

CATALOG

MS Roberts Beauty Academy

552 North Mannheim Road

Hillside IL 60162

Euretta C. Ivy

Owner

REV. 10/12/2026

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HISTORY

Ms Roberts Beauty Academy 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 2014. The school's main objective is to provide students with the best possible training. We aim to produce salon-ready graduates and to provide students with a solid foundation of knowledge on which to build a lifelong career.

MISSION STATEMENT

The mission of Ms Roberts Beauty Academy is to provide excellence in cosmetology education. "Your Education is our Priority." A combination of well-trained staff and well-equipped facilities provides an educational atmosphere. Provide each student with a strong foundation in all areas of cosmetology, skin care, nails, and , enabling them to graduate, become licensed, and secure employment in the cosmetology field.

OUR STAFF

At Ms. Roberts Beauty Academy, we employ instructors who have worked in or are currently working in our field of study. It is our opinion that if one is not successful in the field, they will have difficulty teaching students the skills necessary for success.

Euretta C. Ivy	Owner/Director
Marie Barlow	Instructor
Brandon T. Ivy	Instructor
Kanesha Nutall	Instructor



WHAT SHOULD YOU EXPECT

Upon completing any state-approved courses Cosmetology, Esthetician Nail Technology, and Instructor courses), each student will demonstrate job-entry skills in all required subjects and pass a final school examination covering both theoretical and practical skills. Completion will qualify you to sit for the examination to obtain a license from the Illinois Department of Regulation in the completed course.

Cosmetology

1500 hours of instruction are required to qualify for an examination for an Illinois Cosmetology License. The time required to complete it depends on the selected course schedule. You must complete practical assignments and finals with a grade of 3 or better. We use the Milady Curriculum, and you will be required to score 80% or better on all tests, in addition to a 400-question final.

Cosmetology Instructor 1000 & Cosmetology Instructor 500

If you have less than two years as a licensed cosmetologist, 1000 hours of instruction are required to qualify for examination for an Illinois Cosmetology Instructor License. If you have more than two years as a licensed cosmetologist, 500 hours of instruction are required to qualify for examination for an Illinois Cosmetology Instructor License. The time required to complete it depends on the selected course schedule. You will be required to pass theory exams with a score of 80% or better. Prepare lesson plans and Instruct for a minimum of 3 chapters.

Nail Technology Program

350 hours of instruction are required to qualify for the examination for a Nail Technology License. The time required to complete it depends on the selected course schedule. You must complete practical assignments and finals with a grade of 3 or better. We use the Milady Curriculum, and you will be required to score 80% or better on all tests, in addition to a 200-question final.

Nail Technology Instructor 625

Suppose you have less than two years of experience as a licensed Nail Technology professional. In that case, 625 hours of instruction are required to qualify for the examination for an Illinois Department of Professional Regulation Instructor License. The time required to complete it depends on the selected course schedule.

Nail Technology Instructor 625

If you have less than two years as a licensed Nail Technology, 625 hours of instruction are required to qualify for the examination for an Illinois Department of Professional Regulation Instructor License. The time required to complete it depends on the selected course schedule. You must complete practical assignments and finals with a grade of 3 or better. We use the Milady Curriculum, and you will be required to score 80% or better on all tests, in addition to a 200-question final. Upon completion of this course, you will be qualified to take the state board and perform several competencies within the field of Nail Technology Instructor 625 Instruction.

Esthetician Program

750 hours of instruction are required to qualify for the Esthetician License examination. The time required to complete it depends on the selected course schedule. You must complete practical assignments and finals with a grade of 3 or better. We use the Milady Curriculum, and you will be required to score 80% or better on all tests, in addition to a 300-question final.

Physical Demands

Prospective students must be aware of the physical demands our profession will place on them.
Long hours on your feet can lead to back strain from tasks such as shampooing, performing pedicures, and assisting elderly individuals with their chairs. Cosmetology Esthetician and Nail Technicians will require extensive use of the arms, wrists, and hands. Respiratory problems may arise from inhaling chemical fumes from perms, hair color, and Nail chemicals. Skin rashes can occur from contact with chemicals used in our industry. Dry and chapped/cracked hands can result from shampooing clients over time.

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

In addition, we may be required to be extremely patient and tolerant with customers/students.

Safety requirements

Cosmetologists work with many chemicals and should work in a well-ventilated area. Some services may require wearing a mask and protective gloves. Cosmetologists, Nail Technicians, and Instructors may encounter harsh chemicals and are likely to be exposed to body fluids.
It is recommended that you do not train in the industry if you have any physical or mental issues that would not allow you to perform all the necessary skills required to be successful.

Compensation:

The Cosmetology and Nail Technology Program is a career with many highs and lows. Salary.com reports the average Salary for Cosmetology as of March 2025, $33,501 and $41,946. This amount does not include tips and gratuities.



In Illinois , a licensed esthetician typically makes about $56,402.00 per year or 27.12 per hour on the average Salary.com puts the salary at an average of $57,034.
Geographic location and years of experience each affect pay for this group, with the former having the greater influence.

Employers Expectations

To be successful in our industry, employers look for employees with a strong work ethic, good people skills, punctuality, the ability to take constructive criticism, and a strong team player.

Access to Records Policy

The student and/or parent/guardian of a dependent minor will have the right to gain access to their files by qualified personnel. The institution will not release information about an individual student without the student's and/or the parent/guardian of dependent minors' written permission. In addition, the Ms Roberts Beauty Academy provides access to student and other institutional records by its accrediting agency.

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 student's education records. The law applies to all schools that 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.
Students or eligible Parents or Students have the right to inspect and review all the student's education records maintained.

Licensing Requirements for the State of Illinois

COSMETOLOGY, ESTHETICIAN PROGRAM/NAIL TECHNOLOGY PROGRAM

1) Complete 1500 hours of instruction in Cosmetology
2) Complete 350 hours of instruction in the Nail Technology Program
3) Complete 750/ hours of instruction in the Esthetician Program
5) High School Diploma or its equivalent or GED

COSMETOLOGY INSTRUCTOR 500/ COSMETOLOGY INSTRUCTOR 1000/NAIL TECHNOLOGY INSTRUCTOR

1) Cosmetology, Nail and, Instructors must complete 500 hours and two years of field experience, 1000 hours of instruction for Cosmetology, 625 hours of instruction for Nail and with no years of experience. E
2) High School Diploma or its equivalent/GED
3) Cosmetology Instructor License. The time required to complete the course depends on the selected schedule.

II. ADMISSION POLICY REQUIREMENTS

Fair Practice Code -This institution, in its admission, instruction, and graduation policies, does not discriminate based on 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 a copy of a high school diploma from an approved high School or G.E.D
3. Submit a copy of your Social Security card or immigration card.
4. Submit a copy of the stated issued Driver's License or State ID
5. Complete an admissions enrollment application.
6. Submit $100.00 enrollment fee unless otherwise agreed.
7. Sign a completed enrollment contract provided by the admissions representative.
8. Discuss financing options with enrollment advisor.

Student under contract with High School District

1. Contact your high school liaison.
2. Once you have completed the admission requirements of your high school district
3. Complete enrollment applications with parent contact information

We accept Financial Aid and Student Loans. We also accept MasterCard, Visa, and American Express.
Scholarships are available for tuition balance for those who qualify.
Ms Roberts Beauty Academy does not participate in the Ability to Benefit Program.

TRANSFER STUDENTS

Transfer students will be admitted with previous training on a case-by-case basis. Ms. Roberts Beauty Academy will accept up to 750 hours from an accredited institution for our Cosmetology program, up to 175 hours for our Nail Technology Program, up to 500 hours for our Cosmetology Instructor 1000-hour program, 250 hours for our Cosmetology Instructor 500-hour program, and up to 300 hours for our Nail Instructor program. All transfer students must pass each test in our Curriculum with a score of 80% or higher, pass our final written exam with a score of 80% or higher, and pass our final practical exam with a score of 80% or higher. Practical work will be prorated based on the hours required to be completed.

RETURNING STUDENTS

Students may re-enroll within 5 years of their termination or withdrawal to receive full credit for previous hours. Any student who is returning but has not attended beauty school in over 12 months may be required to complete up to 200 hours of both basic practical assignments and theory.
Students returning to Ms Roberts for up to 11 months will maintain all practical and theory grades.
Students returning up to 1-5 years will receive credit for the hours completed; however, all theory work must be completed. The practical will be prorated based on the hours left to be completed.
We will not accept any hours 5 years or beyond. If the student chooses to re-enter, they must complete 1500 hours as well as practical /theory requirements. *We reserve the right not to enroll transfer students who have a previous recurring negative relationship with other schools, such as attendance, grades, or behavior terminations. We will not prejudge any applicant and will consider the circumstances of each student. Timing is based on the first day of attendance.

TERMINATION

You can be terminated from Ms Roberts Academy for the following reasons.

1. Poor Daily Attendance or Poor Theory Attendance
2. Excessive Tardiness
3. Non-Payment of tuition or fees
4. Failure to maintain a C average
5. Gross insubordination /Swearing
6. Three or more public/personal hygiene reprimands
7. A Combination of any three or more suspensions
8. Threatening an instructor
9. Stealing
10. Destruction of school property
11. Solicitation of clients to perform services outside of Ms Roberts Academy
12. 4 or more probations

COURSE OF STUDY

COSMETOLOGY

47-week course: Attendance is 35 hours per week,7.5 hours per day, , and not less than 23 total hours in any one week. 1500 hours are to be completed in 47 weeks from the date classes began.
60-week course: Attendance is 25 hours per week, not less than 5 consecutive hours per day. A minimum of 17 hours of attendance in any one week is required; 500 hours are to be completed in 61 ½ weeks from the date classes began.

65.25-week course: Attendance is 22 hours per week(vocational), not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend for a minimum of 12 hours in one week. 1500 hours are to be completed in 75.25 weeks from the date classes began.

100-week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend for a minimum of 12 hours in one week. 1500 hours are to be completed in 100 weeks from the date classes began.

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

a) Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided, which shall include a minimum of the following subject areas:
   1) tools and their use
   2) shampoo
   3) understanding chemicals and their 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

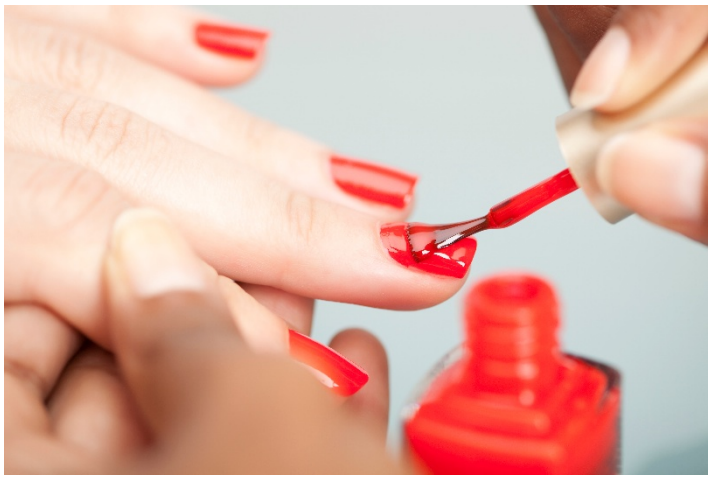
1) cutting
2) thinning
3) shaping
4) trimming
5) application of electrical/mechanical equipment
6) curling
7) hair treatments

d) Shop Management, Sanitation, and Interpersonal Relations – 200 hours of classroom/ distance 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

Nail Technology Program

10-week course: Attendance is 35 hours per week,7.5 hours per day, and not less than 23.5 total hours in any one week.350 hours are to be completed in 10 weeks from the date classes began.
in one week. 350 hours are to be completed in 18 weeks from the date classes begin.



24-week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend a minimum of 12 hours of classes in one week. A total of 350 hours must be completed within 24 weeks from the date classes begin.

a)Each student will be required to complete a minimum of 350 clock hours of instruction as follows:

b)

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 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 an instruction and clinical combination of classroom and practical application, shall be provided in the following subject areas:

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
Product knowledge 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.

Ms Roberts Academy does not participate in the Internship Program as an optional part of the curriculum.

b) A nail technology student is not permitted to practice on the public until they have completed the 50 hours of general theory and practical application.

COSMETOLOGY INSTRUCTOR 500

500-hour course with over 2 years of license experience
20.5-week course: Attendance is 35 hours per week,7.5 hours per day, not less than 21 total hours in any one week. 500 hours are to be completed 14.5 weeks from the date classes begin.
24-week course: Attendance is 25 hours per week, not less than 5 consecutive hours per day. A minimum of 16 hours of attendance in any one week is required; 500 hours are to be completed in 20 weeks from the date classes begin.
47-week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend for a minimum of 12 hours in one week. 350 hours are to be completed 47 weeks from the date classes begin.

Additional schedules may be available.

1) 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 Instructor. 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), except for the 500 hours of post-graduate training.

COSMETOLOGY INSTRUCTOR 1000

1000-hour course with over 2 years of license/33-week course:

Attendance is 35 hours per week,7.5 hours per day, and not less than 21 total hours in any one week. 1000 hours are to be completed in 28 weeks from the date classes began.

44-week course: Attendance is 25 hours per week, not less than 5 consecutive hours per day. A minimum of 16 hours of attendance is required every week. The total of 1000 hours is to be completed within 40 weeks from the date classes began.

66-week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend for a minimum of 12 hours in one week. 1000 hours are to be completed in 66 weeks from the date classes began.

a) Each student's training must be completed in a teacher program that includes a minimum of 1000 clock hours of instruction as follows:

1) 500 hours of Post-Graduate School Training includes all subjects in the basic cosmetology curriculum, including theory and practice. The presentation of material must include the concepts intended to be taught and the skills to be acquired across 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), except for the 500 hours of post-graduate training.

NAIL TECHNOLOGY INSTRUCTOR 625

625-hour course with under 2 years of license

18-week course: Attendance is 35 hours per week,7.5 hours per day, , and not less than 21 total hours in any one week. 625 hours are to be completed in 18 weeks from the date classes begin.

25-week course: Attendance is 25 hours per week, not less than 5 consecutive hours per day. A minimum of 16 hours of attendance in any one week is required. 625 hours are to be completed in 25 weeks from the date classes begin.

41.75-week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. The students will attend for at least 12 hours in any one week. 625 hours are

to be completed in 41.75 weeks from the date classes begin.

Additional schedules may be available.

a) Each student intending to complete teacher training must complete a minimum of 625 clock hours of instruction as follows:
   1) 125 hours of post-graduate school training that includes all subjects in the basic nail technology curriculum, including theory and practice. The presentation of material must include the concepts intended to be taught and the skills to be acquired across 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.

ESTHETICIAN PROGRAM

Esthetician are professionals who provide non medicial skin care service. Hands on, involves analyzing skin rand recommending treatments. Requires knowledge of skin anatomy, sanitation and safety.
Our program aims to ensure graduated are competent, confident dan licensure-ready.
21.5-week course: Attendance is 35 hours per week,7.5 hours per day, , and not less than 23 total hours in any one week. 750 hours are to be completed in 21.5 weeks from the date classes began.

30-week course: Attendance is 25 hours per week, not less than 5 consecutive hours per day. A minimum of 17 hours of attendance in any one week is required; 750 hours are to be completed in 30 weeks from the date classes began.
50 week course: Attendance is 15 hours per week, not less than 3 consecutive hours per day, as scheduled, day or evening. Students will attend for a minimum of 12 hours in one week. 750 hours are to be completed in 50 weeks from the date classes begin.

Each licensed cosmetology school teaches an esthetics curriculum, and each licensed esthetics school should provide a program consisting of a minimum of 750 clock hours. Instruction shall be a combination of classroom

instruction and hands-on (practical and technical) experience. The minimum subjects and number of hours shall be as follows for each category of training:

1) Basic Training - 75 hours:
    A) History of skin care.
    B) personal hygiene and public health.
    C) professional ethics.
    D) sterilization and sanitation.
    E) Introduction to skin analysis, skin care, and facial treatments.
    F) eyelash extensions, tabs, and strips.
2) Scientific Concepts - 150 hours:
    A) cells, metabolism, and body systems.
    B) bacteriology.
    C) physiology and histology of the skin.
    D) human anatomy.
    E) chemistry - understanding chemicals and their use.
    F) disorders of the skin and special aesthetic procedures.
3) Practices and Procedures - 500 hours:
    A) non-therapeutic massage, excluding scalp.
    B) nutrition and health of skin.
    C) skin analysis.
    D) cleansing the skin.
    E) mask therapy and facial treatments.
    F) facial treatments without the aid of machines.
    G) electricity, machines, and apparatus.
    H) facial treatments with the aid of machines.
    I) hair removal, including the tweezer method, depilatories, waxing, and their use.
    J) professional makeup techniques, including the application of eyelash extensions, tabs, and strips.
    K) product knowledge as it relates to esthetics.
4) Business Practices - 25 hours:
    A) the Act and this Part, including sanitary standards.
    B) management.
    C) OSHA standards relating to chemical use.
    D) Workers' Compensation Act.
5) The Internship Program is not a part of our curriculum.

An esthetics student is not permitted to practice on the public until the successful completion of 75 hours of basic training specified in subsection (a)(1).

A school may, as part of its educational program and on school premises, offer esthetics services to the public through a student clinic to provide students with practical experience. Services should be provided by students working under the supervision of one or more teachers. Students shall receive no compensation, including tips, but shall receive credit for hours worked towards the 750-hour education requirement. The school may provide those services under its school license and is not required to obtain a salon registration. The school shall post a sign visible to the public advising that students provide all services. Except as provided in this subsection, a school and a salon shall not operate on the same premises.

GRADING AND GRADUATION REQUIREMENTS FOR MS ROBERTS ACADEMY

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 their grade point average.

Practical and laboratory work will be graded as follows.

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

Incompletes or absences are entered as a 0 in the grade book. Students are required to make up missed or failed theory, examination, or practical assignments. These assignments can be made up during school. The test cannot be taken less than 3 days apart. ***All work should be completed as soon as possible, and it is the student's responsibility.***

GRADUATION REQUIREMENTS AND DIPLOMA

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

1. Completed 1500 hours of Cosmetology, 750 Esthetician Program, 350 hours of Nail Technology program, Cosmetology Instructor 1000 or Cosmetology Instructor 500, Nail Technology Instructor 25.
2. Maintained not less than an 80% average on all required written examinations.
3. Completed all practical goals
4. Taken and passed all written and practical finals with 80% or better
5. Retired all financial obligations to the school unless otherwise agreed in writing

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PROGRAM LENGTH

COSMETOLOGY

1500 HOURS CAN BE COMPLETED IN 49 weeks, 65 weeks, 114 weeks.

CONTRACTUAL GRACE PERIOD

NAIL TECHNOLOGY PROGRAM

350-HOUR PROGRAM CAN BE COMPLETED IN 15 WEEKS,
20.75 WEEKS, 20 WEEKS, OR 36 WEEKS

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COSMETOLOGY INSTRUCTOR 1000

1000 HOURS AND CAN BE COMPLETED IN 32 WEEKS,
50.5WEEKS, 65.75 WEEKS

COSMETOLOGY INSTRUCTOR 500

500-HOUR COURSE AND CAN BE COMPLETED IN 20.5 WEEKS,
28 WEEKS,47 WEEKS

NAIL TECHNOLOGY INSTRUCTOR 625

625-HOUR PROGRAM AND CAN BE COMPLETED IN
20.5 WEEKS, 24.5 WEEKS, 47.5 WEEKS

ESTHETICIAN PROGRAM

750-HOUR AND CAN BE COMPLETED IN 21.5 WEEKS, 23 WEEKS, OR 30 WEEKS

NOTICE:

All students are required to complete the program on time; however, if that is not possible, additional fees may be incurred per your contract.

Students who do not complete the hours required by their contract do not have a grace period. Any hours not completed at the end of the agreement will be charged at a rate of $10.00 per hour to complete and must be paid in advance on the last day of the contract unless previously arranged in writing.

Suppose the student completes the program earlier than the estimated time frame stated in the contract. In that case, the student's financial aid package may be recalculated, which may result in liabilities owed by the student and/or the institution.

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

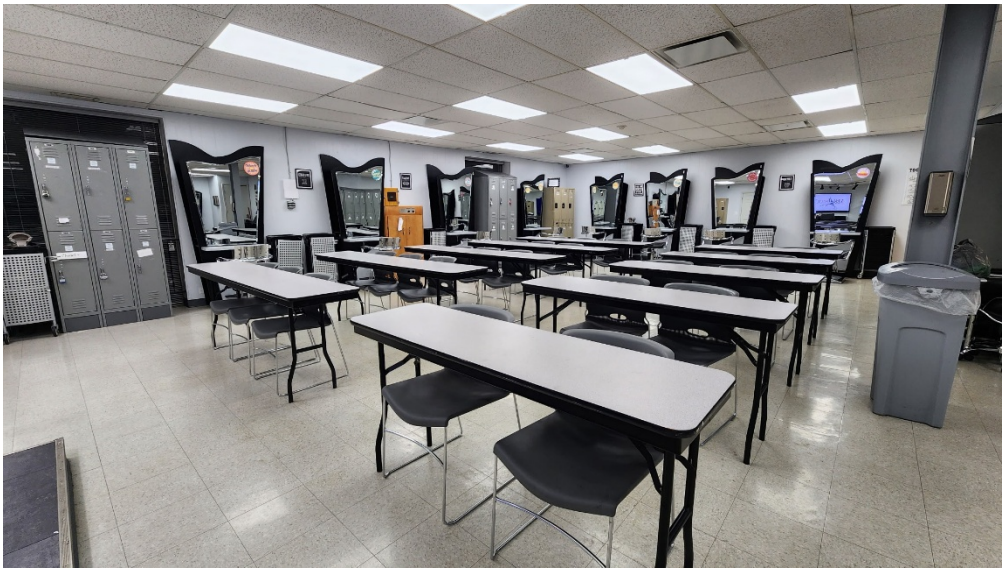
In addition to taking their state board exam, they will need a copy of their current driver's license. The cost of the state exam is the student's responsibility. Current price $195.00 (change without notice)

Ms Roberts aids students in seeking employment. Students seeking job placement assistance must notify the school office. 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 Academy offers large, well-equipped classrooms, locker facilities, a student lounge, and a large, spacious clinical area for practical experience.

Ms. Roberts Hillside is a well-equipped location with two clinical floors and three spacious classroom areas. We have recently updated our facility, which is conveniently located near public transportation, Pace 310, Pace 313 & 317, with I-290 & I-294 express exits.



TUITION COST

COSMETOLOGY

*E*nrollment Fee…….. $100.00 if not waived.
Kit, Books, Uniform…….. $ 2000.00
Tuition…….. $10,900.00
Total Cost…….. $22,900.00
Scholarships/and payment plans are available to those who qualify.

ESTHETICIAN PROGRAM

*E*nrollment Fee…….. $100.00 if not waived.
Kit, Books, Uniform…….. $ 1,500.00
Tuition…….. $15000.00
Total Cost…….. $16,500.00

NAIL TECHNOLOGY PROGRAM

Enrollment Fee…….. $100 if not waived.
Kit, Books, Uniform…….. $800.00
Tuition…….. $5000.00
Total Program cost…….. $3900.00
Scholarships/and payment plans are available to those who qualify.

NAIL INSTRUCTOR 625

Enrollment Fee…….. $100. If not waved
Books, Uniform…….. $200.00
Tuition…….. $4000.00
Total Program Cost…….. $4300.00
Scholarships/and payment plans are available to those who qualify.
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COSMETOLOGY INSTRUCTOR 1000

Enrollment Fee…….. $100 if not waived.
Books, Uniform…….. $400.00
Tuition…….. $7000.00
Total Program Cost Fee…….. $7500.00

COSMETOLOGY INSTRUCTOR 500

Enrollment Fee…….. $100 if not waived.

Books, Uniform…… $400.00
Tuition…… $6000.00
Total Program Cost…… $6500.00
Scholarships/and payment plans are available to those who qualify.

ADDITIONAL INSTITUTIONAL FEES:

1) Ms Roberts Beauty Academy requires an additional payment of **$10.00 per hour** until the course is **FULLY COMPLETED,** payable in advance until graduation. Students will have a grace period of 2 weeks after the contract end date to complete all practical and written requirements. An additional fee of **$10.00 per hour** will be charged for any practical and written work done after the grace period.
2) Each student is responsible for the state board fee. Subject to change.
3) If you complete the program earlier than the estimated time frame in the contract, the student's financial aid package may be recalculated, and that may result in liabilities owed by the student and or the institution.

Payment plans are prearranged before the start date, and all payment arrangements are listed in the contract and agreed to by both parties.

Accepted payment methods include cash, MasterCard, Visa, and money orders.

Scholarships are available for students who complete the program with a 90% GPA and 90% attendance. The highest amount that can be awarded for one year is $5000.

All fees will be paid before taking the finals unless other arrangements are made.

COMPLETION RATES

The placement rate represents students who completed the cosmetology program between January 1, 2024, and December 31, 2025, and were employed by November 20, 2025.

COMPLETION 82%
PLACEMENT 76%
LICENSURE 100 %

STUDENTS' FINANCIAL AID RIGHTS AND RESPONSIBILITIES STUDENTS' 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 are available. Including 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 the repayment terms of the loan
- The total amount of student loans borrowed will need to be repaid before attending

STUDENT RESPONSIBILITIES INCLUDED:

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

The Family Educational Rights and Privacy Act of 1974 PERPA) (Title 37, USC, Section 406 and Title 5, USC, 5726) It is a Federal law designed to protect the
privacy of a student's education records. The law applies to all schools that 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.

Students, Eligible Parents, eligible students/and other accrediting agencies (NACCAS) have the right to inspect and review all the students' education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, parents or eligible students cannot inspect the records personally. The school may charge a fee for copies.

REFUND POLICY – NOTICE OF CANCELLATION

BUYER'S RIGHT TO CANCEL"

- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement, regardless of whether the student has actually started training. All funds collected by the school are refunded except for a non-refundable application fee. (if applicable)
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school, less an application fee, if applicable, and registration fee of (state the amount for each course of study) if applicable.
- An applicant who is not accepted by the school is entitled to a refund of all monies except a non-refundable application fee (if applicable)
- A student must notify the institution of his/her withdrawal in writing.

- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be earlier than the scheduled date of return from leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled from the school. An unofficial withdrawal will be determined by the institution through attendance monitoring at least every 30 days.
- Official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- The school determines unofficial withdrawals for clock hour students through monitoring clock hour attendance at least every thirty (30) calendar days.
- For a school that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. However, for school hours, the refund is calculated based on the student's last date of attendance.

- Any monies due to a student who withdraws from the institution shall be refunded within forty-five(45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated, and any non-refundable items are identified.
- A non-refundable application fee does not exceed $100.00, if applicable.
- A termination fee not to exceed $150.00, if applicable.

- When notice of cancellation is given after the student's 5th day of completion but before the first day of class attendance, the school may retain the application and registration fee and an amount not to exceed ($100 max) plus books/materials?
- or program.
- When a student has completed 5% or more of the course of instruction, the school may retain the application and registration fee and the cost of any books or materials which have been provided by the school, but shall refund a part of the tuition and other instruction charges as follows:

PERCENT OF SCHEDULED TIME:

ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL % OF TUITION SCHOOL SHALL RETAIN
0.01% to 04.9%	**20%**
5% to 09.9%	**30%**
10% to 14.9%	**40%**
15% to 24.9%	**45%**
25% to 49.9%	**70%**
50% and over	**100%**

- The refund of fees will be based on the student's final day of attendance. Money owed to a student who has withdrawn, whether through official or non-official channels, will be repaid within 45 days following the determination of said withdrawal. In the event of an incapacitating condition or injury, a bereavement within the student's immediate family, or any other apposite mitigating factors supported by evidence, an equitable and reasonable refund arrangement shall be established to refund fees paid by the student, or by someone on their behalf. Alternatively, arrangements may be made for course completion through a pre-contracted tutorship agreement with another institution, or the institution may issue a refund. In instances where students are transferring to other schools, a refund will be made based on the number of hours that the receiving school has acknowledged.

- Suppose the school cancels or discontinues a course after a student's enrollment and before instruction begins. In that case, the student shall be entitled to receive from the school such a refund or partial refund of the tuition fees and other charges paid by the student or on behalf of the student. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, it is the student's CHOICE to receive from the school a refund OR another agreed-upon option, such as provide a completion of the course and or program, participate in a teach-out program or provide a full refund of all monies paid.

- For students transferring to another school, the amount to be refunded will be calculated based on the hours accepted by the receiving school.

- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and this enrollment agreement.

- Post-Withdrawal Disbursement: A student may be eligible for a post-withdrawal disbursement if, before withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student, and a disbursement will be issued within 14 days of the credit balance. If the post-withdrawal disbursement includes loan funds, Ms Roberts Beauty Academy must get the student's

permission within 30 days.. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the college within 14 days. Ms Roberts Beauty may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the academy needs the student's permission to use the post-withdrawal grant disbursement for all other college charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the college to keep the funds to reduce the student's debt. It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. All post-withdrawal disbursements are applied to students' accounts first.

- For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course,

Defining Types of Physical & Financial Hardships:

1. Serious injury or illness.

2. Chronic illness.

3. A medical issue of a family member in which the student must become a part-time or full-time caretaker of that family member.

4. A mental health condition.

5. A sudden or consistent lack of transportation issues.

6. A significant cost-of-living increase.

If a student experience any of the above or believes other mitigating circumstances necessitate a withdrawal, please email the admissions office at Tina@msroberts-academy.com with

Your Request for Physical or Financial Hardship Withdrawal Accommodation: The institution will review the request for Physical or Financial Hardship Withdrawal Accommodation.

Any request must be confirmed to the satisfaction of this Institution, so please provide medical letters or other substantiating information to assist us in making a significant change in your Physical or Financial Hardship situation after enrollment. A response will be provided via return email within 30 days.

Accommodation may include limiting the debt owed to the Institution due to mitigating circumstances & assistance to students who wish to re-enroll.

Including, but not limited to, minimizing the tuition expense so that the student's cost is not greater than tuition charges at the time of re-enrollment. Each circumstance will be evaluated based on the mitigating circumstances that necessitated a withdrawal, including, but not limited to, minimizing the tuition expense so that the student's cost is not greater than tuition charges at the time of re-enrollment. Each circumstance will be evaluated based on the mitigating circumstances that necessitated a withdrawal.

Past due debt policy

Consistent with the Illinois Student Debt Assistance Act (110 ILCS 66), the Past-Due Debt Policy outlines the process by which a current or former student may obtain a transcript or diploma that has been withheld from the student because the student owes a debt.

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Official and Unofficial Transcripts:

Pursuant to and in compliance with the Student Debt Assistance Act, Ms Roberts Beauty Academy will not

(i) refuse to provide an unofficial transcript to a current or former student because the student owes a debt.

(ii) condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript; or

(iii) charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

For official transcripts, the school will provide an official transcript of a current or former student to a current or potential employer, even if the current or former student owes a debt to the school.

(i) will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript; and

(ii) will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

Ms Roberts Beauty Academy will provide an official transcript of a current or former student, even if the current or former student owes a debt, if the student requests the official transcript.

1. Complete a job application.
2. transfer from one institution of higher education to another
3. Apply for state, federal, or institutional financial aid.
4. Join the United States Armed forces or the Illinois national Guard; or
5. Pursue other post-secondary opportunities.

ATTENDNACE POLICY

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. A student may attend a maximum of 8 hours, with a minimum of 3 consecutive hours per day, except in hardship cases and with permission. Students attending 6 or more consecutive hours are required to punch out and take a ½ hour lunch. If you do not punch out for lunch, the system will take 1 hour.
1. Evening classes are for night students: day students may not attend except with special permission.
2. A student absent, without notice, for more than 14 days will be dropped without further notice.
5. Students are required to maintain a total number of hours per month according to their enrollment agreement. Students who are not keeping their schedule will be changed to another schedule or dropped, depending on the seriousness of the situation.
6. Students are expected to call/text or email when absent
7. Students who temporarily withdraw from the program will be allowed to return. A student making satisfactory progress will keep that status. Students failing to meet minimum requirements at the point of withdrawal will be placed on probation for one month. Our satisfactory progress policy will reevaluate the students.

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TARDINESS

Students are expected to arrive at the beauty school on time. School starts at 9:00 am or 5:00 pm. Depending on which schedule you have chosen. Each student is given a 15-minute grace period to attend class; however, they are still considered tardy.

Excessive tardiness could affect your contract and cause you to be over your contract completion date. Your overtime contract amount is $10 per hour.

ILLINESS

Each student is given 10% of the hours of absence in the state of Illinois. Students with excessive or prolonged absences will **require** a doctor's note. In the case of protracted illness, the student should elect to take a leave of absence.

LEAVING EARLY

Students are required to complete a full day by their contract. However, we do understand that there are circumstances that require a student to leave for the day.
In these circumstances, a student will be allowed to leave; however excessive early leaves could cause a student to acquire additional over contract fees.

MAKE UP HOURS/MISSED WORK

Hours missed are made up only at clinical times when the Director must approve clients.
All missed work must be done, and it is the responsibility of the student to find what work is required and to make it up promptly.

DRESS CODE

1. Students are to wear a professional uniform supplied in a kit
2. All other attire must be in black /or white
3. Socks or nylon hose are always safe
4. Makeup, hair, and nails should be well-groomed and manicured

LEAVE OF ABSENCE POLICY:

The Director must approve all requests for leave of absence. All requests must be submitted in advance, in writing, to the Director, if possible. No verbal request will be accepted unless an unforeseen circumstance prevents the student from complying with the regulation. The student can only take two leaves within a contract, with a combined duration of no more than 180 days and a minimum of 2 weeks. An equal number of days will be added to extend the contract.
A student returning from leave or other official interruption of training must return to school with the same satisfactory progress as before their departure.

DRUG FREE SCHOOL AND WORKPLACE INFORMATION

Alcoholic beverages, Marijuana, nonprescription drugs, or Vaping are not allowed in any form at the school, and any student or employee who consumes alcoholic beverages, Marijuana, or Vaping immediately before coming to the school is subject to suspension from training. Ms Roberts has a non-tolerance policy.
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 and 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 institution's workplace consists of

the following locations:

a. The entire campus facility
b. Any location used as an off-site school function, i.e., competition, hair show, etc. Students and employees must comply with the policy while off-site if they are at the 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 that 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.
5. All students and employees must read and understand the following statement.
6. The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of a scheduled class day as outlined in the enrollment contract.

7. All transcripts or other documents (official or unofficial) will list hours that were obtained in distance learning separately.

NOTE: Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states

RULES AND REGULATIONS

ALL OF OUR RULES ARE IN OUR HANDBOOK, WHICH WE REVIEW DURING ORIENTATION. AT THE DISCRETION OF THE SCHOOL, THESE RULES MAY BE CHANGED FROM TIME TO TIME, AND SHALL BECOME EFFECTIVE WHEN POSTED ON THE BULLETIN BOARD

GENERAL

1. Smoking, gum chewing, eating, or drinking is not allowed in the Classroom clinic, or clinic reception areas
2. Personal telephone calls will be accepted only in an emergency. Cell phones are allowed on the clinic floor or in classrooms.

3. Students receiving a service must first get permission from the instructor assigned on the floor, which can only be done on designated days and only serviced 1 x a week.

A nominal charge will be made for supplies used for student services.

Kits and implements are to be cleaned and sanitized daily; inadequate or dirty equipment will be cause for dismissal for the day.

4. Sanitation assignments are to be completed daily.

5. All students must purchase finishing products used by clients.

6. Cheating, stealing, or forging an instructor's name will be considered cause for dismissal.

7. Clinic customers may request a particular student by name for an additional fee. Cannot order based on skill/race, or ethnic background.

8. Any loss or breakage of the student's equipment must be replaced at the student's expense.

9. All supplies and equipment will be discarded/sold if left for more than 30 days. Students on leave for more than 30 days must take all their belongings with them. We are not responsible for items left on the premises.

STUDENT SERVICES

1. Counseling

A. Instructional Staff:

The state of Illinois licenses all instructors who have or are currently working in the industry.

B. It aids students to improve learning skills, prepare for examinations, and establish working relationships with other students, customers, and staff.

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

D. Administrative Assistant
Aid students in job placement, daily attendance, and absences.

2. Housing:

A. Students arrange their housing.

3. Parking is free in the mall lot and is conveniently located near public transportation, Pace 310, Pace 313, & 317, with I-290 & I-294 express exits.

4. Ms Roberts Beauty Academy is committed to assisting every graduate who seeks employment in the beauty industry; however, we do not guarantee employment.

SCHOOL CALENDAR

Classes begin the 2nd week of every month unless a holiday/weather days interfere.
School hours are:
Monday: 9:00 am to 4:30 pm
Tuesday: 9:00 am to 4:30 pm
Wednesday: 9:00 am to 10:00 pm
Thursday: 9:00 am to 10:00 pm
Friday : 9:00 am to 4:30 pm
Saturday & Sunday: closed
The schools are closed during the following holidays:
New Year's Day, July 4th week, Thanksgiving weekend, Christmas Eve through New Year's Day. All snow days are designated by the district 9:209.

CAMPUS SECURITY REPORT:
As required by the Clergy Act, each university or college must publish and make available to students, staff, and the public its annual crime report. Ms Roberts Academy has collected data and filed its report for the calendar year ending 12-31-2024. A full copy of the report is available online.

TIMELY WARNING
If 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 alert will be issued through the academy bulletin boards by general announcement or by email/ text messages. Anyone with information about warranting a time warning should report the circumstances to the school office in person at the school, located at 552 North Mannheim Road, Hillside, IL.

Notice Regarding NACCAS Financial Monitoring

Ms. Roberts Academy of Beauty Culture, Inc. is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

On October 7, 2026, NACCAS notified the Academy that it had been placed on **Financial Monitoring – Internal Control Reporting Requirements (ICRR)** due to a finding of noncompliance with NACCAS Standard VII, Criterion 1(c), relating to financial reporting and internal controls.

The finding concerns an accounting adjustment identified during the Academy's annual financial audit for the fiscal year ending December 31, 2025.

The Academy is working with its Certified Public Accountant to address the identified deficiency, strengthen its financial reporting procedures, and implement appropriate corrective measures in accordance with NACCAS requirements.

Ms. Roberts Academy of Beauty Culture, Inc. remains accredited by NACCAS and continues to provide educational programs and services to its students.

The Academy remains committed to maintaining accreditation standards, financial accountability, and the quality of education provided to its students.

For additional information regarding this notice, students and prospective students may contact the Academy's administration.

Ms. Roberts Academy of Beauty Culture, Inc.

Hillside, Illinois

INTERNAL COMPLAINT PROCEDURE
Students or staff who have problems or complaints against the school should first put them in writing and submit them to the school owner. The 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 school's complaint committee. All meetings will be documented, and a copy will be provided for 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 showing that the allegations were not warranted or based on fact. The complainant should make every effort to resolve the problem through the school. If the complaint remains unsatisfied with the school's response at this point, the individual can pursue the matter further by contacting the National Accrediting Commission of Cosmetology Arts and Sciences at 3015 Colvin Street, Alexandria, Virginia 22314. Phone # 703 600 7600. A complaint form is available through the AGENCY. COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION 555 WEST MONROE ST 5TH FLOOR CHICAGO IL 60661 PHONE 312 814 6910 **IDFPR.ILLINOIS.GOV**

OCCUPATIONAL INFORMATION NETWORK

O'Net is the nation's primary source for occupational information and a tool to search for potential career options and obtain valuable information about numerous occupations. You may visit O'Net at http://www.onetonline.org./crosswalk/enter the Classification of Instructional Programs code (CIP) #120401 under the Education menu tab for more information related to the program.
We are not warranted or based on fact. The complainant should make every effort to resolve the problem through the school. If at this point the complaint is still not satisfied with the schools

STANDARD OCCUPATIONAL CLASSIFICATIONS

A Standard Occupational Classification (SOC) code is a number that represents an occupational classification, linking an occupation.

The following SOC codes are related to cosmetology:

SOC code:	39-5012.00	Cosmetology
SOC code:	39-5092	Nail Technology
SOC code:	12.0413	COSMETOLOGY INSTRUCTOR

CODE OF CONDUCT POLICY: Schools receiving FAFSA
The Higher Education Opportunity Act adds that once you receive funding.
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COMPLETION RATES

The placement rate represents students who completed the cosmetology program between January 1, 2024, and December 31, 2025, and were employed by November 20, 2025.

COMPLETION 82%
PLACEMENT 76%
LICENSURE 100 %

Accreditation

National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street, Suite 1300, Alexandria, VA 22314 #023191-00

Curriculum

Milady Standard Cosmetology, Esthetician, Nails, and Master Educators Book, latest revision, Cima online learning,