



CATALOG

2019

**552 North Mannheim Road
Hillside IL 60162**

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Owner: Euretta Ivy

Approved by: Department of Regulation State of Illinois

**320 W. Washington
Springfield IL 62786
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This facility is approved for GI Bill® education benefits by the Illinois State Approving Agency,

HISTORY

Ms. Roberts Academy of Cosmetology was founded in 1960 in Villa Park. Our branch campus, Ms. Roberts Beauty Academy in Hillside Il was opened in 2002. The Villa Park Campus closed in December of 2014.

The school's main objective is to serve the student in achieving the best training possible. Our objective is to produce salon ready graduates and to provide students with a solid foundation of knowledge on which to build a lifelong career.

MISSION STATEMENT



provide excellence in cosmetology sphere is provided by a combination student with a strong foundation in all ployed in the cosmetology field.

n/or currently working in our field of e field they will have a difficult time

in industry

in the industry

in the industry

Brandon Ivy

Cosmetologist/Barber/ Instructor

5 years in the industry



WHAT SHOULD YOU EXPECT

Upon completion of our 1500 hour state approved Cosmetology course, 350 hour state approved course in Nail Technology Course or Instructors Course each student will be able to demonstrate job entry skills in all required subjects, take and pass a final school examination in both theoretical and practical skills. Completion will qualify you sit for examination to obtain an Illinois Beauty Culture license.

Cosmetology

1500 hours of instruction are required to qualify for examination for and Illinois

Cosmetology License. The length of time required to complete depends on course schedule selected. You will be required to complete practical assignments and finals with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with and 80% or better in addition to a 400 question final

Cosmetology Instructor

If you have less than two years as a license cosmetology, 1000 hours of instruction are required to qualify for examination for and Illinois Cosmetology Instructors License. If you have more than two years as a license cosmetology, 500 hours of instruction are required to qualify for examination for and Illinois Beauty Cosmetology Instructors License. The length of time. The length of time required to complete depends on course schedule selected. You will be required to take and past on theory exams with a 80% or better. Prepare lesson plans and Instruct for a minimum of 3 chapters.



Nail Technology

350 hours of instruction are required to qualify for examination for and Illinois Beauty Culture License. The length of time required to complete depends on course schedule

selected. You will be required to complete practical assignments and finals with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with and 80% or better in addition to a 200 question final.

Nail Technology Instructors

If you have less than two years as a license cosmetology, 625 hours of instruction are required to qualify for examination for and Illinois Beauty Culture Instructors License. If you have more than two years as a license cosmetology, 500 hours of instruction are required to qualify for examination for and Illinois Beauty Cosmetology Instructors License. The length of time. The length of time required to complete depends on course schedule selected. You will be required to complete practical assignments and finals with a 3 or better. We utilize Milady Curriculum and you will be required to complete all test with and 80% or better in addition to a 200 question final

Upon completion of this course you will be qualified to take state board and perform a number of competencies with in the field of Nail Technology, Cosmetology and Instruction.

Physical Demands

It is important that prospective students be aware of the physical demands that will be put on them in our profession.

Long hours on your feet, back strain performing such skills as shampooing, pedicures and helping elderly people from their chairs. Cosmetology and Nail Technicians will require extensive arm, wrist and hand movement as well as respiratory problems may arise from inhaling chemical fumes from perms and hair color and Nail chemical. Skin rashes can occur from contact with chemicals used in our industry. Dry and chapped/cracked hands can result from shampooing clients over a period of time

Nail and Cosmetology Instructor may experience some of the same demands, as well as long hours grading papers, test and lesson plans.

In addition, we maybe required to have an extreme amount of patience and tolerance with customers/students.

Safety requirements

Cosmetologists' work with many chemicals and should work in well ventilated area. Some services may necessitate the wearing of a mask and or protective gloves. Cosmetologist, Nail Technician and Instructors may come in contact with harsh chemicals and exposure to body fluids is likely.

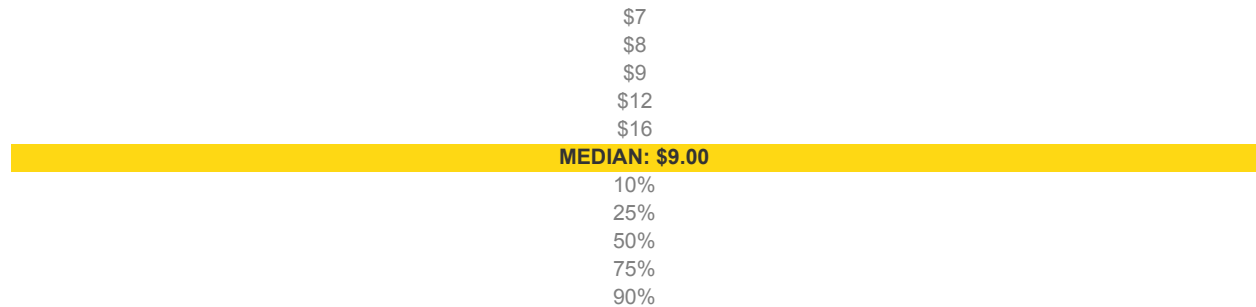
It is recommended that you now train in the industry if you have any physical or mental issues that would not allow you to perform all of the necessary skills required to be successful.

Compensation:

Cosmetology and Nail Technology is a career with many highs and lows within the profession. The 2007 Job Demand Survey (last printed) results as reported by NACCAS indicate that salons in Illinois average annual salary for a salon professional in Illinois are \$38,646.00. This amount does not include tips and gratuities. The national average is \$35,973. 70% of salons in the state are employer-owned, 13 % are booth rent and 17 % are a combination of both.

Cosmetologist Salary (United States)

The average wage for a Cosmetologist is \$9.40 per hour.



[Show Annual Salary](#)

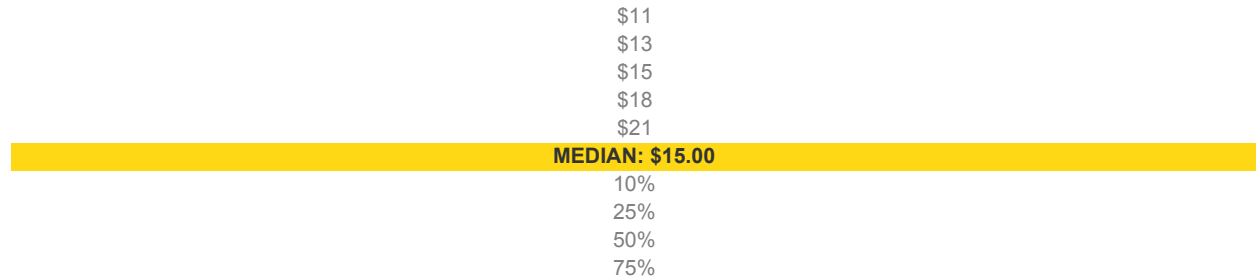
	National Hourly Rate Data (?)	\$0	\$19	\$38	\$57
Hourly Rate	\$7.55 - \$16.46				
Hourly Tips	\$0.62 - \$6.20				
Overtime	\$0.41 - \$54.15				
	National Annualized Data (?)	\$0	\$50K	\$100K	\$150K
Bonus	\$0.00 - \$2,078				
Commission	\$0.00 - \$28,455				
Profit Sharing	\$20.00				
Total Pay (?)	\$16,079 - \$46,990				

Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 444

Cosmetologist/Nail Instructors (United States)

A Cosmetology Instructor earns an average wage of \$15.45 per hour. Pay for this job does not change much by experience, with the most experienced earning only a bit more than the least. A skill in cosmetology is associated with high pay for this job.

[Read More](#)



90%

© PayScale, Inc. @ www.payscale.com

	National Hourly Rate Data (?)	\$0	\$11	\$22	\$33
Hourly Rate	\$11.11 - \$20.92				
Hourly Tips	\$2.54				
Overtime	\$0.00 - \$30.58				
	National Annualized Data (?)	\$0	\$22K	\$44K	\$66K
Bonus	\$0.00 - \$1,100				
Commission	\$1,000				
Profit Sharing	\$5,000				
Total Pay (?)	\$23,887 - \$47,047				

Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 420

Nail Technician Salary (United States)

Women comprise the majority of Nail Technicians in the United States. Individuals in this line of work make around \$10.04 per hour on average. Lower pay rates hover around \$7.83 per hour, and the higher rates verge on \$15.56. Geographic location and years of experience each impact pay for this group, with the former having the largest influence. One in seven report receiving medical and dental coverage from their employers and less than 10 percent collect vision insurance. Most Nail Technicians like their work and job satisfaction is high. The figures in this rundown are based on the results of PayScale's salary questionnaire.

\$7
\$8
\$10
\$13
\$16

MEDIAN: \$10

10%
25%
50%
75%
90%

	National Hourly Rate Data (?)	\$0	\$9	\$18	\$27
Hourly Rate	\$7.83 - \$15.56				
Hourly Tips	\$0.98 - \$7.53				
Overtime	\$0.00 - \$22.60				
	National Annualized Data (?)	\$0	\$18K	\$36K	\$54K
Bonus	\$0.00 - \$850				
Commission	\$0.00 - \$25,000				
Total Pay (?)	\$16,090 - \$48,326				

Country: United States | Currency: USD | Updated: 20 Sep 2015 | Individuals Reporting: 201

Employers Expectations-

To be successful in our industry employers are looking for employees with a strong work ethic, good people skills, punctuality, takes constructive criticism and is a team player.

Access to records policy

The student and/or parent/guardian of a dependent minor will have the right to gain access to his/her files by qualified personnel. The institution will not release information about an individual student without the student's and/or parent/guardian of dependent minors' written permission.

Family Educational Rights and Privacy Act of 1974 per pa (title S,USC,5726 is a Federal law designed to protect the privacy of a students education records. The law applies to all school which receives funds under an applicable program from the US Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Parents or eligible student have the right to inspect and review all of the student education records maintained

Licensing Requirements for the State of Illinois

1500 hours of instruction in Cosmetology are required to qualify for examination for an Illinois Beauty Culture License. Length of time required to complete depends on course schedule selected.

350 hours of instruction in Nail Technology are required to qualify for examination for an Illinois Beauty Culture License. Length of time required to complete depends on course schedule selected.

500 or 1000 hours of instruction in Cosmetology Instructors are required to qualify for examination for an Illinois Cosmetology Instructors License. Length of time required to complete depends on course schedule selected.

625/500 hours of instruction in Nail Technology Instructors Program are required to qualify for examination for an Illinois Nail Technology Instructors License. Length of time required to complete depends on course schedule selected.

II. ADMISSION REQUIREMENTS

Fair Practice Code -This institution in its admission, instruction and graduation policies, practices no discrimination on basis of sex, color, ethnic origin, race, creed, age, religion, financial status or country

or area of origin or residence. Ms. Roberts Academy does not recruit students already attending or admitted to another school offering a similar program of study.

1. **Schedule Enrollment Appointment**
2. **Submit copy of high school diploma from approved high School or G.E.D**
3. **submit copy of stated issued Drivers License or State ID**
4. **Complete an admissions enrollment application**
5. **Submit \$100.00 enrollment fee unless other wise agreed**
6. **Put a minimum down payment on your kit of \$300.00**
7. **Sign a completed enrollment contract provided by the admissions representative.**
8. **Discuss financing options with enrollment advisor**

Financing must be pre-arranged.

Transfer Students

Credit for Previous Education and Training for Students receiving GI Bill Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of Name of School. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation. Students need to present appropriate documentation to Ms Roberts Beauty Academy prior to the start of class to receive credit for prior education and training.

47 week course: Attendance is 37 ½ hours per week, 7.5 hours per day and not less than 21 total hours in any one week. 1500 hours are to be completed 47 weeks from date classes began.

62 week course: Attendance is 27 1/2 hours per week, not less than 5 consecutive hours per day. A min 16 hours of attendance in any one week is required,, 500 hours are to be completed 61 ½ weeks from date classes began.

68.5 week course: Attendance is 22 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 1500 hours are to be completed 68.5 weeks from date classes began

108 week course: Attendance is 16 ½ hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Student will attend not less than a total of 12 hours in any one week. 1500 hours are to be completed 108 weeks from date classes began.

Additional schedules may be available.

COURSE OF STUDY

COSMETOLOGY

The curriculum shall consist of 1500 hours of coordinated theory and practical experience broken down approximately as follows:

- a) Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:
 - 1) tools and their use;
 - 2) shampoo;
 - 3) understanding chemicals and use;
 - 4) types of hair;
 - 5) sanitation;
 - 6) hygiene;
 - 7) skin diseases and conditions;
 - 8) anatomy and physiology;
 - 9) electricity;
 - 10) ethics;
 - 11) nail technology;
 - 12) esthetics.

- b) Practical Chemical Application/Hair Treatment – 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
 - 1) chemical safety;
 - 2) permanent waving;
 - 3) hair coloring, tinting and bleaching;
 - 4) hair relaxing;
 - 5) hair and scalp conditioning;
 - 6) shampooing, toning and rinsing.

- c) Hair Styling/Hair Dressing – 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
 - 1) cutting;
 - 2) thinning;
 - 3) shaping;
 - 4) trimming;
 - 5) application of electrical/mechanical equipment;
 - 6) curling;
 - 7) hair treatments.

- d) Shop Management, Sanitation and Interpersonal Relations – 200 hours of classroom instruction shall be provided in the following subject areas:
 - 1) labor law;
 - 2) workers' compensation;
 - 3) client relations;
 - 4) bookkeeping;
 - 5) marketing and merchandising;
 - 6) emergency first aid;
 - 7) right-to-know laws;
 - 8) pertinent State and local laws and rules;
 - 9) business ethics;
 - 10) sanitation;
 - 11) electrical devices;
 - 12) personal grooming and hygiene.

- e) Esthetics – 85 hours of instruction shall be provided

- f) Nail Technology – 55 hours of instruction shall be provided

- g) Electives – 35 hours
- h) Ms. Roberts does not participate Internship program as an optional part of the curriculum

Nail Technology

- a) Each student will be required to complete a minimum of 350 clock hours of instruction as follows:
 - 1) Basic Training – 50 hours of classroom instruction in general theory practical application (i.e., practicing nail technology on the public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following subject areas:
 - A) History of nail care;
 - B) Personal hygiene and public health;
 - C) Professional ethics;
 - D) Sterilization and disinfection;
 - E) Bacteriology;
 - F) Disorders of the nails;
 - G) OSHA standards relating to material safety data sheets (MSDS) on chemicals;
 - H) Chemicals and their use; and
 - I) Technical applications of chemicals.
 - 2) Related concepts – 15 hours of classroom instruction shall be provided in the following subject areas:
 - A) Cells, metabolism and body systems;
 - B) Theory of massage; and
 - C) People skills.
 - 3) Practices and Procedures – 255 hours of instruction, which shall be a instruction and clinical combination of classroom practical application, shall be provided in the following subject areas:

- A) Fabric procedures;
 - B) Sculpting procedures;
 - C) Light cured gels;
 - D) Machines or apparatus used in nail technology;
 - E) Manicures;
 - F) Pedicures;
 - G) Hand, arm and foot massage;
 - H) Other procedures as they relate to nail technology; and
 - I) Product knowledge as it relates to nail technology.
- 4) Business Practices – 30 hours of classroom instruction shall be provided in the following subject areas:
- A) The Act and this Part;
 - B) Management;
 - C) OSHA standards relating to chemical use; and
 - D) Workers' Compensation Act.
- 5) Ms. Roberts Academy does not participate in the Internship Program as an optional part of the curriculum at any point.
- b) A nail technology student is not permitted to practice on the public until he/she has successfully completed the 50 hours of general theory and practical application).

COSMETOLOGY INSTRUCTORS

- a) Each student training must complete a teacher program that includes a minimum of 1000 clock hours of instruction as follows:
- 1) 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

- 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
 - 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
 - 4) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
 - 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act and this Part.
 - 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- b) The approved program for a 500 hour Teacher Training Course shall be based on 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in subsection (a), with the exception of the 500 hours of post-graduate training.

NAIL TECHNOLOGY INSTRUCTOR COURSE

- a) Each student intending to complete teacher training must complete a minimum of 625 clock hour of instruction as follows:
 - 1) 125 hours of post-graduate school training that includes all subjects in the basic nail technology curriculum in including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
 - 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and

development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of nail technology teacher students who have completed a course in Educational Psychology at an accredited college or university.

- 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of nail technology students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
 - 4) 150 hours of Application of Teaching Methods that include: preparation and organization of subject matter to be presented on a unit by unit basis; and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
 - 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Act, this Part and the Workers' Compensation Act.
 - 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- b) The approved program for a 500 hour Teacher Training Course shall be based upon 2 years of practical experience and shall consist of Teacher Training Curriculum outlined in Section with the exception of the 125 hours of post-graduate training.

GRADING AND GRADUATION REQUIREMENTS FOR MS ROBERTS ACADEMY

It is the philosophy of Ms. Roberts' Academy to require a higher standard during instruction, to achieve a higher degree of success on the state exams.

If a student fails one test and retakes it with a passing grade, the overall average will be adjusted.

If the student fails a test, the student may only take one retake per test after 7 days. The highest score will be used to determine the exam grade. Additional assignment maybe required to retake test. This will be at your instructor discretion.

Students are evaluated in the following areas:

1. Quality of work
2. Quantity of work
3. Co-operation and dependability
4. Work manner and personal appearance
5. Related theory

Theory will be graded according to the following scale:

100-95	=	A	=	Excellent
94-90	=	B	=	Good
89-80	=	C	=	Satisfactory
79-75	=	D	=	Unsatisfactory
74-below	=	F	=	Failing

Related theory: A minimum standard of 80% accuracy is required in each subject. Students may take any test twice to improve a grade point average

The Final Exam - If a student fails this exam, the student must ***schedule*** a retake within 7 days. The student is allowed to take this test up to 3 times without additional charge. Each additional retake after the 3rd time or 1 week after the contract end date will require the student paid an additional fee of \$50.00 per test. This fee is to be paid prior to the exam being administered.

State Exam - Must be passed with a minimum of 75%. If a student fails the exam 3 times the beauty school will provide tutoring class to assist in the retake of your exam. These classes must be set up with the director.

Incomplete or absences are entered as a 0 in the grade book. Students are required to make up theory assignments, examination or practical assignment if missed/or failed. These assignments can be made up during school. Test cannot be taken less 3 days apart. ***All work should be made up as soon as possible and is the responsibility of the student***

TESTING- THEORY

1. Exams/quizzes and projects are given throughout the course. These along with other homework assignments will be taken into consideration when forming a theory grade. A minimum of 80% is required for passing. It is a prerequisite that all work must be completed for a student to graduate.
2. Unit exams are given to prepare for your final (optional)

3. Final Exam- Prior to the end of the cosmetology course a final exam in theory will be given. All test and projects must be complete, **and tuition paid prior to the administration of the final.** It is a 400 question multiple choice tests. It is also a prerequisite before a student is allowed to take the State Board Examination. All students must pass this exam with an **80% or better.**

4. State Board Examination - Each student is registered to take the state board exam upon completion of the 1500 hour program. Fees for this examination are listed on the first page of your contract. The State Board examination is a 100 multiple choice question test. The must be passed with and 75% or better to qualify for licensure in the State of Illinois

Practical and laboratory work will be graded as follow

5	=	A	=	Excellent
4	=	B	=	Good
3	=	C	=	Satisfactory
2	=	D	=	Unsatisfactory
1	=	F	=	Failing

A reasonable amount of practical work will be required monthly. The beauty school will provided written expectations of the levels that students are to achieve by the end of the month. If this work is not complete the students will be given an incomplete.

In addition when students are on the clinic floor a record is to be kept on all work accomplished by the student. The work is to be graded by an instructor and these grades, along with classroom work, are to be used when grades are calculated. If the student is not current with their practical work he/she will receive an incomplete for the grading period.

Mock/Final Practical Exams will be given on practical work completed in that period. Students will not be allow to take Final Exam until all tuition payments are made. If a student fails this exam the student must reschedule. If the student fails the test a 2nd time the highest grade will be used. All students will have the opportunity to review their final exam. If a student is required to retake the Mock State Board Exam more than 3 times, a fee of \$50.00 will be charged each additional retake.

GRADUATION REQUIREMENTS AND DIPLOMA

A diploma/transcript is issued to each student who has met the following requirements:

1. Completed 1500 hours of Cosmetology, 350 hours Nail Technology, 1000/500 Cosmetology Instructors, 625/500 of Nail Technology Instructors.
2. Maintained not less than 80% average on all required written examinations.
3. Completed all practical goals (including sanitation).
4. Taken and pass all written and practical finals with and 80%
Or better
5. Retired all financial obligations to the school unless otherwise agreed in writing

PROGRAM LENGTH

COSMETOLOGY

1500 HOURS CAN BE COMPLETED IN 11 MONTHS, 13 MONTHS,

16 MONTHS OR 25 MONTHS

CONTRACTUAL GRACE PERIOD

NAIL TECH PROGRAM

350 HOUR PROGRAM CAN BE COMPLETED IN 12 WEEKS,

14.5 WEEKS, 18 WEEKS OR 22 WEEKS

COSMETOLOGY INSTRUCTORS PROGRAM

IS A 500/1000 HOURS AND CAN BE COMPLETE IN 17/33 WEEKS,

22/43 WEEKS, 28/56 WEEKS,33/66 WEEKS

NAIL INSTRUCTORS PROGRAM

IS A 625/500 HOUR PROGRAM AND CAN BE COMPLETED IN

19/15.5WEEKS, 25/20 WEEKS, 34/27 WEEKS, 38/31 WEEKS

All students are required to complete the program on time, however when that is not possible addition fee will be incurred in accordance to your contract agreement.

Students that do not complete the hours as stated in your contract do not have a grace period. Any hours not completed at the end of the contract will be charge at a rate of \$10.00 per hour to complete and must be paid in advance at the last day of the contract unless previously arranged in writing.

Students have a grace period of 1 month after the contract end date to complete all Practical and Written requirement. An additional fee of \$10.00 per hour will be charged for all Practical and Written requirements. An additional fee of \$10.00 per hour will be charged for all Practical and Written requirement taken after the 1 month period. There will also be a 50.00 fee to take the Final Practical Exam after the 1 month grace period.

Ms. Roberts’ Academy will process the paper work to register each student for the state board once they have completed the above requirements for an additional fee of \$50.00

In addition, to take their state board exam they will need a copy of current driver’s licenses. The cost of the state exam is the student responsibility. Current cost \$180.00 (change without notice)

Ms. Roberts does aid students in seeking employment. Students desiring assistance with job placement need to notify the school office that such assistance is needed. The school cannot, and does not guarantee job placement but will make every effort to assist each student in locating a position in the career they have chosen.

FACILITY DESCRIPTION

Ms. Roberts’s Academy offers large, well equipped classrooms, locker facilities, student lounge and large spacious clinic area for practical experience.

Ms. Roberts’ Hillside is a well-equipped location with 2 clinic floors, 3 spacious classroom areas. We have recently updated our facility is conveniently located near public transportation Pace 310 Pace 313 & 317 with I290 & I294 express exits.

TUITION COST

COSMETOLOGY 1500 HOUR PROGRAM

Registration Fee.....	\$ 100.00
Tuition, Kit, Books , Uniform.....	\$ 900.00
Total Program cost...../.....	\$ 10000.00

Scholarships/and payment plans are available to those who qualify

NAIL TECHNOLOGY 350 HOUR PROGRAM

Registration Fee.....	\$ 100.00
Tuition, Kit, Books , Uniform.....	\$ 700.00
Total Program cost.....	\$ 5000.00

Scholarships/and payment plans are available to those who qualify

NAIL INSTRUCTORS 625 HOUR PROGRAM

Registration Fee.....\$ 100.00
Tuition, Books , Uniform.....\$ 200.00
Total Program cost.....\$ 4000.00

Scholarships/and payment plans are available to those who qualify

NAIL INSTRUCTORS 500 HOUR PROGRAM

Registration Fee.....\$ 100.00
Tuition, Books , Uniform.....\$ 200.00
Total Program cost.....\$ 2500.00

Scholarships/and payment plans are available to those who qualify

COSMETOLOGY INSTRUCTORS 1000 HOUR PROGRAM

Registration Fee.....\$ 100.00
Tuition, Books , Uniform.....\$ 200.00
Total Program cost.....\$ 5000.00

Scholarships/and payment plans are available to those who qualify

COSMETOLOGY INSTRUCTORS 500 HOUR PROGRAM

Registration Fee.....\$ 100.00
Tuition, Books , Uniform.....\$ 200.00
Total Program cost.....\$ 2500.00

Scholarships/and payment plans are available to those who qualify

Each student is responsible for the state board fee \$180.00 (subject to change), and \$50 graduation fee per signed contract.

Additional Cost: Each student is responsible for their own classroom and clinic products and supplies. The only items supply by the institution is chemicals ,shampoo and conditioner used on paying clients.

Payment plans are prearranged prior to start day and all payment arrangements are list on the contract and agreed to by both parties. See insert.



COMPLETION RATES

The placement rate represents students who completed the cosmetology program between January 1, 2014 and December 31, 2014 and were employed by November 20 2014

STUDENTS'S FINANCIAL AID RIGHTS AND RESPONSIBILITIESSTUDENTS RIGHTS INCLUDE:

- Knowledge of the cost of the program chosen at Ms. Roberts Academy
- Understanding what criteria Ms. Roberts Academy uses to award student financial aid
- Knowledge of the types of financial assistance that is available. Including information private, and institutional financial aid programs
- Criteria for meeting satisfactory academic progress and maintaining financial eligibility
- The current interest rate of any loan accepted and repayment terms of the loan
- The total amount of student loans borrowed that will need to be repaid prior to attending

STUDENT RESPONSIBILITIES INCLUDED:

- Complete all finance forms
- Provided additional documentation requested by Ms. Roberts Academy in order to complete verification or resolve discrepancies
- Maintaining Satisfactory Academic Progress in attendance, theory and practical in order to remain eligible to receive financial assistance
- Repay all loans
- Have a thorough understanding of all documents signed

Family educational rights and privacy act (FERPA) The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC, Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the US Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. The schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

CANCELLATION AND REFUND POLICY

1. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing or in person, within 5 business days of the signing of an enrollment agreement or contract, and prior to entering classes, all monies collected by the school shall be refunded. The cancellation date will be determined by a postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or the student has actually started training,
2. If a student cancels his/her enrollment after 5 business days after signing but prior to entering class. He/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00
3. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized:

% of enrollment	amount of total tuition school shall retain
0.01 % to 4.9	10%
5% to 9.9%	30%
10% to 14%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**No transcripts will be given until the balance of the tuition has been paid.

Enrollment Time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. Termination shall occur upon students last day of physical attendance in the school. Any monies due the applicant or students shall be refunded with 30 days of formal cancellation by the student as defined in item 1, 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 the a leave of absence the documented day of return

4. The cost of any extra items required by the students, such as instructional supplies, or equipment, service charges, student's activity fees, deposits, rentals, and other miscellaneous charges, are not considered in the Enrollment Agreement. The school catalog, or in other information furnished to the student/applicant before enrollment purchased at the school in full. By the student/applicant at the time of receipt of such supplies. There will be no refund for any of these items.
5. An applicant rejected by the institution shall be entitled to a refund all monies paid
6. If a school is permanently closed and no longer has offering instruction after a student enrolled the student shall be entitled to a prorated refund of tuition
7. If a course is cancelled subsequent to a student's enrollment, the school shall at its option to:
 - a. Provide a full refund of all monies paid or
 - b. Provided completion of the course

Cancellation or termination by student:

A Student may cancel or terminated enrollment by notifying this school of this or her intentions in writing.

ATTENDANCE

1. Punch in and out when arriving and leaving the building for any reason.
2. Students may not attend more than 40 hours per week. Except in hardship cases, and with permission.
3. Student may attend a maximum of 8 hours by not less than 3 consecutive hours per day except in hardship cases and with permission. Students attending 6 or more consecutive hours shall take a ½ hour lunch. If you do not punch out for lunch the system will assume 1 hour.
4. Evening classes are for night students: day students may not attend except with special permission. Mondays are for the High School Program and no adult student may attend on Monday without permission
5. Student absent, without notice, for a period of more than 14 days will be dropped without further notice;

6. Students are required to maintain total number of hours per month according to their enrollment agreement. Students not maintaining their schedule will be changed to another schedule or dropped depending on seriousness of situation
7. Students are expected to call when absent
8. Students in good standing who temporarily withdraw from the program will be allowed to return with loss of credit providing it is within the time frame.
9. Students are not allowed to miss more than 1 Saturday per month without penalty. Or be late more than one Saturday per month. The Students that are not required to attend Saturday Friday will be considered there Saturday
10. Consequence for Missing Saturday is suspension the following business day. Director will review special circumstances
11. Students my not miss the day before or after the Holiday
12. Consequences for missing the day before or the day after the holiday will be 1 day suspension.
13. Should maintain no less than 80% attenadance to prevent overcontract fees

MAKE UP HOURS

Hours missed are made up in the following manner:

- a. No hours can be made up at time when clients are not in need of service Therefore, the only time you can make up hours is when you are on the clinic floor.
- b. Teachers are expected to keep accurate daily attendance records in addition to our time clock. All absences are reported to the Director.
- c. No additional hours can be done if your original contracted hours are done.
- d. If you are unable to make up hours at approved times then the contracted period are subject to additional fees as stated in you contract.

TARDINESS

Students are expected to arrive at the beauty school on time per your contracted hours. School starts at 8:30am, 11:00pm or 5:00pm, depending on your program. You are given a 15 minute grace period to be in class and ready to work by 8:45am (8:30),11:15pm(11:00), 5:15pm(5:00). However, you are still considered tardy. **Students will not be allowed in class after 8:45am or 11:15am, or 5:15pm if it has not been pre arranged.** We recognize that student may have family emergencies weather or public transportation issues that would prevent a student from arriving at the scheduled time. On Tuesday thru Friday if a student arrives to class at after the above grace period you will not be allowed to punch in until 9:30am. Two times a month you con come in after 9:30 am. But you cannot do less than 3 hours. This grace does ***not apply*** to Saturdays because our doors open for clients at 8:30am on these days. On time behavior will be observed throughout the day during breaks and lunches. Student that are late from lunch or break are subject to be sent home for the day. Excessive tardiness will be referred to the director.

Excessive tardiness will affect your attendance rate and could cause you to be over contract. Your over contract fee is \$10.00 per hour. All over contract fees must be paid before your final.

Excessive tardiness could cause you to be **suspended or terminated** from Beauty School

ILLNESS

Each student is given 4 weeks of absences in case of illness.

Student with excessive or prolonged absences because of illness will require a doctors note. In the case of prolonged illness 2 weeks or more the student is should take a leave of absences as 14 day of absences without notification will result in the student being dropped.

All students who request to go home because of illness OR family emergency will be allow to leave.

LEAVING EARLY

Students are required to complete a full day each day of the contract. However, we do understand that there are circumstances which require a students' attention. Therefore, a student will be allowed to leave three times inside of the contract without penalty. More than 3 times of early dismissal will require the student to complete any missed hours at the end of the contract and may be subject to additional fees.

MISSED WORK

All missed work due to absentness or tardiness are the responsibility of the student to make up. All missed work must be made up prior to graduation. As pervious stated, "all work must be completed prior to taking final exams"

STUDENT BEHAVIOR

Attitude, equipment hygiene, personal hygiene, and cooperation are vital to our program. They reflect to our clients the quality of the education students are achieving as well as the quality of the service they will receive. This can directly affect the amount of real life hands on experience a student has at the academy. We, therefore hold our students to the highest standard of professionalism.

DRESS CODE

1. Students are to wear a professional uniforms supplied in kit
2. All other attire must be in black /or White no other visible colors permitted
3. Socks or nylon hose at all times for safety
4. Makeup, hair and nails should be well groomed and manicured
5. h=Hard sole shoes should be worn at all times (no house shoes allowed)
6. No shorts, dresses, skirts that are shorter than mid thigh
7. No hats, scarf's or head wraps of in sort

DRUG FREE SCHOOL AND WORK PLACE INFORMATION

Alcoholic beverages are not allowed in any form at the School, and any student or employee that consumes alcoholic beverages immediately prior to coming to the school, will be suspended from

training. The same rule applies to the use of marijuana and nonprescription drugs. Ms. Roberts has a no tolerance policy in regards to Alcoholic Beverages and Nonprescription Drugs.

All students receive a copy of our handbook on the first day of class and in effect acknowledge the awareness of our Drug and Alcohol Free environment.

Drug Free School and Workplace Statement

1. Ms. Roberts Academy (hereinafter referred to as “this institution” has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the institution’s workplace. The workplace for this institution is defined in paragraph 2
2. In compliance with the Drug Free Workplace act of 1988, this institutions workplace consists of the following locations:
 - a. The entire campus facility
 - b. Any location used as an offsite school function i.e. competition, hair show etc.
 - c. Students and employees must comply with the policy while off site if they are in service of the institution in any capacity.
3. Noncompliance with the terms in Paragraph 1 will result in the following action being taken by this institution.
 - a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation or
 - b. Termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
4. All students and employees must read and understand the following statement

RULES AND REGULATIONS

GENERAL

1. Smoking, um chewing, eating or drinking is not allowed in the Classroom clinic, or clinic reception areas
2. Students must maintain a professional attitude and appearance at all times. This includes conversations, inappropriate language, in appropriate music
3. Personal telephone calls will be accepted only in an emergency and are limited to 3 minutes. Cell phones are allowed on the clinic floor or classrooms

4. Students receiving a service must first get permission from the instructor in charge. A nominal charge will be made for supplies used for student services. If you are chosen as a model service will be free.
5. Kits and implements are to be cleaned and sanitized daily; inadequate or dirty equipment will be cause for dismissal for the day.
6. Students should not borrow supplies from the school or other students.
7. Sanitation assignments are to be completed daily. This includes your personal work space as well as additional assignments at the end of the day.
8. All students must purchase finishing products used on clients/mannequin except shampoo, conditioners and chemicals. List provided under separate cover.
9. Cheating, stealing or forging an instructor's name will be considered cause for dismissal.
10. Clinic customers may request for a particular student by name for an additional fee. Cannot be requested based on skill/race or ethnic background.
11. Any loss or breakage of the student's equipment must be replaced at the student's expense.
12. Lunch is 30 minutes, all students must punch out for lunch. If you do not punch out the system will assume 1 hour.
13. Breaks are 15 min. Students receive 15 minutes in the morning and 15 minutes in the afternoon. Breaks cannot be combined with lunches or other breaks.
14. Never leave clients unattended on the clinic floor.
15. You must complete your client before you leave.
16. Clients are taken on a first come first service basis, unless otherwise instructed.
17. Solicitation of clients for services outside of Ms. Roberts Academy will result in termination.
18. All supplies and equipment will be discarded/sold if left more than 30 days. Students on leave for more than 30 days must take all of their belongings with them. We are not responsible for items left on the premises.
19. Each student is given a progress report. It is your responsibility to track your grades, and hours until completion.

STUDENT THAT VIOLATE ANY RULES CAN BE SIGNED OUT OR TERMINATED DEPENDING UPON THE SEVERITY OF THE VIOLATION. 3 OR MORE VIOLATIONS WILL RESULT IN TERMINATION.

STUDENT SERVICES

1. Counseling

A. Instructional Staff:

All instructors are licensed by the state of Illinois and have

been or is currently working in the industry.

Aids students to improve learning skills, prepare for examination, and establish working relationships with other students, customers and staff.

B. Management:

Aids the students in selecting schedules of attendance and suitable financial arrangements.

C. Administrative Assistant

Aid student in job placement, daily attendance, and leaves of absents

2. Housing:

A. Students arrange for own housing

3. Parking and transportation

Parking is free in mall lot and is conveniently located near public transportation Pace 310 Pace 313 & 317 with I290 & I294 express exits.

SCHOOL CALENDAR

Classes began the 2nd week of every month unless a holiday interferes

School hours are:

Monday: High School only 12pm to 5:30P

Tuesday: 8:30m to 4:30pm

Wednesday: 8:30am to 9:30pm

Thursday: 8:30am to 9:30pm

Friday : 8:30am to 4:30pm

Saturday: 8:30am to 4:30pm

The school are closed on the following holidays:

New Year's Day, July 4 Week, Thanksgiving weekend, Christmas Eve Christmas Day. All snow days as designated by district.

CAMPUS SECURITY REPORT:

As required by the Clergy act, each university or college must publish and make available to student's interested students, staff, and the general public it annual crime report. Ms. Roberts Academy has collected data filed its report for the year calendar year ending 12-31-2009. A full copy of the report is available in the school office.

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the school president or staff, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the college bulletin boards by general announcement or by email. Anyone with information warranting a time warning should report the circumstances to the school office in person at the school in **552 North Mannheim Road Hillside IL.**

INTERNAL COMPLAINT PROCEDURE

Students or staff having problems or complaints against the school should first put it in writing and then given to the school owner. School owner will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation the problem cannot be resolved through discussion the complaint will be referred to the schools complaint committee. All meetings will document and give a copy to all parties. The committee will meet within 21 days of receipt of the complaint and review the allegations. If more information is needed from the complainant a letter will be written outlining the additional information. The committee will act on the allegations within 15 days stating the steps taken to correct the problem or show that the allegations were not warranted or based on fact. Every effort should be made by the complaint to resolve the problem through the school. If at this point the complaint is still not resolved with the schools contact:

<https://www.idfpr.com/> | The Illinois Department of Professional Regulation 320 W. Washington 3rd floor, Springfield IL 62786. Phone #217-782-8556.

<Http://www.ed.gov> Department of Education **chicago/Denver** 312-730-1511

OCCUPATIONAL INFORMATION NETWORK

O'Net is the nation's primary source for occupational information and a tool to search potential career options and obtain valuable information about numerous occupation. You may visit O'Net at <http://www.onetonline.org./crosswalk/enter> the Classification of Instructional Programs code (CIP) #120401 under education menu tab for more information related to the program.

STANDARD OCCUPATIONAL CLASSIFICATIONS

A Standard occupational Classification or SOC code is a number that represents an occupational classification which links a occupation. The following SOC codes are related to cosmetology:

SOC code:	39-5012.00	Cosmetology
SOC code:	39-5092	Nail Technology

CODE OF CONDUCT POLICY schools receiving fasfa

The higher education opportunity act add once receive funding

COMPLETION RATE: 75% graduates completed their program between January 1 2017 and November 30 2017 as compared to the total number of graduates'

PLACEMENT RATES-Per our reporting requirements with annual report period of 2014 our rates are 66%

LICENSURE RATE: Per our reporting requirement annual report period of 2014 our rates are 100%

Milady Standard Cosmetology Book, theory work book, Essential companion for std cos 2012 and web pac cmw/

ISBN#9781285482279 cost \$250.00

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