

Bellingham *Beauty* SCHOOL's General Catalog

as of January 1, 2011



4192 Meridian - Bellingham, WA 98226

*Preserving the Tradition
of SERVICES through
Old-Fashioned TRAINING*

"Every decision we make about this School; from setting the Student Dress Code, to inviting visiting Guest Artists; from selecting Coaches who'll help prepare Students for Competition, to installing Wi-Fi access for Students' laptop computers - whether it be a rule, a class, an activity, or a convenience - absolutely everything exists only if we can answer "Yes" to either of these two questions:

1) Will it help the Student Pass the WA State Examinations? or,

2) Will it help the Student become successful as a working Cosmetologist?

"We are committed in preparing students from Bellingham Beauty School, to deal more accurately with Life - after they have learned both; about Cosmetology and the Real world".

*Cis Stock Kennard
& Mike Kennard*

(360) 734-1090

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for achieving a higher quality of educational experience,

**this *Beauty*
SCHOOL
follows and
adheres to these**

23 Standards

1. Only WA State D.O.L.-Approved Courses are offered.
2. School and Staff Licenses are current and prominently displayed.
3. School is staffed for effective Administration and Supervision.
4. All Staff have reviewed the written Operating Procedures.
All Staff have written Job Descriptions.
5. School's Enrollment Capacity is not exceeded.
6. Practical Experience opportunity is adequate for Students.
7. Pre-Clinic (Basic Training) Lesson Plans and Schedules prepare Students.
8. Students are never Excused from scheduled Classes for Clinic Activity.
9. Clinic-Floor Students Assigned Learning Activities between Clients.
10. All Services are performed by Students.
11. School's Clinic Floor Student Capacity is not exceeded.
12. All Instructors are State Licensed and current.
13. Staff completes 12 hours of Continuing Education, annually.
14. School Facility is Clean and Orderly.
15. Theory Classroom Facility is Adequate.
16. School's Name and Signage is Clear.
17. NO other, on-site Professional Services are performed.
18. NO other, separate-site classrooms exist.
19. Instructional Equipment is in good, working order.
20. Independent-Study Instructional Materials are always available to Students.
21. School utilizes appropriate training aids and audio-visual materials.
22. Lesson Plans are used by Instructors for each Course.
23. Completion, Licensing, and Placement Rates of previous year are published.

Owners, Administrators, Managers, Instructors, Staff, and even Students - EVERYBODY - is required and expected to actively and continually encourage, support, and enforce all of these Standards.

inside front cover (page)

"The Business Aspect of Beauty Education" or "Proper Operation of a Proprietary School"

This Beauty School, is a Cosmetology School licensed by the State of Washington, and is a privately owned business. In training its Students within the five Courses of 1) Cosmetology, 2) Barbering, 3) Manicuring, 4) Esthetics, and 5) Instructor Training, this Beauty School utilizes the following:

1. Its own building which has been wired and plumbed to commercial standards for the additional demands of teaching/practice of cosmetology, nail, and skin services. The area is commercial-zoned and is a location which is central and convenient for public traffic.

2. Its own trade-fixtures consisting of the mirrors, sinks, and individual cabinets, drawers, and counters. The furnishings such as the special-purpose chairs for facials, pedicures, and waxing. And other equipment that is highly-specialized and beauty-services related.

3. Its own staff of employees who are all Washington State licensed Instructors and further, some are Vocationally Certified.

This Beauty School makes a great effort to offer quality programs which are total and complete. This means absolutely everything about the School; from the books and materials used in the curriculum, to the wiring and plumbing in the building, to the educational background and financial status of the owner - every single element has met or exceeded very high guidelines and therefore could withstand examination for approval to Standards which are acceptable even to the Federal Department of Education of the United States Government.

When a prospective student investigates a Beauty School, some of his/her questions (what's in the Kit?, how many hours are spent on reading?, etc.) are direct and easy to know. But other things about the School (is there enough hot water?, is the wiring safe?, etc.) might not be as simple to answer. Further, things which shouldn't be hidden (the owner's police record, or the financial status of the business, etc.) still may not be obvious. Because EVERYTHING could be important and affect the success of the student, the owners of this Beauty School conduct annual self-evaluations of everything in the School, plus every few months, they actively solicit criticism and seek out feedback from Salon and Spa Professionals who they invite to visit the School premises to see extensively for themselves that EVERYTHING meets certain high standards.

Just one of the many things the owners of this Beauty School look for is the ratio of services vs. tuition for the Beauty School's total income. Ideally, it is a 50/50 ratio, where the amount of money collected from the public paying for services is equal to the amount of money paid by students for tuition. When that ratio becomes uneven, such as when the service dollars are large (business is great) and comparatively, the tuition amount is small (education is suffering), then the student's importance within the operation is not so much as someone who is Training but rather, as someone who is being exploited as an unpaid Worker. The solution to squaring the ratio back up - that of simply adjusting service prices/tuition costs - will actually end up affecting, and thereby controlling, the client supply and demand so that a student gets plenty of opportunity for live experience, but isn't abused as slave labor for the sake of the owner's business profit. (By the way, the opposite extreme - high tuition fees/low service dollars - is quite rare, but usually indicates a situation such as overpriced Schooling, or too few service customers for live experience. Then another ratio - that of the hours spent practicing on a mannequin vs. performing services on a real person - becomes very important when assessing the true value of the student's training.) The self-evaluation process and the continuing solicitation of Industry Professionals by a School, insures that whatever is in the student's best interest, to become viable and successful in the workplace, will receive the highest priority.

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The Law itself, at least indirectly, affects everyone in some way. But more specifically within a state-regulated industry providing services to the general public, the law determines or limits nearly every aspect - from learning in school to working in the salon. As part of planning a beauty education, the student should at least be aware of the system which governs the cosmetology professional he or she is considering becoming.

The following is an overview of the situation of regulation in Washington State.

Governmental Authority and Regulatory Agency

The Washington State Legislature, in 1984, and again in 1991, recognized that the practice of cosmetology involves the use of tools and chemicals which may be dangerous when mixed or applied improperly. They found it necessary, in the interest of public health, safety, and welfare, to regulate the practice of cosmetology.

[RCW 18.16.010]

The Legislature passed a bill, with the Governor signing it into law, which became commonly known as the "Washington cosmetologists, barbers, and manicurists act."

[RCW 18.16.900]

Laws are referred to as the Revised Code of Washington, and are usually abbreviated as RCW. The chapter dealing with cosmetology is 18.16 RCW. Each subject within this law has its own section, indicated by the three digits added to the chapter.

While defining the terms, specifying the licensing details, and establishing the violations, penalties, and appeals concerning the act, chapter 18.16 RCW also granted regulatory authority to the **Director of the Department of Licensing**, who then within this law, follows certain rules.

[RCW 18.16.030]

Rules are referred to as the Washington Administrative Code, and are usually abbreviated as WAC. The chapter dealing with **cosmetology is WAC 308-20**. Unlike the laws which have to be passed or repealed only by the Legislature, rules can be changed, if necessary, after a Public Hearing, by the Department of Licensing.

Throughout this catalog many of the statements are referenced with their appropriate RCW or WAC source. This is an assurance that this entire operation is legally correct. Whenever possible, policies are expressed in language as near as possible to this official form for the sake of accuracy and exactness.

Definitions

RCW 18.16.020

Some of the terms used in this industry, might be confusing for someone first looking into the possibility of attending Beauty School. So that everyone can be going the same direction, at the same speed, at the same time - here is what Yakima Beauty School; BeautyWorks (and the Washington State Law) means when we say:

"The practice of cosmetology" means the arranging, dressing, cutting, trimming, styling, shampooing, permanent waving, chemical relaxing, straightening, curling, bleaching, lightening, coloring, waxing, tweezing, shaving, and mustace and beard design of the hair of the face, neck, and scalp, and limited manicuring and esthetics.

"Cosmetologist" means a person licensed under this chapter to engage in the practice of cosmetology and who has completed sixteen hundred hours of instruction at a school licensed under chapter 18.16 RCW.

"The practice of barbering" means the cutting, trimming, arranging, dressing, curling, waving, shampooing, shaving and mustache and beard design of the hair of the face, neck, and scalp.

"The practice of manicuring" means the cleaning, shaping, polishing, decorating and caring for and treatment of the cuticles and the nails of the hands or feet, and the application and removal of sculptured or otherwise artificial nails by hand or with mechanical or electrical apparatus or appliances.

"The practice of esthetics" means care of the skin by application and use of preparations, antiseptics, tonics, essential oils, or exfoliants, or by any device or equipment, electrical or otherwise, or by wraps, compresses, cleansing, conditioning, stimulation, pore extraction, or product application and removal; the temporary removal of superfluous hair by means of lotions, creams, mechanical or electrical apparatus, appliance, waxing tweezing, or depilatories; tinting of eyelashes and eyebrows; and lightening the hair, except the scalp, on another person.

"School" means any establishment offering instruction in the practice of cosmetology, or barbering, or esthetics, or manicuring, or instructor-trainee to students and licensed under Chapter 18.16 RCW.

"Student" means a person sixteen years of age or older who is enrolled in a school licensed under Chapter 18.16 RCW and receives any phase of cosmetology, barbering, esthetics or manicuring instruction with or without tuition, fee, or cost, and who does not receive any wage or commission.

"Instructor-operator-cosmetology" means a person who gives instruction in the practice of cosmetology and instructor-training in a school and who has the same qualifications as a cosmetologist, has completed at least five hundred hours of instruction in teaching techniques and lesson planning in a school, and has passed an examination.

Bellingham Beauty School is Staffed by:

Cis Stock Kennard* Special Instructor
WA State licensed **Operator**; Cosmetologist,
Manicurist, Esthetician, and Barber, Financial Aid Administrator,
WA State licensed **Instructor**; Cosmetologist, Owner and President
Manicurist, Esthetician, and Barber

Mike Kennard Special Instructor
WA State licensed **Operator**; Cosmetologist, Business and Marketing
Barber, Manicurist, and Esthetician. Written Owner and Vice-President
WA State licensed **Instructor**; Cosmetologist,
Barber, Manicurist, and Esthetician.

Jennifer Masterson. School Manager
WA State licensed **Operator**; Cosmetologist,
WA State licensed **Instructor**; Cosmetologist,

Kristi Petrillo. Classroom Instructor
WA State licensed **Operator**; Cosmetologist. Student Tutoring
WA State licensed **Instructor**; Cosmetologist. Written Testing Instructor

Cristian Torres Night Manager
WA State licensed **Operator**; Cosmetologist.
WA State licensed **Instructor**; Cosmetologist

Michael Nelson Clinic Floor Instructor
WA State licensed **Operator**; Cosmetologist. operations & plant supplies
WA State licensed **Instructor**; Cosmetologist

* = also, Vocationally Certified by the WA State Superintendent of Public Instruction

Bellingham Beauty School is Licensed by:

Washington State Department of Licensing
Professional Division, Cosmetology Section
P.O. Box 9026, Olympia, WA 98507
(360) 664-6626

Students and prospective Students should contact the above Agency regarding the Laws in Washington State regarding Cosmetology or for any concern about his or her training

Bellingham Beauty School is Owned by:

Cis Stock Kennard (360) 739-1494 [cell phone #]
Mike Kennard and (360) 739-6453 [cell phone #]
2915 Eldridge Avenue
Bellingham, WA 98225 (360) 733-7330 [home phone #]
www.CisandMike@aol.com [e-mail]

NOTE: The School's owners publish their home and personal cell phone numbers and also home address because they expect people to contact them when they have questions!

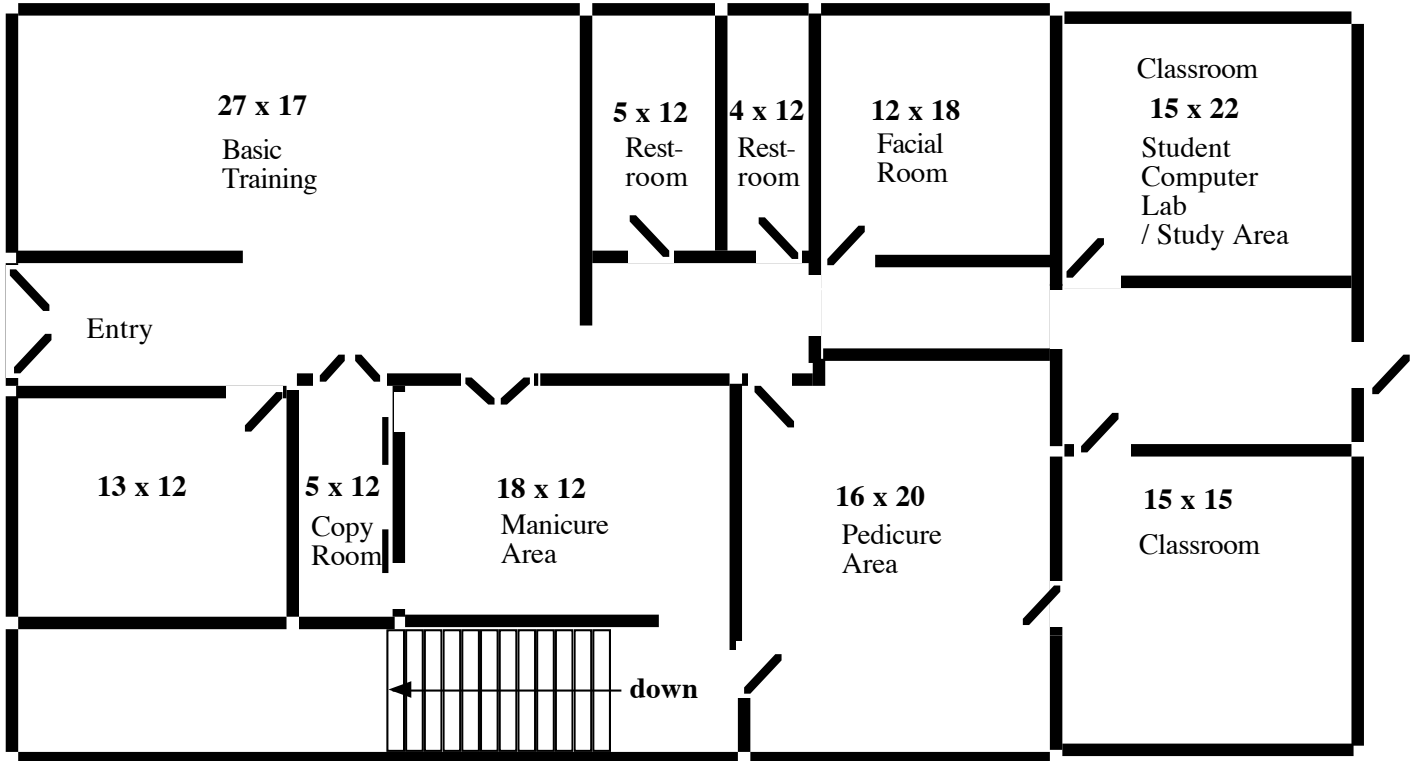
Physical Description of Facility;

(a couple of "pictures" easily is worth two thousand words)

4192 Meridian; UPPER level

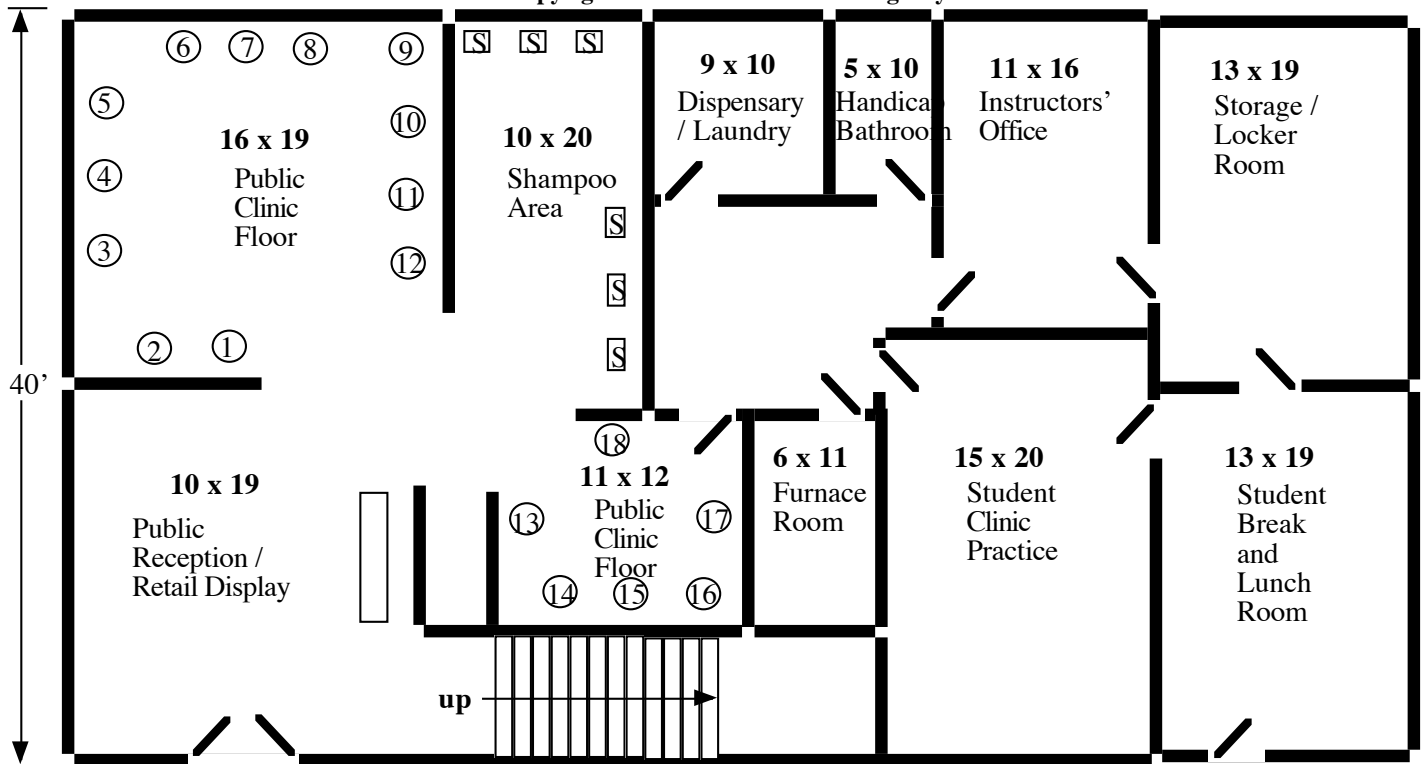
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□ = 1 ft²



4192 Meridian; LOWER level

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Admission Requirements; Cosmetology, Manicuring, Barbering, & Esthetics

ADMISSIONS AND ENROLLMENT REQUIREMENTS 1/2012, 4/2012

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology, Esthetics, Manicuring, Barbering or Instructor Training programs must:

Must be **eighteen** years of age or older

Complete an application for enrollment

Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion.

A self certification form may be accepted, confirmed by a proper evaluation at 225 hours.

In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 6 credit hours or 225 clock hours.

Instructor applicants must meet all of the above requirements and:

hold a current license as a practitioner in the field they wish to teach

complete an application for enrollment

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

Course Philosophy

The Cosmetology, Barbering, Manicuring, or Esthetics Course provides vocational training in the Beauty Industry to all those desiring such training, who then also are able to make satisfactory progress in the course. The training will provide the student with sufficient trade-related and professional-relationship skills, to obtain entry-level employment in the industry.

Methods of Instruction [WAC 308-20-080]

The actual instruction will consist of theory, class practice, and job-like situations as outlined in this School Catalog. Initially, topics will be introduced to a class-size group at a time, then actual training will be individualized as is necessary to meet the needs of each student, allowing everyone to develop to his or her potential and to initially achieve two goals; first becoming licensed as a Cosmetologist, Barber, Manicurist, or Esthetician and then being hired as an employee in a Cosmetology Salon.

Length of Course [RCW 18.16.100]

The 1800 hour **COSMETOLOGY COURSE** at this Beauty School, contains some elements from; 1) the 650 hour Manicuring Course, 2) the 650 hour Esthetics Course, and 3) additional hours of Hair Cutting and Chemical Processing. **NOTE: 1600 hours are WA State mandatory / creditable, 200 hours are elective / non-creditable.**

The **BARBERING COURSE** by itself, is offered by this Beauty School, consisting of only the barbering training of 1100 total hours.

NOTE: 1000 hours are WA State mandatory / creditable, 100 hours are elective / non-creditable.

The **MANICURING COURSE** by itself, is offered by this Beauty School, consisting of only the manicurist training of 650 total hours.

NOTE: 600 hours are WA State mandatory / creditable, 50 hours are elective / non-creditable.

The **ESTHETICS COURSE** is by itself, is offered by this Beauty School, consisting of only the esthetics training of 650 total hours.

NOTE: 600 hours are WA State mandatory / creditable, 50 hours are elective / non-creditable.

Besides the 1800 hour Cosmetology Course, the 650 hour Manicuring Course, the 650 Esthetics Course - this Beauty School, also offers a 600 hr **INSTRUCTOR-TRAINEE COURSE**.

NOTE: 500 hours are WA State mandatory / creditable, 100 hours are elective / non-creditable.

Training Guidelines [WAC 308-20-080]

This Beauty School uses a rating scale when evaluating practical student progress and in order to record that progress on a Student Progress Report. This numerical scale, which rates the student's competency in his or her attainment of learning objectives, is as follows:

- 95 = Proficient. Can completely perform the job safely, at the skill level of a practicing professional. Score is rarely achieved before final evaluation.
- 85 = Independent. Can safely perform each step within the service, with only the final result checked. Only speed & confidence from experience is lacking.
- 75 = Capable. Can perform the job completely and safely with limited supervision. Each step may be inspected and checked by an instructor.
- 60 = Trained. Requires instruction and close supervision in order to perform task safely.
- 40 = Educated. Subject understood academically, but no application or demonstrated performance.
- 10 = Introduced. Subject presented and parameters defined.
- 0 = Unexposed. No formal experience or technical knowledge in this area.

This Beauty School has designed instructional objectives which promote student progress from a beginning "10" rating to a completion "95" rating, as the terminal objective within the specified hours as required for each course. Satisfactory progress is determined by individual evaluations which are scheduled monthly for each Course. At that time, the student is provided a current copy of his or her Progress Report.

NOTE: Any numerical SCORE, from 0 to 100, is possible based on the above SCALE.

Educational Objectives - Definitions [WAC 308-20-010]

For each of the five courses; 1) Cosmetology (1800 hrs.), 2) Barbering (1100 hrs.), 3) Manicuring (650 hrs.), 5) Esthetics (650 hrs.), and 6) Instructor-trainee (600 hrs.), the following goals apply:

Student Learning Objective - Measurable outcomes expected to occur as the result of instruction. Upon completion of each area of the curriculum, the student shall pass Theory Examinations and attain a Student Progress Grade of 76; meaning he or she can perform particular tasks completely and safely with limited supervision.

Instructional Objective - Measurable evaluation of the attainment of the student learning objectives. Upon completion of each area of the curriculum, 76% of the students will be able to pass the Theory Examinations, and 76% of the students will be able to attain a Student Progress Grade of 76; meaning the individual student can perform the particular task completely and safely, with limited supervision.

Terminal Learning Objective - Final outcomes expected to occur at the completion of a course of study as a result of instruction. Completion rating of actual job readiness, Student Progress Grade of 95; the student can completely perform particular tasks safely and independently.

Completed and Graduated - is the completion of the State approved minimum hourly course of training and passage of a State-approved performance evaluation administered by the School.

Statement of Affirmative Action

This Beauty School is committed to nondiscrimination in all of its educational activities of admission, instruction, and graduation; as provided in Titles VI, VII & IX of the Federal Civil Rights Act of 1964 and the Washington State Law Against Discrimination Revised Code, which each prohibit the practice of discrimination on either the basis of race, color, creed, religion, age, ethnic origin, or sex. This Beauty School goes beyond what is required by law, by declaring an attitude of nondiscrimination for financial status, residential status, marital status, parental status (including pregnancy), sexual orientation, and physical or mental handicaps which do not preclude the ability to receive, and benefit from, training.

Statement Limiting Responsibility for Personal Property

This Beauty School will not be responsible for any articles lost or left by students. A personal storage locker is provided by the School as a convenience for each student's use; the responsibility of securing and locking it is entirely the user's. The School reserves the right to inspect any locker. Personal property; items or the contents of any locker, station, shelf, or hanger abandoned (abandonment defined: as no formal contact with School Officials instructing them regarding personal items) for more than 7 calendar days, becomes the sole property of the school.

Operations Schedule and Calendar

This Beauty School can be open (available/possible) for clinic floor business and student training, six days per week; each day, from 6:00AM to 10:00PM, Monday through Saturday. Most of the Individual Student Programs are scheduled (exist/occur) 4 days / week, Tuesday through Friday. There are two Programs; Full-Time, and Three-Quarter-Time. The specific time periods within those days are by arrangement. Note: When dictated by extremes in weather, a Student's regular 8, 6, or 4 hour/day schedule, if not actually reduced, may be at least temporarily shifted, for example: 1) to rotate operations to begin delayed; starting later in the day because of an over-night snowfall, or 2) to rotate operations to begin earlier in the day to avoid the afternoon heat. The School is closed Sundays. The School is also closed for the four Legal Holidays of New Year's Day, Independence Day, 3-day Thanksgiving Weekend, and Christmas Day, when those dates fall on an otherwise regular School day. Other Legal Holidays all fall on Sunday, except Memorial Day and Labor Day which are always on Mondays, when there are not scheduled any Programs. SPECIAL NOTE: please check current year's calendar for possible extra closed days; eg: an added Saturday closure when New year's, July 4th or Christmas falls on a Friday, etc.

Class Starting Dates

This Beauty School uses a slightly segmented enrollment plan where a student may begin every 60 days; usually on the first Tuesday of every other calendar month. A secondary or later "start" is sometimes possible; the student would make up the missed first days of Basic Training by taking that class later, along with those next new students in that following start. (Sort of like arriving late at the theater, but staying after intermission for the picture's next beginning, in order to see the whole movie.) This Beauty School does NOT have "open" enrollment where students may begin at any time. The reason is that offering training in such a way as to always afford an entry level, then virtually dictates that all training in following weeks will have to remain at that same entry level. Instead, quality training should be progressive; the student able to perform not until the second week tasks formerly impossible in the first week. And by the third week, the student should be able to perform tasks unimaginable in that first entry week, etc. At the risk of seeming somewhat less convenient, may we suggest that 60-day gaps between starts is a small price to pay for maintaining the excellence of a curriculum offering truly progressive training.

Transfer Students

Notwithstanding the starting dates above, a student past the Basic Training portion of his or her Beauty School training at another institution in Washington State, and now desiring to enroll at this Beauty School, may begin immediately after satisfactorily passing a general-knowledge and practical-ability evaluation. Any prior hours must be sufficiently documented and accompanied by a Release of Financial Obligation signed by the previous School. For students who received training from a School outside of Washington State, the transfer of actual earned hours, is subject to approval by this Beauty School as to whether those hours compare exactly to the curriculum acceptable to the Washington State Department of Licensing.

Special Consideration for Currently Licensed Cosmetologists

Any Washington State Licensed Cosmetologist is welcome to attend as a Student in either the Esthetics or Manicuring Programs. CREDIT FOR PREVIOUSLY EARNED HOURS of FORMAL TRAINING (of course, only those hours earned in the very same subject as the new program) will be granted upon 1) certified documentation (a notarized copy of the Student's last Monthly Report showing cumulative hours by category), and 2) receiving a score on a written exam that is commensurate with that number of hours. PLEASE NOTE: Hours granted can never exceed actual hours earned, and will probably be somewhat less, due to loss from erosion of knowledge over time and the advent of new products, equipment, and methodology since last schooling. This Beauty School can only allow credit for actual SCHOOLING; work experience, while certainly useful and valuable, is not creditable toward the licensing requirement of Course completion.

Career Opportunities; aka: DREAM

What a wonderful place to be in the world of Cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation:

COSMETOLOGY

Professional Stylist
Platform Artist
Product Representative
Salon Owner or Manager
State Board Member
State Board Examiner
Image Consultant

BARBERING

Professional Barber
Platform Artist
Product Representative
Equipment Representative
Shear & Clipper Repair
Shop Owner
State Board Member
State Board Examiner
Styles Consultant

MANICURING

Professional Nail Technician
Nail Care Specialist
Synthetic Nail Technician
Nail Salon Manager
Platform Artist
Product Representative
Retail Specialist

ESTHETICS

Professional Esthetician
Skin Care Specialist
Makeup Technician
Dermatology Technician
Plastic Surgery Support
Product Representative
Spa Owner or Manager
State Board Member
State Board Examiner
Image Consultant

INSTRUCTOR

Private School Instructor
Public School Instructor
Image Consultant
Product Representative
Director of Education
School Administrator
Platform Artist
Board Member/Examiner
School Owner/Manager
Educational Consultant

Career Considerations; aka: REALITY

This Beauty School feels that Students interested in pursuing a career in Cosmetology, Barbering, Manicuring, Esthetics, or Instructing - should consider all aspects of such a decision. **Persons who want to become a successful professional must:**

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and also be able to follow a client's directions.
- Keep abreast of the latest fashions and beauty techniques.
- Work long hours while building a personal clientele in order to make the desired income.
- Make strong commitment to the educational process and finish school.
- Learn business skills in order to operate his/her own Spa or Salon.

In addition, Students should be aware that:

- Work can be arduous and physically demanding because of long hours standing with hands at shoulder level, sitting over a Nail Tech's table, or bending forward at the head of a facial chair/bed.
- A personal investment may be required for advertising and promotions such as printing business cards.
- There will be exposure to various chemicals and fumes which may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and initially paid at Federal and State minimums, may include straight salary, salary plus commission, straight commission, retail commission, or independent contracting (renting space and equipment from an existing salon.)

This *Beauty* SCHOOL's 1 - 15 Step ENROLLMENT PROCEDURE

(Your) DEGREE of interest:	What the STUDENT(you) Need to Do:	What the SCHOOL (we) Promise:	the LEVEL both of (us) are at:
<p>1 INQUIRE. Prospective Student has telephoned, or walked into, the School.</p>	<p>2 Give his or her first name and method to contact; (telephone number or address).</p>	<p>3 1. To answer Questions re: Class Schedule, Course Cost, Program Length, etc. 2. Set up a time time for person to come in for tour.</p>	<p>BEGINNING <i>"Thanks for Calling/We'll talk again!"</i></p> <p>no commitments</p>
<p>4 TOUR. Person tours; becomes familiar with the Facility, observes the Operation, & understands the Programs.</p>	<p>5 Show up for appointment. Total time: 15-20 minutes. Absolutely NO obligation</p>	<p>6 1. To hand out info packet with Catalog & Flyers. (note: printed materials are sometimes mailed out; but we'd rather meet you in person.) 2. Reserve person a place in next the available Class.</p>	<p>FIRST <i>"YES, you would be able to start then!"</i></p> <p>School is committed, Student is still open</p>
<p>7* APPLY. Person provides basic information necessary for computer to calculate available Financing Plan.</p>	<p>8* Answer simple questions. Total time: 8 minutes. NO obligation to attend.</p>	<p>9* To calculate exact cost of Financing. Person can start School after paying (& receiving!) only the KIT [amount] of the entire Course cost.</p>	<p>SECOND <i>"\$_____ will be your TOTAL cost!"</i></p> <p>School is committed, Student is still open</p>
<p>10 ENROLL. Person fills out required forms to establish a Permanent Student File</p>	<p>11 Buy a KIT. Guarantees place in next class start. NOT obligated (but very likely that person plans to)</p>	<p>12 Provide Tools, Supplies, and Textbooks, (KIT) for new Student to use (and to keep afterwards) in training.</p>	<p>THIRD <i>"Everything is ready and set!"</i></p> <p>School is committed, Student is still open</p>
<p>13 ATTEND. Person arrives on First Day, starts training for new Career.</p>	<p>14 Punch-in Timeclock to start earning hours for State License. OBLIGATED (but cancellable at ANY time.)</p>	<p>15 To welcome you and present an orientation.</p>	<p>FINAL <i>"You are now on your way!"</i></p> <p>School is committed, Student is committed.</p>

*** These steps are not required for Public High School / Running Start Program Students, nor necessary for Students who are referred by a Governmental Agency such as WA State DVR.**

Please note: There is no "timetable" which limits, or even schedules, the RATE at which a future student could go from one Step to the next. This means that it would be (literally) possible for someone to walk into the School on a Friday, spend approximately 90 minutes, go all the way from Step 1 to Step 12, and, on the next Tuesday, begin attending; finishing the FINAL Level - assuming a new Class was starting on that day.

Cosmetology Course Outline

Required Subjects / Hours for Theory, Classroom, and Clinic Training

Subject	Basic Training; pre-clinic	Theory Class	Clinic Floor Services units @ rate = hours	School Elective require	Grand Totals
(from the Manicuring Course)	100	10	150 @ 1.0 = 150		260
Nails			60 @ .5 = 30		30
(from the Esthetics Course)	90	10	25 @ 2.0 = 50		150
Hair Removal			10 @ .5 = 5		5
Scalp and Hair Analysis	14	5	35 @ 1.0 = 35		54
Permanent Waving	50	15	40 @ 1.5 = 60		125
Chemical Relaxing	20	5	5 @ 2.0 = 10		35
Hair Cutting	60	10	200 @ 1.25 = 250		320
Shampooing	10				10
Artificial Hair / Styling	60	10	210 @ 1.38 = 290		360
Hair Coloring	40	15	60 @ 1.8 = 110		165
Chemical Hazards	30				30
Sanitation	8	5	25 @ 1.0 = 25		38
First Aid & Safety	18				18
*School Electives	*32			*168	*200
<hr/>					
part of WA State req. min. hrs. Total	500	85	1015		1600
*Elective, NON-Creditable hrs. Total	*32			*168	*200
Course as offered; all hrs. Grand Total	532	85	1015	*168	1800

* part of the 200 elective hours required by this Beauty School, which are considered NON-creditable towards the required 1600 hour total as specified by WA State Law in [WAC 308-20-080]

Barbering Course Outline

Required Subjects/Hours - Training, Theory, & Practical Requirements

Subject	Basic Training; pre-clinic	Theory Class	Clinic Floor Services units @ rate = hours	School Elective require	Grand Totals
Diseases	75				75
Safety	55				55
First Aid	25				25
Shampooing			224 @ .5 = 112		112
Scalp & Hair Analysis		50	1 @ 1.0 = 10		60
Haircutting-head			336 @ 1.25 = 420		420
Haircutting-facial			80 @ 1.0 = 80		80
Styling & Styling Aids			70 @ 1.0 = 70		70
Artificial Hair			1 @ 5.0 = 5		5
Sanitation			108 @ 1.0 = 108		108
In-Salon; Externship			100		100
*School Electives				*100	*100
part of WA State req. min. hrs. Total	155	50	795		1000
*Elective, NON-Creditable hrs. Total				*100	*100
Course as offered; all hrs. Grand Total	155	50	795	*100	1100

*Part of the 100 elective hours required by this Beauty School, which are considered NON-Creditable towards the required 1000 hour total as specified by WA State Law. in [WAC 308.20.080]

Instructor-Trainee Course Outline

Required Subjects/Hours - Training, Theory, & Areas of Participation

Type of Training	Theory	Classroom Observation & Participation	Clinic Observation & Participation	School Electives	Grand Total
(1) PREPARATION for classroom activities including, but not limited to: (a) Choice of teaching methods; (b) Classroom setup; (c) Topic/subject matter; (d) Student assignments; (e) Materials and supplies; and (f) Recordkeeping.	36	120			156
(2) PRESENTATION of information including, but not limited to: (a) Lectures (oral and written); (b) Demonstrations; (c) Questions and answers; (d) Project methods; and (e) Discussions.	30	100			130
(3) APPLICATION of practice including, but not limited to: (a) Clinic supervision; (b) Classroom management; and (c) Client relations.	18	60	40		118
(4) EVALUATION by the instructor-trainee of the student's understanding and performance including, but not limited to: (a) Written/practical assessment; and (b) Communication skills.	12	40	44		96
(5) ELECTIVES required by this School (a) Business; Public Speaking, (b) Business; Community Service, (c) Business; Starting a Salon.	*15 *20 *30	*5	*20 *10	*20 *40 *40	
part of WA State req. min. hrs. Total	96	320	84		500
*Elective, NON-Creditable hrs. Total	*65	*5	*30	*100	*100
Course as offered; all hrs. Grand Total	161	325	114		600

*Part of the 100 elective hours required by this Beauty School, which are considered NON-Creditable towards the required 500 hour total as specified by WA State Law. in [WAC 308.20.105]

Use and Training of Instructor-Trainees

[WAC 308-20-107]

1. Instructor-trainees cannot be used to replace a licensed instructor for the training of students. Instructor-Trainees must be under the supervision of a licensed instructor at all times.
2. Direct supervision means a) inspection of work, and b) physically present.
3. D.O.L. must be notified of name & address of Trainee 7 days in advance.
4. Must have a current, valid professional license to receive credit.
5. Instructor-trainee credit must be in same categories as School's initial programs
6. Trainees may not receive credit/be used for more than 600 hours total.
7. No Instructor-trainee may receive any wage or commission

(Notes)

Satisfactory Progress Policy

Satisfactory Progress in Attendance and Academic work is a requirement for all Students enrolled in this Beauty School. Note: Student receiving funds under any Federal Title IV Financial Aid Program, must maintain Satisfactory Progress in order to continue eligibility for such funds.

Attendance Progress:

Full Time: Defined as 24 hours per week AVERAGE, each week, **3/4 Time:** Defined as 16 hours for each week. Maximum Calendar Time:

The maximum calendar time a Student has to complete the Course is the number of weeks, multiplied by either: 24 or 16 (hours / week) to equal the Course length in hours. eg: Cosmetology 1800 hours = 60 weeks, Or 72 weeks @ 3/4 time. Manicuring Esthetics, Instructor Training @ 650 hours = 27 weeks , Or 41 weeks @ 3/4 time

Academic Progress

The following factors will be measured to determine Academic Progress:

Theory work Practical work Laboratory work

All work will be graded according to the following scale:

95 = Proficient Can completely perform the job safely, at the skill level of a practicing professional. Score is rarely achieved before final evaluation

85 = Independent. Can safely perform each step within the service, with only the final result checked, Only speed and confidence from experience is lacking.

75 = Capable. Can perform the job completely and safely with limited supervision. Each step may be inspected and checked by an Instructor.

60 = Trained. Requires instruction and close supervision in order to perform task safely.

40 = Educated. Subject understood academically, but no application or demonstrated performance.

10 = Introduced. Subject presented and parameters defined.

0 = Unexposed. No formal experience or technical knowledge in this area.

Beauty School has designed instructional objectives which promote Student progress from a beginning "10" rating to a completion "95" rating as the terminal objective within the specific hours as required for each course. Satisfactory Progress is determined by individual evaluations which are scheduled monthly. At that time, the Student is provided a current copy of his or her Progress Report.

NOTE: Any numerical SCORE from 0 to 100, is possible based on the above SCALE.

Determination of Progress

Evaluations will be conducted by the School's Administration the first business day of each quarter.

Satisfactory: Students with an Academic score of 75 or more for Theory, Practical, and Laboratory work., **PLUS** at least (minimum average of) 24 rs attendance / week for full-time, 16 hrs attendance for 3/4 time.

NOTE: Attendance is also evaluated on a cumulative basis; At each evaluation (the first of every quarter) the attendance for that quarter will be added to the total attendance from the previous quartersto determine whether the Student will complete the course within the maximum time frame as established by this Policy.

Students meeting minimum requirements at evaluation will be considered to be making Satisfactory Progress until the next scheduled evaluation.

Students failing to meet minimum Progress requirements will be placed on Probation for one quarter, with the opportunity to meet the requirements for the next evaluation period. Both grades and attendance are used to evaluate the Student's Progress. During Probation, the Student is considered to be making Satisfactory Progress, and Financial Aid Funds may be disbursed to eligible Students.

Students failing to make Satisfactory Progress are not eligible to receive Title IV Funds.

At the end of the Probationary period, the Student's Progress will be re-evaluated. If the Student is meeting minimum requirements, he or she will be determined to be making Satisfactory Progress. If the Student fails to meet minimum requirements, he or she will be terminated from the School, in lieu of submitting an Appeal. If the School accepts and agrees to the Appeal, the Student is placed on Probation. No more than a total of three (3) Probationary periods will be allowed during the Student's entire enrollment.

Appeal Process

Students who are Terminated after failing to achieve minimum requirements may appeal this determination. The Student must submit a Written Appeal the School's Administration, along with any supporting documentation, argument (reasons) why the decision to Terminate should be reversed, and a request for re-evaluation of Satisfactory Progress. The School's Administration, within five (5) business days of Termination, must receive this Written Appeal. Should the Student fail to Appeal this decision, the Termination will stand.

An Appeal Hearing will take place within five (5) business days of receipt of the Written Appeal. This Hearing will be attended by the Student, the parents / guardian if the Student is a dependent minor, the Student's Assigned Instructor, and the School's Administration. A decision on the Student's Appeal will be made within three (3) business days and communicated by the School's Administration in writing to the Student. This decision will be final.

Leaves of Absence

Students returning from a leave of absence or other official interruption of training must return to the School in the same Satisfactory Progress status they had prior to departure. Attendance requirements will be revised/adjusted by the same number of days.

Withdrawals / Course Incomplete

Any Student who withdraws from his or her Contracted Enrollment or fails to complete his or her training will have a notice placed in his or her file as to Progress at the point of withdrawal.

Repetition

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.

A Student failing to meet minimum Satisfactory Progress requirements at the point of withdrawal will be placed on Probation for one month when accepted for re-enrollment.

Non-credit remedial course has no effect on a Student's Satisfactory Progress status in this School.

Student signature

date signed.

"KITS"

IMPORTANT NOTE: This Beauty School does NOT require beginning Students to become the School's retail customer - by forcing them to purchase a lot of unnecessary equipment, materials, and supplies. There are, however, a few items for personal use, which are minimally necessary for training.

These items may be purchased from various sources; such as, Sally's Beauty Supply, Cosmo Prof, OPI, Thompson Publishing, and Pivot Point International.

for Cosmetology Course; \$259.25 estimate

\$99.25 for the Text Books and about \$160 in equipment are SUGGESTED for this course and a list of individual items is available upon request

for Manicuring Course; \$294.90 estimate

\$100.95 & \$53.95 for the Text Books and about \$140 for equipment are SUGGESTED for this course and a list of individual items is available upon request

for Esthetics Course; currently not available

Text Books and equipment are required for each course and a list of individual items is available upon request

for Instructor-Trainee Course; not available

Text Books and equipment are required for each course and a list of individual items is available upon request

for Barbering Course; currently not available

Text Books and equipment are required for each course and a list of individual items is available upon request

Anything needed for training which is not included in this estimate, is provided by the School at NO additional cost

In addition to the tuition costs, and these estimated expenses, above, there are Fees charged by the State of Washington prior to licensing;

Practical Exam: \$110; Written Exam: \$50; License Fee: \$25; Processing Fee: \$5

Important notes:

All students share disposable-type supplies provided by the School, plus issue of individual amounts of some products for convenient inventory / use.

The School maintains sufficient quantities of "durable" (non-disposable) hardware, such as the thermal equipment of blow dryers and curling irons, cutting implements such as clippers, and styling tools such as roller sets and permanent wave rods - for the shared use by the students either practicing in Basic Training Class or performing Client Services on the Clinic Floor.

Options for Paying Tuition Bellingham Beauty School

Tuition for 1800 Hours is \$13,500; an overall average rate of \$7.50 per hr.

effective
July
2011

Cosmetology

Option 1;

All Cash

Total of \$13,500 paid in full.

Option 2;

Monthly Payments

Requires Down Payment of \$2700 and 12 Monthly Payments of \$900.

Option 3;

Loans Only

Assumes qualifying for a Direct Loan of \$3500 and additional Loan(s) of \$4200 first Academic Year, and a Direct loan of \$4500 and additional loan of \$1500 for second Academic Year.

Option 4;

Loans + Cash

Assumes qualifying for a Direct Loan of \$3500 and Cash of 3037.50 @ \$833.33 / month x 8 months for the first Academic Year and a Direct loan of \$4500 second Academic Year and \$1462.50 Cash.

Option 5;

Pells + Loans

Assumes qualifying for Pell Grant of \$5550 and Direct Loan of \$1987.50 for the first Academic Year and Pell Grant of \$5550 & cash payment \$412.50 second Academic Year.

Option 6;

Pells + Cash

Assumes qualifying for Pell Grant of \$5550 and Cash of \$1987.50 @ \$248.44 / month x 8 months for the first Academic Year and Pell Grant of \$5550 and cash of \$412.50 second Academic Year.

Tuition is scheduled and charged at the following rates:

\$8.75 / hr for 1st 450 hours; \$3937.50 total

\$8.00 / hr for 2nd 450 hours; \$3600 total

= avg rate of \$8.375 / hr; \$7537.50 total,
first-half of course; one academic year

\$7.25 / hr for 3rd 450 hours; \$3262.50 total

\$6.00 / hr for 4th 450 hours; \$2700 total

= avg rate of \$6.625 / hr; \$5962.50 total,
second-half of course; one academic year

NOTE: All loans are subject to a Bank fee of 3%; gross borrowed amounts shown

Graduation Requirements/Type of Document *

After satisfactory completion of appropriate number of hours of instruction, the STUDENT may then apply to take both; the Practical and the Written Department of Licensing Exams to become licensed in Washington State, and if receiving a passing grade in all areas, will receive a Washington State License. To graduate from this Beauty School and to receive a Beauty School DIPLOMA, the STUDENT must take and pass both: the SCHOOL'S Practical Final and the SCHOOL'S Written Final examinations, satisfactorily complete all of the SCHOOL'S practical experience requirements, and completely satisfy all financial obligations to the SCHOOL.

Cancellation and Settlement (Refund) Policy*

1. Rejection. An applicant rejected by the SCHOOL shall be entitled to a refund of all monies paid.
2. Three-day Cancellation. All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment. 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 refund is irrespective of whether training has actually started.
3. Other Cancellation. An applicant subsequently requesting cancellation (after 3 business days, but prior to entering classes) shall be entitled to a refund of all monies paid .
4. For STUDENTS terminating training after entering the SCHOOL and starting the enrollment period, IN ADDITION TO A \$100 WITHDRAWAL FEE, the SCHOOL shall retain the following percentages of tuition corresponding to the percentages of time attended:

PERCENTAGE OF ATTENDANCE TO TOTAL ENROLLMENT PERIOD	PERCENTAGE OF TUITION RETAINED BY SCHOOL	Attendance time is defined as: the actual, elapsed hours between the starting date and the date on which the STUDENT formally terminates enrollment. A termination refund shall be calculated upon the STUDENT'S last day of physical attendance; he/she was literally IN the SCHOOL.
.01% to 4.99%	20%	
5% to 9.99%	30%	
10% to 14.99%	40%	
15% to 24.99%	45%	
25% to 49.99%	70%	
50% and over	100%	

PLEASE NOTE: Any termination initiated by the STUDENT or the STUDENT's actions, is subject to the \$100 Withdrawal Fee.

5. Any monies due the applicant or STUDENT shall be refunded within 30 days of formal cancellation by the STUDENT as defined in item 2, above, or formal termination by the SCHOOL, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.
6. Total equipment & fees are not considered in tuition refund computation. In the event of early termination, monies paid for any books and equipment that are not actually issued, will be separately refunded. The kit, fees and books, regardless of whether issued or used, shall continue to remain property of the SCHOOL until satisfaction of the STUDENT's total financial obligation to the SCHOOL.
7. 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.
8. If a course is cancelled subsequent to a STUDENT's enrollment, the SCHOOL shall provide a full refund of all monies paid.
9. In the case of a Title IV borrower who is a first time STUDENT & withdraws on or before the 60% point of the enrollment period, a pro rata refund (as defined by the Dept. of ED.) will be made if it provides a larger refund to the STUDENT than the SCHOOL's Refund Policy.

Employment Assistance *

The SCHOOL makes no guarantee of jobs for its graduates, but does pass along to the STUDENTS information from prospective employers both within and outside of the Whatcom County area.

** the information in the Catalog under this heading also appears as part of the Enrollment Agreement Contract*

This Beauty School's Policy Statements on:

SEVERE INFRACTION / DRASTIC ACTION

Notwithstanding: A) each of the specific Policies; B) the obvious and reasonably implied Rules from those Policies; or C) any penalty or corrective punishment:

whenever a Student's behavior, in the sole opinion of the School's management, becomes uncontrollable, counter-productive, or generally unacceptable, s/he becomes immediately unwelcome on the School premises. Because punishment to deter future occurrences is not as important, as is the need for immediate relief, any penalty or corrective punishment is not applied. Instead, in these severe instances, the student is instantly suspended from School, and must remove him/herself and all his/her personal belongings as soon as possible.

Creditable Hour [WAC 308-20-10]

Only those hours of training while the Student is performing or receiving instruction in the subject areas listed in the Course Outline, as stated in WAC 308-20-080 and 308-20-105 are counted in earning the required minimum for exam eligibility. Specifically, any time spent by a Student "on a break" or for "taking lunch" is NOT creditable. Therefore any Student earning more than 4 creditable hours in a day, who is required by the School to take a total of at least 1/2 hour break, will actually be on campus longer than his or her creditable time.

Suspensions, Dismissals, and Student Readmission

This Beauty School reserves all rights to consider, at their complete and total discretion, whether or not to allow a suspended Student to return, irrespective whether the reason for the suspension or dismissal was a documented deficiency in the area of attendance, appearance, conduct, attitude, ability, responsibility, academics, or theft. Such consideration is given on a case-by-case basis, and must be requested, in writing by the Student. The School will formally respond to that request, with a final determination, within three business days.

School Records and Directory Information

Federal Law prohibits this Beauty School from publicly releasing even directory type information unless the Student, his/her Guardian, or his/her Parent (if the student is under age 18) notifies the School, in writing, that such information is to be released; giving his/her consent. But regardless of that consent, **SCHOOL POLICY IS TO NOT GIVE OUT A STUDENT'S OR STAFF'S ADDRESS OR TELEPHONE NUMBER TO A STRANGER, ESPECIALLY OVER THE PHONE.** Directory information is defined as: the student's name, address, telephone number, date and place of birth, dates of attendance, awards and certificates received, and most recently previous school attended. The School ordinarily might use such information for publications of awards, etc. Information other than Directory information is considered confidential and only available to Students, his/her Guardian, and Parents, along with access, as well as by the School's Staff, when appropriate.

Student's Right to His/Her File

The Family Educational Rights and Privacy Act of 1974 guarantees parents, guardians, and students (age 18 and over) the right to review records and control the use of those records. This Beauty School bases, on that law, the following:

1. All student **records will be made available** to Students (age 18 or over), his/her Guardian, and Parents for review upon request. Reasonable fees will be charged for time & copying.
2. Students (age 18 or over), his/her Guardian, and Parents will be **informed whenever* copies of records are released** to anyone outside of this School.
3. Students (age 18 or over), his/her Guardian, or Parents **may challenge any part of the contents** of student records.
4. **WARNING:** *Students, Parents, and his/her Guardian) should be aware that an Accrediting Agency, such as the one with whom this Beauty School is affiliated; NACCAS; The National Accrediting Commission of Cosmetology Arts & Sciences - has the legal right to request and receive any and all Student Records from the School, but without any obligation to request permission, nor any responsibility for notification to the Student, his/her Guardian, or Parents. And therefore this Beauty School does have an obligation to inform you, this one time*, of such a possibility. (However, the School additionally chooses to assume the subsequent responsibility to inform Students, his/her Guardian, and Parents of any particular request from, and compliance by, the School; see # 2, above. In other words, for any requested and released copies of Student information, it is the School's Policy to make a reasonable effort to let the Student, his/her Guardian, or Parents know about it.)*

NOTE: As required by WA State Law, all of each Student's Final Records will be maintained by the Beauty School for at least four years. [WAC 308-20-040]

Career Guidance and Individual Advisement (Counseling)

Most of the advising at this Beauty School deals with some form of individualized guidance for the student, in order for him/her to receive the most benefit from his or her time while enrolled, and to develop eventually to his or her highest potential professionally. This is advisement that is initiated by the School.

There is also advisement which can be student initiated. Because of this possibility, all instructors and staff members are always approachable by any student who is desiring of a formal sharing with them of: information, ideas, experience, advice, or just an opinion. Topics and tone may range: from personal to professional, from fanciful to medical, from practical to ethical, and from friendly to deadly.

Every student request is treated as important, just as every School reaction is based on each individual case. Perhaps most importantly, when matters require a knowledge or expertise outside of the Cosmetology field, or when the situation becomes somewhat beyond their capabilities, the management and staff are experienced in recognizing such a need, and are quick to obtain, outside professional assistance.

(notes)

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(notes)

page 24

Here is what we have to say as far as "Rules" go,
(and really believe is all that should be necessary!)

Policy "BE"*

Attendance Policy = **Be Here.**

Appearance Policy = **Be Decent.**

Conduct Policy = **Behave.**

Responsibilities Policy = **Be Fair.**

Anti-Theft Policy = **Beware.**

the "3 R's"*

Satisfactory Progress Policy's

Attendance Progress = **Regular**

Academic Progress = **Ready**

Practical Progress = **Reliable**

We trust we never need be any more detailed;
everyone means the same when using words
like: decent, fair, ready, or reliable.

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inside back cover (page)

Bellingham *Beauty* SCHOOL's General Catalog

as of January 1, 2011



4192 Meridian - Bellingham, WA 98226

*Preserving the Tradition
of SERVICES through
Old-Fashioned TRAINING*

"Every decision we make about this School; from setting the Student Dress Code, to inviting visiting Guest Artists; from selecting Coaches who'll help prepare Students for Competition, to installing Wi-Fi access for Students' laptop computers - whether it be a rule, a class, an activity, or a convenience - absolutely everything exists only if we can answer "Yes" to either of these two questions:

1) Will it help the Student Pass the WA State Examinations? or,

2) Will it help the Student become successful as a working Cosmetologist?

"We are committed in preparing students from Bellingham Beauty School, to deal more accurately with Life - after they have learned both; about Cosmetology and the Real world".

*Cis Stock Kennard
& Mike Kennard*

(360) 734-1090

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