



NORTH FLORIDA COSMETOLOGY INSTITUTE, INC.

Training students for rewarding careers in:

**COSMETOLOGY 1200
COSMETOLOGY 1500
BARBER
SKIN CARE
NAIL TECHNOLOGY
FULL SPECIALIST
PERMANENT MAKE-UP
HAIR BRAIDING**

2424 Allen Rd
Tallahassee, Fl 32312
(850) 878-5269

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PRESIDENT'S MESSAGE

Welcome to North Florida Cosmetology Institute.

We specialize in preparing men and women for rewarding careers in the cosmetology and barbering industries. At NFCI, we place a high value on individual creativity. In each of our programs, you will find a combination of dedication from our faculty and enthusiasm, desire, and creativity from our students. Those elements create an exciting learning environment.

Cosmetology and barbering are very versatile professions! Whatever your talent and interests are, we are here to teach you, train you, and help guide you to a career for a lifetime. We are eager to help you take advantage of the opportunities in these professionally and financially rewarding fields.

I urge you to take a serious look at our programs, and cordially invite you to visit our school. You will be taken on a tour of our classrooms, library, and clinic where students apply the skills they are being taught by working on their models and patrons. You are encouraged to meet with our faculty and staff. We are here to help you plan your future.

Anita Coppedge
School President

HOURS OF OPERATION

TUESDAY, WEDNESDAY, & THURSDAY 9AM – 9PM
FRIDAY & SATURDAY 9AM – 5PM
SUNDAY & MONDAY - CLOSED

NONDISCRIMINATION NOTICE

North Florida Cosmetology Institute, Inc. does not discriminate on the basis of race, color, sex, religion, ethnic origin, age, or handicap in admission, the treatment of, or employment in its programs and activities. The facility is accessible to, but the institution does not offer any special services to the handicapped. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Anita Coppedge and/or Kimberly Matthews, North Florida Cosmetology Institute, Inc., 2424 Allen Rd, Tallahassee FL, 32312 (850) 878-5269. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormack, POCH, Room 222, Boston, MA 012109-4557.

ADMINISTRATION

Anita Coppedge, School President, Co-owner
Kimberly Matthews, School Vice President, Co-owner
Anita Coppedge, Director of Education

STAFF

Anita Coppedge - Owner - Skin Care, Nails License # FS6796 - Florida School of Esthetics & Nails
Kimberly Matthews -Owner - Skin Care, Nails License # FS5893 - Lively Vo-Tech
Christine Player - Cosmetology License # CL0221825 - Washington Holmes Vo-Tech Center
Joni Harvey - Cosmetology License # CL0109650 - Lively Vo-Tech Center
Susan Shields-Barber Instructor License # BB23374 - Lively Vo-Tech Center
John Harrington – Financial Aid Director
Stephanie Gutierrez – Administrative Assistant

ACADEMIC CALENDAR

North Florida Cosmetology, Inc. operates on a year round basis. Classes begin on the first Tuesday of each month with the exception of July and December. NFCI is closed on the following holidays: Memorial Day, the week of Independence Day, Labor Day, Thanksgiving Day and the two days after, Christmas Eve Day thru the Tuesday after New Years Day.

STATEMENT OF LEGAL CONTROL

NFCI is legally incorporated under the laws of the State of Florida. The President of the corporation and Chief Executive Officer is Ms. Anita Coppedge.

MISSION STATEMENT

It is the intent of North Florida Cosmetology Institute to thoroughly train each student in the art and science of Cosmetology, Barbering, Nail Technology, and Skin Care to obtain gainful employment within the industry.

PROGRAM GOALS

- The student will develop habits of good workmanship and the orderly performance of the various tasks in a beauty salon or barber shop.
- The student will develop the technical skills required in the practice of a beauty culture and all aspects of barbering.
- The student will learn to select wisely, care for, and use properly the commercial products that are related to the application of beauty and barbering treatments.
- The student will be encouraged to keep abreast of the new and unique developments in the practice of their elected course of study.
- The student will strive for the establishment of methodical, effective habits of performance. Students are taught to cooperate with an employer, employees and patrons.
- The student will prepare for state board examinations in order to obtain a license to practice barbering and cosmetology.

CLOCK HOURS

NFCI Inc. operates on clock hours. A clock hour of classroom instruction is 60 minutes.

SCHOOL LOCATION, FACILITIES AND EQUIPMENT

North Florida Cosmetology Institute, Inc. is conveniently located at 2424 Allen Rd, Tallahassee FL, 32312 with ample parking. The facilities are constructed and equipped in accordance with the State Department of Health Services guidelines. There are separate rooms for theory, practical and clinical. The school is arranged so the instructors have full view of the classrooms. In the clinic, there are adequately equipped workstations. We offer the same quality and type of equipment currently used in salons, and it is kept in excellent working condition. The school provides all equipment necessary for the teaching of all subjects in the curriculum, and space for students to work and concentrate on their studies. A library consisting of reference books and visual aid equipment are available at all times. The school has central heating and air conditioning and is well ventilated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

NFCI Inc. complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of education and establishes the right for students to inspect and review their educational records under the supervision of an instructor and/or a member of the administration. In addition, this act provides for a student's cumulative records to be released only upon written instruction and/or written permission from the student, and guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Information pertaining to a student will only be released after the student gives written authorization. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the Institution to comply with the Act. Questions regarding this policy should be referred to the school president. The parent(s) or guardian of any minor student may inspect and review the student's educational records upon written request to the school's Director of Education.

ACCREDITATIONS AND LICENSES

NFCI Inc. is accredited through the National Accreditation Commission of Cosmetology Arts and Sciences (NACCAS), located at 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302, 703-600-7600 or Fax 703-379-2200. The National Accrediting Commission of Cosmetology Arts and Sciences is recognized by the US Department of

Education and the Florida Commission for Independent Education as a National Accrediting Agency for post-secondary schools and programs of Cosmetology Arts and Sciences,

NFCI Inc. is licensed by: Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St Ste. 1414 Tallahassee, Florida 32399-0400 or (850) 245-3200 and toll free at (888) 224-6684.

SCHOOL HOURS

NFCI Inc. offers both full-time and part-time classes.

Full-time: 30 hours per week
Half-time: 15 hours per week

Full-time day schedule: Tuesday, Wednesday, Thursday, & Friday
9:00 A.M. – 5:00 P.M.

Half-time day schedule: Tuesday, Wednesday, Thursday, & Friday
9:00 A.M. – 1:00 P.M.
Saturday: 9:00 A.M. – 1:00 P.M.

Half-time night schedule: Tuesday, Wednesday, & Thursday
5:30 P.M. – 9:00 P.M.
Saturday: 9:00 A.M. – 5:00 P.M.

School closures due to extenuating circumstances, weather, fire etc., will be announced on Radio Station 104.9 FM.

RULES AND REGULATIONS

1. Students must be on time. If you are going to be late or absent, you must notify the administration by phone.
2. Students are not allowed to bring their children, nieces, nephews, etc. with them to school.
3. Students must be well groomed at all times. Failure to do so may result in temporary dismissal.
4. Students must wear appropriately prescribed smocks designated for each program. Failure to do so may result in student being sent home.
5. Students must have their equipment with them at all times.
6. Another student may not punch time cards.
7. Students cannot leave class (theory or practical) without permission.
8. Students as per assignment must perform daily sanitation.
9. The school is not responsible for lost or stolen articles.
10. Students are required to study at home as well as at school as appropriate.
11. Students will be called to the telephone only in cases of emergency.
12. Tuition is to be paid at the first of the month, unless other arrangements have been made.
13. Eating or drinking at stations, on the clinic floor, or in classrooms is not permitted. Those activities are permitted at designated times and in designated areas.
14. Students are to conduct themselves in a professional manner at all times. (Example: students may not refuse customers. Students who refuse to service a customer will be asked to punch out and go home).
15. Students are not allowed to have their hair done except by permission and at a time and day designated by the instructor in charge.
16. Students must maintain regular school hours.
17. Permanent or temporary dismissal may be made by the instructor in charge or the Administration in accordance with the infractions listed under the section entitled "TERMINATION".
18. A student will not be granted a medical leave of absence for less than two weeks.

19. A medical leave of absence will be granted by a doctor's certificate only, and must specify anticipated date of return.
20. Students must sanitize workstations and remove hair immediately after every service.

STUDENT LOCKERS

Lockers for storage of supplies, texts, and personal items are available to all students at no additional charge. Students must supply their own locks. When completing a program of study or if terminating attendance, students must clean out lockers within 24 hours or NFCI will open lockers and dispose of all contents.

CONDUCT

NFCI expects all students to conduct themselves in a professional business manner. No action will be tolerated that will unfavorably reflect on the school or its students. Please refer to NFCI's rules and regulations on page 7 of this catalog.

DRESS AND GENERAL APPEARANCE

All students are required to wear a smock and nametag that identifies their program of study. Clothes are to be neat and clean. Hair is to be well groomed.

POLICY CHANGES

NFCI reserves the right to make changes in accordance with class schedules, program sequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of the programs of study. The school also reserves the right to make changes in administration or teaching personnel or any other school activity or policy. Students will be notified, if possible, of any changes prior to the changes being made.

VISITORS

Guests are welcome at the school during class hours. The Director encourages prospective students to be our guests for a day and sit in on classes. Evening and Saturday visits may be arranged by contacting the business office. Friends of students who wish to sit in on classes are required to get permission from the Director.

All visitors are required to sign in at the front desk. Visits with students in class are discouraged except in the case of an emergency. All visitors are requested to wait in the front reception area.

DRUG AND ALCOHOL ABUSE

The illicit use, transfer, possession and/or sale of illegal drugs or alcohol will not be tolerated at NFCI and are prohibited. The fundamental concern by school administration relative to illegal substance abuse is rehabilitation of the student so involved. Any student who needs help in this area should see the Director of Education. The student will be referred to an appropriate community agency for necessary counseling and/or treatment. Further information regarding drug and alcohol abuse is distributed to the students on the first day of classes.

ADMISSION REQUIREMENTS AND PROCEDURES

For all its programs, NFCI admits as regular students only those persons having completed a personal interview. He or she must present proof of a High School Diploma or GED equivalent. Also you will need Drivers license or picture ID and Social Security card. NFCI does not accept ATB (Ability to Benefit) students.

Effective April 8, 2009 - NFCI will require a \$25 non-refundable processing fee – upon enrollment the \$25 processing fee is applied to the \$150 registration fee.

The school does not offer GED programs, however GED programs are taught in the community. For information about where GED programs are offered, contact the Director of Education.

For admission information, the school is open from 9:00 A.M. to 5:00 P.M. on weekdays. Saturday or evening interviews may be arranged by appointment.

NFCI will accept a transfer student providing the following conditions are satisfied.

1. A prospective student must attend a personal interview.
2. A prospective student must have a high school diploma or GED, Photo ID and Social Security Card.
3. If the student was terminated from the previous institution due to the use of drugs, alcohol, and/or unacceptable behavior, acceptance may not be permitted.
4. Credit will be given for amount of hours that the student earned at the previous institution and tuition will be adjusted accordingly, provided that an official affidavit of hours is received from the previous school attended by the transferring student. Students are required to complete 25% at NFCI.
5. NFCI does not recruit students already attending or admitted to another school offering a similar program of study.
6. Students must furnish a copy of their (1) driver's license, (2) social security card, and (3) high school or GED diploma. If they do not have copies on hand, they must bring originals, and copies will be made for them.

NFCI PROGRAMS AND OCCUPATIONS AVAILABLE

NFCI offers eight programs for students who wish to become licensed in the cosmetology industry. They are shown below together with the number of hours (inclusive of theory and practical) required to complete training and become eligible for licensure. Each program is described more fully later in this catalog.

1. Cosmetology 1500 hours
2. Cosmetology 1200 hours
3. Full Specialist (Skin Care and Nail Technology) 600 hours
4. Facial and Skin Care 260 hours
5. Nail Technology 240 hours
6. Barber 1200 hours
7. Hair Braiding 16 hours and 16 hour Hair Wrapping
8. Permanent Makeup 40 hours

The cosmetology and barbering industries provide two of the more diverse career fields into which licensed practitioners enter. Students are counseled on job opportunities that are available in a wide range of venues from single chair salons or shops to multi-million dollar, full service exclusive spas. Most newly licensed graduates are encouraged to continue developing their skills through employment in shops and salons where they gain experience by servicing clients and observing their more experienced peers. Students are also encouraged to explore opportunities in stand-alone shops and beauty salons, hotels, resorts, and shops located in shopping centers, department stores, discount super centers, nursing homes, and on cruise ships. They are also advised of potential opportunities in doctors' (dermatology and plastic surgery) offices, hospitals, and clinics.

COLLECTION POLICY

North Florida Cosmetology Institute, Inc. will make every effort to collect any and all monies due to the institution. NFCI will follow the Refund Policy guidelines. If in-house efforts are not effective, other means of collection, such as Small Claims Court or Local Credit Bureau will be explored. Court cost and student will pay Attorney Fees. NFCI also acknowledges that at no time will promissory notes or contracts for tuition be sold to a third party, without signed authorization from the student or their financial advisor.

ADDITIONAL STUDENT EXPENDITURES

Additional expenses students incur are as follows:

1. Notebook and paper
2. Transportation
3. Replacement of any required equipment
4. Florida Board of Cosmetology examination fee (\$53 in English or \$53 in Spanish)
5. Exam site Computer Test Administrator fee (\$23)
6. Florida Board of Barbers examination and reexamination fees for barbers (practical portion \$75) (written portion \$75), including Test Administrator fee
7. Florida Board of Barbers examination and reexamination fees for restricted barbers (practical portion \$75) (written portion \$75), including Test Administrator fee
8. Full specialist fee (\$60) to the Department of Business and Professional Regulation.
9. Nail Technician fee (\$60) to the Department of Business and Professional Regulation.
10. Skin care registration fee (\$60) to the Department of Business and Professional Regulation.
11. \$15 fee to a Board certified provider for an HIV/AIDS course, grading, and certificate.
12. \$5.00 name tag.

NOTE: The cost to the student for extra items such as instructional supplies or equipment is not refundable. Fees in parentheses are established by the Department of Business and Professional Regulation and are subject to change with our notice. The fee for the HIV/AIDS course is determined by provider and subject to change depending on the cost of printing.

ENROLLMENT & PROCESSING FEE

A \$25 processing fee is due at the time of initial interview. This fee is non-refundable. Upon enrollment the \$25 will be applied to the enrollment fee. The enrollment fee \$150 is payable upon a signed enrollment agreement. The fee is applied in full against the student's total cost. This is a nonrefundable fee unless the student notifies the school in writing within three business days of signing the enrollment agreement that they wish to cancel their enrollment.

RETURN CHECK FEE

A fee of \$25 is charged for any check that does not exceed \$50.00; \$30.00 if the check is greater than \$50.00, but does not exceed \$300.00; \$40.00 if the check is greater than \$300.00, or 5% of the amount of the check, whichever is greater. This fee will apply to a check returned from a financial institution due to insufficient funds or any other reason (Florida Statute 832.07).

TRANSCRIPTS

Academic transcripts are available upon receipt of written request by the student or institution. Academic transcript or hours of attendance will be released only upon confirmation that the student does not owe the institution any outstanding balances. There is a \$25.00 fee for transcripts.

TUITION — METHODS OF PAYMENT

Tuition payments can be arranged on convenient payment plans or by financial aid if the student qualifies. The following are methods of payment NCFI offers students.

1. NCFI will allow a student to make in-house payments without interest as long as the loan is paid during the minimal time frame required for the program in which the student is enrolled. Weekly, bi-weekly, and monthly payment plans are available. Payments depend on the deposit at the time of enrollment, and which payment schedule the student selects.
2. NCFI offers Financial Aid those who qualify. This includes Pell Grants and Stafford Loans.
3. NCFI offers VA assistance for those who qualify.

4. NFCI offers Vocational rehabilitation assistance to those who qualify.

REFUND POLICY

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within three business days of signing an enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on the written notification will determine the cancellation date, or the date the information is delivered to School Administrator/Owner in person. This policy applies regardless of whether or not the student actually started training.
- C. If a student cancels enrollment after three business days after signing, but prior to entering class, the student shall be entitled to a refund of all monies paid to the School, less a registration or enrollment fee of \$150.
- D. For students who enroll and begin classes, the following schedule of tuition adjustment is refundable.

% Of Time to Total Time of Program	Amount of Tuition Owed to School
0.01% to 4.9%	20%
5% to 9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% and over	100%

Enrollment time is defined as time lapsed between the actual starting date and the date of the student’s last day of physical attendance in school. Any monies due the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student or guardian, as defined in item (B), or formal termination by the school, which shall occur no more than fourteen (14) 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 with mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.
- F. The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student.
- G. If the school is permanently closed and no longer offers instruction following enrollment, affected students shall be entitled to a pro-rata refund of tuition.
- H. If a course is cancelled subsequent to a student’s enrollment, the school will provide a full refund of all monies paid.
- I. When the refund/RTT4 calculation is complete if there is a credit on the students account we will repay the students loans 1st and the remaining credit will be mailed to the student

NOTE: Students who do not return from a leave of absence, the date of withdraw shall be the earlier of the expiration of the leave or that date the student notifies the school that he/she will not be returning.

TERMINATION

Students must notify school administrator or instructor of their intention to withdraw from school. If students fail to notify the school that they are withdrawing, formal dismissal or termination procedures shall ensue and will be based on monitoring the student’s program participation which may include class attendance, examinations, tutorials, counseling and/or advising, or other academically related activities as may be deemed advisable by the school.

The following infractions will result in PERMANENT termination:

- Stealing
- Continuous Abuse of the Rules
- Drug Use

The following infractions will result in TEMPORARY termination:

- Failure to Obey Established Rules
- Disrupting the Class
- Abusing Patrons
- Profane Language
- Refusal to Service a Customer

North Florida Cosmetology Institute, Inc. reserves the right to terminate any student who breaks the institutions rules and regulations. A copy of the school’s termination policy will be given to students on the first day of class.

ATTENDANCE

The School must be notified if a student is unable to attend school for any reason. All days or classes from which the student is absent or tardy are recorded in the attendance book showing make-up time is needed. If the student does not attend within 14 days from the last day of attendance, he or she will be considered withdrawn and the student will be terminated as of their last date of attendance. Class cuts are not permitted and may be cause for dismissal.

A student who develops a pattern of tardiness (two or more per week) will be counseled and advised that if such actions continue, they may be cause for termination. Tardiness is defined as a late arrival consisting of 15 minutes or more from the starting of class.

A student has one month at the end of his/her program to make-up absences, as per the enrollment agreement. If more than one month is needed to complete the training, there will be a charge of \$7.25 per hour. All time is calculated to the nearest quarter hour.

MAKEUP POLICY

Student at NFCI are given 2 days each month to makeup any test or assignments. Makeup days are schedule the 2nd and the last Wednesday of each month. Students are given a calendar each month that shows the exact date of make up days.

LEAVE OF ABSENCE

A student requesting a leave of absence must adhere to the following: There shall be no more than three leave of absence in any twelve month period. A request for a leave of absence must be in writing and submitted to the school administrator. A leave of absence must not exceed sixty 60-days, unless for medical reasons. Medical leaves of absence must be documented by a physician and must not exceed 180-Days. The status of a student upon leave of absence will remain the same as prior to that leave.

NOTE: Students who do not return from a leave of absence, the date of withdraw shall be the earlier of the expiration of the leave or that date the student notifies the school that he/she will not be returning.

SATISFACTORY PROGRESS POLICY

Students Satisfactory Progress will be monitored at all times. The instructors will conduct a written Satisfactory Progress report the beginning of each month for students who are at or as close as possible to the following milestones:

Cosmetology 1500	400 hours – 800 hours – 1200
Cosmetology 1200	400 hours – 800 hours
Barbering 1200	400 hours – 800 hours
Full Specialist	300 hours
Skin Care	200 hours
Nail Technology	200 hours

The Student will given the original signed copy of the written report, a copy will be filed in the academic file and financial aid file (if required).

Satisfactory = Students with a minimum of 70% average in theory, 70% in practical/clinic work, and at least 67% of actual/scheduled cumulative hours for all students.

At any time NFCI staff may calculate students attendance percentage to determine whether the student will complete the course within the contracted time frame.

Note: 14 consecutive scheduled class days absent is considered automatic withdraw from the program at North Florida Cosmetology Institute.

To be considered satisfactory students must meet all the satisfactory requirements set by the Department of Education = 70% average in theory, 70% practical/clinic work, and 67% of actual/schedule cumulative hours. Students failing to meet minimum requirements will be placed on probation for 30 days

At the end of the probationary period, the student's progress will be re-evaluated. If the student has made satisfactory improvements, he or she will be reinstated as making satisfactory progress. If the student fails to meet minimum requirements, he or she will be given a second probationary period and further counseling and contract evaluation may be conducted.

Note: program incomplete, repetitions, and non-credit remedial programs do not apply and have no affect on NFCI satisfactory progress standards.

Appeal Process

Students who are terminated after failing to achieve minimum requirements have the right to appeal a negative progress determination for any reason regardless of the circumstances. The written appeal should contain any supporting documentation and reasons why the termination decision should be reversed. The Director of Education will schedule an appeal hearing within five business days of receipt of the written appeal. The student, the instructor, other pertinent personnel of the school and the Director of Education will attend this appeal hearing. The final decision will be returned to the student in writing within three days.

If the decision to terminate is rescinded, the student will be re-entered into the program, accepted as making satisfactory progress and financial aid will be reinstated to eligible students.

Leaves of Absence

Students returning from a leave of absence or other excused interruption of training will return to school in the same progress state as achieved while actively enrolled before their departure. A leave of absence may extend the student contract and date and maximum time frame by the same number of days in the leave of absence.

Withdrawals/Incomplete Program/Repetition

Any student who withdraws from his or her contracted program or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. If a student re-enrolls, he or she will be considered to be at the same point of progress upon return to school.

NOTE: Reinstatement of Title IV funds is evaluated upon the students return to school, if it's with in 180 day from the students drop date we reinstate with no changes. If it's past the 180 days the students is reenrolled like a transfer student and federal fund will be pro-rated accordingly.

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good

84 – 80	C	Satisfactory
79 and Below		Not Acceptable

All students are enrolled for a two-week probationary period. Should the student’s progress be unsatisfactory at the end of the probationary period, the student will be counseled to ascertain if he/she has a sincere desire in continuing the program in which they are enrolled.

A student may appeal the determination of not making satisfactory progress in writing and must present documented evidence of mitigating and/or extenuating circumstances. The Director of Education and one instructor will review the documentation presented by the student and make a final determination within 3 business days. If the appeal is accepted, the student will be placed on a one-month probationary period; if it is not, the dismissal will stand. The decision of the Director of Education is final.

In order to graduate, students must successfully complete the designated work assignments with an 80% average. Pass the final written examination with an 80% average upon completion of the required hours. Satisfy all financial obligations to the school.

All financial obligations in accordance with the terms of the contract must be fulfilled, and the student must schedule and attend an exit interview prior to the last day of class.

Once all of the above requirements and financial obligations are met, students are awarded a Certificate of Completion at their exit interview together with the appropriate application they present to the Board of Cosmetology either for immediate licensure or to sit for the state examination for licensure.

RE-ENTRY

If a student has been granted an appeal for reinstatement, or is reentering the program after an interruption of training that commenced at the time the student withdrew, the following procedure will apply.

- A. The student will return at the rate of progress attained as he or she was at when the interruption of their training occurred.
- B. The student will be evaluated at the re-entry period. If at this time he/she has fallen below minimum standards, he/she will be terminated.
- C. A reentering student will be charged at the current tuition rate.
- D. The amount paid by the student during the first period of enrollment will be credited to their account. If the student reenters within 12 months from the date of withdrawal, the enrollment fee will be waived.

PLACEMENT AND ADVISING SERVICE

Guidance and Advising will be provided from the time students begin classes until graduation or termination. Types of advising to be offered by the school are: Educational (as related to academic and attendance progress), financial (as required by applicable state and federal regulations), and occupational (information about licensure, employment etc.).

Placement is the final step of a student’s educational training. The process begins with an interview with the Director of Education to discuss future employment goals. The Director will then set up interviews, if and when possible, with appropriate personnel representing the many salons that are interested in employing North Florida Cosmetology Institute, Inc. graduates.

Tips on job interviewing techniques and a follow-up analysis of each interview are part of placement advising. By working closely with the Director, the student will be able to match skills and interests with the jobs available.

North Florida Cosmetology Institute, Inc. does not guarantee employment to its students. The school placement assistance procedures include identifying employment opportunities, and advising students on appropriate means of realizing those opportunities.

SCHEDULE – SCHOOL HOURS FOR FULL AND PARTTIME STUDENTS

All Cosmetology training must be under supervision of licensed instructor. All students enrolled in North Florida Cosmetology Institute, Inc. must be taught theory and principals of cosmetology of all subjects before he/she is permitted to engage in the practice of beauty culture on the public.

The school week is Tuesday through Saturday. The weekly schedule is as follows:

Full-Time: Tuesday – Friday Closed Sunday & Monday

9:15 – 10:30 Theory
10:30 – 10:45 Break
10:45 – 12:00 Theory
12:00 – 1:00 Lunch (off the clock)
1:00 – 3:00 Practical/Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/Clinical
4:30 – 5:00 Sanitation/Clean Up

Saturday

9:00 – 10:30 Practical/Clinical
10:30 – 10:45 Break
10:45 – 12:00 Practical/Clinical
12:00 – 1:00 Lunch (off the clock)
12:15 – 2:00 Practical/Clinical
1:00 – 3:00 Practical/ Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/ Clinical
4:30 – 5:00 Sanitation/Clean Up

Part Time: Tuesday-Thursday & Saturday Closed Sunday & Monday

Tuesday

5:30-7:00 Theory
7:00-7:15 Break
7:15-9:00 Theory

Wednesday and Thursday

5:30-7:00 Practical/ Clinical
7:00-7:15 Break
7:15-9:00 Practical/Clinical

Saturday

9:00 – 10:30 Practical/Clinical
10:30 – 10:45 Break
10:45 – 12:00 Practical/Clinical
12:00 – 1:00 Lunch (off the clock)
12:15 – 2:00 Practical/Clinical
1:00 – 3:00 Practical/ Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/ Clinical
4:30 – 5:00 Sanitation/Clean Up

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

PROGRAM DESCRIPTION AND TUITION

Program # 1: **COSMETOLOGY PROGRAM**

Length: 1500 hours

Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$12,375
Registration & Processing: \$150
Books and Supplies \$1500
Total Cost of Program: \$14,025.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: The purpose of this program is to prepare a person for employment as a licensed hairdresser and cosmetologist (68005457), registered nails and facial specialist. Instruction is designed to qualify students for employment upon successfully passing the Florida Cosmetology License Examination or obtaining a registration from the Board of Cosmetology.

The content includes, but is not limited to communication skills, leadership skills, human relation skills, employability skills, safe and effective work practices, Florida Cosmetology Law and Rules, acquisition of knowledge of cosmetology/nails specialist and their related chemistry, bacteriology, anatomy, and physiology, art of make-up, and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nail specialist and facial specialist occupations.

COSMETOLOGY PROGRAM BREAKDOWN		Clock Hours	Services
COS 01	Orientation (Rules & Regulations)	20	
COS 02	Shampoo and Rinses	75	60
COS 03	Hair – Structure of Hair	60	
COS 04	Hair Styling	250	350
COS 05	Hair Shaping	150	125
COS 06	Hair and Scalp Treatments	50	60

COS 07	Permanent Waving and Chemical Relaxing	230	65
COS 08	Hair Coloring and Hair Lightening	185	45
COS 09	Manicures and Pedicures	120	20
COS 10	Facials and Makeup	260	40
COS 11	Salon Management	20	
COS 12	Sterilization, Sanitation, and Bacteriology	35	
COS 13	Florida Law and HIV/AIDS (4 hours)	18	
COS 14	Hygiene, Good Grooming and Personal Development	25	
COS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	1500	765

COS 01 – Orientation (Rules and Regulations) –

Overview of school rules, regulations and expectations. Cover policies and procedures.

COS 02 – Shampoo and Rinses –

Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

COS 03 – Hair – Structure of Hair –

Learn and understand the growth structure and composition of the hair.

COS 04 – Hair Styling –

Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction.

COS 05 – Hair Shaping –

Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

COS 06 – Hair and Scalp Treatments –

Instruction on identifying hair and scalp treatments to keep hair and scalp in a healthy condition.

COS 07 – Permanent Waving and Chemical Relaxing –

Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure.

COS 08 - Hair Coloring and Hair Lightening -

Learn the art of conducting a color service to either deposit color or lighten the original hair color.

COS 09 – Manicure and Pedicures –

Detailed instruction on the proper care on the hands and feet. Learn to identify nail disorders and sanitation.

COS 10 – Facials and Make-Up –

Learn skin management and treatments utilizing various methods and products. Learn skin types and conditions, cosmetic color theory and basic make up application and procedures.

COS 11-Salon Management –

Learn the basic principals needed to open and operate a successful salon.

COS 12 – Sterilization, Sanitation and Bacteriology –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

COS 13 – Florida Law and HIV/AIDS – Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

COS 14 – Hygiene, Good Grooming and Personal Development –
Learn principals of personal hygiene and wellness thru sanitary practices.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 2: COSMETOLOGY PROGRAM

Length: 1200 hours
Day Classes: Tuesday – Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$9,900.00
Registration & Processing: \$150
Book and Supplies: \$1,500
Total Cost of Program: \$11,550.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: The purpose of these programs is to prepare a person for employment as a licensed hairdresser and cosmetologist (68005457), registered nails or facial specialist. Instruction is designed to quality students for employment upon successfully passing the Florida cosmetology license examination or obtaining a registration from the Board of Cosmetology.

The content includes, but is not limited to, communication skills, leadership skills human relations skills, and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of cosmetology/nails specialist and their related chemistry, bacteriology, anatomy, and physiology, art of make-up,

and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nail specialist and facial specialist occupations.

COSMETOLOGY PROGRAM BREAKDOWN		Clock Hours	Services
COS 001	Orientation (Rules & Regulations)	18	
COS 002	Shampoo and Rinses	60	50
COS 003	Hair – Structure of Hair	35	
COS 004	Hair Styling	200	300
COS 005	Hair Shaping	100	75
COS 006	Hair and Scalp Treatments	30	45
COS 007	Permanent Waving and Chemical Relaxing	162	65
COS 008	Hair Coloring and Hair Lightening	175	45
COS 009	Manicures and Pedicures	120	20
COS 010	Facials and Makeup	260	40
COS 011	Salon Management	10	
COS 012	Sterilization, Sanitation, and Bacteriology	15	
COS 013	Florida Law and HIV/AIDS (4 hours)	8	
COS 014	Hygiene, Good Grooming and Personal Development	5	
COS 015	Compensation and Payroll Deductions	2	
Total Hours and Services		1200	640

COS 001 – Orientation (Rules and Regulations) –

Overview of school rules, regulations and expectations. Cover policies and procedures.

COS 002 – Shampoo and Rinses –

Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

COS 03 – Hair – Structure of Hair –

Learn and understand the growth structure and composition of the hair.

COS 004 – Hair Styling –

Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction.

COS 005 – Hair Shaping –

Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

COS 006 – Hair and Scalp Treatments –

Instruction on identifying hair and scalp treatments to keep hair and scalp in a healthy condition.

COS 007 – Permanent Waving and Chemical Relaxing –

Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure.

COS 008 - Hair Coloring and Hair Lightening -

Learn the art of conducting a color service to either deposit color or lighten the original hair color.

COS 009 – Manicure and Pedicures –

Detailed instruction on the proper care on the hands and feet. Learn to identify nail disorders and sanitation.

COS 010 – Facials and Make-Up –

Learn skin management and treatments utilizing various methods and products. Learn skin types and conditions, cosmetic color theory and basic make up application and procedures.

COS 011-Salon Management –

Learn the basic principals needed to open and operate a successful salon.

COS 012 – Sterilization, Sanitation and Bacteriology –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

COS 013 – Florida Law and HIV/AIDS –

Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

COS 014 – Hygiene, Good Grooming and Personal Development –

Learn principals of personal hygiene and wellness thru sanitary practices.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to Barbering, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in barbering, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of Barber, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 3: BARBER PROGRAM

Length: 1200 hours

Day Classes: Tuesday – Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$9,900.00
Registration & Processing: \$150
Book and Supplies: \$1,500
Total Cost of Program: \$11,550.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory

79 and Below		Not Acceptable
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Program Objective: The successful completion of this course qualifies the individual for a license to practice barbering in the State of Florida.

The program content includes, but is not limited to communication skills, leadership skills, human relations skills and employability skills, efficient work practices, business development, Florida barbering laws and rules, safety, sanitation and sterilization, and the acquisition of knowledge of barbering especially as it relates to chemistry, bacteriology, anatomy and physiology, and the development of skills in performing the manipulative and electrical techniques required to practice hair cutting, hair and scalp therapy, hair shampooing and styling, shaves and beard and mustache trimming, facials, hair coloring, and permanent waving and relaxing.

	BARBER PROGRAM BREAKDOWN	Clock Hours	Services
BAR 01	Florida Laws and Rules	150	
BAR 02	Safety, Sanitation, and Sterilization	325	
BAR 03	Hair Structure and Chemistry	50	
BAR 04	Hair Cutting and Styling	200	685
	Taper Cuts		
	Freehand		
	Shear Over Comb		
	Clipper Over Comb		
	Style Cuts Including Blow Drying		
BAR 05	Shampooing	73	170
BAR 06	Chemical Services	350	155
	Permanent Waving		
	Coloring and Bleaching		
	Hair Relaxing and Curling		
	Hair and Scalp Therapy		
BAR 07	Shaving, Beard, Mustache Trimming, and Facials	50	272
BAR 08	Compensation and Payroll Deductions	2	
	Total Hours and Services	1200	1282

BAR 01 – Florida Laws and Rules -

Overview of Florida laws, rules, regulations and expectations. Cover school policies and procedures.

BAR 02 – Safety, Sanitation and Sterilization –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

BAR 03 – Hair Structure and Chemistry –

Learn and understand the growth structure and composition of the hair.

BAR 04 – Hair Cutting and Styling –

Learn techniques to complete hair styling and finishing per the client’s request and to their satisfaction. Learn basic hair cutting and shaping techniques utilizing shears, razors and clippers.

BAR 05 – Shampooing –

Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

BAR 06 – Chemical Services –

Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure. Detailed instruction regarding the techniques used for chemically treating the hair and re-arranging the basic structure. Learn the art of conducting a color service to either deposit color or lighten the original hair color.

BAR 07 – Shaving, Beard, Mustache Trimming and Facials –

Learn to utilize specific instruments and techniques for shaving, beard and mustache trimming. Learn skin types and conditions as well as specific instruction for male facials.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 4: FULL SPECIALIST (Skin Care and Nails)

Length: 600 Hours
Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$4,950.00
Registration & Processing: \$150
Books and Supplies: \$1,250
Total Cost of Program: \$6,350.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It provides the student with an opportunity to become competent in facials, makeup, manicures,

pedicures, and applying artificial nails and nail wraps. The tuition for this course includes a selection of supplies and equipment. Prior to completion, performance of designated procedures is required.

	FULL SPECIALIST PROGRAM BREAKDOWN	Clock Hours	Services
FS 01	Professional Image and Ethics	5	
FS 02	Bacteriology, Sanitation, and Sterilization	17	
FS 03	Florida Law, Safety Precautions, and Nutrition	11	
FS 04	Anatomy and Physiology of the Skin and Nails	14	
FS 05	Disorders/Chemistry of the Skin and Nails	14	
FS 06	Salon Management and Conduct	19	
FS 07	HIV/AIDS	4	
FS 08	Successful Business Operations and State Licensure	12	
FS 09	Facial Procedures/Make-up Application	200	52
FS 10	Facial and Body Waxing Procedures	102	18
FS 11	Manicure and Pedicure Procedures	40	30
FS 12	Nails: Acrylics, Sculptured and Tips	120	40
FS 13	Wraps, Gels and Mending Procedures	24	20
FS 14	Nail Removal and Nail Care	16	5
FS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	600	165

The following items are provided in skin care rooms. Equipment includes Concept 4 – High Frequency, vacuum, spray, brush, magnifying lamp, Vapor steamer, sterilizer, wax melting containers, and wax. Back bar supplies: Cleaners, masks, moisturizers, and astringents. Other supplies are: Make-up brushes, extractor,

FS 01 – Professional Image and Ethics –

Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

FS 02 – Bacteriology, Sanitation, and Sterilization -

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

FS 03 – Florida Law, Safety Precautions, and Nutrition -

Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

FS 04 – Anatomy and Physiology of the Skin -

Learn the science and structure of the skin. Determine the scientific basis for the proper application for services and products.

FS 05 – Disorders/Chemistry of the Skin and Nails -

Learn disorders and treatments for skin and nail conditions and diseases.

FS 06 – Salon Management and Conduct -

Learn the basic principals needed to open and operate a successful salon as well as professional conduct.

FS 07 – HIV/AIDS –

Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

FS 08 – Successful Business Operations and State Licensure –

Learn the basic principals needed to open and operate a successful salon. Prep for state board testing.

FS 09 – Facial Procedures/Make-up Application –

Actual facials performed for client by skin type. Make over process completed by client request utilizing full range of make up applications.

FS 10 – Facial and Body Waxing Procedures -

Actual facial and body waxing in specific area, by customer request.

FS 11 – Manicure and Pedicure Procedures –

Manicures and pedicures done for proper care of the hands and feet per client request.

FS 12 – Nails: Acrylics, Sculptured and Tips –

Actual services performed by students by applying product to the natural nail per request.

FS 13 – Wraps, Gels and Mending Procedures

Services performed to mend natural nails.

FS 14 - Nail Removal and Nail Care – Actual removal of nail product from natural nails and aftercare procedures.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to skin care. Along with state laws. The Standard Textbook of Esthetics by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in, skin care. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor.

When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 5: FACIAL/SKIN CARE SPECIALIST

Length: 260 hours

Day Classes: Tuesday - Friday 9:00am to 5:00pm

Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$2,145.00

Registration & Processing: \$150

Books and Supplies: \$700

Total Cost of Program: \$2,995.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It provides the student an opportunity to become competent in facial procedures and the application of makeup. Tuition includes selection of supplies and equipment. Prior to completion, performance of designated procedures is required.

	SKIN CARE SPECIALIST PROGRAM BREAKDOWN	Clock Hours	Services
SKN 01	Professional Image and Ethics	10	
SKN 02	Bacteriology, Sanitation and Sterilization	10	
SKN 03	Florida Law, Safety Precautions and Nutrition	10	
SKN 04	Anatomy and Physiology of the Skin	15	
SKN 05	Chemistry and Disorders of the Skin	15	
SKN 06	Salon Management and Business Operations	7	
SKN 07	HIV/AIDS	4	
SKN 08	Facial Procedures	100	40
SKN 09	Facial and Body Waxing Procedures	44	18
SKN 10	Color Analysis, Makeovers, Lash-Brow Tinting	43	12
SKN 11	Compensation and Payroll Deductions	2	
	Total Hours and Services	260	70

SKN 01 – Professional Image and Ethics-

Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

SKN 02 – Bacteriology, Sanitation, and Sterilization –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

SKN 03 – Florida Law, Safety Precautions, and Nutrition –

Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

SKN 04 – Anatomy and Physiology of the Skin –

Learn the science and structure of the skin. Determine the scientific basis for the proper application for services and products.

SKN 05 – Chemistry and Disorders of the Skin

Learn disorders and treatments for skin conditions and diseases.

SKN 06 – Salon Management and Business Operations -
Learn the basic principals needed to open and operate a successful salon as well as professional conduct.

SKN 07 – HIV/AIDS –
Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

SKN 08 – Facial Procedures -
Actual facials performed for client by skin type.

SKN 09 – Facial and Body Waxing Procedures -
Actual facial and body waxing in specific area, by customer request.

SKN 10 – Color Analysis, Makeovers, Lash-Brow Tinting -
Make over process completed by client request utilizing full range of make up applications. Learn to tint brows and lashes. Learn to perform color analysis by skin type.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 6: NAIL TECHNOLOGY

Length: 240 hours
Day Classes: Tuesday - Friday 9:00am to 5:00pm
Part-Time: Tuesday, Wednesday, Thursday 5:30pm to 9:00pm
Saturday: 9:00am to 5:00pm

Tuition: \$1,980.00
Registration & Processing: \$150.00
Books and Supplies: \$600.00
Total Cost of Program: \$2,730.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: This program is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide students with the required experience to perform manicures, pedicures, apply artificial nails and nail wraps confidently. This program includes a selection of supplies and equipment, sanitation procedures, and performing designated procedures. Items that are included in the Nail Technology program are tips, cotton, lotion, sanitizers, manicures bowls, and acetone. Students will also be given Manicure, Pedicure and Acrylic supplies.

	NAIL TECHNOLOGY PROGRAM BREAKDOWN	Clock Hours	Services
NLS 01	Professional Image and Ethics	7	
NLS 02	Bacteriology, Sanitation and Sterilization	8	
NLS 03	Florida Law, Safety Precautions and Nutrition	7	
NLS 04	Chemistry and Disorders of the Nails	7	
NLS 05	Salon Management and Business Operations	7	
NLS 06	HIV/AIDS	4	
NLS 07	Manicure/Pedicure Procedures	40	30
NLS 08	Acrylics: Sculptured and Tips	120	40
NLS 09	Wraps, Gels and Mending Procedures	22	20
NLS 10	Nail Removal and Nail Care	16	5
NLS 11	Compensation and Payroll Deductions	2	
	Total Hours and Services	240	95

NLS 01 – Professional Image and Ethics –

Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

NLS 02 – Bacteriology, Sanitation and Sterilization –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

NLS 03 – Florida Law, Safety Precautions and Nutrition -

Overview of Florida Law, OSHA and State rules and regulations. Learn proper nutrition guidelines.

NLS 04 – Chemistry and Disorders of the Nails -

Learn disorders and treatments for nail conditions and diseases.

NLS 05 – Salon Management and Business Operations -

Learn the basic principals needed to open and operate a successful salon as well as professional conduct.

NLS 06 – HIV/AIDS –

Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

NLS 07 – Manicure/Pedicure Procedures -
 Manicures and pedicures done for proper care of the hands and feet per client request.

NLS 08 – Acrylics: Sculptured and Tips -
 Actual services performed by students by applying product to the natural nail per request.

NLS 09 – Wraps, Gels and Mending Procedures -
 Services performed to mend natural nails.

NLS 10 – Nail Removal and Nail Care -
 Actual removal of nail product from natural nails and aftercare procedures.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor.

Program # 7: HAIR BRAIDING

Length: **16 hours**
 Day: 2 Days

Tuition: \$150.00
 Registration & Processing: \$100.00
 Total Cost of Program: \$250.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: To teach students to braid natural human hair for compensation, and to give them training in HIV/Aids and other communicable diseases, sanitation and sterilization, disorders and diseases of the scalp, and the laws and rules of the practice of cosmetology.

HAIR BRAIDING PROGRAM		
Theory		Clock Hours
BR 01	HIV / AIDS and Other Communicable Diseases	5
BR 02	Sanitation and Sterilization	5
BR 03	Disorders of the Scalp	4

BR 04	Cosmetology Laws and Rules	2
TOTAL		16

BR 01 – HIV/AIDS and Other Communicable Diseases –

Overview of HIV/AIDS education for both student and client protection as well as health and economic matters.

BR 02 – Sanitation and Sterilization –

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

BR 03 – Disorders of the Scalp -

Detailed instruction on identifying hair and scalp disorders. Learn treatments to keep the scalp in a healthy condition.

BR 04 – Cosmetology Laws and Rules -

Overview of Florida laws, rules, regulations and expectations.

PROGRAM FORMAT

Programs are divided into three segments, Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory constitutes hours of instruction in which students learn the theory related to hairdressing, cosmetology, skin care, and nails along with state laws. The Standard Textbook of Cosmetology by Milady is the main source of theory. While it is the main source, it is supplemented with other appropriate resource books, journals and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in cosmetology, skin care, and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of cosmetology, hairdresser, nail, and skin care instructors. Students will be asked to participate in-group discussions, take notes, attend lectures listen and follow the directions of their instructor. When ready, students are assigned patrons and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successful passage of a state board examination.

Program # 8: PERMANENT MAKE-UP

Length: **40 hours**

Day: 1 week

Tuesday – Saturday 9:00am – 6:00pm

Tuition: \$2500.00

Registration & Processing \$150.00

Books and Supplies: \$850.00

Total Cost of Program: \$3500.00

GRADING AND GRADUATION REQUIREMENTS

Theoretical and practical grading shall be as follows:

100 – 94	A	Excellent
93 – 85	B	Very Good
84 – 80	C	Satisfactory
79 and Below		Not Acceptable

Program Objective: This program prepares students for employment as micro-pigmentation (tattoo) specialists. It is developed to provide students with an opportunity to become competent in eyebrow, eyeliner, and lip colors; and the application of each procedure. Tuition includes a selection of supplies and equipment, and instructions include, in addition to the above, sanitation and sterilization procedures, and observing the student perform the required procedures.

PERMANENT MAKE-UP PROGRAM				
PROGRAM BREAKDOWN BY COURSE		Credit Hours	Clock Hours	Services
PM 01	Review training manuals		2	
PM 02	State rules and regulations for tattooing		1	
PM 03	OSHA regulations		1	
PM 04	HIV/AIDS		2	
PM 05	Sanitation and Sterilization		1	
PM 06	Instruction on micro-pigmentation		4	
PM 07	Color selection		.50	
PM 08	Design procedures		.50	
PM 09	Eyebrow application		9	8
PM 10	Eyeliner application		10	8
PM 11	Lip application		9	8
	Total		40	24

PM 01 – Review training manuals -

Overview of course description, expectations, general information on procedures.

PM 02 – State rules and regulations for tattooing -

Review state guidelines for general physician supervision. Learn state laws and regulations for tattooing.

PM 03 – OSHA regulations –

Learn and review OSHA rules and regulations for needle and hazard material disposal.

PM 04 – HIV/AIDS –

Overview of Florida Law regarding HIV/AIDS for both student and client protection as well as health and economic matters.

PM 05 – Sanitation and Sterilization -

Learn to promote good health by sanitizing implements and equipment in accordance to state regulation.

PM 06 – Instruction on micro-pigmentation -

Learn micro-pigmentation procedures for eyeliner, lip liner, eyebrows utilizing pen machines.

PM 07 – Color selection -

Learn basic color theory, skin tone and color mixing techniques.

PM 08 – Design procedures -

Learn the art of designing eyebrows evenly, contouring eye liner, and lip liner.

PM 09 – Eyebrow application -

Actual eyebrow procedure performed on consenting client.

PM 10 – Eyeliner application -

Actual eyeliner application performed on consenting client.

PM 11 – Lip application -

Actual lip liner or full lip application performed on consenting client.

STUDENT RECORDS, POLICIES, AND PROCEDURES

North Florida Cosmetology Institute has developed the following policy in accordance with the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA). For the purposes of this policy, North Florida Cosmetology Institute has used the following definition of terms:

- Student – any person who attends or has attended North Florida Cosmetology Institute, Inc.
- Parent or Legal Guardian – person legally responsible for a minor student.
- Educational Records – any records (in handwriting, print, or on tapes, film, or other medium) of students attending NFCI, and maintained by NFCI for a period of at least three years.

FERPA Rights

Students shall be provided a statement of their FERPA rights on the first day of classes.

Educational Records Inspection Procedures

Students or parent(s)/guardian of minor students may inspect and review their education records upon request to the office. Students or parent(s)/guardian of minor students shall submit to the office a written request that identifies the specific record or records to be inspected.

The Director of Education or an authorized staff person will make the needed arrangements for access as promptly as possible and notify the student or parent/guardian in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student or parent/guardian of a minor student may inspect and review only the record(s) that relate to the student, and only the record(s) specifically identified for inspection in the written request.

Right of the School to Refuse Access

NFCI reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in file before January 1, 1975.
3. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

NFCI reserves the right to deny official transcripts of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.

Fee for Copies of Records

The fee for copies will be \$2.00 per page, up to maximum of \$20.00

Disclosure of Educational Records

NFCI will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the school in an administrative, supervisory, academic or research, or support staff position.
- A person employed by or under contract to the school to perform special task, such as the attorney or auditor.

A school official has legitimate educational interest if the school is:

- Performing a task that is specified in his or her position description or by a contractual agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. To certain officials of the U.S. Department of Education, NACCAS, the Comptroller General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's or the parent(s)/guardian of a minor student request for financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.
7. To appropriate, legitimate parties in an emergency where the health and/or safety of a student may be in jeopardy.

“Guardian” as referred to above and in all other locations in this catalog means “legal” guardian as defined by the Laws of the State of Florida.

Record or Request for Disclosure

NFCI will maintain a record of all requests and/or disclosure of information from a student's education records for a period of at least three years. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interested the party had in requesting or obtaining the information. The parents or eligible student may review the record.

Correction of Education Records

Students, and/or parents of a minor student, have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are procedures for the correction of the records:

1. A student and/or parents of a minor student must ask (appropriate official of) NFCI to amend a record. In doing so, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. NFCI may or may not comply with the request. If a decision is made not to comply, NFCI will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, NFCI will arrange for a hearing and notify the student, and/or parents of a minor student, reasonably in advance, of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney.
5. NFCI will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the hearing officer decides that the challenged information is not inaccurate, misleading, or not in violation of the student's right of privacy, the student will be notified that they have a right to place in their record a statement commenting on the challenged information, and a statement setting forth any reasons they may have for disagreeing with the decision of the hearing officer.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained, or for a period of not less than three years. If NFCI discloses the contested portion of the records, it must also disclose the statement.
8. If it is decided by the hearing officer that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, and/or parent of a minor student, in writing, that the record has been amended.

Right to Privacy Policy and Release of Information Policy

NFCI does not release information about individual students except when requests are made in full compliance with the above described policies and procedures.

INTERNAL GRIEVANCE PROCEDURE

1. Complaint from student, teacher, or other interested party may be filed against the school. The complaint must be in writing and given to the school's owner or director. The written complaint should document the allegation or nature of the complaint.
2. A school representative will meet with the complainant within ten days of receipt of the written complaint. If the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting in writing and the complainant will be provided a copy at the time of the meeting.
3. The institution's committee will consist of at least three individuals who must meet within 21 days after a written complaint is received to review allegations.
4. If more information is needed, a letter will be written outlining the additional information required and sent to the complainant. If no further information is needed, the complaint committee will act on the allegations and a letter describing the committee's recommended solution will be sent to the complainant within fifteen days of the meeting.
5. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS, 4401 Ford Ave. Suite 1300 Alexandria, VA. 22302, phone number (703) 600-7600. NACCAS will be contacted only if all avenues to resolve the problem through the school's complaint system have been exhausted.