

# VIRGIL'S BEAUTY COLLEGE

111 South 9th Street

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Date: December 20, 2016

I, Virgil D. Large, certify that the contents in this bulletin and catalog are true and correct.

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Virgil D. Large, Owner-Director

**VIRGIL'S BEAUTY COLLEGE IS A DRUG FREE SCHOOL AND CAMPUS.**

**To insure the integrity of the school, the Drug Free Program and the safety and welfare of our students and clients, the school has a search policy that randomly**

incorporates drug dog searches that is in effect at all time and covers both inside and outside areas and includes lockers, dressers, cars, parking lots and anywhere on the property.

**WARNING:** As more fully set forth in Section 5301 of the Anti-Drug Abuse Act of 1988, if you are convicted of drug distribution or possession, your eligibility for Title IV student financial aid is subject to suspension or termination.

According to our school policy, if you are found to have possession of or using drugs or alcohol (intoxicants), you could be terminated from school and not allowed to re-enter.

~~**Make sure that no drugs are on your person, in your locker, purses, cars, etc., because the drug dogs can and will find them.**~~

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Virgil's Beauty College, school of Cosmetology, was founded many years ago and has been in continuous operation since its' opening. It was previously known as Irene's Beauty College.

Virgil D. Large, the present owner and director, purchased the school from Mrs. Irene Bolt when it was located at 424 West Okmulgee in downtown Muskogee.

On November 2, 1971, the school opened its' doors for the first day of operation at the new and present location at 111 South 9th Street in Muskogee, Oklahoma. The building was designed by Mr. Large specifically for the training of Cosmetologists and Manicurists.

### **MEMBERSHIPS-AFFILIATIONS-APPROVALS-ACCREDITATION LICENSED BY**

The school is a member of the following associations and organizations:

American Association of Cosmetology Schools  
Oklahoma Private Cosmetology Schools Association  
Muskogee Chamber of Commerce

The school is Nationally Accredited by the National Accrediting Commission of Career Arts and Sciences. The National Accrediting Commission of Career Arts and Sciences is recognized by the U.S. Department of Education as the National Accrediting Agency for Cosmetology Schools.

The school is licensed by the Oklahoma State Board of Cosmetology. License Number 362 (file number).

The school is approved for Cosmetology student training by the following agencies:  
Vocational Rehabilitation Services - Oklahoma Department of Human Services  
U.S. Bureau of Indian Affairs  
Creek Nation Employment and Training  
Cherokee Nation  
Choctaw Nation of Oklahoma

The school is approved by the Oklahoma State Accrediting Agency to offer education and training to eligible veterans and other persons under the provisions of Section 1775 of Title 38.

### **FINANCIAL AID-FEDERAL PROGRAMS PELL GRANTS Federal Direct Student Loan Program**

Federal Pell Grants are available through the school for those students that qualify. Applicants may pick up an application for the Pell Grant in the school office, through their High School Counselor, or apply online.

**Although the school is approved for FDSLPL participation, the school is not currently certifying these loans.**

The school also offers an easy payment plan with no finance charge for those that do not qualify for Financial Aid.

## **MISSION STATEMENT**

### **THE SCHOOL OBJECTIVES - PURPOSES OF PROGRAM EDUCATIONAL OBJECTIVES AND GOALS**

The educational objectives and goals of the school are to educate and train Cosmetology students in the principles and practices of Cosmetology, Manicurist students in the principles and practices of Manicuring, Pedicuring and Artificial Nails and Instructor students in the principles and practices of teaching to enable them to pass the Oklahoma State Board of Cosmetology examination and become licensed in their prospective field of Cosmetology and eligible for employment.

The academic and career standards are maintained to provide capability in their training. The curriculum is kept flexible enough to allow for new procedures and techniques as they are developed, yet solid enough to maintain high academic standards.

### **STARTING CLASS DATES**

New classes begin the second Tuesday of each Month.

### **SCHOOL HOLIDAYS**

The following listed Holidays are observed by the school.

New Year's Day - Last Saturday in January - Last Saturday in February

Spring Break (usually the third full week in March)

Last Saturday in April - Memorial Day (Saturday before)

4th of July - Instructors Conference (usually the 2nd or 3rd Saturday in July)

Labor Day (Saturday before) - Last Saturday in Sept. - Last Saturday in Oct.

Thanksgiving Week - Christmas Week

NOTE: If bad weather results in the school being closed, some of the listed school holidays may be used as make up days.

NOTE: Extra days observed in conjunction with the above listed Holidays are decided on by the school Director. These are known as floating holidays and usually do not exceed 2 or 3 days.

NOTE: FLOATING HOLIDAYS WILL BE REPORTED TO THE V.A. AS ABSENCES.

### **SCHOOL SCHEDULE - HOURS OF OPERATIONS**

Entrance to the school is not available until 8:00 a.m.

The school is in operation Tuesday through Saturday from 8:30 a.m. to 4:00 p.m.

## **OUR FACILITIES AND EQUIPMENT**

### **THE SCHOOL IS A SMOKE-FREE FACILITY**

The school occupies a building at 111 South 9th Street in Muskogee, Oklahoma with 3500 square feet of floor space, which includes two classrooms, a reception area, reception desk with a dispensary, the administration office, two rest rooms, a storage area (stock room) and the clinic/laboratory.

The school is located across the street from the Muskogee Public Library and is 1/4th block South of West Okmulgee Street.

The school's parking will accommodate approximately 30 cars and free street parking is also available.

The administration office is private and is available for interviewing and counseling students.

The school has a reference Library containing supplementary information and books pertaining to Cosmetology and other related subjects. The reference Library is housed in the Theory Classroom No. 1 and is available to students and faculty at their request.

The practical classroom is equipped with a hydraulic chair, mirror, manicure table and stool, manikins, facial chair, flip charts, manikin and wig training bar, white board, and other related equipment for the training of students.

The Theory classroom has charts, chalkboards, video tape player, television, audio-visual equipment, overhead projector. Films, filmstrips, slides, video tapes, and DVD's, CD's are used extensively.

The school has two electronic air cleaners to help keep the air as fresh as possible.

The school has five fire extinguishers that are located in the building. One each in the classroom, on the north end of the building by the shampoo bowls, on the south end of the building by the shampoo bowls, behind the reception desk, and in the dispensary.

The school subscribes to several monthly professional trade magazines.

Individual metal lockers, that are lockable, are furnished to the students for their personal use and are located in the Clinic/Laboratory Area.

The Clinic/Laboratory consists of facilities and equipment where the student trains on clients under the supervision of Instructors. The Clinic/Laboratory is designed to give the student training in an environment as near as possible to what they will be working in after graduation, to help train the students for their chosen profession and career.

The Clinic/Laboratory is equipped with 30 student training and styling stations with hydraulic chairs, ten shampoo bowls and chairs, 18 chair hairdryers, manicure tables and stools and other essential equipment to train today's Cosmetology and Manicurist students. Small hand held equipment such as curling irons, blow

dryers, etc. are furnished by the school and housed in the Clinic/Laboratory. A water fountain is located in the Clinic/Laboratory for use by the students, clients and staff. A refrigerator and microwave ovens are provided for the students' use and convenience. Soft drinks and snack vending is located in the Clinic/Laboratory. The school's facilities are accessible to wheelchairs and persons with mobility difficulties, handicaps or handicapped persons. Asphalt ramps are located at each end of the sidewalk in front of the building. Restrooms are not accessible to wheelchairs.

### **SCHOOL LICENSE**

The school is licensed by the Oklahoma State Board of Cosmetology. Our school license number is 362 (file number)

### **LICENSE AND ACCREDITATION CERTIFICATE LOCATION**

The school's annual license issued by the Oklahoma State Board of Cosmetology is posted in the reception area and is accessible for easy viewing.

The school's Certificate of Accreditation is displayed in the office and reception area and is accessible for easy viewing, for those that desire to do so. Our Accreditation reference number is 046011-00.

### **ADDRESSES OF LICENSING AND ACCREDITING AGENCIES**

Oklahoma State Board of Cosmetology  
2401 N.W. 23rd Street - Suite 84  
Oklahoma City, Oklahoma 73107  
405.521.2441

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street  
Alexandria, Virginia 22314  
703.600.7600

### **OUR STAFF**

The school has two full time Instructors, and three part time Instructors. They are listed below with their titles and duties. Mr. Large is a licensed instructor but his duties are mostly administrative.

Virgil D. Large  
Instructor File No. 016677

Owner-Director-Supervisor-Instructor  
Financial Aid Director-Awards Financial Aid

Martha Pope  
Instructor File No. 015375

Instructor-Manager  
Financial Aid Fiscal Officer-

Lorene Tyler  
Instructor File No. 023773

Instructor-Part Time  
Substitute

Kimán Ngo  
Instructor File No. 119034

Part Time - Substitute Instructor

Carla Dame  
Instructor File No. 39497

Instructor

## COUNSELING

The entire staff of our school is prepared to counsel students with problems concerning their training. Assistance with respect to personal problems is also available if a student so desires. The office may be used for counseling between the student and the Instructor. If outside counseling is needed the office can provide you with the address or phone number of a Rehab/State Agency that provides counseling.

## SCHOOL UNIFORM DRESS CODE

Students are graded on appearance as well as skill and knowledge.

Students are required to purchase their uniform Smocks from the school which are Black in color. UNIFORMS ARE TO BE FREE OF WRINKLES, SOILS AND STAINS.

Female students are required to wear a clean Black uniform top with black slacks or skirt. Also, black shoes, hose, (neutral or black color) or solid black socks or footlets.

Male students are required to wear clean Black Smocks with black slacks, solid color black shoes and black socks.

SMOCKS ARE TO BE KEPT BUTTONED, SNAPPED OR ZIPPED UP. Sandals, open shoes, high heels, boots, tennis shoes, and canvas shoes are not acceptable. Shoe strings have to be black, no white or other color is acceptable. Shoes need to be completely black with no white or other colors on the shoes or soles.

LEVI'S, JEANS, JEAN TYPE PANTS, LEOTARDS, STIRRUP PANTS, SHORT PANTS, KULOTS, AND SHORTS ARE NOT ACCEPTABLE. PANTS AND SKIRTS MADE OF VELOUR, DENIM, CORDUROY, JERSEY OR COTTON KNIT OR ANY LOOSE WEAIVED MATERIAL ARE NOT ACCEPTABLE. ALL UNIFORMS ARE TO BE WASHABLE.

The length of skirts are to be below the knee. Uniform Smocks can not be sleeveless, extremely short sleeves, low neck or cut out in the back, sides, etc. **Hoodies are not allowed to be worn in the school. No scarfs or**

Socks are not to be worn over the outside of slacks.

Students entering school out of the uniform dress code could be clocked out of school and asked to go home and change.



## **ATTENDANCE**

**(Student's receiving V.A. Benefits - see Page 17)**

Satisfactory attendance is considered a vital part of each student's training and record. IF A STUDENT IS ABSENT FIVE DAYS IN ONE MONTH, THE STUDENT WILL BE PLACED ON PROBATION FOR A PERIOD OF ONE MONTH. IF THE STUDENT IS ABSENT FIVE (5) DAYS DURING THE PROBATION PERIOD, THE STUDENT'S TRAINING WILL BE INTERRUPTED. If they are absent less than five (5) days at the end of the probation period, they will be removed from probation. Exceptions to this policy are if a student is ill with a letter from their doctor, a death in the immediate family, or on a leave of absence. Abuse of the attendance policy will result in dismissal from school. See our Satisfactory Progress Policy beginning on pages 13 and 14 of this catalog. Students absent 14 consecutive days will be dropped from enrollment unless they are on a leave of absence. Students absent on a Friday and/or Saturday a total of 10 days will be suspended until the following Friday, even if they have a doctor's excuse.

### **LEAVE OF ABSENCE — TEMPORARY INTERRUPTIONS**

Up to three leaves of absence are allowed during a 12-month period enrollment for a maximum of 180 calendar days. This request must be made in advance in writing, prior to the leave of absence. A leave of absence will not affect a student's "satisfactory progress" status. Reasons for request has to be approved by a school official. The Leave of Absence extends the contract period and maximum time frame by the same number of days taken in the Leave of Absence.

Students receiving V.A. Educational Benefits will not be granted a Leave of Absence. Their training will be interrupted and they will be re-enrolled with the Veteran's Administration upon their return.

### **INTERNAL SCHOOL COMPLAINT POLICY AND PROCEDURE**

From time to time students, instructors or other interested parties may find the need to file a complaint regarding some aspect of the school operations. The school encourages complaints to be filed in writing with the school director. The complaint should outline the allegation or nature of the complaint.

A school representative will meet with the complainant within 10 days of receiving the complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complainant in writing and the complainant will be given a copy of this written record at the time of the meeting.

The complaint will be reviewed by the school's complaint committee within 21 calendar days of receiving the complaint. The committee is made up of the school

director, Mr. Virgil Large and Instructor, Martha Pope.

If more information from the complainant is needed, a letter will be written outlining the additional information needed.

If no further information is needed, the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

The complainant is required to resolve the problem through the school's complaint process, prior to filing a complaint with the school's Accrediting Agency or Licensing Board.

If the complainant wishes to pursue the matter further after exhausting the school's complaint process, they can send for a complaint form from the following agencies;

National Accrediting Commission  
Of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
703.600.7600

Oklahoma State Board  
of Cosmetology & Barbering  
2401 N.W. 23rd Street Suite 84  
Oklahoma City, Oklahoma 73107  
405.521.2441

### **ABSENCES**

A student absent from school on Friday and/or Saturday, will not be allowed to return to school until the following Friday.

STUDENTS ABSENT FROM SCHOOL THE DAY BEFORE OR THE DAY AFTER A SCHOOL HOLIDAY WILL NOT BE ALLOWED TO RE-ENTER SCHOOL UNTIL ONE WEEK FROM THE FOLLOWING FRIDAY. HALF DAYS OF ABSENCE ON ANY OF THESE DAYS ARE TREATED THE SAME WAY. EXCESSIVE ABSENCES WILL LEAD TO DISMISSAL FROM SCHOOL.

Absences will be granted for illness and emergencies or death in the IMMEDIATE FAMILY. Any student absent from school, must have a note written with the reason for being absent explained on it and presented to the office or Instructor BEFORE CLOCKING INTO SCHOOL. These notes are kept as records in the student's file.

**IF A STUDENT IS ABSENT FOR 14 CONTINUOUS DAYS, THEY WILL BE DROPPED FROM ENROLLMENT.**

## TARDINESS

Habitual tardiness will not be tolerated. Excessive tardys could lead to a student being put on probation and if not corrected, could result in eventual suspension. School starts promptly at 8:30 a.m. Students that are tardy must check with the office or Instructor and will not be allowed to enter class until the session is completed at 9:30 a.m. It is very important that you do not miss any Theory classes, as it could delay your graduation. Students arriving after 9:30 a.m. will have to wait until 1:00 p.m. to clock in.

Students arriving in the school after 9:30 a.m. on Friday and/or Saturday will not be allowed to enter school and will not be able to re-enter school until ~~one week from~~ the following Friday or if it is a day before or a day after a school holiday, the student will not be allowed to re-enter school until one week from the following Friday.

AFTER A STUDENT HAS BEEN TARDY 20 TIMES OR 10 TIMES ON FRIDAY AND/OR SATURDAY, OR FIVE TIMES IN ANY MONTH, THE STUDENT WILL BE PLACED ON PROBATION FOR 30 DAYS AND IF NOT CORRECTED COULD LEAD TO THE STUDENTS SUSPENSION FROM SCHOOL.

## SCHOOL POLICIES

THE SCHOOL POLICIES RELATIVE TO LEAVE, ABSENCES, CLASS CUTS, MAKE-UP WORK, TARDINESS AND INTERRUPTIONS FOR UNSATISFACTORY ATTENDANCE, ARE SUCH, THAT IF A STUDENT DOES NOT AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE SCHOOL WHICH ARE WITH RESPECT TO DISCIPLINE, DECORUM AND CONDUCT, THE STUDENT COULD BE TERMINATED AND NOT ALLOWED TO CONTINUE TRAINING AT OUR SCHOOL. NO PROFANITY OR FOUL LANGUAGE IS EVER ALLOWED.

Upon a discipline order meeting, called by the Staff in regard to unsatisfactory conduct by a student, the student will be suspended from enrollment and may not be allowed to re-enter the school, unless the student can assure the Staff the student has had a change of attitude, at which time they will be put on probation.

Any student found under the influence, in possession of or using illegal drugs (dope) or alcohol or intoxicating beverages before or during school hours and/or during lunch time, could be terminated immediately and will not be allowed to re-enter school, and the proper authorities will be notified.

Because all of our courses are Clock Hour courses instead of terms, special care must be taken in clocking in and out both in the morning, at lunch time and in the afternoon and for breaks. PLEASE CLOCK IN AND OUT FOR YOURSELF ONLY. YOU MUST CLOCK IN AND OUT FOR LUNCH AND FOR BREAKS, EVEN IF YOU DO NOT LEAVE THE BUILDING. PLEASE DO NOT CLOCK IN AND OUT FOR ANOTHER STUDENT. FAILURE TO CLOCK IN AND OUT COULD LEAD TO THE STUDENT'S SUSPENSION.

## **BEHAVIOR**

STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES. THE STUDENT MUST AGREE TO APPLY THEMSELF TO THE LESSONS AND TASKS ASSIGNED AND DESIGNATED TO THEM TO THE BEST OF THEIR ABILITY AND CONFORM TO THE RULES AND REGULATIONS OF THE SCHOOL.

## DISCIPLINARY ACTION

1. First infraction of the rules and regulations will result in a warning.
2. Second infraction of the rules and regulations will result in probation.
3. Third infraction of the rules and regulations will result in SUSPENSION not to exceed five school days. \*\*\*NOTE: Non-V.A. Students
4. Fourth infraction of the rules and regulations could result in the student being TERMINATED from school.

## WITHDRAWAL

A student wishing to withdraw from school, must give notice, in person or written notice to the school office of the intent, and state the reason. Federal and State agencies assisting the student in attending school will be notified of the withdrawal or dismissal immediately.

## LOCKERS

Metal lockers are furnished to the students at no charge. The lockers are housed in the Clinic/Laboratory. The lockers must be kept clean and orderly at all times and left clean when the student completes or withdraws from training. Students must use the lock provided by the school.

## STUDENT - TRAINING STATIONS

Students are assigned training stations, that must be kept clean and orderly at all times. Excessive absences can result in a station being re-assigned to another student. **Only school issued items are to be on the top of the station, with the exception of one photo, no larger than 2x3. Nothing is allowed on the mirrors.**

Trash receptacles are provided by the school. Students are not allowed to bring one of their own.

**ACCEPTANCE OF CREDIT FOR PREVIOUS TRAINING: TRANSFERS:  
VIRGIL'S BEAUTY COLLEGE RESERVES THE RIGHT TO NOT ACCEPT ANY  
TRANSFER STUDENT.**

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If a transfer student is accepted after careful evaluation of the student's academic records, the following requirements have to be met. Transfer students are charged the normal \$100.00 non-refundable registration fee. Virgil's Beauty College requires documentation in the form of a official transcript from a licensed Beauty College detailing previous clock hours , theory hours, practical practices and clinic services in the appropriate field of study. A written entrance examination given by Virgil's Beauty College with a 65% passing grade is required along with demonstration of acceptable clinical skills. If the transfer student is accepted by Virgil's Beauty College, their enrollment agreement ( contract) will be modified to reflect the transferred hours

and tuition cost. No more than 60% of the program hours will be granted to any transfer student. 900 Clock hours in the Cosmetology Course and 360 Clock hours in the Manicurist Course. Virgil's Beauty College does not recruit students currently enrolled in other schools offering similar courses of study.

### **RECORDS OF STUDENTS: PRIVACY ACT:**

A grading system is kept on each students theory, practical and clinical/laboratory progress. The students can request to see these grades at any time. These records are kept as permanent records by the school.

The school honors the Buckley Amendment Act as to the disclosure of Educational records and files to students. Student's academic, clinic/lab and performance grades will be recorded. Complete records will be maintained on all students as to their payment of tuition and fees.

The school will provide interpretation of the files when they are being reviewed by the student, if the student so desires.

ALL STUDENT RECORDS AND FILES BECOME THE PROPERTY OF THE SCHOOL

### **DISCLOSURE OF EDUCATIONAL RECORDS**

Adult students, parents of minor students, proper authorities of Government agencies have the right to inspect, review and challenge information contained in the educational records of the school.

Educational records are defined as files, materials and documents which contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of the National Accrediting Commission of Cosmetology Arts & Sciences, the Department of Education and all other government agencies.

### **RESPONSIBILITY OF THE SCHOOL**

No responsibility is assumed by the school for any injuries to the student for any negligence, carelessness or lack of skill by one or more students while practicing any part of the schools' curriculum upon another.

### **METHOD OF PAYMENT OF FEES**

ALL TUITION AND FEES ARE CHARGED BY THE PAYMENT PERIOD. However, the student, at the school's option, may choose to use a payment plan (time payment in advance) which will require a down payment and the balance to be paid in monthly installments until all tuition and fees are paid in full. Students with payments 30 days past due could be suspended until payment is made.

ALL MONIES OWED TO THE SCHOOL, MUST BE PAID IN FULL AT LEAST TWO WEEKS BEFORE COMPLETION OF THE COURSE, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE SCHOOL DIRECTOR, OR THE

STUDENT WILL BE DROPPED FROM ENROLLMENT UNTIL ALL MONIES OWED THE SCHOOL ARE PAID IN FULL. MONTHLY INSTALLMENTS MUST BE PAID PROMPTLY BY THE SECOND WEEK OF EACH MONTH.

### **COMPLIANCE OF NON-DISCRIMINATION**

All students are admitted to the school if they meet all of the admission requirements, without discrimination on the basis of sex, race, color, national origin, creed, religion, financial status or country or area of origin, residence, age, or sexual orientation.

### **SCHOLARSHIP AND TUITION WAIVER POLICY**

The school does not, as a general rule, award scholarships or waive the tuition fees, but in isolated cases that it would be needful, it is left entirely up to the discretion and decision of the owner and Director of the school.

### **USUAL AND MAXIMUM CLASS ENROLLMENT**

The maximum enrollment for the Cosmetology Course is 50 students with the usual enrollment being approximately 30. The Manicurist Course maximum enrollment is included in the Cosmetology Course maximum total, with the usual enrollment being 4. The maximum enrollment for the instructor course is 2 with the usual enrollment being 1.

### **PART-TIME AND SATURDAY ATTENDANCE**

The school does not admit students that want only to attend part time. We believe full time students is in the best interest of the student and the school. Part time is not offered because of the schools' quest to deliver quality education.

The school does not enroll any students that cannot attend on Saturdays, unless it is for religious reasons and in this case, the student must have a letter of documentation from their church minister. FRIDAY AND SATURDAY ATTENDANCE IS A SCHOOL REQUIREMENT.

THE SCHOOL RESERVES THE RIGHT (WITHOUT RECOURSE ON THE PART OF THE STUDENT) TO SUSPEND OR TERMINATE THE COURSE OF STUDY AT ANY TIME THE STUDENT SHALL CONFLICT WITH THE MORAL STANDARDS OR DISCIPLINARY PRINCIPLES OF THE SCHOOL, OR FOR HABITUAL ABSENCES, TARDIES OR FAILURE TO APPLY THEMSELVES TO THE PRESCRIBED COURSE.

CLOCKED HOURS ARE NEVER DEDUCTED FROM A STUDENTS TOTAL HOURS. Hours are rounded to the nearest next half hour as the Oklahoma State Board of Cosmetology does not use quarter-hours.

## **SATISFACTORY PROGRESS POLICY**

IN ORDER TO BE CONSIDERED TO BE MAKING SATISFACTORY PROGRESS TOWARDS A CERTIFICATE, A STUDENT MUST MAINTAIN SPECIFIED GRADE AVERAGES, AS WELL AS PROCEED THROUGH THE COURSE AT A PACE LEADING TO COMPLETION IN THE SPECIFIED TIME FRAME.

ONLY STUDENTS WHO MAINTAIN SATISFACTORY PROGRESS ARE ELIGIBLE TO RECEIVE TITLE IV ASSISTANCE.

### **DETERMINATION OF PROGRESS**

For purposes of determining satisfactory progress, each course is broken into payment periods.

A payment period is equal to 450 scheduled clock hours in the first academic year of 900 hours. The second (normally shorter) payment period is divided equally. Courses shorter than 900 clock hours are divided into equal payment periods. For example, after the first 900 hours in a 1500 hour Cosmetology Course, the third and fourth payment periods are 300 scheduled clock hours each.

Students receive a numeric grade in Theory and Practical classes and a Pass/Fail grade scale in Clinic/Laboratory services and Credit Sheet assignments, based on project completions.

Grades and Attendance Progress will be measured by payment periods. A payment period as described above. Only students maintaining satisfactory progress are eligible for financial aid.

**NOTE: ALL COURSES ARE MONITORED EVERY PAYMENT PERIOD FOR GRADES AND ATTENDANCE.**

Students must have an overall average of 70% in Theory and Practical tests and Clinic/Laboratory project completion requirements by the end of each segment evaluation. Students must be attending a minimum of 67% of the cumulative scheduled clock hours to be considered satisfactory. Students meeting minimum requirements at each evaluation period are considered to be making satisfactory progress until the next scheduled segment evaluation.

**NOTE: MAINTAINING ONLY MINIMUM ATTENDANCE MEANS THE STUDENT WILL GO BEYOND THE CONTRACT COMPLETION DATE.**

A student must meet both the Attendance (quantitative) and Academic (qualitative) progress requirements on at least one payment period by the mid-point of each course, to be considered to be making satisfactory progress.

The maximum time frame for each course completion is no longer or (150%) one and one half times the course length. Course length is defined as the period of



time required to complete the course based upon the enrollment contract. Course incompletes, Leaves of Absence, repetition and non-credit remedial courses have no effect on the satisfactory progress standards.

**FULL-TIME Maximum Time:**

The maximum time a student has to complete the following courses are:

Cosmetology .....	(78 weeks) .....	18 months
Instructor .....	(51 weeks).....	12 months
Manicurist .....	(30 weeks) .....	8 months

**ATTENDANCE:** Full time students must attend 67% of scheduled hours on a cumulative basis in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

**PART-TIME ATTENDANCE:** The school discourages part-time attendance and accepts part-time students only in rare cases and the ratio of attendance and absences allowed would be figured on an individual basis using the same formula as a full time student.

**ACADEMIC PROGRESS**

The following factors will be measured to determine Academic Progress:

THEORY (Test Grades, Homework, Class Assignments, Class participation in lectures and demonstrations.)

PRACTICAL CLASSES

PRACTICAL WORK

CLINIC/LABORATORY SERVICES

Students receive a numeric grade in theory and practical classes and a pass-fail grade scale in clinic/laboratory and credit sheet assignments, based on project completions.

**Satisfactory:** Students with a minimum of 70% average in theory and practical classes and a pass/completion in clinic/laboratory services and credit sheet requirements. Students must be satisfactory in both attendance and grades to be considered to be making satisfactory progress.

**MONITORING OF PROGRESS - PROBATION POLICY**

Monitoring of progress will be conducted by the Instructors monthly using the calculations in the FAME Freedom system. Students meeting minimum requirements at the start of a payment period will be considered making satisfactory

progress until the next payment period. The FAME Freedom system can informally evaluate the student's progress on a daily basis to predict instances of falling behind in time to counsel the student regarding the observed shortcoming in time to be able to overcome the deficit.

Students failing to meet minimum progress requirements will be placed on probation for the subsequent payment period with the opportunity to meet requirements for the next payment period as described in the above paragraph. During probation, students are considered to be making satisfactory progress and financial aid funds may be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student could be terminated from school and will not be eligible to receive Title IV funds.

### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director within five (5) business days of termination. Should a student fail to appeal this decision the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor) student's instructor and the School Director. A decision on the student's appeal will be made within three (3) business days by the School Director and will be communicated to the student in writing. This decision will be final. Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course and, upon meeting stated conditions, financial aid funds may be reinstated to otherwise eligible students. Cases of Appeal are documented and placed in the student's file.

### **WITHDRAWALS, COURSE INCOMPLETES AND REPETITIONS**

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, if the time frame is six months or less.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation if accepted for re-entry until passing into the next payment period, if the time frame is six months or less.

Non-credit and remedial courses have no effect upon a student's satisfactory progress status in this school.

THE SCHOOL RESERVES THE RIGHT, NOT TO RE-ADMIT ANY STUDENT THAT VOLUNTARILY WITHDRAWS FROM THE SCHOOL OR HAS BEEN DISMISSED.

The following represents the equivalencies of the grades assigned.

<b>Percent</b>	<b>Rating</b>	<b>Code</b>	<b>Code</b>
90-100	Excellent	A	E
80- 89	Good to Very Good	B	G
79- 70	Satisfactory	C	S
69 & Below	Failing	F	F
Incomplete (this converts to a 0 or F)		F	I

Students are permitted to take any failed exam over one time with the second grade substituting for the first, even if it is lower.

Clinic/Laboratory services and credit sheet assignments are graded on a pass-fail scale, based on project completions.

#### **REQUIRED COMPLETION RATE: \*NONE V.A. STUDENT'S ONLY**

The maximum time frame allowed for each course is one and one half times the scheduled course length.

Periods during which you have formally requested and received a leave of absence or have officially withdrawn from the institution, will not be considered in calculating this figure.

#### **RE-ADMISSION POLICY**

Students may RE-APPLY to be re-admitted to the institution after being dismissed after waiting a period of three months. Such students will be enrolled on a probationary status. With respect to financial aid, a student must complete a period of two months with a 70 average for that period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than once. It does not apply to voluntary withdrawals.

RE-ENTERING STUDENTS WILL BE CHARGED AT THE CURRENT TUITION RATES FOR NEWLY ENTERING STUDENTS. AMOUNTS PAID DURING THEIR FIRST PERIOD OF ENROLLMENT WILL BE CREDITED TO THIS ACCOUNT. A RE-ENTRY FEE OF \$100.00 AND A STATE BOARD REGISTRATION FEE OF \$5.00 IS REQUIRED BEFORE RETURNING TO SCHOOL AND A NEW CONTRACT MUST BE SIGNED AT THAT TIME.

THE SCHOOL RESERVES THE RIGHT, NOT TO RE-ADMIT ANY STUDENT THAT VOLUNTARILY WITHDRAWS FROM THE SCHOOL, OR HAS BEEN DISMISSED.

## V.A. STUDENTS

Students who are enrolled with the Veterans Administration and are receiving their V.A. Educational Benefits, will be placed on probation for attendance if they are absent five (5) days in one month. They will be on probation for one month. If they are absent five (5) days during the probation period, their training will be interrupted and the Veterans Administration so notified. If they are absent less than five (5) days at the end of the probation period, their probation will be removed.

### ABILITY TO BENEFIT POLICY PROOF OF EDUCATION POLICY

Virgil's Beauty College does not accept ability to benefit students. A valid state recognized high school diploma, a valid state recognized high school transcript showing graduation date, or a valid state recognized GED certificate is required, for all courses.

If a student is transferring, from our school, a transcript fee of \$20.00 is charged for processing.

### GRADING SYSTEM USED: THEORY

Percent	Rating	Code	Code
90-100	Excellent	A	E
80-89	Good	B	G
70-79	Satisfactory	C	S
69 & Below	Failing	F	F
0	Incomplete		I

### GRADUATION REQUIREMENTS COSMETOLOGY-MANICURING-INSTRUCTOR COURSES

In addition to the graduation requirements for all courses listed on page 21 of this catalog, there are required numbers of practical practices required in the Cosmetology Course and in the Manicurist Course. These are minimum requirements and not maximums. The number of practices required are given to the student upon entering the course in their Course Outline.

### OTHER COSTS TO THE STUDENT

If a student wishes to have services performed or products used on them, the fee charged will be no greater than half of the Clinic/Laboratory client's price of services posted in the Clinic/Laboratory reception area. If the student does not want to pay this fee, they are free to furnish their own products from an outside source.

### STUDENT BREAKS

There is one 15 minute break period immediately after Theory class each morning, Tuesday through Friday. The morning break on Saturdays is at the student and

Instructors discretion. One 15 minute break in the afternoon is approximately from 2:15 to 2:30 p.m. NO BREAKS ARE ALLOWED AFTER 3:15 P.M. Students are not allowed to leave the school property during breaks.

STUDENTS THAT SMOKE AND FEEL THAT THEY HAVE TO HAVE BREAK'S MUST CHECK WITH THE INSTRUCTOR AT THE RECEPTION DESK AND CLOCK IN AND OUT DURING THIS TIME AND COMBINATION OF ALL BREAKS ARE NOT TO EXCEED 30 MINUTES PER DAY.

STUDENTS THAT ABUSE THE BREAK PRIVILEGES AND ARE FOUND TO BE SPENDING TOO MUCH TIME ON BREAK'S, WILL BE PUT ON PROBATION AND IF THE SITUATION ISN'T CORRECTED, IT COULD LEAD TO THE STUDENT'S INTERRUPTION FROM SCHOOL AND/OR DISMISSAL.

### **LIVING QUARTERS**

The school does not offer any type of housing for students, but will assist a student in finding satisfactory living quarters when possible, if the student so desires.

### **ADMISSION POLICY**

The school admits as regular students, state recognized high school graduates, or holders of a state recognized high school equivalency certificate (GED) and who are above the age of compulsory school attendance as required by the State of Oklahoma.

PROSPECTIVE STUDENTS WHO HAVE KNOWN DRUG OR ALCOHOL PROBLEMS WILL NOT BE ADMITTED TO THE SCHOOL.

All prospective students are required to successfully pass a cosmetology aptitude entrance exam given by the school, the passing grade is 65. IF THE PROSPECTIVE STUDENT FAILS THE TEST THEY WILL NOT BE ADMITTED TO THE SCHOOL. PROSPECTIVE STUDENTS ARE NOT ALLOWED TO RE-TAKE A FAILED ENTRANCE EXAM.

### **ADDITIONAL ENTRANCE REQUIREMENTS COSMETOLOGY-MANICURIST COURSES**

The applicant must be 17 years of age or 17 years of age before completion of the course. If 18 years of age or under, applicant must submit two photo copies of their birth certificate or driver's license or other legal proof of age. Applicant must submit two photo copies of their State recognized high school diploma, or State recognized GED certificate, State recognized high school transcript or other legal proof of education. Application forms must be filled in along with a \$5.00 check that is sent to the State Board of Cosmetology office for a registration fee. The student contract must be completed and signed by both the student and a school official. Also the student's parent or legal guardian if the student is under 18 years of age. The students applicant

must present to the school the applicants full cash payment, down payment or Pell Grant and down payment before student is admitted to classes. Three full face photos, 2"x3" in size, that have been taken within the last 6 months are required on date of enrollment.

### **TRANSFER STUDENTS**

Transfer students, as a rule, are not admitted to the school because it causes a financial hardship. Acceptance of transfer students is left up to the School Director. (See page 11)

THE SCHOOL RESERVES THE RIGHT TO NOT ACCEPT ANY TRANSFER STUDENT.

### **ADDITIONAL ENTRANCE REQUIREMENTS INSTRUCTOR COURSE**

This course requires all of the entrance requirements for the Cosmetology Course, in addition to: must be a graduate of Virgil's Beauty College, must have a state recognized high school diploma or state recognized GED certificate and be a licensed Cosmetologist or have completed 1500 clock hours of Cosmetology training and be registered for the Cosmetology Course State Board Examination. This course is offered only to prospective employees of Virgil's Beauty College and at the discretion of the school owner.

### **ADDITIONAL ENTRANCE REQUIREMENTS - ALL COURSES**

All applicants must be physically able to complete the course.

**All applicants must be able to read and write the English language.**  
**All courses are taught in English.**

All applicants are given a Cosmetology Aptitude Entrance Exam. A passing grade of 65 is required. The test is administered at the school. **IF A STUDENT FAILS THE TEST, THE APPLICANT WILL NOT BE ADMITTED TO THE SCHOOL.**

### **PART-TIME EMPLOYMENT**

The school discourages part time work that requires late hours while attending school. A tired student makes a poor student.

### **GRADUATION REQUIREMENTS - ALL COURSES**

In order for a student to receive a diploma or certificate of graduation, it is necessary that all of the following requirements be met:

- (1) Satisfactorily complete all phases in the course of study enrolled in. This includes all training assignments such as credit sheets, class projects, etc. assigned to them by the school and instructors and the required number of practical and clinic/laboratory practices, and the required number of theory hours.
- (2) Complete the number of Clock Hours in the course and attain a passing grade of 70 all Theory examinations and a Satisfactory (70% or above) cumulative average in Practical and Clinical/Laboratory work.

- (3) Pay all tuition, fees, or any other monies due to the school, unless other arrangements have been made with the School Director.
- (4) Successfully pass a final school examination. (70% or Above)
- (5) All of the above requirements have to be met before hours and an application to take State Board Exam are certified by the school.

### **STATE BOARD OF COSMETOLOGY EXAMINATION**

After completion of the training, students are required to take the examination for licensing given by the Oklahoma State Board of Cosmetology in Oklahoma City. The school and the student must submit to the Board office, an application for examination which must include an affidavit of hours by the school.

The student must also submit a \$35.00 money order or cashier's check made payable to the Oklahoma State Board of Cosmetology for the examination fee.

The school prepares the student for the examination which consists of a written test on the Theory of Cosmetology or Manicuring and a practical test on the student's practical skills and knowledge.

State Board examinations are held in Oklahoma City at the Board Office building exam room, located at 2401 N.W. 23rd Street, Suite 84, Oklahoma City, Oklahoma 73107.

Being late is not tolerated and may result in a student not being able to take the examination. Before entering the examination room, each student must have their permit in hand along with driver's license or official I.D. and show it to the examiner, at the entrance, to the exam room.

Students may choose to furnish their own live model or a mannequin head and stand and a mannequin hand to perform their practical examination on. Students are required to wear professional, washable type uniforms that are clean, neat and wrinkle free and the same color as they wore while in school.

### **WORK PERMIT**

After a student has completed their training and has registered for the State Board examination, they will be mailed a temporary work permit which allows them to work in a Cosmetology Salon or Nail Salon with a licensed Cosmetologist until having satisfactorily passed their examination and have obtained a license from the State. A student may not open or work in a Cosmetology or Nail Salon of their own until after having received their Cosmetologist license or Manicurist' license, unless the student has a licensed Cosmetologist working with them in the Salon at all times. Instructor students are not issued work permits as they have to be licensed before working in a school as an instructor.

### **CERTIFICATES OF GRADUATION - DIPLOMAS**

Upon completion of each individual course, if a student has satisfactorily completed their clock hours, practical and clinic/laboratory assignments and Theory hours and have paid all monies due the school, and successfully passed the school's final examination, they will be awarded a Diploma from the school.

## **JOB PLACEMENT SERVICES FOR STUDENTS AND GRADUATES**

Virgil's Beauty College does not guarantee placement to our students and/or graduates, but the school will assist students and graduates to obtain employment in their related field.

These services include reviewing resumes, scheduling interviews, posting help wanted advertisements on the bulletin board and one on one notification of positions that might be available.

Mrs. Martha Pope is the school's contact person for placement, but all of the school's staff is available to assist the students and graduates.

### **STUDENT CLASSIFICATION - BY HOURS - COSMETOLOGY COURSE**

Freshman .....	0 Hours to 150 Hours
Junior .....	150 Hours to 750 Hours
Senior.....	750 Hours to 1500 Hours

Freshman students are kept in the Freshman Practical Class for a minimum of 150 Clock Hours over a period of approximately six weeks before being allowed to work on a paying client in the Clinic/Laboratory.

### **ENROLLMENT**

As soon as the applicant has met all of the entrance requirements, the applicant may bring their completed enrollment papers and fees into the school office and they will be advised when training can begin. New classes begin the second Tuesday of each Month.

#### **TEXTBOOK USED - COSMETOLOGY COURSE**

SALON FUNDAMENTALS by Pivot Point

#### **TEXTBOOK USED - MANICURIST COURSE**

THE ART & SCIENCE OF MANICURING by Milady

#### **TEXTBOOKS USED - INSTRUCTORS COURSE**

PROFESSIONAL INSTRUCTOR - by Milady

#### **PRE-CLINIC/LABORATORY TRAINING**

In the 1500 Clock Hour Cosmetology Course, the students' first 200 clock hours or approximately six weeks, are spent in classes and in manikin and student practice under the supervision of an instructor, before the student is permitted to move out to the Clinic/Laboratory and perform services on clients.

Manicurist students first 80 clock hours are spent in Pre-Clinic/Laboratory classes and student practice.



## **COSMETOLOGY COURSE THEORY SUBJECTS**

Professional Image	Electricity & Light Therapy
Hygiene and Good Grooming	Theory of Massage
Visual Poise-Personality Development	Facial Treatments
Bacteriology	Facial Makeup
Sterilization & Sanitation	Hair Coloring & Lightening
Decontamination & Infection Control	Removing Unwanted Hair
Shampooing, Rinses, Conditioning & Draping	Thermal Hair Straightening
Scalp and Hair Treatment	Hair Pressing
Manicuring and Pedicuring	Thermal Waving & Curling
Sculpture Nails - Tips	The Hair
Artificial Nails	The Nail
Hair Cutting	Nail Disorders
Finger Waving & Hair Styling	The Salon Business
Care & Styling of Wigs	Oklahoma Cosmetology
Permanent Waving	Law-Rules and State
Chemical Hair Relaxing - Soft Curl Permanent	Board Regulations
Chemistry	
Disorders of the Skin, Scalp & Hair	

## **THEORY SUBJECTS TAUGHT – ALL COURSES**

The Salon Business - Salon Management  
Salaries, Social Security and Tipping  
Oklahoma Cosmetology Law and the Rules and Regulations of the Oklahoma State Board of Cosmetology

## **TRAINING KITS AND BOOKS: ALL COURSES**

NOTE: Any new student has the option to purchase kits and books from Virgil's Beauty College or an outside source such as a beauty supply, as long as the kit contains all of the requirements of the school's kit list and is of the same quality. A list of the kit is noted in the school catalog or a list may be picked up from the school. THE TEXTBOOKS MUST BE THE IDENTICAL ONE'S USED BY THE SCHOOL.

## **COSMETOLOGY COURSE TRAINING KIT AND BOOKS**

The training kit contains the tools needed for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles in order that they may practice their skills and knowledge properly. **Students are not allowed to remove their training kit, equipment or tools from the school at any time during the period of training.** The school reserves the right to hold all training kits, tools, equipment and books until all monies owed to the school are paid in full.

## **COSMETOLOGY COURSE TRAINING KIT**

1 Carrying Case	1 Orangewood Stick
1 Color Smock	1 Tangle (Rinse) Comb
1 Dz. Duckbills	2 Hair Lifts
1 Box Roller Klips	1 Spatula
1 Box Pin Curl Klips	1 Hair Shaper & Blades
12 Dz. Rollers	2 Pr. Haircutting Shears
1 Pr. Gloves	1 Pr. Hair Blenders (thinners)
2 Shampoo Capes	12 Hair Brushes
1 Manicure Polish Kit	12 Styling Combs
1 Pr. Cuticle Scissors	2 Tail Combs
1 Pr. Cuticle Nippers	1 Pr. Tweezers
1 Metal Cuticle Pusher	1 Box End Papers
1 8" Metal Nail File	2 Curling Irons
1 Pack Nail Smooth	3 Blow Dry Brushes
1 Nail Brush	2 Manikins & 1 Holder
1 Sculptured Nail Sampler Kit	1 Blow Dryer
1 Box Emery Boards	2 Lab Jackets

## **COSMETOLOGY COURSE BOOKS**

- Salon Fundamentals by Pivot Point
- 1 Salon Fundamentals Exam Prep Book
- 1 Salon Fundamentals Workbook

NOTE: STUDENTS MAY PURCHASE THEIR KIT AND BOOKS FROM AN OUTSIDE SOURCE AS LONG AS THEY MEET THE SCHOOL REQUIREMENTS. TEXTBOOKS HAVE TO BE IDENTICAL TO THE ONE'S USED BY THE SCHOOL.

## **MANICURIST COURSE TRAINING KIT**

1 Carrying Case	2 Dispenser Bottles & Caps
1 Manicure Brush	1 Pumice Stone
1 Cuticle Pusher	1 Slant Tweezer
1 Cuticle Nipper	1 Diamond Double Nail Dresser
1 Cuticle Scissor	2 Emery Squares
1 Toe Nail Nipper	1 3-Way Buffer
1 Buffer	2 Sable Brush
1 Nail File	1 Cuticle Pusher
2 Pkg. Emery Boards	1 Student Manicure Polish Kit
3 Orangewood Sticks	1 Acrylic Nipper
3 Practice Fingers	1 Acrylic Tip Clipper
1 Practice Finger Clamp	1 Student Nail Kit - Sculpture
2 Toe Spacers	1 Nail Wrap Kit
3 Dappen Dish	1 Finger Bowl
2 Sterilizer Jars	1 Fiberglass Nail Kit with Tips & Glue
1 Ped-A-Wand	1 Pair Safety Glasses
2 Lab Jackets	

## MANICURIST COURSE BOOKS

The Art and Science of Manicuring Textbook and Workbook by Milady

### POLICY ON TOOLS & EQUIPMENT

Oklahoma State Board of Cosmetology Rules and Regulations prohibit any student to remove the student training tools or any equipment from the school during the period of the student's training.

All training kits, tools and books left unattended in the school for a period of six weeks after withdrawal, termination or graduation are subject to disposal at the school's discretion.

### TUITION AND FEES

**NOTE: TUITION IS CHARGED BY THE PAYMENT PERIOD. TUITION CHARGES ARE ASSESSED BY THE SAME FORMULA AS USED IN CALCULATING RETURN TO TITLE IV REQUIREMENTS.**

#### **1500 Clock Hour Cosmetology Course - Takes Approximately 14 Months or 60 Weeks:**

Tuition .....	\$9,300.00
Enrollment Fee .....	100.00
Books and Training Kit Supply Fee .....	500.00
TOTAL TUITION AND FEES .....	\$9,900.00

This fee may be paid in full on date of enrollment or on Payment Plan (time payment in advance) of \$825.00 down payment on date of enrollment and (11) eleven payments (payable monthly of \$825.00 each), or down payment and Financial Aid in place.

#### **600 Clock Hour Manicurist Course - Takes Approximately 6 Months or 25 Weeks.**

Tuition .....	\$3,720.00
Kit and Books .....	500.00
Enrollment Fee .....	100.00
TOTAL TUITION AND FEES .....	\$4,320.00

This fee may be paid in full on date of enrollment or on Payment Plan (time payment in advance) of \$864.00 down payment on date of enrollment and (4) four payments of \$864.00 each, or down payment and Financial Aid in place.

### INSTRUCTOR COURSE TEXTBOOK

Professional Instructor by Milady

#### **1000 Clock Hour Instructor Course - Takes Approximately 10 Months or 40 Weeks.**

Tuition .....	\$6,200.00
Enrollment Fee .....	100.00
Books .....	200.00
TOTAL TUITION AND FEES .....	\$6,500.00

This fee may be paid in full on date of enrollment or on Payment Plan (time payment in advance) of \$723.00 down payment on date of enrollment and (8) eight payments (payable monthly) of \$723.00 each, or down payment and Financial Aid in place.

### REFUND POLICY

- a. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- b. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement or contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- c. If a student cancels his/her enrollment after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a enrollment fee of \$100.00, for the Cosmetology, Instructors Course and/or the Manicurist Course.
- d. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

PERCENTAGE TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5 % to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at the school.** Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined in item b, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

- e. When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy.
- f. The cost of extra items to the student, such as instructional supplies and/or equipment and implements are not considered in adjustment computations. These extra charges such as cosmetology supplies, training kit, implements, books, etc. are itemized separately in the enrollment contract and the catalog furnished to the student before or upon enrollment. Instructional supplies are not refundable because they have been used and/or marked and cannot be re-issued again as new.

STUDENTS MAY PURCHASE THEIR KIT AND BOOKS FROM AN OUTSIDE SOURCE AS LONG AS THEY MEET THE SCHOOL REQUIREMENTS.

- g. In the case of withdrawal, termination and/or graduation, the student is allowed to take their training kit, implements, etc. with them, only if all monies due the school are paid in full, if any monies are still due the school, the school retains the right to hold these items in the school until all monies due the school are paid in full.
- h. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. A list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be submitted to NACCAS.
- i. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
  - 1. Provide a full refund of all monies paid; or
  - 2. Provide completion of the course.
- j. A student may cancel enrollment or voluntarily terminate his/her enrollment by advising the school Director in writing and/or in person and by payment of all monies owed to the school, according to the school's refund policy. This includes payment of the registration fee, the enrollment fee and any extra instructional charge. K. In no case may the refund be less than the minimum cancellation policy.

### **RETURN OF TITLE IV FUNDS POLICY**

There are two elements to the matter of determining refunds and return of Title IV funds that need to be clearly understood. The Department of Education has regulations that outline the amount of Title IV funds, both loan and grants, that may be retained on behalf of a student who does not complete their contracted program. The school is permitted to have a refund policy that is different from this Federal calculation. It is possible that a student can comply with the Federal Return of Title IV funds policy yet still owe additional funds to the school based on the number of hours the student was scheduled to attend between the first and last day of actual attendance. Being absent or tardy can create a difference between actual attendance and scheduled attendance that can cause a student to owe more tuition than they have actually earned.

The Federal policy prescribes that a percent of scheduled hours be calculated by totaling the number of hours the student was scheduled to attend between the first and last day of actual attendance divided by the length in hours of the payment period course times 100. If this percentage is less than 60%, the school may only keep that percent of Title IV funds that were disbursed. If the percentage is 60% or greater, the school may keep 100% of the funds that were disbursed or could have been disbursed. The amount that can be retained is the same whether it is applied to tuition, fees, kit and books or any other institutional charge.

The school policy uses the same percentage calculation as above but applies the percentage to a schedule as shown below to the total amount of tuition charges

only and allows all other charges to be retained by the school without regard to the calculated percentage.

An example of the calculated charges using both policies would be:

Jane Doe started in cosmetology on April 5, 2015 and withdrew on August 28, 2015. The number of scheduled hours during this payment period was 382 but Jane only attended 204. The scheduled hours ratio is 382 divided by 450 or 84.8%. She was disbursed \$2,888 in PELL funds. The school is entitled to retain 100% or \$2,888. Her refund calculation percentage is 382/1500 or 25.4%. The school may charge 70% of the tuition (\$9,000) which would be \$6,300 plus the \$100 registration fee and the kit cost (\$500) for a total of \$6,900. Subtracting the \$2,888 PELL award would leave a balance of \$4,012 owed by the student to the school.

#### DETERMINATION OF OFFICIAL AND UN-OFFICIAL WITHDRAWAL FROM SCHOOL IS AS FOLLOWS:

##### **Official withdrawal from school:**

A student may cancel enrollment or voluntarily terminate his/her enrollment by advising the school administrator/owner in writing and/or in person. This is considered an official withdrawal from school.

##### **Unofficial withdrawal from school:**

When a student is absent from school for 14 continuous calendar days, procedures will be started to drop the student from enrollment, unless they are on an approved leave of absence. Efforts will be made by the school to determine why the student is not attending. If the student fails to return to school within 30 days from their last date of attendance, or from a leave of absence, Title IV financial aid funds not earned by the student will be returned to the government by the 45th day from determination of the last day of attendance.

In either event, calculations as to percentages of attendance completed or attempted will use the last day of recorded attendance as the end date.

##### **Order of how funds are returned:**

Since the school participates in only PELL Grants, if any funds must be returned for any unearned aid, the following order will be followed:

1. PELL Grant

## **POST WITHDRAWAL DISBURSEMENTS**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Your school may automatically use all or a portion of your post-withdrawal disbursement for tuition, fees (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Your school must also get your permission before it can disburse directly to you any Title IV grant funds that are not a part of a post-withdrawal disbursement.

**EXAMPLES OF STUDENT TUITION REFUNDS**  
(If applicable)

Example 1 is the Institutional defined refund policy only.

**Example 1**

<b>Course Length</b>	<b>1500 Clock Hours</b>
Tuition.....	\$9,300.00
Enrollment Fee.....	100.00
Kit and Books Fee.....	<u>500.00</u>
Total Fees .....	\$9,900.00
Class Start.....	7.07.2014
Last Day of Attendance .....	9.04.2014
Actual Clock Hours completed.....	264 Clock Hours
Possible Hours the school was open and available for that enrollment period.....	352 Clock Hours

Percentage of Time Completed:

352 Clock Hours divided by 1500 equal 23.46 percentage time to total time of course which equals 45% of the course.

Percentage owed to the school per tuition adjustment schedule as shown in the school catalog and student contract.

Amount of Tuition owed to the School .....	$\$9,300.00 \times 45\% = \$4,050.00$
Total amount of fees owed to the school:	
Tuition.....	\$4,185.00
Enrollment Fee .....	100.00
Kit and Books .....	<u>500.00</u>
Total Due School .....	\$4,785.00

**IF A REFUND IS DUE IT WILL BE REFUNDED IN THE FOLLOWING ORDER WHERE APPLICABLE.**

1. PELL, 2. Workforce Development, 3. Vocational Rehabilitation, 4. Creek Nation, Choctaw Nation, or Cherokee Nation and last to the school.

**CURRICULUMS**

As approved by the Oklahoma State Board of Cosmetology

**1500 CLOCK HOUR COSMETOLOGY COURSE** - takes approximately (60 weeks).

Subject: \_\_\_\_\_ Hours

Theory .....	150
Manicuring and Pedicuring (includes sculptured nails and tips and other artificial nail application procedures and care) .....	90

Facials (includes make-up) .....	30
Scalp Treatments .....	30
Shampooing/Conditioning and Rinses .....	60
Hair Styling, including Finger Waving, the dressing of Wigs, Thermal and Blow Drying .....	390
Hair Color, Tints and Bleaching, and other Color Treatments .....	120
Hair Cutting and Hair Shaping with Shears and Thinning Shears (Scissors), Razor and Clippers (includes Beard Trimming) .....	180
Lash and Brow Tinting and Arching .....	30
Personality, Shop Management and unassigned hours for Review, Examination, etc. ....	180
Hair, Re-structuring/Permanent Waving and Chemical Hair Relaxing.....	240
<b>TOTAL COSMETOLOGY HOURS .....</b>	<b>1500</b>

### **EDUCATIONAL OBJECTIVE OF THE COSMETOLOGY COURSE**

The Educational Objectives of the Cosmetology Course is to Educate and train the Cosmetology students in the principles and practices of Cosmetology and enable them to pass the Oklahoma State Board of Cosmetology examination for Cosmetologists and eligible to become licensed and eligible for employment. After licensing, the student will be licensed to perform in all levels of Cosmetology governed by the Oklahoma State Board of Cosmetology, with the exception of being an Instructor of Cosmetology.

### **JOB OPPORTUNITIES OF THE COSMETOLOGY COURSE**

Job opportunities of the Cosmetology Course after licensure, could include salon owner or manager, hairstylist, platform artist, manufacturer’s representative. Working on a cruise ship in a salon along with other job opportunities.

#### **1000 CLOCK HOUR INSTRUCTOR COURSE** - Takes approximately 40 Weeks

Subjects:	Hours
Orientation and Review of the Cosmetology Curriculum .....	150
Introduction to Teaching .....	60
Course Outlining and Development: Lesson Planning; Teaching Techniques; Teaching Aids; Developing, Administering and Grading Examinations .....	330
Law, Beauty School Management and Record Keeping .....	50
Teaching - Assisting in Classroom and Clinic/Laboratory .....	150
Practice Teaching - Classroom and Clinic/Laboratory .....	260
<b>TOTAL HOURS .....</b>	<b>1,000</b>

### **EDUCATIONAL OBJECTIVE OF THE INSTRUCTOR COURSE**

The Educational Objective of the Instructor Course is to educate and train the Instructor students in the principles and practices of teaching and enable them to pass the Oklahoma State Board of Cosmetology Instructor examination and eligible to become licensed and eligible for employment.



**JOB OPPORTUNITIES OF THE INSTRUCTOR COURSE**

Job opportunities of the Instructor Course after licensure, could include teaching in a cosmetology school, be a manufacturer’s representative, hairstylist, platform artist, working on a cruise ship in a salon, salon owner and/or manager, along with other job opportunities.

**600 CLOCK HOUR MANICURIST COURSE** - Takes approximately 25 Weeks:

Subjects:	Hours
Bacteriology, Sterilization and Sanitation .....	40
Nail Structure, Composition, Disorders and Diseases .....	60
Manicuring and Pedicuring (includes related waxing or other non-permanent hair removal) .....	160
Artificial Nails .....	160
Nail Art .....	60
Salon Development: (includes business administration and law; ..... insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health)	80
Cosmetology Law, Rules and Regulations .....	<u>40</u>
<b>TOTAL HOURS</b> .....	<b>600</b>

**EDUCATIONAL OBJECTIVE OF THE MANICURIST COURSE**

The Educational Objective of the Manicurist Course is to educate and train the Manicurist students in the practices of Manicuring to enable them to pass the Oklahoma State Board of Cosmetology Manicurist examination and eligible to become licensed and eligible for employment. The level of occupation is limited to the art and practice of Manicuring, Pedicuring and Artificial nails only and does not allow the Manicurist to practice any of the other phases of Cosmetology.

**JOB OPPORTUNITIES OF THE MANICURIST COURSE**

Job opportunities of the Manicurist Course after licensure, could include working as a manicurist-nail tech, owning your own nail salon, being a salon manager, working on a cruise ship in the beauty salon as a manicurist-nail tech, manufacturer’s representative, etc.

**EMPLOYMENT PLACEMENT ASSISTANCE**

The school does not guarantee employment to its students; however, the school assists students in finding employment. The school’s placement assistance procedures include: identifying employment opportunities and advising students on appropriate means of realizing these opportunities.

## **GRADUATE FOLLOW UP - STUDENT RETENTION GRADUATION RATES - LICENSE & PLACEMENT RATES**

The school makes attempts to follow up on graduates to see how they are doing. Questionnaires are mailed to graduates and employers to gather information and feed back about the effectiveness of the programs.

Student retention, graduation, licensure and placement rates are recorded by the school from school attendance records and from students.

### **POLICY**

There are certain rules of conduct for students at Virgil's Beauty College which must be observed. These rules are planned to make your time at our college more profitable and enjoyable for you. Learning these rules and accepting them cheerfully will be one of your immediate responsibilities. They are directly connected with your training and future career. There is a reason for each of them.

### **VIRGIL'S BEAUTY COLLEGE RULES AND REGULATIONS**

1. ALL STUDENTS ARE TO BE CLOCKED AND SIGNED INTO THE SCHOOL AND IN CLASS BY 8:30 A.M., WELL GROOMED AND IN SCHOOL DRESS CODE. THIS MEANS THAT WHEN CLASS STARTS, YOU SHOULD BE READY TO MEET THE PUBLIC. YOUR HAIR AND/OR MAKE-UP IS DONE ON YOUR OWN TIME, NOT ON SCHOOL TIME UNLESS PARTICIPATING IN A CLASS OR HAVE PERMISSION FROM AN INSTRUCTOR. Students appearing in school without being well groomed and in the school dress code could be clocked out.
2. Students that are unable to attend school, must call in no later than 9:00 a.m. The phone number is 682-9429.
3. Regular hours are from 8:30 a.m. to 4:00 p.m., Tuesday through Saturday. FRIDAY AND SATURDAY ATTENDANCE IS REQUIRED FOR ALL STUDENTS.
4. A student who is tardy cannot clock into school until Theory Class and break is over. Students tardy on Saturday will be clocked in at the next half-hour, until 9:30 a.m. Any student that is habitually tardy will be placed on probation and may be suspended unless tardiness ceases. **Any examination missed must be taken within one week of missed exam.**
5. **A student absent from school on Friday and/or Saturday, will not be allowed to return to school until the following Friday. Students absent from**

**school the day before or the day after a school holiday will not be allowed to re-enter school without their doctor's excuse, until one week from the following Friday. Half days of absence on any of these days are treated the same way. Excessive suspensions will lead to dismissal from school. The school reserves the right to check the validity of the doctor's excuse.**

6. NO PROFANITY OR FOUL LANGUAGE IS EVER ALLOWED.
7. Smoking is never allowed in the school, chewing gum, drinking or eating will not be allowed in the Clinic/Laboratory area or during class time.
8. STUDENTS MAY NOT USE THE SCHOOL TELEPHONE WITHOUT PERMISSION, CELL PHONES ARE NEVER TO BE USED IN THE SCHOOL.
9. **NO VISITORS ARE ALLOWED IN THE CLASSROOM AT ANY TIME.** Students that have visitors will have to conduct their conversation in the reception area of the school. Students are not allowed to bring their children to the school during school hours unless they are scheduled for a clinic service.
10. Students are encouraged not to visit with other students while performing services on a client in the clinic/laboratory. THE CLIENT SHOULD HAVE YOUR FULL ATTENTION.
11. Students are not allowed behind the reception desk. If you need to speak to the person at the desk, wait until there are no clients waiting. Students are not allowed to lean over or congregate around the reception desk.
12. Never yell across the building to another student or Instructor. Act professional at all times.
13. Do not argue with a client or act unpleasant in any way. You are graded on general conduct along with your Theory, Practical and Clinic/Laboratory classes. If a client gets unpleasant with you, please ask an Instructor for assistance.
14. Students are not to loiter in the classrooms. If a class is in session, please be seated and observe the class.
15. The student's station and station area must be kept clean and sanitary at all times. Be sure your station area is clean and your duty completed before leaving school. No dirty combs and brushes are to be left on the station.
16. No student is allowed to have any service performed on them from 3:45 to 4:00 p.m., which is set aside for sanitation and duty time.
17. Student stations in the clinic/laboratory are to be kept neat and orderly. Nothing is to be kept on the dresser except items the school provides.

Nothing is to be taped or attached to the mirrors. Books, cups, etc. are to be kept in the student locker and not at the station.

18. Sanitation and duty time is required each day from 3:45 until 4:00 p.m. This time is for cleaning and sterilizing your combs, brushes and implements. Clean your station and station area, wipe the bottom of the styling chair, empty your trash basket and rinse it out. Sweep around your station area and use a soiled towel to wipe up spills and spots around your chair. A minimum of 1/4 hour of sanitation must be completed by each student daily.
19. When students complete their duty they are to study from their textbook at their station until 4:00 p.m.
20. Gossiping will not be tolerated in the school. Students causing discord in the school will be terminated.
21. Talking back to an Instructor or refusing an assignment will not be allowed and could lead to the student's suspension from school. Refusal to take a client for a clinic/laboratory service could result in a student's suspension.
22. Students must clock "in" when entering school and "out" when leaving school, and when going to lunch even if you stay in the building. You must also clock in and out for break. Clocking in or out for another student is not allowed. No student is allowed to clock out of school except at lunch and break time, without the permission of an Instructor. Students are never allowed to clock in from lunch and/or break until they are ready to re-enter class or report to their clinic/laboratory training station. Students are not allowed to leave the school property during breaks.
23. Reading non-professional books, magazines or newspapers during school hours is not allowed.
24. The school does not loan any equipment to be taken out of the school and does not sell professional products for the student to take home.
25. STUDENT TOOLS AND/OR EQUIPMENT ARE NEVER ALLOWED TO BE REMOVED FROM THE BUILDING. IT IS ILLEGAL TO PRACTICE COSMETOLOGY AND/OR MANICURING OUTSIDE THE SCHOOL. ANY VIOLATIONS WILL BE REPORTED TO THE OKLAHOMA STATE BOARD OF COSMETOLOGY.
26. If a student is absent from school, they must have a signed and dated excuse, stating why they were absent, turned into the office or Instructor BEFORE CLOCKING INTO SCHOOL.
27. Students arriving in the school after 9:30 a.m., may not be allowed to clock into school until 1:00 p.m., on Tuesday, Wednesday or Thursday. On Friday and Saturday, if a student is tardy past 9:30 a.m. they will not be allowed to re-enter

28. Students should address the client as Miss, Mrs. Mr. and the last name. Never call for a client by their last name only. Students may address the client by their first name if they are well acquainted with the client.
29. Tuition payments must be paid promptly by the second week of each month.
30. If the final tuition and fees payment due the school is not paid in full at least two weeks before graduation or withdrawal, the final payment will have to be made in cash payment or a cashiers check.
31. Students must pay in advance for supplies on personal services. Personal services performed on a student must first be approved by an Instructor and are limited to one time per week.
32. Students are not allowed to have personal services performed on themselves during school hours unless they are participating in a practical class or have obtained permission from an Instructor.
33. Students are not allowed to have sculptured nails or tips, etc. put on themselves unless they are participating in a nail sculpturing or nail tip class, or have permission from an instructor.
34. NO EXTRA TIME OFF WILL BE GRANTED DURING THE HOLIDAY SEASONS. IF YOU ARE ABSENT A DAY BEFORE AND/OR A DAY AFTER A SCHOOL HOLIDAY, YOU WILL NOT BE ALLOWED TO RE-ENTER SCHOOL UNTIL THE FOLLOWING FRIDAY OF THE NEXT WEEK. TIME OFF CAN NOT BE GRANTED, EVEN IF ASKED FOR IN ADVANCE.
35. Each student is held responsible for their own equipment and property. Borrowing another student's equipment is discouraged. Students are responsible for the return of School materials and equipment loaned to them.
36. Students are not allowed to perform services on a client that is not marked on the client's ticket. Students are encouraged to sell additional services, but they must return the ticket to the reception desk for marking of the additional service before it is performed.
37. Students are never allowed to leave a client while performing a chemical service without being excused by the Instructor who will assign someone to assist you.
38. A student that is found to be stealing from another student or the school, will be suspended.
39. The classrooms and break room must be kept clean and orderly at all times. Keep coffee cups in your locker. Keep the chairs in a straight and orderly position. Do not put your feet in the chairs or stools. Please do not lay down in the styling or dryer chairs. Also, do not ride on the manicure stools. Keep

your books, purses, carrying cases and personal items in your locker. Do not leave bottles, cans, styrofoam cups or drink cups in the classroom, break room or at your dresser. Keep them in your locker or empty them and put them in the trash.

40. The lockers are property of the school and subject to inspection at any time. They are to be kept clean.
41. The school is not responsible for any personal items, kits, tools or equipment left at the school and after a period of six weeks, the school reserves the right to dispose of the left items at the school's discretion.
42. Any student found under the influence, in possession of or using illegal drugs (dope) or alcohol or intoxicating beverages or any controlled substance, before or during school hours and/or during lunch time, could be terminated immediately and not allowed to re-enter school.
43. Discounts for chemical services in the clinic, are given to the student's Parents, Children, or Spouse only and does not include any other family members or relatives, and only on Tuesday, Wednesday and/or Thursday by appointment. APPOINTMENTS FOR DISCOUNTED SERVICES ON FRIDAY AND/OR SATURDAY MUST FIRST BE APPROVED BY AN INSTRUCTOR.
44. No clock hours are recognized outside the school, except for modeling for another student at State Board Exam. Limited to one time only and only on school days. No Mondays or school holidays are eligible for clocked hours.
45. Manicurist and Instructor students have to clock out of school while having personal services performed on themselves.
- 46. Students are discouraged from bringing any large purses, hand bags, attache cases or any large bags in and out of the school.**
47. Students must be hygienically clean, use deodorant, have fresh breath and be well groomed at all times while in school. Students that have an offensive odor or are not clean will be counseled with and asked to correct the problem.
48. Students that arrive at the school with hickies visible on them will be asked to clock out of the school and will not be allowed to re-enter until they are cleared up.
49. Sunglasses, scarves, hats, hoods, etc. are not to be worn during school hours. No sweat or head bands can be worn on the forehead.
50. **PROFESSIONAL LOOKING UNIFORMS AND HAIRSTYLES ARE REQUIRED AT ALL TIMES.** Female students that wear make-up are encouraged to do so during school hours. Evening or heavy make up, stage, party or punk make-up is not allowed.

51. We do not require any student to cut their hair, but if the hair length is below the shoulders and/or gets in the way of the student performing their training, falling in their face, etc., then it will have to be kept pinned or braided up out of the way.
52. Uniforms must be worn at all times while in the school building. Uniforms have to be buttoned, snapped or zipped up at all times.
53. Female students are required to wear a clean Black uniform top (purchased from the school) with black slacks or skirt. Also solid color black shoes, hose, (neutral tone or black color) or solid black socks or black footlets. Male students are required to wear clean Black uniform tops (purchased from the school) with black slacks, solid color black shoes and black socks.
54. Faded uniforms and faded slacks are not allowed.
55. LEVIS, JEANS, JEAN TYPE PANTS, LEOTARDS, CAPRI PANTS, STIRRUP PANTS, KULOTS OR SHORTS ARE NOT ACCEPTABLE. PANTS AND SKIRTS MADE OF DENIM, CORDUROY, JERSEY, COTTON KNIT MATERIAL, VELOUR OR ANY SOFT OR LOOSE WEAVED MATERIAL ARE NOT ACCEPTABLE.
56. No sandals, open toed shoes, open back shoes, high heels, boots, or canvas shoes are acceptable. Shoe strings have to be black.
57. Socks are not to be worn over the outside of the slacks.
58. UNIFORMS ARE TO BE CLEAN WITH NO WRINKLES. Professional dress should be of such material, style and length to be in good taste. The length of skirts are to be below the knee. If a uniform is stained and looks dirty, the student will be required to purchase a new one.
59. Uniform smocks cannot be sleeveless, extremely short sleeves, low neck or cut out in the back, sides, etc. Uniform smock sleeves are not allowed to be cut off. Other clothing cannot show past the uniform sleeve.
60. Do not go to the reception desk to clock out in the afternoon until 4:00 p.m.
61. Do not use class room door opening into reception area. Enter and exit through break room during clinic hours.
62. Students are encouraged to perform a minimum of at least one of each practical practice listed on their credit sheet each week and have their practice sheets initialed by an instructor.
63. Students are not allowed to leave the school property except at lunch time and/or after checking out of the school in the afternoon.
64. There is one 15 minute break period immediately after Theory class each

morning, Tuesday through Friday. The morning break on Saturdays is at the student and instructors discretion. One 15 minute break in the afternoon is approximately from 2:15 to 2:30 p.m. NO BREAKS ARE ALLOWED AFTER 3:15 P.M., WITHOUT PERMISSION FROM AN INSTRUCTOR.

STUDENTS THAT SMOKE AND FEEL THAT THEY HAVE TO HAVE A BREAK OTHER THAN THESE TIMES SET ASIDE FOR BREAKS MUST CHECK WITH THE INSTRUCTOR AT THE RECEPTION DESK AND SIGN IN AND OUT DURING THIS TIME. STUDENTS THAT ABUSE THE BREAK PRIVILEGES AND ARE FOUND TO BE SPENDING TOO MUCH TIME ON BREAK'S WILL BE PUT ON PROBATION AND IF THE SITUATION ISN'T CORRECTED, IT COULD LEAD TO THE STUDENT'S SUSPENSION FROM SCHOOL AND/OR DISMISSAL. SMOKING IS NOT ALLOWED WITHIN FIFTEEN (15) FEET OF THE FRONT DOOR.

65. Students must clock in out when leaving the building, even on scheduled breaks and/or non-scheduled breaks. After returning to the school after lunch or breaks, students are to return to their training stations . Do not go into into the facial room. Do not go into the class room unless you are in a scheduled class. Students are to be at their own training station.
66. STUDENTS ARE TO PARK IN THE STUDENT DESIGNATED PARKING AREA OR ON THE STREET. THE AREA IN FRONT OF THE SCHOOL AND SOUTH OF THE SCHOOL IS RESERVED FOR CLIENTS PARKING.
67. Virgil's Beauty College reserves the right to change, alter or amend any or all policies at anytime with two weeks notice.
68. THE MAXIMUM CLOCK HOURS THAT A STUDENT CAN CLOCK PER DAY IS 6 1/2 HOURS.
69. NO ELECTRONIC DEVICES ARE EVER ALLOWED IN THE SCHOOL. THIS INCLUDES CELLULAR PHONES, PAGERS, BEEPERS, RADIOS, CD PLAYERS, TV'S, ETC.
70. Students are not allowed to clock in and out at will. If you have to leave school in the morning after clocking in, you cannot clock back in until 1:00 p.m. If you know you have to leave the school in the afternoon before 3:00 p.m., you will need to clock out at lunch and not return till the next morning.
71. Theory hours must be completed before graduation papers are sent to State Board.
72. Clean and sterilize your combs and brushes in the afternoon before leaving school so they can dry overnight. **Do not dry your combs and brushes under the dryer.**
73. Please do not slump down or lay in the styling chairs. Do not put your feet



in the chairs or on the dressers. This looks very unprofessional.

74. Students are not allowed to sit on manicure stools unless giving a manicure.

75. Students that are not performing a service on a client or in a class are required to be at their station working on their credit sheets.
76. Students are not allowed to hold clients babies or children during school hours.
77. Students are not allowed to check out for lunch until 12:00 noon, unless they have permission from an Instructor.
- 78. Students are encouraged to schedule their doctor and other appointments on Mondays. If that is not possible, we suggest you make them for days other than Friday or Saturday.**
- 79. NO JACKETS, SWEATERS OR ANY OTHER CLOTHING ARE TO BE WORN OVER UNIFORMS. NO HOODS TO BE WORN OUTSIDE OF UNIFORMS. NO CLOTHING IS TO BE VISIBLE PAST THE UNIFORM SLEEVE.**
- 80. Please do not turn the hairdryers on more than five minutes before placing your client under them. This wastes electricity as well as produces excess heat.**
81. Students are discouraged from borrowing equipment supplies from the school such as rollers, klippies, etc. If you do not have enough equipment supplies to perform services on clients in the clinic, you may purchase them from the school or an outside source.
82. No weapons of any kind are ever allowed in the school.
83. Bullying of a student by another student or students will not be allowed and could lead to suspension or dismissal from school. This includes physical, verbal, or electronic bullying.
84. Any alcohol use or drug use, legal or illegal, that alters the student's ability to perform their theory and/or practical assignments will result in the student being suspended from the school for the day.

**PLEASE DO NOT ASK  
FOR AN EXCEPTION TO THESE RULES.**

## **PHYSICAL REQUIREMENTS**

Physical requirements for students attending Virgil's Beauty College includes standing on your feet long periods of time, having wet hands for long periods of time from working with solutions and chemicals and using your arms and hands for long periods of time.

Students may work on as many as 6 to 8 clients, per day, in the clinic.

### **PELL Grant Verification Policy:**

Virgil's Beauty College will verify all selected "Verification" applicants as flagged for verification by the processor.

## **DOCUMENTING ELIGIBLE NON-CITIZENSHIP STATUS**

If a student is unable to provide the school with a SAR that confirms his or her status as an eligible non-citizen, the student must provide the school with appropriate documentation showing that he or she is a permanent resident or other eligible non-citizen.

## **INSTRUCTIONAL - LABORATORY - PHYSICAL PLANT FACILITIES OF VIRGIL'S BEAUTY COLLEGE**

The school is housed in a 3,500 square feet facility which houses both the academic class rooms as well as the laboratory where actual hands on training is done on the public as well as other students.

## **CRIME AWARENESS AND CAMPUS SECURITY POLICIES**

- (A) If criminal action or emergencies arise, it is required that you report them immediately to Mr. Large, or Mrs. Pope, or the Instructor nearest you. They in turn will immediately telephone the police and/or fire department by calling the 911 emergency number.
- (B) Virgil's Beauty College does not have any security personnel staff, but the school is located approximately six blocks from the police station and about nine blocks from the fire station, making the school only minutes away from either. The school is housed in one building and does not have any campus residences. The school parking lot is well lit when it is dark. The only entrance to the school is under observation by a staff member at the reception desk. The back door is an emergency exit that can only be opened from the inside.
- (C) Although Virgil's Beauty College has no security personnel, the school is only minutes away from the Muskogee Police and fire station and approximately six miles from the Highway Patrol Office.
- (D) All students are informed about security and emergency procedures during orientation on the first day of attendance. Fire drills are conducted routinely. All students and instructors are encouraged to be responsible for their own security, as well as the security of others.

## CODE OF ETHICS

1. The school strives continuously to improve its' operation in order to keep abreast with the ever changing developments and new techniques in Cosmetology.
2. The school has as its' principal objectives the training of qualified Cosmetologists to prepare them for a career and in obtaining their Cosmetology license.
3. The school encourages its Instructors to keep abreast of the latest teaching methods in Cosmetology in the way of reading educational books, trade magazines and attending Teachers' Educational Seminars, Hairstyling workshops and related trade shows.
4. The school observes the rules and regulations approved by the Oklahoma State Board of Cosmetology, especially in the field of Sterilization and Sanitation.
5. The school participates in educational seminars and meetings in order to advance the Cosmetology Profession.
6. The school utilizes acceptable teaching techniques and training aids such as textbooks, films, filmstrips, charts, chalkboards, closed circuit television video tapes, overhead projectors and other visual aids in order to provide the best possible training for its students.
7. The school maintains honest and fair relationships with its staff, students, patrons, other schools, salons and the Oklahoma State Board of Cosmetology.
8. The school purchases high grade standard equipment, cosmetics and supplies to be used for the instruction of its students.
9. The school advertises truthfully and makes honest representations to its students.
10. The school refrains from any criticism which reflects unfavorably on other schools, salons and the Cosmetology profession.

## **SAFETY CONCERNS**

Being safety conscious is very important all during your training in both the manicurist and cosmetology courses.

Some of the problems you might experience are dealing with chemicals, fumes, sharp instruments and possible contagious germs from being in contact with other people.

Products can enter your body in three ways:

You breathe them (inhalation)

You absorb them through your skin (skin contact)

You eat them (ingesting)

Adequate ventilation is very important. When working with artificial nails, you sometimes have to wear a mask and sometimes protective glasses.

Great care must be given when working with scissors, nippers and razors so you will not come in contact with possible contaminated blood or body fluids. Sterilization is very important all during your training.

When performing services such as colors, permanent waves, relaxers and bleaches you have to wear gloves to protect your skin from chemical burns and allergic reactions.

Gloves sometimes have to be worn when sterilizing instruments and equipment.

Chair safety is important as clients can be spilled from the chairs, tripping on the foot rests and falling out of them, which is especially true with small children. Great care must be taken when working with curling irons and combs to prevent burns to clients as well as yourself. Safe storage while cooling and use non-flammable combs while using the irons.

Extreme caution is required when working with chemicals to assure them not getting into the eyes of the clients as well as yourself.

Product manufacturers make material safety data sheets available to people that work with their products. It is up to you to learn about the chemicals in the products you use and how to handle them safely.

## POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definitions:

Customers are prospective students and students who apply to attend Virgil's Beauty College apply for private or government grants loans to finance their educations.

Non-public personal information is information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in (name of school)
- Information provided on your application for a grant
- Information provided on a consumer report
- Information obtained from a website

Virgil's Beauty College is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Virgil D. Large shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable actions that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Virgil's Beauty College shall be held for 36 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on July 1 each year.

Virgil's Beauty College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

# Virgil's

## BEAUTY COLLEGE

111 SOUTH 9th — MUSKOGEE, OKLAHOMA 74401

TELEPHONE 682.9429

VIRGIL D. LARGE, OWNER

### ORGANIZATIONAL CHART — VIRGIL'S BEAUTY COLLEGE

**VIRGIL D. LARGE**

OWNER-DIRECTOR-FINANCIAL AID ADMINISTRATOR-INSTRUCTOR

**MARTHA POPE**

MANAGER-STYLES DIRECTOR-FINANCIAL AID OFFICER-INSTRUCTOR

**CARLA DAME**  
INSTRUCTOR

**LORENE TYLER**  
PART TIME - SUBSTITUTE  
INSTRUCTOR

**KIMAN NGO**  
PART TIME - SUBSTITUTE  
INSTRUCTOR