

# *CREATIONS*

## *COLLEGE OF COSMETOLOGY*

### *STUDENT HANDBOOK*



*Physical Address*  
2419 West Main Street  
Tupelo, MS 38801

*Mailing Address*  
P.O. Box 2635  
Tupelo, MS 38803

*Telephone (662) 844-9264*

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“Creations” is licensed by

Mississippi Board of Cosmetology  
1804 North State Street  
P.O. Box 55689  
Jackson, MS 39216  
Phone: 662-987-6837

“Creations” is accredited by

The National Accrediting Commission of Career Arts and Sciences  
4401 Ford Ave. Suite 1300  
Alexandria, Virginia 22302-1432  
Phone: 703-600-7600

## ADMINISTRATION

Carolyn Kennedy Bowen  
Carolyn Kennedy Bowen  
Carolyn Dunahoo

President  
School Director  
Secretary-Treasurer

## STAFF

Carolyn Kennedy Bowen  
Carolyn Dunahoo  
Jean McAnally  
Faye Richey  
Geraldine Gillispie  
Jennifer Young

Instructor and Director of Register  
Instructor and Director of Education  
Instructor  
Instructor  
Instructor  
Secretary/Receptionist

### **Carolyn Dunahoo**

Carolyn has been a licensed Cosmetologist since 1976 and has been self-employed and also worked in several salons. She has been a licensed Cosmetology Instructor since 1981 and is a member of the Mississippi School Association. Mrs. Dunahoo has attended many advanced seminars and taken exact educational courses at Northeast Mississippi Junior College.

### **Jean McAnally**

Jean has been a licensed Cosmetologist since 1986 and has worked in several salons. She has been a licensed Cosmetology Instructor since 1987 and is a member of the Mississippi School Association. Mrs. McAnally has attended many advanced seminars.

### **Geraldine Gillispie**

Geraldine has been a public school teacher since 1977, and a member of NEA, MAE, and NESA associations. She has been a licensed Cosmetologist since 1990, and a licensed Cosmetology Instructor since 1995. She has attended many advanced seminars.

### **Faye Richey**

Faye has been a licensed Cosmetologist since 1967 and has been self-employed and also worked in several salons. She has been a licensed Cosmetology Instructor since 1988 and has attended many advanced seminars.

## **OWNERSHIP**

### **Carolyn Kennedy Bowen**

Mrs. Kennedy has been a licensed Cosmetologist since 1976 and salon owner since 1976. She has been a licensed Cosmetology Instructor since 1981. "Creations" College of Cosmetology is under the directorship of Carolyn Kennedy. Mrs. Kennedy is a member of the Mississippi School Association and has attended many advanced seminars in the United States.

## **GENERAL INFORMATION**

"Creations" College of Cosmetology is situated in the northeast corner of Mississippi at 2419 West Main, Tupelo. The modern, climate controlled school facility is equipped with the required cosmetology equipment. "Creations" is well known for its rapid adaptation of newer, better techniques and the latest trends. The School's directors and staff attend leading fashion schools, educational seminars, and workshops around the United States.

## **GAINFUL EMPLOYMENT**

**Program Name:** Cosmetology

**Level for the Program:** Certificate

**Program Length:** 1500 Hours

**Department of Education CIP ID:**  
12.0401 Cosmetology/Cosmetologist General

**Standard Occupational Classification:**  
39-5012.00 Hairdressers, Hairstylists, and Cosmetologist

<http://www.dol.gov/>

Completion Rate: 51%

Licensure Rate: 93%

Job Placement Rate: 80%

**Program Name:** Cosmetology Instructor

**Level for the Program:** Certificate

**Program Length:** 750 Hours

**Department of Education CIP ID:**  
12.0413 Cosmetology, Barber/Styling, and Nail Instructor

**Standard Occupational Classification:**  
25-3032.00 Vocational Education Teachers,

Secondary School

<http://www.dol.gov/>

Completion Rate: 100%

Licensure Rate: 100%

Job Placement Rate: 100%

## **MISSION STATEMENT**

"Creations" College of Cosmetology is dedicated to educating students with the knowledge to meet the present and future demands of the industry. Each student receives individual instruction in technical skill, professional services, and business/job related information. Students practice and hone these skills in closely supervised cosmetology services while apprenticing in the clinic.

"Creations" does not recruit students already attending other schools and similar programs.

### **Additional Objectives:**

- To develop technical abilities to the highest level of each student
- To develop professional qualities within each student
- To counsel each student in the variety of opportunities within the field
- To introduce and teach the techniques involved in the required products, equipment, and styling trends.

**COURSES OFFERED**

Complete Cosmetology Course.....1500 Hours  
Complete Cosmetology Instructor Trainee Course.....750 Hours

**Cosmetology Course Cost:**

A payment of a \$100.00 registration fee is due at the time the enrollment agreement is signed. A \$700.00 fee for the student kit, its contents, and textbooks. This expenditure is not part of tuition.

The tuition \$7,900.00 may be payable at \$400.00 a month for the first five months and \$315.00 per month for the remaining months until paid in full. The total expenditure for the enrollment fee, student kit, textbook, and tuition is \$8,700.00.

A cancellation fee of \$150.00 will be charged if a student withdraws. Subject to change, except for students already enrolled and attending.

**SCHOOL GRADING SYSTEM**

Students are graded according to the following system.

A: 95-100.....Excellent  
B: 85-94.....Good  
F: 0-84.....Failure

Students are expected to maintain satisfactory progress consistent with their own ability with a minimum average of 85.

Weekly written test are given in each subject, theory and practical. All tests must be completed and passed before the student can take the final examination. Upon passing the final examination a diploma is awarded. A monthly progress report is given each month.

Area of training for class levels 1500 hours basic course:

Freshman.....0-240 Hours  
Junior.....241-750 Hours  
Senior.....751-1500 Hours

**ADMISSION POLICY**

Enrollment for the basic Cosmetology, Manicurist

“Creations” admit as a regular student:

- 1) High school graduates
- 2) Holders of high school graduation equivalency certificates

## **ADMISSION REQUIREMENTS**

### ***We do not have the Ability to Benefit Policy.***

All prospective students must have a high school diploma, or its equivalent, or a transcript showing completion.

All applicants are required to visit the school for a personal interview with the director of admissions. An applicant is encouraged to apply for admission as far in advance of the starting date as possible.

In accordance with the Mississippi State Board of Cosmetology in all cases, no applicant will be allowed to enroll who has not finished twelve years of secondary school training. All applicants must submit the required Mississippi Board of Cosmetology application forms and educational transcript before being accepted into "Creations" School of Cosmetology Program.

## **ENROLLMENT DATES**

Day Class Enrollment: First Tuesday of January, March, May, July, September, and November.

Students must enroll in advance of each starting date through the Admissions Director. This includes all courses taught at "Creations" College of Cosmetology-Cosmetology and Instructor Trainee course.

## **HOLIDAYS**

New Years Day, Independence Day, Thanksgiving Day, Christmas Eve and Christmas Day.

## **HOURS**

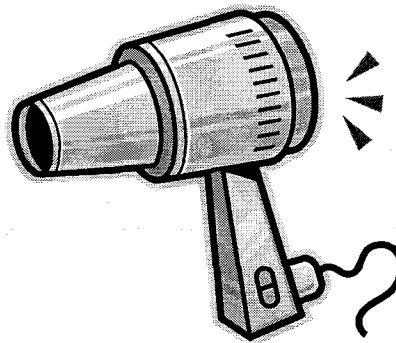
Day Classes are in session:

Tuesday, Thursday, Friday and Saturday from 8:00 a.m. to 4:30 p.m.

Make-up Hours 7:00 a.m. to 8:00 a.m.

## **COURSE: COSMETOLOGY**

Twelve months of continuous training is required, consisting of not more than eight hours each day or more than thirty hours per week for a minimum total accumulation of 1500 (clock) hours. The State of Mississippi Law requirements for theory and practical classes in cosmetology are divided approximately into 60 percent clinic work and 40 percent classroom work (both theory and practical application). This can not be completed in less than 12 months.



## COURSE OBJECTIVE

The cosmetology course (1500 hours) is designed for those entering the field of cosmetology to qualify for and obtain the initial license as a professional cosmetologist. This course includes training in all phases of cosmetology.

<u>Subject:</u>	<u>Hours:</u>
Shampooing.....	75
Facial Massage.....	25
Eyebrow Arch.....	15
Scalp Treatments.....	30
Chemistry.....	20
Manicuring.....	30
Hand and Arm Massage.....	10
Permanent Waving.....	90
Hair Shaping:	
Razor.....	35
Scissors.....	70
Wet waving, Hair setting, Pin Curls.....	80
Comb Outs, Iron Curls, Blow Drying.....	100
Hair Tinting:	
Hair Tints.....	35
Bleaches.....	35
Eyebrow and Eyelash Dye.....	10
Color Rinses:	
Temporary.....	15
Semi Permanent.....	15
Wig and Hair Goods.....	10
Chemical Relaxing.....	25
Lectures and Instruction on Sanitation, Sterilization, Care and Treatment of Skin, Scalp, and Equipment.....	140
Electricity as Pertaining to Salon Work.....	10
Written and Oral Tests.....	75
Theory and Demonstration.....	400
Salesmanship, Business Training, and Law relating to Cosmetology.....	150
<b>Total Course Hours.....</b>	<b>1500</b>

## COSMETOLOGY COURSE KIT

*The cosmetology Senior Kit includes the following:*

Manicure Kit	1 Hazard Case Perm Rods (14doz)	Tweezers
Manicuring Nippers	12 doz. Rollers	Razor
Manicuring Pusher	Roller Roost	Cosmetology Text Book
Manicuring Brush	3 Styling Combs	2 Mannequins
Orangewood Stick	1 Rattail Comb	Tint Brush
Emery Boards	Shampoo Cape	1 St. Board Review Book
Triangle Net	Box of Clippies	Law Book
2 Hair Brushes	2 Workbooks	

All materials must be replaced if they are lost. They may be purchased from any source, or may be purchased from the school at current market prices.

### **TESTING AND GRADING**

A written theory test is given each week covering the theory classes of the previous week. The weekly grades are averaged to determine the theory grade for each month.

Practical performances and test grades are recorded and kept on file.

### **LIBRARY**

Students may check out materials from the school library. It offers a wide variety of audio-visuals aids, plus outstanding reference materials, such as transparencies, charts, slides, journals, and many books. All materials remain the property of the school. Materials not properly checked back in after checkout must be purchased by the student before the final exam.

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### **SCHEDULE**

#### **Cosmetology Course-1500 Hours**

Two hours of orientation and 240 hours of a freshman class that prepares you in your practical and academic learning for the clinic floor begins your course of training at "Creations" College of Cosmetology.

#### **Daily Schedules:**

##### **Tuesday and Thursday- Day Schedule**

Theory Class.....8:00-10:00 a.m.  
Break (Alternating Periods).....10:00-10:15 a.m.  
Students in Practical Class or on Clinic Floor.....10:15 a.m.-4:30 p.m.  
Lunch-30 minutes (Alternating).....11:30 a.m.-12:30 p.m.

Afternoon Break (Alternating).....2:00-2:15 p.m.  
Theory of Bacteriology, Sterilization, Sanitation and Duties  
Includes All Students.....4:00- 4:30 p.m.  
Check Out.....4:30 p.m.

##### **Friday and Saturday- Day Schedule**

All Students Work on Clinic Floor.....7:30 a.m.-4:30 p.m.  
Break (Alternating).....10:00-10:15 a.m.  
Lunch- 30 minutes (Alternating).....11:30a.m.-12:30 p.m.  
Afternoon Break (Alternating).....2:00-2:15 p.m.  
Sanitation and Duties- Includes All Students.....3:30- 4:30 p.m.  
Check Out.....4:30 p.m.

#### **Freshman Kit:**

- 1 Rattail Comb
- 1 Shear
- 1 Comb
- 1 Brush

School furnishes additional supplies for beginner students.

**COURSE: COSMETOLOGY**  
**INSTRUCTOR TRAINEE**

750 Hours Licensed Cosmetologist Only

**ADMISSION REQUIREMENTS**

This course is offered to persons with two years active experience as a licensed cosmetologist and requires 750 hours to complete.

**ADMISSION REQUIREMENTS**

An applicant for instructor training shall be registered in the usual manner and shall

1. Have current Mississippi Cosmetology License.
2. Be no less than twenty one years of age.
3. Have a high school education or equivalent.
4. Be a graduate of an accredited cosmetology school in this or any other state.
5. Before application for instructor's examination, the instructor-trainee shall have completed three semester hours (12) in "Methods of Teaching." In the event that

courses in "Methods in Teaching" are not available, allied courses that are approved by the Board shall be acceptable.

6. Have at least two years active experience as a licensed cosmetologist (immediately prior to application for examination.)

**COURSE OBJECTIVE**

The instructors training course is designed to assist licensed cosmetologist in preparing to qualify for the teacher's examination and licensing required to teach cosmetology. This course includes preparatory training and supervised teaching.

Upon completing this course, the instructor trainee will be prepared in the areas of classroom, clinic floor, platform training for lecture and demonstration, and advanced training for special education. The graduate will be prepared to teach all aspects and age groups and will be qualified to test and evaluate on group and individual levels.

**The teacher trainee shall acquire eighty hours of observation prior to practicing teaching.**

Theory.....	12 Hours
Skill.....	68 Hours
The Professional Teacher.....	164 Hours
The Teacher	
Preparation Teaching	
Classroom Management	
Teaching Materials	
Student Motivation and Learning.....	99 Hours
Testing and Evaluation.....	65 Hours
Methods, Management, and Materials.....	252 Hours
Cosmetology Law-Rules and Regulations.....	10 Hours
<b>Total.....</b>	<b>750 Hours</b>

**TUITION AND FEES**

Registration.....	\$100.00
Books.....	\$350.00
Tuition.....	\$5000.00

An enrollment fee is payable on or before the starting date. The balance can be paid in cash or a convenient time payment plan is available. If the student desires to use the time payment plan, the balance is payable monthly and financed at 1.5% compounded each month over a five month period.

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## **SCHOOL DRESS CODE**

Women: Red scrubs (no sweat pants or jeans)  
Lab jackets -black or white

Sweaters-white  
Shoes-white or black professional only

Men: Dress slacks- black  
Lab jackets-black or white

White oxford cloth type shirt  
Shoes-low heel dress shoes

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## **FINANCIAL AID**

Social Security Education Benefits:

This program is designed for those students who are currently receiving Social Security benefits or are eligible to receive benefits while continuing their education. The Social Security administration determines your benefits, apply by contacting their office.

Contact the financial aid administrator at “Creations” for information about Federal Pell Grant.

### **Vocational Rehabilitation:**

This is available to the disabled. It is designed to aid the individuals who have suffered some type(s) of mental or physical illness. Contact your nearest State Vocational Rehabilitation Agency for details.

## **CAREER DEVELOPMENT**

Let’s explore some of the options or related career opportunities available to the “Creations” graduate. Many graduates make their career in a styling atmosphere. Some choose to return to their respective hometowns, others may decide to relocate to a different city or state to begin their practice. Some will choose beauty salons; others may go into barber styling salons. Because of the advanced curriculum offered at “Creations”, graduates find the transition from the school to workplace to be smooth. Students are taught how to write resumes, how to make a business plan, record keeping and how to have an interview.

### **Employment Assistance**

*The school cannot guarantee employment for graduates,* assistance in finding suitable employment is provided by posting area job openings on a bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Job referrals are made know to interested graduates as available. It is the responsibility of the student to apply for jobs and participate in interviews.

### **School Level**

At the salon or styling level there are many advanced opportunities both in money and positions. As your experience grows with time and advanced education, your pricing structure should correspond. Those who show leadership qualities in the workplace could rise to management positions. As in many other fields, the beauty industry has reached the age of specialization. This means that in some of the larger

salons throughout the nation there are hair designers who elect to specialize in one or more of the many services performed in a full service salon. Perming, color, make up/ skin care, are just a few of these fields. Of course, owning your own business is also a possibility. This would require a capital investment and a working knowledge in business management. There is always a need for progressive salons.

### **Teaching Level**

This level can be broken down into two areas:

The first is cosmetology school instructor. This requires a dedicated individual who has, or is willing to acquire the overall knowledge it takes to teach in all phases of the cosmetology profession. Instructors are usually paid a salary and have the possibilities of moving up to school manager, styles director, or even school owner.

Secondly, there is a demand for those who possess that touch of “show biz.” We call these talented people “guest artist.” Their job requires teaching licensed hairdressers the most modern methods and styles. Guest artists do shows in many different regions of the country, which calls for quite a bit of traveling. They are paid for their expenses, plus a guest artist fee. Styling on stage in front of possibly hundreds of your peers requires public speaking talents as well as technical and advanced artistic knowledge. Guest artists most often work for manufacturers and distributors of cosmetology products.

### **Manufacturers**

The companies that produce or manufacture cosmetology products need people to call on salons, schools, and distributors to demonstrate and sell their products. These people are called field representatives or field technicians. This career also calls for extensive travel and specialized training through the companies’ own program. This position provides many advancement opportunities.

### **Distributor Level**

Here you would function primarily as a sales consultant. This would include such functions as the introduction of new products, inventory control, retail merchandising, salon equipment design and advice, and, in some instances, basic business advice. The distributor acts as a liaison between the manufacturers and the working stylist or salon owner.

We hope we have given you some additional ideas as to the career opportunities that are available in this exciting and ever-expanding profession. The ladder to success belongs to you, how high or how fast you climb is your decision. We at “Creations” through our professional approach to education will provide you with the necessary knowledge and training to guide you to the top of your ladder of success.

### **CREDIT SYSTEM: PRACTICAL CLINIC SERVICES**

Each student has to complete the required credits pertaining to each practical service rendered. This can be accomplished by practicing on a mannequin, fellow student, or patron. The required number of services must be completed by the time 1500 hours of training is finished. Failure to do so will defer graduation.

### **GRADUATION REQUIREMENTS**

1. A passing grade of 85 must be made on the school final exam.
2. The student must successfully complete the required hours for the course being studied.
3. The student must complete all assigned credits and all assigned projects.
4. The student must pass a pre-State Board exam in theory and practical.

## **CERTIFICATION OF COMPLETION**

Upon completion of training, a student will be given a certificate which indicates that the program of training has been satisfactorily completed. If the student fails to complete the course, a written record will be furnished to the student on request which shows the portion of the course which has been completed.

## **STATE BOARD EXAMINATION**

The fee for the written State Board exam is \$65.00. The fee for the practical State Board exam is \$95.00. Once both of these exams are passed, you will send the exam results and the required fee for license to the Mississippi State Board of Cosmetology. The fees for license are as follows:

### **Cosmetology**

After completion of training, students are required to take the state examination by the Board of Cosmetology. The exam is given several times a year. The fee for a two-year license is \$50.00 in the form of money order or a bank draft, made payable to the State Board of Cosmetology. The state examination consists of practical skills and a written test on the Theory of Cosmetology.

### **Cosmetology Instructor**

After completion of the training, teacher trainee is required to take the state examination by the Board of Cosmetology. The examination is given several times a year. The fee for a two year license is \$80.00. This must be in the form of money order or bank draft, made payable to State Board of Cosmetology. The examination consists of written test on theory and a practical teaching part.

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## **SCHOOL RULES AND REGULATIONS**

### **Student Conduct**

The student agrees to abide by all the rules and regulations in effect, or those which may become effective in the school during the period of enrollment. Rules and regulations will be read to each student, after which the student will sign stating they understand them. Any action by a student which interferes with normal classroom activity or clinical operation will be cause for dismissal. Every student is given an opportunity and reasonable time to correct the problem. If the student does not correct his or her individual shortcoming, he or she will be dismissed. A student who is dismissed for misconduct will be furnished a written statement which will outline the reason for such action, if such statement is requested. A student who is dismissed for misconduct is not permitted to re-enroll.

### **Financial Regulations**

If a student is on federally- funded aid, payments will be made in accordance with current regulations and policies. If federal funds are less than the cost of tuition, such deficit will be paid by the student. All payments are due and payable in advance of the part of the course for which payment is made.

### **Previous Credit Evaluation**

The school maintains a written record of the previous education and training of each student. This record indicated that appropriate credit has been given. The student and any other appropriate agency will be notified of this evaluation.

## **Attendance**

Attendance records of each student are maintained. These records indicate the student's presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's attendance habits readily interpretable by authorized personnel. Absences considered excused must be provided by the respective authority (i.e. attendance record. All other absences will be considered unexcused.

No responsibility is assumed by the school for any negligence, carelessness, or lack of skill by one or more students while practicing any part of the school course upon another; nor for the loss, or damage, of any instruments and equipment issued to the student at the time of enrollment or that the student has purchased after enrollment.

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## **TERMINATION POLICY**

If a student is terminated by "Creations," it shall occur no more than thirty days from the last day of physical attendance, or, in the case of a leave of absence, the documented date to return. Exceptions will be made if a student can show proof of hospitalization during his or her absence.

You will still be on probation if you were on probation when you drop or took a leave, you will re-enter at the same standard.

A drop fee of \$150.00 is charged to all student accounts that withdraw, drop, or transfer from the program.

## **LEAVE OF ABSENCE**

Should a student find it necessary to be out of school, they may have a leave for up to 180 days. The leave must be in writing stating why you must be on leave. During an approved Leave of Absence, the student may not receive Financial Assistance. A student is allowed 3 leaves not to exceed 180 days per enrollment. After 180 days you will be dropped.

In some instances a student maybe permitted to take a 180 day Leave of Absence (6 months) with a doctor's excuse.

When re- enrolling from a temporary leave, you will re-enter with the same satisfactory progress in academic and attendance progress.

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## **TRANSFER STUDENT**

Transfer students from other accredited schools will be given credit accordance with the regulations of the Mississippi State Board of Cosmetology. Transfer students may enroll thirty days after previous instruction at a former school. Students must have less than 500 hours and must take and pass an entrance exam with at least a 70 to be admitted. Credit will be given for all legally acquired hours or previous training as certified by the state board under whose authority work was completed on an hourly basis. An entrance fee of \$100 will be charged. Your tuition at "Creations" will be based on the total hours of instruction needed to complete the course. You will need to buy the equipment and supplies necessary to complete your course of study.

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## **READMISSION POLICY**

### ***Dismissed Students***

This procedure applies only to dismissals due to lack of satisfactory progress, and will not be granted more than one time. This does not apply to volunteer withdrawals. Students may reapply to “Creations” one month after the time of dismissal. Such students will be enrolled on a probationary status; students with financial aid must complete a period of two months with at least an 85 average grade for that period before financial aid is available. Students reentering will be charged at the current tuition rates of newly entering students. There is a registration fee of \$100 for student that re-enter after six months of withdrawal.

### ***Voluntarily Withdrawn Students***

“Creations” do not allow prior students with two withdrawals to re-enroll. An appointment should be made with the school director by prior students that wish to re-enroll. There is a registration fee of \$100 for students that reenter if six months have passed since withdrawal. Student re-enter the program at the same attendance and academic rate at the time of withdraw.

### ***Amendment to the Drop/Transfer Policy***

If a student drops from “Creations” College and transfers to another school and then wants to re-enroll at “Creations”, the student can not re-enroll if they have completed a total of 200 hours at another school.

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## **MAKEUP POLICY**

Students are allowed to make up six hours a week if those can be posted in the same month they are made up.

## **FACILITIES AND EQUIPMENT**

The 4000 square feet of floor space at “Creations” is divided into a reception area, offices, dispensary, theory room, practical classroom, facial room, clinic, storage room, manicurist room, locker room and lounge, and restrooms for male and female students. “Creations” has a separate theory classroom for beginning students next door (2403 West Main) that measures 759.25 square feet.

Equipment at “Creations” includes stations, shampoo bowls, sterilizers, manicuring tables, mannequins, dryers, and other cosmetology furnishings for the benefit of the students. Education class equipment consists of all basic cosmetology material for use by students.

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## **ADDITIONAL EXPENSES INCURRED BY STUDENT**

1. State of Mississippi exam fee of \$160.00.
  2. State of Mississippi license fee.
  3. Any books, supplies, or equipment that is not included with the basic kit.
  4. Transportation costs for examinations.
  5. Costs to replace lost supplies.
  6. Lab fees.
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## **STUDENT ADVISING**

A private office is available for student advising, placement, and other personal services for the benefit of the student. Students are free at any time to discuss problems of any nature that may affect their learning capacity or future employment.

## **TIME CLOCK**

Each student must record on the time clock when:

- starting and completing daily instruction and training
- leaving and returning to the school premises.
- commencement and termination of lunch period.

Credit for attendance will be granted to a student only on time registration and hours of applied effort. No attendance credit will be allowed unless a time card or time sheet verifying attendance is on file.

## **STUDENT HOUSING**

The school does not provide housing facilities; however, a list of close, desirable housing accommodations are provided. The director of admissions will gladly assist out-of-town students in securing satisfactory housing facilities.

## **COMMUNICATIONS AND COMPLAINTS SYSTEM**

All complaints shall be made to school owner/director Carolyn K. Bowen or education director Carolyn Dunahoo.

All verbal and written complaints and communications shall be recorded in a log (Containing 2 previous years) and will include,

1. Date of first contact.
2. Name and address of complaint(s).
3. Nature of the complaint.
4. Action taken.
5. Date of resolution, if any.

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## **REFUND POLICY**

Should a student, for any reason, terminate his/her education at “Creations”, the following tuition adjustments shall apply: When prepaid tuition is being refunded or when unpaid tuition is being determined, two calculations based on the following chart shall be made and compared.

1. Percentage of attendance time in relation to all courses offered at “Creations”.
2. Hourly charge for attendance time.

**ATTENDANCE TIME** – is the period between the starting date of the class and the last day the student attends school. The refund calculations are based on scheduled hours for the student’s last day attended. When a refund is being calculated, the larger amount shall be refunded by the school. When unpaid tuition is being calculated, the smaller amount shall be paid by the student.

- A. The registration fee is as indicated on the reverse side of this agreement and may not exceed \$100.
- B. If the Buyer is rejected for training by the Seller, the Buyer will receive a 100% refund of all money paid.
- C. If the Buyer or Guarantor (if buyer is a minor) cancels this Agreement and request a refund in writing within three business days of signing this Agreement, regardless if the Buyer has started training or not, the Buyer will be entitled to 100% refund of all money paid. If after three business days, but prior to starting class, the Buyer wishes to withdraw, the Buyer will be entitled to a refund of the tuition paid to the Agreement however; the Seller will retain a non-refundable application fee and/or a registration fee of \$100.
- D. For students who enroll in and begin classes, the following schedule of tuition adjustments is utilized.

**Attendance Time as Percentage of Total**

<b>Course Time</b>	<b>Amount of Total Owed</b>
0.01 – 4.9%.....	20%
5.0 – 9.9%.....	30%
10 – 14.9%.....	40%
15 – 24.9%.....	45%
25 – 49.9%.....	70%
50% and over.....	100%

- E. If Buyer is a minor; notice of termination must be made by Guarantor.
- F. A cancellation fee of \$150.00 will be charged if a student withdraws.
- G. Enrollment time is defined as the time elapsed between the actual starting date and the Buyers last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification or the date notice of cancellation is delivered to the school administration in person. In case of leaves of absence, regardless of duration, the termination date is the earlier of the scheduled date the buyer was scheduled to return to the school or the date the student notifies the school he/she will not be returning. All refunds whether unofficial or official are due within 45 days of that date. If Buyer fails to notify the school of withdrawal the school must terminate on the 30<sup>th</sup> day and refund the Buyer within 45 days of termination.
- H. When the Buyer requests a transfer to another school, Seller may charge a reasonable fee not to exceed \$10.
- I. In case of Buyer’s prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the Seller shall make a settlement which is reasonable and fair to both parties.
- J. In the event the Buyer wishes to withdraw or is terminated or expelled after three business days, the Buyer is not entitled to a refund on books, supplies, materials, and incidental fees. If the Buyer wishes to withdraw after three business days but prior to starting class, the Buyer is entitled to a refund on books, supplies, materials, and incidental fees.
- K. If a school is permanently closed and no longer has offering instruction after the Buyer enrolled, the Buyer shall be entitled to a pro-rata refund of tuition.
- L. If a course is canceled subsequent to a Buyer’s enrollment, the school shall, at its own;
  - a. Provide completion of the course at another location with Buyer’s approval or
  - b. Provide a full refund of all money.
- M. A Student must cancel in writing

**RETURN OF TITLE IV FUND**

1. Determine the date of withdrawal and determine the percentage of the payment period attended by the student.
2. Determine the amount of Title IV Aid earned by the student for which the student was eligible by the percentage of time enrolled.
3. Distribute the unearned Title IV Aid back to the Title IV Programs.
4. Required attendance, the withdrawal date is based on the School’s Attendance Records.
5. A student who does not return to the expiration of approval Leave of Absence is also the last date of Academic Attendance as determined by the Institute from its Attendance Records.

In the event that a student fails to satisfactorily complete the period contracted for in the specified amount of time stated in the agreement, then in the sole discretion of the school, the student may be permitted to pursue the course until completion. When permission is so granted, my sponsoring guarantor, if any, and the student agree to pay the sum of \$2.50 per hour.

## **ACCESS TO STUDENT RECORDS**

A student may request to see his/her file at any time, but must be accompanied by an instructor at all times. The school guarantees the right of students (and their parents) to have access to their cumulative records. The school will provide the proper supervision and interpretation of student records when they are being reviewed. Each student must give written authorization before the student's records are released. Authorization forms must be signed and dated each time student records are released.

A. The student and/or parent/guardian of a dependent minor student, has the right to inspect his/her files.....; and

B. No information will be released to a third party without written consent from the student and/or parent or guardian of a dependent minor student.....

C. Government agencies- Mississippi State Board of Cosmetology members and NACCAS members may have access to student files.

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## **RIGHT OF PRIVACY**

"Creations" has a form which the student must sign when he/she approves opening of files. This is right of privacy statement and is kept in the student's file at all times.

"Creations" is in compliance with the Family Educational Rights and Privacy Act (FERPA).

## **NON DISCRIMINATION AND HANDICAP POLICY**

"Creations" is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of sex, religion, age, race, color, and ethnic origin. The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded from enrolling in the course of instruction. The school will work with physically challenged applicants to ensure that any special needs or services are available.

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This is to certify that the contents and policy as set forth in this bulletin are true and correct.

Carolyn Kennedy Bowen

## Beauty Salon Chart of Jobs

Licensed:  
Cosmetologist, Cosmetician, Operator, Beauty Culturist, Hairdresser

Hair Stylist	Hair Coloring Technician	Permanent Waving Technician	Scalp and Hair Specialist
Facial Expert	Make-Up Artist	Electrologist	Manicurist
Shop Manager			Shop Supervisor
	Shop Owner or Concessionaire		
In a Beauty Shop	In a Chain of Shops		In a Department Store

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## Chart of Jobs in the Educational Field

Experienced:  
Cosmetologist, Cosmetician, Operator, Beauty Culturist, Hairdresser

Public	Private	Outside of
Vocational Schools	Cosmetology Schools	Cosmetology Schools
Cosmetology Teacher	Cosmetology Teacher (General)	State Board Inspector
Teacher of Related Science	Cosmetology Teacher (Specialized)	State Board Member
Substitute Teacher	Supervisor or Dean	Educational Director For a Manufacturer
Department Head	Director	Teacher-Trainer
Guidance Counselor	School Owner	Guest Artist (See page 15)

**“CREATIONS”  
COLLEGE OF COSMETOLOGY**

**COMPLETION, PLACEMENT AND LICENSURE FORM**

**COMPLETION, PLACEMENT AND LICENSURE FORM  
CALENDAR YEAR 2010**

<b>COMPLETION</b>	<b>GRADUATED</b>	<b>SCHEDULED TO GRADUATE</b>	<b>COMPLETION RATE (%)</b>
COURSE: COSMETOLOGY	27	49	55.10
COURSE: MANICURIST			
COURSE:			
COURSE:			
COURSE:			
INSTITUTIONAL TOTAL			
<b>PLACEMENT</b>	<b>INDURSTRY PLACED</b>	<b>ELIGIBLE</b>	<b>PLACEMENT RATE (%)</b>
COURSE: COSMETOLOGY	12	16	75
COURSE: MANICURIST			
COURSE:			
COURSE:			
COURSE:			
INSTITUTIONAL TOTAL			
<b>LICENSURE</b>	<b># PASSED EXAM</b>	<b># TOOK LICENSURE EXAM</b>	<b>RATE (%)</b>
COURSE: COSMETOLOGY	14	15	93.33
COURSE: MANICURIST			
COURSE:			
COURSE:			
COURSE:			
INSTITUTIONAL TOTAL			