

Modern Beauty School, Inc.
Catalog 2008

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PUBLICATION DATE

JANUARY 2000

(Updated June 2007)

MISSION STATEMENT

Our mission is to educate, communicate, and perpetuate beauty in this world by teaching a high level curriculum in cosmetology staffed by the most professional people available. Our goal is to produce graduates who are outstanding in the field of Cosmetology

CERTIFICATION

The owner of this college certifies the contents and policies outlined in this catalog to be true and correct.

STATEMENT OF NON-DISCRIMINATION

Modern Beauty School, Inc., in admission, instruction, and graduation policies, practices no discrimination on the basis of sex, race, color, religion, age, or ethnic origin.

STUDENT SERVICES, COUNSELING, AND JOB PLACEMENT

Modern Beauty School, Inc. does not have facilities to house students. However, our staff is happy to assist students in finding suitable accommodations whenever possible.

The school does not guarantee employment to students but is happy to assist students in finding employment. This school's placement assistance procedures include:

1. In house counseling
2. Identifying employment opportunities
3. Advising students on appropriate means of realizing these opportunities.

FINANCIAL AID

Modern Beauty School, Inc. has an in house financial aid officer who will counsel students with financial needs. There is in-house funding and Title IV funding available for those who qualify (Pell Grants and FFEL loans). It is the school policy to offer loans up to educational costs only, but loans above the cost of education may be offered at the discretion of the administrator. Modern Beauty School, Inc. also has Veterans approval, which affords funding for those who qualify for Veterans Aid benefits.

VETERANS APPROVAL

In compliance with the regulations enforced by the State Approving Agency, within the Office of Public Instruction, this course is approved for veteran's educational benefits.

The school will provide for pro-rata refunds in accordance with the Department of Veterans Affairs (DVA Regulation 21.4255), for Veterans and other eligible persons covered under DVA laws.

OWNERSHIP

Lynn E. Startin, President of Modern Beauty School, Inc. graduated from beauty school in 1981, and received her instructor's license in 1983. She has operated Modern Beauty School, Inc. since 1993.

Lynn believes a career in cosmetology hinges on the basics of hairdressing and success is achieved through advanced, hands on training. Completing the course are classes on product knowledge, professionalism, communication skills, and business management.

The goal of Modern Beauty School is to ingrain the basics of cosmetology and manicuring and broaden the avenues of advanced techniques to achieve a level of student who will enjoy a lucrative and successful career in the cosmetology or manicuring industry.

FACILITIES AND EQUIPMENT

Modern Beauty School, Inc. is located in Paxson Plaza, directly south of Southgate Mall. Ample parking is available, as well as handicapped parking.

The 3500 sq. feet of floor space offers five manicuring stations and thirty two styling stations, a reception area, a student lounge, forty five lockers, a multi purpose room, and a classroom. The school is heated and air-conditioned.

All necessary equipment required by the State of Montana is provided, including male and female restrooms and laundry facilities.

The student capacity at Modern Beauty School, Inc. is 45 cosmetology students.

(Updated June 2007)

ADMINISTRATIVE STAFF AND FACULTY

Lynn Startin

President and Director
Twenty Three Years Experience
Licensed Cosmetology Instructor
Licensed Cosmetologist
Financial Aid Administrator
Admissions and Registration

Diane Johnson

Licensed Cosmetology Instructor
8 years experience
Financial Aid Officer
Student Support

Valarie Larson

Licensed Cosmetology Instructor
Licensed Cosmetologist
15 years experience
Winner of Hair Competitions
Product Educator

Kim Barber- Substitute

Licensed Cosmetology Instructor
Past Education Director
Previous Business Owner
Former Montana State Board Examiner

All staff members participate in advanced and continuing education.

STUDENT RECORDS

A student, or parent or guardian of a dependant student, have a right to gain access to their cumulative records by appointment under the supervision of an instructor or staff member.

Information pertaining to a student's cumulative record will be released only upon written instructions and/or written permission from the student, or parent or guardian of a dependant student. Access will be permitted to NACCAS in relation to any accreditation process whether initiated by the school or in response to a directive from the Commission. The school will also release information to the Montana Board of Barbers and Cosmetologists upon request.

ATTENDANCE POLICY, CLASS SCHEDULES, AND SCHOOL CALENDAR YEAR

COSMETOLOGY COURSE START DATES

Start Date: 2008

2008: Jan 2, March 12, May 21, Aug 6, Oct 15,
2009: Jan 7

Classes are scheduled Tuesday through Saturday. Cosmetology students are contracted for 33 1/2 hours per week and are required to attend 8:30 a.m. to 4:15 p.m. Tuesday through Friday and 9:00 am to 4:00 p.m. Saturday. The school is open 38.5 hours per week. The student is allowed to make up hours they miss by taking only 30 minutes for lunch and staying until 5p.m. The course will be completed when the student has achieved 2000 hours of training.

Modern Beauty School, Inc. will be closed for the following days:

- ✂ Thanksgiving Day and the day after
- ✂ Christmas Week
- ✂ Instructor continuing education days, should it be necessary
- ✂ The week of July 4th

Students must maintain 80% of the possible hours to be considered to be making satisfactory progress.

GRADING SYSTEM

The following factors will be measured to determine academic progress:

- Theory work–Test grades, law grades, etc.
- Practical work
- Clinic work
- Attendance

Theory, Practical, and Clinic work will be graded on the following scale:

90 – 100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
59 and below	F	Failing

Students must maintain a 75% grade average in both theory and practical work at all times to be considered making satisfactory progress.

There is no re-entrance available if a student is dismissed for unsatisfactory progress. (Continued)

All records of weekly theory tests, monthly progress reports, and work sheets are kept in the student's files.

(Updated June 2007)

DESCRIPTION OF THE COSMETOLOGY COURSE

The cosmetology course consists of 2000 hours of practical, manikin, and theory instruction.

Before beginning to work on the clinic floor, students are required to complete 300 hours of basic training. Those 300 hours consist of learning the varied techniques on manikins, such as hair cutting, permanent waving, hair coloring, bleach applications, hairstyling, and much more. After 300 hours, the student will gain the confidence to begin work on the clinic patron.

2000 hours constitutes graduation and the student is well prepared to pass the Montana State Board of Cosmetology Exam and become a licensed cosmetologist.

During their course in cosmetology at Modern Beauty School, students will also gain knowledge and practical experience in shop management, appointment booking, hair, nail, and skin chemistry, shampooing, manicuring, pedicuring, artificial nails, facial treatments, make-up applications, scalp treatment, sanitation and sterilization procedures, business, law, communication, and public relations. Students will also learn personal grooming, and achieve greater poise, self-assurance, and confidence through the personal growth, which comes with this type of education.

The overall objective is the training of students, in the principals of the cosmetology profession. Our goal is to prepare students to enter into a career in cosmetology, progress in their field, and make creative contributions to this profession.

ADMISSION REQUIREMENTS

Entrance is open to self-motivated men and women. Each student must be free of any infectious diseases. Modern Beauty School admittance requirements are as follows:

1. You must be 17 years of age
2. You must provide proof that you are a U.S. Citizen (i.e. Birth Certificate).
3. Your non-refundable application fee of \$50.00 is paid at the time the application is turned in.
4. Your registration fee of \$100.00 has been paid. (This fee is non-refundable after 3 days).
5. A high school diploma or GED.
6. Your tuition is paid or arrangements have been made.
7. Your Social Security Card.
8. A completed Enrollment Agreement which is required to begin the class.
9. The student must submit to the school an interview of at least one hairstylist or one salon owner/manager to understand the demands of the industry.
10. The student will write a 500 word essay to include why they have chosen the cosmetology industry, how long they have been interested in the industry, what they expect from the industry, what they expect from Modern Beauty School, Inc., where they see themselves in 3 years, what their support system will be during their training, and what they will be contributing to their educational experience.
11. The student is required to pay tuition (\$1100.00) prior to enrollment.
12. All applications will be reviewed on a monthly basis. Modern Beauty School, Inc. reserves the right to refuse service to anyone.
13. Modern Beauty School, Inc. does not recruit students that are already enrolled in similar programs of study.
14. ***ALL STUDENTS ARE REQUIRED TO PASS A TABE TEST GIVEN AT THE SCHOOL (cost is \$10.00) PRIOR***

ACCEPTANCE BEGINNING JAN. 2005. Reading level must be at least 12th grade level and math must be at least 10th grade level.

SCHEDULED CLASSES

For cosmetology students, the school week begins on Tuesday and continues through to Saturday. All students will attend classes 38.5 hours per week until they have completed 300 hours of basic training.

COSMETOLOGY AS A PROFESSION

Cosmetology is a “hands on”, people oriented career. People who like people make wonderful cosmetologists. Often people, who have considered social work, or the medical field, turn to cosmetology, because it is such a pleasant vehicle through which one can do a service to others. A cosmetologist is a person who cosmetically and psychologically transforms the self-images, and hence the destinies, of fellow human beings!!!

The cosmetology industry provides entry-level opportunities for anyone 17 years and older, and it offers an opportunity for women and minorities to move into management positions and ownership of their own business.

A cosmetologist can expect an average yearly salary to begin at approximately \$14,000.00. Increases will depend on technical skills, experience, a sense of how to deal with people, and personal style, as well as good communication skills. There are cosmetologists who earn in excess of \$40,000.00 per year.

Owners and managers in the field can earn in excess of \$25,000.00, with a large percentage making \$40,000.00 and more.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

DRESS CODE

HAIR: Groomed, neat and clean

MAKE-UP: May or may not be worn. If make-up is worn it will be daytime only.

TOPS: Name tags are to be worn on your shirt at all times. White or black PLAIN clean, washable, wrinkle-free tops with undergarments are to be worn. No “T” shirts or sweatshirts with sayings on them and no see-through type blouses.

PANTS OR SKIRTS: Only black pants or skirts are allowed No black jeans.

SOCKS: Socks or nylons must be worn at all times.

SHOES: Shoes must be clean and neat. NO ATHLETIC SHOES MAY BE WORN WITHOUT A DOCTORS REQUEST.

A student not in compliance with the school dress code will be sent home and will not be allowed to return to school until they are within the dress code guidelines.

A detailed dress code is in the student handbook.

SAFETY REQUIREMENTS

The safety requirements for cosmetologist are governed by the guidelines of the Montana State Board of Cosmetologists and the Occupational Safety and Hazard Administration. Students are directed in the safe discard and use of the products used in the school. These guidelines are from manufacturers of the products, state guidelines and OSHA. These guidelines are available for study by any student or employee of Modern Beauty School, Inc.

PHYSICAL DEMANDS

A professional cosmetologist would expect to spend an overage of 40 hours per week on his/her feet. Good vision and manual dexterity are important factors in this field of work. Since this is “hands-on” work with the public, good coping skills and communication skills are helpful in order to reduce stress.

LEAVES OF ABSENCES

Leaves: Only one leave of absence, no longer than 60 days, is allowed per year.

Absences: Students must report to an instructor prior to the date of the absence, or by 8:30 a.m. on the morning of the absence. Absences of three days or longer will require documentation. If a student is absent for fourteen days, they are automatically placed on withdraw. In order to reinstate, a student must pay any balance owed upon withdraw and any other registration fees, and the student may return as soon as space is available.

(Updated June 2007)

(Updated June 2007)

Tardiness & Unexcused Absence: If a student is unable to attend school, or will be 5 minutes late to school, the school must be notified as soon as possible. This may be done by calling the school and speaking with any staff member. If the school is not notified that the student will be late or will not be in attendance, the school may suspend or terminate the student. There is no leniency on Saturday mornings.

Special conditions will be taken under consideration. **The student must understand that dependability is the key to success!!**

Make-up Hours: Make-up hours may only be obtained at the end of the enrollment period. Each contract is written with an additional 38.5 hours and after your designated contract ending date there are additional tuition charges, and will depend on space availability.

RULES AND REGULATIONS FOR COSMETOLOGY

1. Students will be held responsible for their own equipment and personal belongings. NO personal items, (purses, coats, etc.), will be allowed in the working floor area. They must be kept in a locker, preferably locked. The school will not be responsible for lost or stolen items.
2. Students must attend classes regularly and pursue the instruction and practical work diligently.
3. A late student may not attend classes until a break in theory or the end of class. Anyone late on test days will not be allowed to enter the classroom but will be required to take the test on the same day. Silence is to be observed in the classroom. Unnecessary conversation or noise in the classroom will not be tolerated.
4. Students must obey all rules of personal hygiene, sanitation and sterilization while in school.
5. Students wearing soiled lab coats or jackets will not be allowed to attend school until they have a clean one.
6. Telephone calls are not permitted unless there is an emergency. If the situation is an emergency the call is to be brief. NO student is to use the school's telephone.
7. Students are not allowed to gossip or cause discord.

8. At the discretion of the school these rules can be changed and posted on the bulletin board.
9. Lunch hours will be 30 minutes in length. You may not skip lunch to accumulate hours. Failure to return from lunch may be cause for suspension or dismissal.
10. No changes may be made on time cards except by an instructor. Any student that changes the time on his/her time card will be dismissed.
11. All students must dress professionally and wear black lab jacket at all times. No jean material of any color is permitted at any time. No skirt or dress shall be more than 4" above the knee. All students shall arrive at school with their hair neatly groomed and their make-up applied. All students must wear stockings or socks at all times. Shoes will be kept clean and in good repair. No tennis shoes or sneakers are allowed.
12. The receptionist will receive the same courtesy as the instructors.
13. There will be no refusal of work. The instructor is the only one who can assign help. There will be NO disrespectful attitudes toward other students, instructors or patrons. To do so is cause for suspension or dismissal.
14. No student(s) shall be allowed behind the desk unless they have been scheduled to work the desk at that time.

CREDIT ALLOWED FOR PREVIOUS TRAINING

Hours may be transferred from another cosmetology institution only. These hours will be subtracted from the 2000 hour requirement for cosmetology upon confirmation of previously acquired hours and that the student transferring is in good standing with their previous school.

GRADUATION REQUIREMENTS

Upon completion of 2000 hours for cosmetology, the completion of an exit interview, the completion of the required hourly curriculum, achieving a passing grade on the final written and practical exam, and payment in full for all tuition and fees, the student is granted a diploma.

(Updated June 2007)

OFFICIAL TERMINATION DATE

The official termination date of a student shall be the last date of recorded attendance when withdraw occurs in any of the following manners:

1. When the school receives notice of the student's intention to discontinue the training program, or
2. When the student is terminated for a violation of a published school policy which provides for termination, or
3. When a student, without written notice to the institution, fails to attend classes for 14 calendar days or fails to return from a leave of absence.

WITHDRAWAL POLICY

There will be a \$150.00 withdrawal fee payable at the time of notice to withdraw from Modern Beauty School, Inc.

STUDENT COUNCIL ORGANIZATION

The student council organization is elected by the student body, biannually, via silent ballot. Although students are encouraged to communicate their concerns, fully, and frankly, to members of the school faculty or administration at any time, the Student Council may provide a vehicle through which issues that face the students may be brought to the attention of the faculty and staff in a confidential manner. Their responsibilities also include the organization of student body and student activities.

TUITION AND FEES

Cosmetology

Application Fee (Non-refundable)	\$ 50.00
Registration	\$ 100.00
TABE test (Non-Refundable)	\$ 10.00
Kit Cost (Optional*)	\$ 600.00
Tuition	<u>\$ 10,500.00</u>
TOTAL	\$ 11,260.00

MODERN BEAUTY SCHOOL, INC.

CODE OF ETHICS

1. Practices no discrimination with regard to sex, race, color, religious, age, or ethnic origin.
2. Maintains the highest standards and ethics in keeping with the prerequisite of the State Board of Cosmetologists, and to all other agencies to whom the college is responsible.
3. Will afford full consideration to complaints which are submitted by students concerning any aspect of the educational program, facilities, or other services offered by, or associated with Modern Beauty School, Inc.
4. Will provide an atmosphere where dress, language, and conduct are conducive to a professional program met with honesty and integrity.
5. Strives continuously to improve its operation through knowledge of the latest teaching methods in cosmetology through personal study, educational courses, conferences, and workshops, as well as other educational opportunities.
6. Will maintain as its principle objective to train students in the most progressive manner possible to become licensed cosmetologists and manicurists, with the ability to render the finest quality of service.

ADDITIONAL CHARGES

If a student must attend longer than the prescribed time allotted for the course, he or she must pay an extra instructional charge. This charge is assessed by dividing the current rate of tuition by 2000 hours.

UNEXPECTED CLOSURES

In the event of an unexpected closure the school will post a closure notice on all entrances to the school. All student contracts will be extended the same number of days the school is closed.

BOOKS AND SUPPLIES COSMETOLOGY

- ✦ 6 Bristle brushes
- ✦ 6 Vent brushes
- ✦ 24 Tail combs
- ✦ 24 Cutting combs
- ✦ 6 styling combs
- ✦ 6 pin tail combs
- ✦ 2 Paddle Brushes
- ✦ 1 small round brush
- ✦ 1 large round brush
- ✦ 2 Afro Picks
- ✦ 5 ½ " shears w/ rest
- ✦ 1 pair Gloves
- ✦ 1 Hair Shaper Razor
- ✦ 1600 watt Blow Dryer
- ✦ ¾" chrome Marcel Curling Iron
- ✦ Wahl Clipper w/ 4 attachments
- ✦ 2 Manikins
- ✦ 1 Manikin Stand
- ✦ 1 Tweezers
- ✦ 1 Acrylic Brush
- ✦ 3 dappen dishes
- ✦ 4 Emery Boards
- ✦ 1 Manicure Kit
- ✦ 1 Manicure bowl
- ✦ 3 color bowls and brushes
- ✦ 1 Hand Mirror
- ✦ 1 Tint Bottle and Cap
- ✦ 2 8 oz. Spray Bottle
- ✦ 2 Shampoo Capes
- ✦ 1 kids cape
- ✦ 1 Operator Apron
- ✦ 1 Box Double Prong Clips
- ✦ 1 Box Single Prong Clips
- ✦ 12 Duck Bill Clips
- ✦ 12 Dozen Rollers on Rack
- ✦ 6 Dozen Yellow Perm Rods
- ✦ 6 Dozen Blue Perm Rods
- ✦ 6 Dozen Pink Perm Rods
- ✦ 6 Dozen Grey Perm Rods
- ✦ 6 Dozen White Perm Rods
- ✦ 10 Dpzen short Perm Rods
- ✦ 1 Milady Standard Text Book
- ✦ 1 Milady Standard Theory Workbook

1. Kits may be purchased anywhere the student likes or from Modern Beauty School, Inc. All items listed in the Kit list on page 7 of this catalog must be purchased. The kit is non-refundable.

GENERAL COSMETOLOGY COURSE

Manicuring	130 Hours
Esthetics	150 Hours
Scalp Treatments	55 Hours
Permanent Waving	265 Hours
Chemical Relaxing	40 Hours
Hair Styling	205 Hours
Coloring	225 Hours
Haircutting	205 Hours
Salon Management	110 Hours
State Board Laws and Rules	40 Hours
Sanitation and Safety	75 Hours
Instructor Discretion	500 hours

LICENSING AGENCY

*Montana State Board of Cosmetology
301 South Park Avenue
PO Box 200513
Helena, MT 59620-0513*

*A student must pass a written exam
required by the Montana Board of
Cosmetology to receive a license.*

NACCAS

*(Accrediting Agency)
4401 Ford Ave., Suite 1300
Alexandria, VA 22302
Phone: (703)600-7600*

(Updated June 2007)

(Updated June 2007)

**CAMPUS SECURITY
THE STUDENTS RIGHT TO KNOW**

Modern Beauty School, Inc. has designated Lynn Startin as the contact person for any issues relating to campus security.

1. Modern Beauty School, Inc. requests that students and employees report any criminal activity/actions on campus to the individual designated. The school administrator will assist the student/employee in reporting the incident to the authorities.
2. The school owner, director, and supervisor are the individuals responsible for the security of the institutional facility.
3. Modern Beauty School, Inc. refers all campus law enforcement issues to local police authorities since the institution does not have any campus security personnel. Modern Beauty School, Inc. encourages prompt reporting of criminal activity/actions as being in the best interest of all students/employees.
4. Modern Beauty School, Inc. will enact a crime watch program when the need arises. However, since we have not had any reported crimes, we encourage all students to watch and be cognizant of crime in all society.
5. There are no crime prevention systems in place at this time. However, if the need arises Modern Beauty School, Inc. will institute such measures.
6. Modern Beauty School, Inc. has requested the local police notify the institution of any criminal activity/actions engaged in by students at off campus locations.
7. Please refer to our Drug and Alcohol Policy, regarding the possession, use, or sale of alcoholic beverages and illegal drugs.
8. During the most recent calendar years (January 1, 2006 to December 31, 2006) there were: 0 Murders on campus, 0 Rapes on campus, 0 Robberies on campus, 0 Burglaries on campus, 0 Aggravated assaults on campus, 0 Aggravated sexual assaults on campus, 0 Motor vehicle thefts on campus.
9. During the most recent school years (January , 2006 to December 31, 2006) there were zero (0) arrests for the following crimes on campus: Liquor Law Violations, Drug Abuse Violations, Weapons Possessions Violations.
10. Modern Beauty School, Inc. in an attempt to prevent similar occurrences, will report any instances to the campus community of crimes considered to be a threat to other students and employees. These crimes would

be of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

REFUND POLICY

All money, excluding the non-refundable application fee, will be refunded to applicants deemed ineligible or unsuited for admissions.

2. An applicant (or in the case of a student under legal age, his/her legal guardian or parent) may cancel his or her enrollment at any time before the commencement of his or her classes by contacting the school. **A.** All monies paid by the applicant will be refunded if applicant cancels, in writing, by midnight of the third business day, (minus the \$50.00 application fee) whether or not the student actually started training ,either by certified mail or in person. (excluding Sunday and holidays) after signing an enrollment agreement or making an initial payment either by certified mail or in person. The postmark will determine the cancellation date on written notification, or the information is delivered to the school administrator in person. **B.** An applicant may (or in the case of a student under age, his/her parent or legal guardian) cancel his/her contract after three business days after signing, but prior to entering classes. The student shall be entitled to a refund on all monies paid to the school less an application fee (\$50.00), and a registration fee (\$100.00).

REFUND AFTER ENTERING CLASS

3. **Students receiving Title IV funds will be subject to a refund based on the Department of Education refund calculation on a payment period basis. Then a refund will be calculated on the school refund policy listed below.**

Enrollment Time	Tuition Owed to School
0.01 to 4.9%	20%
5.0 to 9.9%	30%
10.1 to 14.0%	40%
15.0 to 24.9%	45%
25.0 to 49.9%	70%
50% and over	100%

4. All money due to the applicant/student, shall be refunded within 30 days of formal cancellation by the student or formal termination by the school, which shall occur no more than 20 days from the last day of physical attendance, or in the case of absence the documented date of return.
5. Return to Title IV funds will be dealt with in the following manner. Title IV funds will be returned by using the prescribed form provided by the department of education. After the return of Title IV funds is calculated the school refund calculation will be applied.
6. All registration and application fees will be used 100% in the first payment period.
7. There will be a withdraw fee of \$150.00 for any student not completing the course.
8. In the event the school permanently closes after instruction has begun, the student will receive a pro-rata refund.

2006COMPLETION RATE : 81.48%

2006 EMPLOYMENT RATE : 86.36%

2006 LICENSURE RATE : 100%

Licensed Cosmetologist

Hair Stylist	Hair Color Technician	Permanent Wave Technician	Scalp & Hair Specialist
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Facial Expert	Make-Up Artists	Electrologist	Manicurist
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Shop Manager	Shop Supervisor
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Shop Owner Or Concessionaire

In A Beauty Shop	In A Department Store	In A Chain of Salons
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Experienced Cosmetologist Or Hair Stylist

Merchandising Field	Scientific Field	Writing Field
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Salesperson	Demonstrator Manufacturers Representative	Beauty Editor
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Buyer	Research Assistant	Editorial Assistant
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Assistant Buyer	Trade Technician	Freelance Writer
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Direct Seller	Technical Supervisor	Promotional Writer
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