeatedly violated this rule (more than 3 times) will be fined \$25.00. This fee must be paid prior to receiving additional hours.

**Attendance:** Instructors are required to take attendance. Regular and punctual attendance is required of students during all lessons, classes, and clinical training. Any exceptions, such as absence for reasons of illness or other compelling emergencies, may be considered and granted at the discretion of the faculty members. Students with excessive absences from lessons, classes or clinic training, will be subject to Probation or termination.

**Salon Visits:**

Platform IV will cover salon visits. Each student represents the Minnesota School of Beauty and conduct of professional behavior will be expected on any and all off site visits. Students will be graded on salon visits and correspondence with each salon.

**Practical Examination:**

Each student will be required to have tuition paid in full at the time of the state practical examination. Student hours must be at least at 1100 clock hours to be considered a Platform IV student, if you do not meet the hour requirement you will enter the next available Platform IV after reaching required hours. The school provides the state practical examination at the fee of \$125.00. Any re-testing will result in additional re-testing fee of \$25.00 per each section failed not to exceed \$125.00. (Practical examination is scheduled during Platform IV) Students who are not passing Platform IV will not be allowed to take the practical examination until they have passed Platform IV. The highest level of proficiency in safety and sanitation and all services relating to hair care, skin care, and nail care will be given. Guidance and detailed expectations for the practical examination will be covered during Platform IV.

**Progress Reports:**

The student's grade evaluation will be a written evaluation by the platform instructor. Written Progress Reports will be completed at the end of Week 4, Week 8, and Week 10 of each completed Platform.

**Platform II, III, IV Progress Reports:**

The student will meet with school manager monthly to discuss client grading, monthly attendance, and platform grades Week 4, Week 8, and Week 10.

**School Final Examination:**

Each student shall satisfactorily complete the State required Practical Examination, school finals, and all tuition and fees paid before the required completion form will be issued to the student. The Practical Examination and State Written Examination are considered part of the school's final

examination requirements. **NOTE:** The student must complete all of the services required by the school before school officials will certify the skill test and/or license application.

**State Written Test:**

Each student will pay the state written examination fee directly to the testing site. Each student will be required to sign up on-line. Students will be required to have at least 1350 clock hours to receive a date to take the state test. Students cannot exit with the school until they have passed the state written examination.

**Board of Cosmetologist Examiners:**

Each student will fill out state license application and pay the licensing fee to the BCE to obtain a state license. This will take place after completion of 1550 hours, practical and state written tests are passed, and completion form has been given to the student.

## ATTENDANCE POLICY

The training you will receive from the Minnesota School of Beauty is highly concentrated. Any absence will be very difficult to make up and students will be expected to catch themselves up on all missed work. All students are expected to be present and on time for all classes.

In order to help you prepare for your career in cosmetology, Minnesota School of Beauty will operate in a professional salon/spa environment. Tardiness, absences, and any other interruptions in your training will have a significant impact on your achievement and evaluations. By law, Minnesota School of Beauty must have an accurate system to help you keep track of your training hours for your licensure purposes. All students are expected to be in attendance for the time periods specified in your signed enrollment contract. Our training is similar to actual salon, day spa, or any other professional employment opportunity, where absences and tardiness interfere with your daily work efficiency and overall employee job record. Saturday attendance is mandatory if you sign up. Failure to be in attendance for a scheduled Saturday may be subject to a \$75.00 fee. This fee must be paid prior to receiving additional hours.

**Fridays –Clinical Training**

Fridays are a very busy day. Students may take a Friday off with an approved advance notice. If you get sick at the last moment you must return on Monday with a Doctors note. If you do not have a Doctors note you are eligible for Probation, Suspension, or Termination.

**School Attendance Policy 90% is expected in each platform.**

Students not achieving school policy attendance will be subject to extra instructional charges.

**Absence Call-In**

When an absence cannot be avoided the student is required to call the school prior to the start of the class for each day absent. Failure to call in is considered a serious violation and will result in disciplinary action. School number is: **952-469-4545**. Students who are

scheduled to be on the clinic floor and have repeatedly violated this rule (more than 3 times) will be fined \$25.00. This fee must be paid prior to receiving additional hours.

## ATTENDANCE POLICY

### **No-Call/No Show**

NCNS is defined as a student who does not call the school prior to absence, or doesn't show up for school on a scheduled day. Withdrawal for NCNS occurs when a student has violated the policy for more than five (5) consecutive days.

### **Pre-arranged Absences and Early Release (Pink Outs)**

At least seven days prior to the expected absence, if student fails to give sufficient time there may be disciplinary actions taken, student must:

1. Fill out an absence form obtained from an instructor.
2. Report to the instructor with the completed form.
3. The instructor will contact you upon approval.

Pre-arranged absences do not extend the length of your contract. Students are still required to meet the attendance requirement needed to complete the course.

### **Leave of Absence (LOA)**

A Leave of Absence (LOA) is a period of time approved by the school during which the student is not in attendance but is considered to be enrolled. An LOA may be requested for documented medical reasons or personal emergencies and may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, provided that the total number of days in all LOA's does not exceed 180 days in any 12-month period. A written Leave of Absence form must be completed by the student and accompanied with written request that specifies the physical illness, or emergency (personal) and anticipated time of absence required. The completed forms will be placed in the student file and brought up for a review to ensure the student returns on the scheduled day. A student on an LOA must vacate his/her station and locker and is solely responsible for his/her equipment.

### **Tardiness Policy**

Students are considered tardy if not clocked in by the scheduled start of class, and in attendance for roll call. Platform I, II, III, day classes begin at 9 a.m. Platform IV, day class begins at 8:30 a.m. (If student elects).

If a student arrives late you must:

Report to the Basic Instructor or Clinic Instructor

The instructor will make the decision regarding your allowance into class. If the instructor does not allow entrance into the class, the student may not clock in until after class session is completed.

### **Poor Attendance May Affect Your Grade And May Result In Overtime Charges.**

If you are not present in class you will miss important course content. If you miss any class time, you will not obtain all of the necessary skills and information required for proficiency in that subject, and this may be reflected in your grade. This is a clock hour based course. Your goal is to complete the required number of clock hours before your contract end date and begin your new career as soon as possible.

All students will be required to obtain at least 1100 hours before they may enter Platform IV practical training. Poor attendance may cause you to miss your scheduled Platform IV class and may cause you to extend your original contract date. Additional hours are billed at the rate on your signed contract and are billed per hour.

## **ATTENDANCE POLICY**

It is the student's responsibility to maintain satisfactory attendance in order to continue through training as scheduled.

If you have extenuating circumstances that would cause you to miss a great deal of class time, please meet with your school manager to discuss your individual case prior to missing the scheduled classes.

Poor attendance will affect financial assistance award and could decrease amount originally calculated. (See *Office of Financial Assistance*.)

Poor attendance could affect the ability to take the practical examination during the scheduled Platform IV, and overtime charges could occur.

### **Perfect Attendance Has It's Rewards**

Students with perfect attendance (no absences, late arrivals, or leaving early) for any platform will receive a self-improvement coupon. Students who maintain perfect attendance throughout their entire enrollment will be recognized at graduation and will be presented with an award that reflects their hard work and dedication.

## STUDENT POLICIES AND PROCEDURES

### MSB DRESS CODE

The student is required while they are in attendance:

- Wear Name badge (one provided in student kit)  
(must remain in good condition and legible)
- Have your Hair and Nails must be done prior to entering the building.
- Have your Makeup done “should” be worn at all times.

#### **NOTE NOT ACCEPTABLE:**

No Cleavage

No Armpits

Minnesota School of Beauty

Revised July 1, 2017

No Visible Undergarments  
No Open Toed Shoes,  
No Hoodies or Sweat Shirts  
No Spaghetti Straps  
No Yoga Pants  
No Clothes with writing on them  
No Holes  
No mini dresses or skirts

Clothes can be Fashionably Creative or Professional. Keep all skirts or dresses at or below finger tips.

Clothes must be clean, in good repair and without wrinkles or holes.

Shoes and Accessories must be clean and in good repair.

Shoes should be comfortable, fashionable, clean, and sized correctly. Fashionable sneakers are acceptable as long as you accessories with them. No athletic “Tennis Shoes”.

Denim Jeans can be worn if they have fashionable interest on them and/or colored. Remember holes or tears are not acceptable.

Students not conforming to dress code will be required to wear a smock. If the Instructor, School Manager or School Owners ask a student to put on a smock, the student shall be respectful to their request and do so without confrontation or questions.

Students who are not in dress code more than 3 warnings will be subject to disciplinary action and may be asked to punch out until they correct the problem. If student is continually in non-compliance of dress code they will be sent to school owner for

## STUDENT POLICIES AND PROCEDURES

If you lose your nametag, you must purchase another at the rate of \$10.00.

### **Student Kits**

Each student is responsible for his or her own equipment. If you loan out your equipment be sure to get it back right away. It’s your responsibility. You **may not** go into someone else’s station/locker without permission. Any person taking equipment not belonging to them will be subject to disciplinary action.

### **Optional Purchases**

Each student will be given an opportunity to purchase additional items not received in student kit.

Minnesota School of Beauty Gear: MSB T-shirt with logo and student name, MSB Hooded sweatshirt, MSB Sweat pants, MSB lanyards. Additional brushes, combs, bowls, tools of the trade etc.

These items are not mandatory to purchase. The school applies a discount for students to purchase at an affordable rate.

Each student will be required to pay for the state practical, state written and the state licensing fee.

### **State Sheets**

Each student is required by Minnesota Laws and State Rules to keep accurate records of his/her attendance hours. These state sheets are the property of the school and may not be removed from the school. Any state sheet that is removed from the school or is not legible shall be considered invalid. All hours/quotas must be recorded in black or blue ink and must be legible.

### **Time Clock Procedures**

It is the Minnesota Board of Cosmetologist Examiners requirement that the school provide an accurate system for recording all students' hours. Students are ultimately responsible for the tracking of hours on a daily basis. The school will supply time cards for the time clock system. The card is the responsibility of the student; if lost or stolen the student may not earn those hours. Forgetting to punch in will result in not earning those hours. The time cards are a legal record of time and are not to leave the building. Any time card(s) taken from the school are void. Tampering, altering, or using someone else's card is a serious offense and disciplinary action will be taken.

Clocking in late will result in only earning time in increments of 15 minutes. Example: If you punch in at 9:01 you will get hours from 9:15 until you punch out for day.

### **Breaks and Lunch**

Student's who are in a full day of attendance will receive:

- 1- ten minute morning break
- 1- ten minute afternoon break
- 1- forty minute lunch break

Students who are leaving campus during breaks must punch out

Students will sign in/out with Front desk for all breaks, you will hang break sheet on station

## **STUDENT POLICIES AND PROCEDURES**

Clocking or signing in late will result in losing time in increments of 15 minutes.

### **Note:**

If you are having food delivered to the school, please let the front desk know. If delivery person arrives and we are not informed they will be sent away.

### **Quota Sheets**

The minimum number of services required of each student is specified by State Regulations. The school has additional requirements beyond the state minimum and each student will be required to meet the school's quota requirements for graduation.

Our goal is to help you make the not so good services better and the great services greater. The student must complete all of the services required by the school before school officials will certify the skill certification test.

**Students must have their quota sheets signed before they complete their hours for the day. If student does not get a signature the quotas will be invalid for the day.**

### **Use of Cellular Phones**

Educational and Marketing purposes only.

### **Personal Visitors**

During school hours all visitors must check in at the front desk.

### **Professionalism**

Students will be required to maintain a professional attitude and appearance during the concentrated training through all classes, salon correspondences, practicum, and clinic floor training. Minnesota School of Beauty salon/spa atmosphere and the integrity of the school is based part in our students being very professional and engaged in their education. At no time will students be allowed to have inappropriate conversation while receiving hours towards their cosmetology/nail technology license. We believe those students who are willing to dedicate the time and the effort that it takes to be professional; will achieve high level of excellence in their chosen field.

### **Conduct**

Students need to establish and maintain a record of good standing throughout their program. Good standing includes satisfactory attendance and academic performance (see *Satisfactory Progress*) as well as courteous personal behavior. Any display of conduct that disrupts the atmosphere may result in permanent dismissal. The school reserves the right to dismiss a student when personal conduct, attendance, and/or academic progress are considered to be unsatisfactory. The student must have the approval of the school committee in order to be readmitted to school. Student will be expected to write a letter of appeal for all dismissal decisions (see *Grading Policy, Appeal Process*). The board consists of owners, instructors, staff, and possibly members of the student body.

### **Equipment and Facility**

Students who destroy (deliberately or by accident) any school property will be expected to pay for repairs. Example: If student burns a styling chair with a hot iron, student will be expected to purchase damaged item and/or pay for any repairs.

### **Learning Assignments and/or Services**

Any student who refuses to accept an assigned activity or clinic service may be subject to disciplinary action. Typical disciplinary action for refusing a service or assignment is immediate suspension for the remainder of the day and possible suspension from school for an additional period of one to ten days. You are expected to listen and participate in classroom activities without being disruptive. Some examples of behavior that would be

considered disruptive would include talking while your instructor is talking, being late for class, and/or leaving early from class. Use your idle time appropriately. Study for tests and/or laws and rules, etc. Don't sit around!

**Priority of Student Activities**

While the student is in school accumulating hours toward graduation, the assignments given by an instructor, client services, practice services on a mannequin, or individual study are to be the priority of the student. NOTE: Students should also expect to study for tests and exams outside of school.

**Self-Improvement**

Self-improvement is defined as a student receiving services in the school while he/she is enrolled as a student. The school reserves the right to establish guidelines governing student self-improvement. Any student who is on academic or attendance probation does not qualify for self-improvement. Platform Instructors will determine when and who will use self-improvement.

**STUDENT PRICES**

**Hair Services**

Haircut	N/C
Shampoo	1.00
Color Per every 3oz. (Foils add \$1.00 to total)	5.00
Cap Highlight	6.00
Shampoo Style	1.00
Braid (no shampoo/conditioner)	N/C
Style w/iron (no shampoo/conditioner)	N/C
Relaxer	5.00
Re-curl	5.00
Keratin Treatment	50.00
Keratin Conditioner	11.00
Perm per solution	5.00
Deep Conditioner	3.00
Clarifying Treatment	5.00
Scalp Treatment	3.00

**Nail Services**

Basic Manicure	1.00
Spa Manicure	4.00
Cream Manicure	3.00
Basic Pedicure	3.00
Spa Pedicure	5.00
Full Set (acrylics)	1.00
Fill	1.00
Gels full set	10.00
Gel Fills	5.00
Polish (polish change)	2.00
Paraffin wax	1.00
Nail Art	1.00
Glitter Toes	17.50
Nail Removal	.50 (per nail)

**STUDENT POLICIES AND PROCEDURES**

Eyebrow wax	2.00
Nose Wax	6.00
Bikini/Leg/Arm	10.00
Facial/Back Facial	5.00

Eye Brow/Lash Tint	2.00
Intense Eye brow & Lash Tint	5.00

Husbands, wives, children, Moms, Dads, sisters, brothers, and grandparents of **students** will pay half of the regular price for all services performed at the school.

\*\*Boyfriends and Girlfriends still pay full price until you marry them.

### **Sanitation**

In accordance with State Regulations, each student is required to complete a minimum of ½ hour of sanitation each day. This may include, but not limited to, sanitation of the student’s station and general sanitation of other parts of the school and/or equipment.

### **Assigned Stations**

While in the school, each student is expected to remain at his/her assigned workstation area at all times. The exceptions are as follows: one 10 minute break in the morning, one 40 minute lunch break, one 10 minute break in the afternoon. Students who are consistently away from their assigned stations will be subject to disciplinary action. The school reserves the right to inspect stations at any time deemed necessary by owners or manager.

### **State Board Testing**

Students are required to take the state board test during Platform IV. (See *Grading Policy Practical Examination*).

### **Bulletin Boards**

Information and announcements will be posted on a bulletin board in the student lounge and hallway of the resource room. Students should check the announcement bulletin boards daily for important information and messages. Students may post an **approved notice** on the bulletin board. Notices should be registered and dated at the school front desk. Unregistered notices will be removed immediately. Registered notices will be removed after ten days.

### **Lockers/Clinic Storage**

Individual lockers are available for students who are in need. Clinic floor storage is available for students who are in platforms 2 through 4. Students will be issued a key for their station. You are responsible for your station key(s), if lost or stolen you will pay for replacement of \$10.00 per key. The school reserves the right to inspect stations and/or lockers at any time deemed necessary by owners or manager.

### **Student Break Rooms**

When you begin your career, you may encounter a company “lunchroom” and it is important that you begin to prepare yourself for appropriate behavior expected in the business world. **Please keep your language and conversations appropriate for a general audience.** It is also important that you clean up after yourself so everyone can

## STUDENT POLICIES AND PROCEDURES

### **Smoking, Eating, Drinking**

Smoking is not permitted anywhere within the school. **Smoking is not allowed at the school front entrance.** Please be considerate and smoke off school property or by the back of the building only. (There is a common area complete with picnic tables, garbage can, and ashtray that may be used also). Food and beverages are not allowed in any of the classrooms or on the clinic floor.

### **Lost and Found**

If an item belonging to someone else is found, it should be turned in to the front desk. The school assumes no responsibility for the care, maintenance, or security of student equipment and/or personal belongings. Each student is assigned a locker and/or station for storing items.

### **Products in the School**

Only professional products purchased by the school may be used in the school.

### **School Closing**

In the event of a school closing due to inclement weather, the announcement will be made on the radio WCCO AM (830) and TV Channel 4 (WCCO). All other closings (employee in-service training, and holidays) will be posted on the student bulletin board.

### **Telephone Calls**

Students may not receive personal telephone calls from the main number: 952-469-4545 or any of the school office phones. The front desk will relay only emergency call messages to students. All student cell phones and beepers must be turned off while on premises. The school provides a student phone in the student break room. Calls should be limited to **two minutes**.

### **Parking**

The school reserves the right to establish reasonable regulations governing parking at the school site. Student parking is located behind the building, and in Cub Foods parking lot using the row closest to the school entrance. Never park in the front of school building as those spots are reserved for clients.

### **Sexual Harassment**

As a place of work and study, Minnesota School of Beauty should be free of sexual harassment including all forms of sexual intimidation and exploitation. All students,

instructors, staff, and administrators are to be assured that Minnesota School of Beauty will take action to prevent such misconduct and that anyone who engages in such behavior will be subject to disciplinary procedures.

Members of this school community who believe they have been sexually harassed or have been the victim of sexual assault may turn for assistance to the following school officials:

## STUDENT POLICIES AND PROCEDURES

All information regarding these types of incidents will be kept confidential.

### **Disciplinary Action**

The following disciplinary action may be imposed for a violation of any of the Minnesota School of Beauty school rules and or policies

Any student who is asked to leave and clock out for the day(s): will require a school manager and an instructor to make the determination.

Any student who has the recommendation for suspension: will require an owner for final determination.

Minnesota School of Beauty endorses a philosophy of discipline that includes fairness and due process to all students. At no time will a student be subjected to disciplinary action without having the opportunity to defend himself/herself. A student may appeal any disciplinary action taken against him/her to the owner(s). (See *Attendance Policy, Appeal Process*). The school owner(s) will determine the decision to be final.

### **Concealed Weapons**

Minnesota School of Beauty prohibits the carrying of concealed weapons on their property or in the school.

### **Safety, Emergency, and Fire Plans**

Safety and Emergency plans are posted within the school. Minnesota School of Beauty does semi annual fire drills in connection with the Lakeville Fire Department to train students and staff on the use of fire extinguisher and evacuation plans.

### **Grievance Policy**

In accordance with the institution mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the school within 30 days of the date that the act which is the subject of the grievance occurrence.
2. The complaint form will be given to the school owners.
3. The complaint will be reviewed by owners and management and a response will be sent in writing to the student within 30 days of receiving

the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with

## STUDENT POLICIES AND PROCEDURES

resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing committee will be allowed to ask questions of all involved parties.
7. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
8. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing agency.

### **Retaliation Is Prohibited**

The School prohibits retaliation against any individual who reports harassment, misconduct, concerns, or complaints. Such behavior will be subject to disciplinary action.

### **Complaint Procedure: Reporting an Incident of Harassment, Discrimination, retaliation, complaints and/or concerns.**

Minnesota School of Beauty strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position in the School. Any faculty member or student who believes he or she has experienced conduct that he or she believes is contrary to the School's policy or who has concerns about such matters should file a complaint as soon as possible before the conduct becomes severe and pervasive. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents and should be reported to an owner immediately.

**The rules and regulations contained in this document are part of establishing and maintaining a positive learning environment in which each student may learn the skills required of his/her program. These rules are intended to facilitate this learning in an environment, which is conducive to the workplace.**

**CONGRATULATIONS** on taking your first step towards a rewarding career!

**LIST OF OFFICERS/EMPLOYEES**

Owners.....	Lara Kelley Diane Lindo
Financial Aid Administrator.....	Patricia Herrington
School Manager.....	Lara Kelley
Instructor.....	Tara Nelson
Instructor.....	Carol Mueller
Admissions Representative.....	Lara Kelley
Front Desk Coordinator.....	Janet Burmeister
Front Desk Staff.....	Jenny Kalmes
Lara Kelley/School Manager..... lkelley@mnschoolofbeauty.com	952-469-9823
Diane Lindo..... dlindo@mnschoolofbeauty.com	952-469-9822
Patricia Herrington..... finaid@mnschoolofbeauty.com	952-469-9826
Admissions..... <a href="mailto:admissions@mnschoolofbeauty.com">admissions@mnschoolofbeauty.com</a>	952-469-4545
Managers Office..... manager@mnschoolofbeauty.com	952-469-9824

Minnesota School of Beauty  
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Cosmetology Program	1550	46	15,000.00	1,500.00	150.00	16,650.00
Nail Technology Program	350	12	4,000.00	850.00	150.00	5,000.00

\*“Clock Hour” means a block of training time.

**Payment of Fees:** Student will pay the total Tuition, application fee, Kit Fee, and Registration Fee (the “Total Fee”) for program, as indicated in the chart above, in accordance with the payment method selected below. Student’s obligation to pay these sums is without regard to Student’s qualification for financial assistance from any source. Students must pay amounts owed within 30 calendar days after demand by the School. Students will pay interest on any past due amount at a rate of 18% per year, or the maximum amount allowed by law, which ever is less. Student also shall be liable for all cost, including but not limited to reasonable attorneys’ fees, incurred by the School to collect any past due amounts. The Student hereby selects the following payment option (Check on of the following options) (all options are available for those who qualify).

**Student Kit & Supplies**

One month prior to student class start date student kit payments will be due. Once the kit is ordered the kit deposit in non-refundable. If student cancel his/her enrollment within two weeks of class start the student will be charged for the entire kit and the kit will become the property of the student. Kits are issued on the first day of class. Students will sign for the equipment to ensure that kits are complete. **The kit becomes the property of the student and cannot be returned.** In addition to the kit supplied to the student, there will be an additional cost (not to exceed \$300.00) for miscellaneous supplies and testing requirements.

**Student Financial Obligations:** Student obligation to pay tuition and other costs is without regard to student qualification for financial assistance from any source.

- Option 1:** Pay Full
- Option 2:** State Funding
- Option 3:** Scholarship, if qualifications are met
- Option 4:** Monthly Budget Plan