

Updated 7/11

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STATE COLLEGE OF BEAUTY CULTURE, INC.

1930 Grand Ave. WAUSAU, WI 54403
715-845-2888 (clinic floor) 715-848-2121 (fax)
715-849-5368 (admissions office)
info@statecollegeofbeauty.com (e-mail address)
www.statecollegeofbeauty.com (web site)

OFFICIAL NOTICE

The content of this document is provided for the information of the student. It is accurate at the time of printing, but is subject to change as deemed appropriate to fulfill SCBC's role or mission or to accommodate circumstances beyond the College's control. Any such changes may be implemented without prior notice, without obligation, and unless specified, are effective when made.

All students are reminded to read carefully the sections of the catalog pertaining to them. **Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.**

OFFICERS/OWNERS

President / School Administrator	Andrea L. Burns
Vice President / Financial Aid Officer	Daniel A. Burns

LICENSED BY

Wisconsin Department of Regulations and Licensing
P.O. Box 8935 Madison, WI 53708
(608) 266-2112

ACCREDITED BY

National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Ave., Suite 1300 Alexandria, VA 22203
(703) 600-7600 Fax (703)-379-2200
E-mail is naccas@naccas.org
Website is www.naccas.org



MEMBERSHIPS

- ✓ CEA – Cosmetology Educators Association
- ✓ AACCS – American Association of Cosmetology Schools
- ✓ NCA – National Cosmetology Association
- ✓ Wausau/Marathon County Chamber Member

CAMPUS CRIME STATISTICS

The following is a list of criminal offenses occurring on campus reported to the college owners or the Wausau Police Department:

From January 1, 1993 to January 1, 2011

Murder: none

Rape: none

Robbery: none

Aggravated assault: none

Burglary: none

Motor vehicle theft: none

The college does not monitor or record through local police agencies criminal activity engaged by students at off-campus locations of the student organizations or off-campus housing facilities as the college has none.

The following are statistics concerning the number of arrests for the following crimes occurring on campus:

From January 1, 1995 to January 1, 2011

Liquor-law violations: none

Drug-abuse violations: none

Weapons possessions: none

Information regarding our campus crime statistics may be found at ope.ed.gov/security. Type State College of Beauty Culture into the Name of Institution text box and click the search button at the bottom of the page.

EMERGENCY RESPONSE/EVACUATION PROCEDURES

Should an emergency or dangerous situation arise that may impact the safety or health of the SCBC students or staff while on the campus

- In the case of a fire; follow the campus signage for exit locations. Choose and exit that is closest to your location and exit quickly and in an orderly fashion.
- In the event of a tornado; move in an orderly fashion to the treatment room area and follow the staff member to the basement.
- Follow the directions of the staff members for all other situations.

SCBC has a procedure in place where, should a dangerous situation or an emergency situation arise; a campus staff member will contact a school administrator and the proper authorities. The school will proceed with an all campus lock down until the authorities have the situation under control and the police notify a staff/administrative member that it is safe for the students and staff.

Should a situation arise before the students arrive on campus; the staff will attempt to notify the students by phone and advise them accordingly. The appropriate staff member will place signs on the front and rear entrances of the building.

Tests of these emergency response and evacuation procedures are conducted bi-annually and students are informed of them on their first day of class. The tests may or may not be announced.

Emergency/Non-Emergency Telephone Numbers

Hospital (715) 847-2121

911

Non-Emergency Numbers

Information and Referral Services United Way 211

Fire Department (715)261-7900

Police Department (715) 261-7800

Sheriff's Department (715) 261-1200

ADMINISTRATIVE STAFF & FACULTY

School Administrator	Andi (Andrea) Burns
Financial Officer	Dan Burns
Admissions Director	Toni Slack
Administrative Assistant	Betty Prochnow
Lead Instructor /Advanced Master Educator	Liz Hart
Nail Tech Instructor	Toni Slack
Esthetic Instructor	Lisa Kraemer
Instructors	Courtney Czaja Char Luedtke Gina Haboush Michelle Klatt Jody Schiller
Substitutes	Jessica Barlow Marliese Schwinn Susie Slominski

ADMISSIONS

Diversity In Admissions Statement

SCBC welcomes to its learning community women and men of diverse backgrounds, religious affiliations, ethnic and racial identifications, and sexual orientations. It is the basic policy of SCBC to administer its employment and admissions practices – including those pertaining to recruitment, hiring, transfers, promotions, tuition remission, compensation, benefits and terminations- in a non-discriminatory manner, without regard to race, religion, color, age, sex, sexual orientation, national/ethnic origin, handicap/disability, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.

New Student Recruitment Policy

The State College of Beauty Culture, Inc. follows the recruitment policies as dictated by NACCAS and does not knowingly attempt to recruit students already attending or admitted to another school offering a similar program of study.

Requirements

To attend the State College of Beauty Culture, Inc. the following criteria is necessary for admission:

1. You must be at least **17 years old**. If you are under 18, a parent signature is required.

2. Must demonstrate the prerequisite aptitude for the study of cosmetology subject matter and client communication by showing documentation of your **high school diploma or an equivalent certificate (GED, HSED)** and transcripts/scores.
3. Must be competent to meet the physical demands encountered in the respective course. Learning and/or medical disabilities must be supported with valid **written documentation** to make accommodations within state regulations prior to enrollment.

SCBC seeks to enroll students who are prepared to have a successful college experience. As a result, grades (from high school or previous colleges), test scores, course content, and life experiences may be considered in making an admission decision.

High School Diploma Verification

SCBC will research the validity of any High School Diplomas that are not a recognized High School Diploma.

Registration Policies

- ✓ Enrollment applications can be obtained from the admissions office. Pre-registration is advisable due to the limitations in class size. Applications may be considered until one week before the first day of classes, though earlier deadlines may be set. As a result, it is to the student's benefit to submit materials sooner.
- ✓ An appointment with the admissions office should be scheduled to review admissions requirements including an entrance interview, class starting availability & registration, as well as a tour of the facility.
- ✓ An appointment with the Financial Advisor should be scheduled to discuss financial options including financial aid, payment plans and scholarships. Any balance not covered by financial aid must be paid by the first day of class or by payment options with obligations to be paid by graduation.

Vaccination Policy

SCBC does not require vaccinations for admissions into any of our programs. Contact the Public Health Department or your own health care provider if you are interested in getting more information about vaccinations.

Disability Services

Students are responsible for identifying themselves to the Admissions Director and/or the campus Director as having a valid and documented disability requiring reasonable accommodation. Please request a copy of "Reasonable Accommodation Policy" which is available in the administrative office. After reading the policy, prospective and current students can make their reasonable accommodation request at any time during admissions or enrollment. It is important to follow all of the steps and, provide current and relevant documentation in order to arrange the most appropriate plan. Accommodation requests are not guaranteed. The details of each reasonable accommodation requested plan must be agreed upon by both parties prior to acceptance of the plan by either party.

Dress Code

Dress required is a SCBC polo, SCBC smock/lab jacket, 100% black bottom, closed-toe black dress shoe or boot and name tag. Personal grooming such as hair, nails, makeup and/or facial shaving are checked daily. Uniform smocks, lab jackets, polos and name tags are purchased from the school. Smocks are purchased for \$25.00-\$30.00 each, polos are \$15 each for short-sleeve, \$20 each for long-sleeve (\$3.00 extra per shirt for 2XL and larger). An SCBC smock, SCBC polo, sanitizing containers, and a small procedure notebook will be required. It is recommended that students make arrangements with Admissions prior to start date to place your order. SCBC gear is available to purchase throughout the year.

Student Housing

Admissions will gladly assist out of town students with information on satisfactory housing.



Transfer Or Credit Policy

Persons furnishing satisfactory transcripts from another school may enter the State College of Beauty Culture, Inc. and receive credit for work done. A placement test, for a fee of \$200.00, is required to determine placement of the transfer student. Hours of training required to attain a SCBC Diploma are based on acquired knowledge in comparison to the State College of Beauty Culture Inc.'s curriculum. Transfer students will be charged per hour according to the current rate of tuition for hours required, the cost of any additional equipment needed, plus a registration fee of \$200.00.

GRADUATION REQUIREMENTS



Successful Completion Of Courses

Depending on your elected course

Successful completion of at least 1800 hours of **Barber/Cosmetology** training as follows:

Freshman/Sophomore	320 minimum hours
Junior	480 minimum hours
Senior	1000 minimum hours

Successful completion of at least 300 hours of **Manicuring/Nail Technology** training as follows:

Level I	100 minimum hours
Level II	200 minimum hours

Successful completion of at least 600 hours of **Esthiology** training as follows:

Level I	208 minimum hours
Level II	400 minimum hours
Level III	600 minimum hours

Successful completion of at least 150 hours of **Manager** training as follows:

150 minimum theory hours

Successful completion of at least 150 hours of **Instructor** training as follows:
150 minimum theory hours

The following criteria must be achieved to be eligible for graduation; cosmetology complete a minimum of 648 classroom hours/1152 clinic/lab hours, esthiology minimum of 304 classroom hours/296 clinic/lab hours, nail technician 131 classroom hours/169 clinic/lab hours, manager and instructor complete a minimum of 150 classroom hours. All test scores must have a combined grade point average of 80% in all programs. Senior exams will need to be passed with an 80% score on practical and written. If you do not pass will have one free retake and then be charged \$200.00 for each subsequent retake until 80% is achieved, complete a set of quota of client services established by the school (students in instructor program will deliver lesson to a licensed instructor of SCBC) and have all financial obligations paid in full to the school.

Upon completion of the above requirements, the student will receive a Diploma from SCBC. All students must graduate prior to taking the State Board Exam

Grading System For All Courses

A	93-100	C	80-84
B	85-92	F	79 and below

Physical Demand For All Courses

A healthy body and mind are necessary for this profession. Most services are performed when standing and mild to strong chemicals may be used. A personal program of proper rest, exercise, relaxation and nutrition will be beneficial to you.

CAREER PLANNING

Career Opportunities

Cosmetologists, Nail Technicians & Estheticians, are licensed professionals where goals and aspirations are unlimited. Many are attainable in this industry including....

COSMETOLOGIST	MANICURIST/NAIL TECH	ESTHETICIAN	ALL
Professional Stylist	Nail Care Specialist	Makeup Artist	State Board Examiner
Salon Owner	Nail Salon Owner	Skin Care Salon Specialist	Sales Consultant
Make-up Artist	Nail Enhancement Technician	Day Spa Director	Instructor
Platform Artist	Product Manger	Dermatologist Assistant	Fashion Show Coordinator
Manager	Freelance writer or lecturer	Beauty Editor	Product Representative

National/State Median Wage Information

The National and State median wage information can be found at:

www.careerinfonet.org

CALENDAR

The Barber/Cosmetology Course is offered every four weeks, Manicuring/Nail Technician two times a year, and Esthetic Program three times a year. We also offer Manager and Instructor Course two times a year. Exact start dates are found on pages 4 and 5. Full-time programs are scheduled 5 days/week, Monday through Saturday between the salon hours of 8:00 a.m. – 8:00 p.m. Part-time courses are scheduled Tuesday –Thursday 5:00pm – 9:00pm and Saturday from 8:00 am – 4:30pm. The Manager course is offered Tuesday and Instructor course is offered Wednesday, both are from 8:00a.m.-4:30 p.m. The college is closed on the following legal holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day.

2012 Academic Calendar

JANUARY 1	New Years Day/Winter Break	No School
JANUARY 2	School Resumes	
JANUARY 2	Barber/Cosmetology & Esthetics Course Begins	
JANUARY 30	Barber/Cosmetology Course Begins	
FEBRUARY 13	Administer State Board Exam On-site	No School
FEBRUARY 27	Barber/Cosmetology Course Begins	
MARCH 13	Nail Tech Class Begins	
MARCH 26	Barber/Cosmetology Course Begin	
APRIL 4	Careers in Cosmetology Day/Student Competition	
APRIL 23	Administer State Board Exam On-site	No School
APRIL 24	Barber/Cosmetology	
MAY 21	Barber/Cosmetology Course Begins	
MAY 28	Memorial Day	No School
JUNE 18	Barber/Cosmetology Course Begins	
JULY 2-7	Summer Break	No School
JULY 17	Manger & Instructor Courses Begins	
JULY 23	Barber/Cosmetology Course Begins	
JULY 30– AUGUST 3	Hair Camp /College Camp	
AUGUST 7	Nail Technology Course Begins	
AUGUST 20	Barber/Cosmetology Begins	
SEPTEMBER 3	Labor Day	No School
SEPTEMBER 17	Barber/Cosmetology & Esthetics Courses Begin	
SEPTEMBER 24	Administer State Board Exam On-site	No School
OCTOBER 15	Barber/Cosmetology Course Begins	
NOVEMBER 12	Administer State Board On-Site	No School
NOVEMBER 13	Barber/Cosmetology Course Begins	
NOVEMBER 14	Careers in Cosmetology Day/Fashion Show	
NOVEMBER 22	Thanksgiving Day	No School
DECEMBER 10	Barber/Cosmetology Course Begins	
DEC. 24- JAN. 1	Winter Break	No School

2013 ACADEMIC CALENDAR

JANUARY 1	New Years Day/Winter Break	No School
JANUARY 2	School Resumes	
JANUARY 8	Nail Tech Class Begins	
JANUARY 14	Barber/Cosmetology Course Begins	
FEBRUARY TBA	Administer State Board Exam On-site	No School
FEBRUARY 11	Barber/Cosmetology Course Begins	
MARCH 11	Barber/Cosmetology & Esthetics Course Begins	
APRIL TBA	Careers in Cosmetology Day/Fashion Show	
APRIL TBA	Administer State Board Exam On-site	No School
APRIL 8	Barber/Cosmetology Course Begins	
MAY 6	Barber/Cosmetology Course Begins	
MAY 27	Memorial Day	No School
JUNE 3	Barber/Cosmetology Course Begins	
JULY 1-7	Summer Break	No School
JULY 8	School Resumes	
JULY 8	Barber/Cosmetology Course Begins	
JULY 9	Instructor's/Manager's Course Begins	
JULY 29– AUGUST 2	Hair Camp/College Camp	
AUGUST 5	Barber/Cosmetology Course Begins	
SEPTEMBER 2	Labor Day	No School
SEPTEMBER 3	Barber/Cosmetology & Esthetics Course Begins	
SEPTEMBER TBA	Administer State Board Exam On-site	No School
SEPTEMBER 30	Barber/Cosmetology Course Begins	
OCTOBER 28	Barber/Cosmetology Course Begins	
OCTOBER TBA	Careers in Cosmetology Day/Fashion Show	
NOVEMBER 5	Nail Tech Class Begins	
NOVEMBER 25	Barber/Cosmetology Course Begins	
NOVEMBER 28	Thanksgiving Day	No School
NOVEMBER TBA	Administer State Board On-Site	No School
DEC. 24- JAN. 1	Winter Break	No School

BARBER/COSMETOLOGY COURSE

Course Curriculum

State College of Beauty Culture, Inc. offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of Barber/Cosmetology. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the latest hairstyles are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in the theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College's clinic floor for their beauty and Barber needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Barber/Cosmetology Examining Board, providing the students with a thorough 1800-hour course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRATICAL HOURS
Hygiene, grooming and personal development.	10	0
Bacteriology, sterilization and sanitation.	20	20
Tools, equipment and implements in the areas of identification and usage.	3	9
Haircutting, hair tapering, clipper-cuts, razor cutting, hair styling, thermal curling, finger waving, roller setting, pin curl placement, blow drying, shampooing, scalp and hair treatments, conditioning, hair analysis, and care of hairpieces, wigs and wefts.	150	450
Hair straightening, hair relaxing, thermal hair straightening, blow outs, permanents, hair coloring, tinting, bleaching and chemistry.	190	400
Shaving, beard and mustache shaping and trimming, Superfluous hair removal, waxing, electrology, facials, theory of facial massages, facial make-up and eye lashes. Light therapy and tanning.	35	60
Manicuring	10	25
Anatomy and physiology of the hair, skin and nails; disorders of the hair, skin, scalp and nails.	50	0

Product knowledge, product use and sales, preparing and consulting with customer for services.	45	0
Laws, rules, board authority, enforcement and disciplining, professional ethics and history of barber and cosmetology.	18	0
Individual student needs, industry trends and electives (e.g. record keeping, math, communications, human relations, public relations, first aid, etc.)	117	188
Total in each area:	648	1152
	Total in Course:	1800 hours

Practical instruction means training through action or direct contact with a patron, model or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences

SCBC strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Barbering/Cosmetology Clinical Experience Assignments

= Minimum number of acceptable patron assignments to be completed during the practical period of training for senior level.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Scalp Treatments	1	40	42	44	46	½ hour
Hair Cutting/Shaping						
Scissors, razor, clipper	1	200	210	220	230	¾ hour
Clipper cut	1	25	26	28	29	½ hour
Mustache trim	0					
Beard trim	1					
Bang trim	¼					
Shampooing	1	250	262	275	288	¼ hour
Perm Waving & Straightening	1	50	53	55	58	2 hours
Specialty wraps	2					
Finger waving	1	40	42	44	46	20 minutes
Styling, setting, blow dry & iron	1-2	225	236	248	259	¾ hour-1 ½ hrs
Block braids	2 for ½ head					
	4 full head					
Bling Strands or feathers(2-5 strands)	¼					
(6-10 strands)	½					
Hair coloring	1-2	30	32	33	35	1 ½ hours-3 hours
Highlights full head 11+ foils	1	30	32	33	35	1 ½ hours-3 hours
Highlights partial 1-10 foils	1/2					
Facial treatments/back facial	1	20	21	22	23	1 hour
Make up	½	5	5	6	6	½ hour
Individual eyelashes (2 eyes)	1					
Strip eyelashes (2 eyes)	½					
Hair Removal	1	20	21	22	23	
Arch, chin, lip, cheek	½					30 minutes
½ arms, bikini, underarm	1					30 minutes
½ leg	1					1 hour
Full arms	2					1 ½ hours
Full legs	2					2 hours
Back or chest	2					1 hour
Manicuring	1	35	37	39	40	¾ hour
Pedicure	1	50	51	52	53	1 ¼ hour
Paraffin dip	¼					15 minutes
Polish (excludes B-Day girls)	¼					15 minutes
French polish	½ mani/pedi					15 minutes
Nail Art (1-4 nails)	¼ mani/pedi					
(5-10 nails)	½ mani/pedi					
Artificial nail full set	1	5	5	6	6	3 hours
Free form (form using pink and white)	2					3 hours
Nail removal	½ in product being removed + 1 mani					1 ½ hours
Fill/replacement (min. 4 nails)	1					1 ½-2 hours

Customer service and clean up ALWAYS!!! Sanitary, environmental, and safety precautions are included everyday! All services are performed by students and supervised by licensed instructors.

Barber/Cosmetology Training Kit And Books

TEXTBOOKS	Milady Standard Textbook of Cosmetology & Exam Review Bundle ISBN 13: 978-1-1331-5068-8
	Milady Theory Workbook, Study Guide, & Practical Workbook ISBN13:978-1-4390-5923-4, 978-1-4390-5923-4, and 978-1-4390-5922-7
	Hair Coloring Workbook ISBN: 1562533568
	Wisconsin Barber/Cosmetology Law Book
	Policy Manual

FRESHMAN KIT	1 – Lockable Roller cart	1* – Box 12 Butterfly clamps
	12 –Duckbill clamps	24-Butterfly Clips
	1* – Curling iron	20- Styling combs
	10–Rattail Combs	5*- Hairbrushes (assorted)
	2*– Specialty Combs	2 – Haircutting shears (mannequin* & thinning)
	2* - Shampoo Cape	1 – Razor and blades
	1 – Clippers and trimmer set	4 – Manikins (3 female, 1 male)
	1 – Blow dryer with Diffuser	1 – Manicure Kit (tweezers, cuticle pusher, nipper, & brush)
	1 – Coloring Bottle	1 – Timer
	1- Misting Bottle	1 – Marvicide Jar
	1 – Manikin Clamp	1-Toe Nail Clipper
	2- Nail buffer 3-way	1 – Pedicure Kit (toe separators, defoliant tools)
	1-Cuticle Nylon Brush	1 – Time Clock ID Card

All supplies are subject to change based on vendor availability

These text and supplies are part of your Books/Kit fee and are yours to keep. As a bonus you will receive supplemental add-ons by the * to make your kit more complete when you are on the clinic floor. The cost of these items is absorbed into your tuition cost.

Course Fees And Payment Schedule

Tuition And Fees

Registration	\$ 200.00
Books & Kit	\$ 600.00
Tuition	\$ 11300.00
Lab fee	\$ 385.00
Locker Fee	\$15.00
Smock/Polo/name tag	TBD
TOTAL	\$12500.00

Payment Schedule

1. Registration Fee due upon enrollment
2. Financial Aid available to eligible students.
3. SBCB requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
4. Late payments will receive an additional \$10.00 charge. (2 late grace payments permitted per written notification.

Grading System For All Courses

A	93-100	C	80-84
B	85-92	F	79 and below

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Student will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service or student is rude or abusive to the client. Student will not be given credit for completing the clinic assignment.

NAIL TECHNOLOGY COURSE

Course Curriculum

State College of Beauty Culture, Inc. offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of manicuring and nail technology. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in the theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College's clinic floor for their nail and foot care needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Barber/Cosmetology Examining Board, providing the students with a thorough 300-hour course. Emphasis is placed on gaining a thorough working knowledge of all aspects of Nail Technology. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction, laws, codes, bookkeeping, business management, history, and ethics.	36	0
Safety, sanitation, sterilization, first aid bacteriology	10	25
Nails and disorders	24	10
Anatomy and physiology	18	8
Manicuring, pedicuring, artificial nails	24	112
Introduction to advertising	12	0
Individual student needs	7	14
Total in each area:	131	169
	Total in course	300 hours

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences

SCBC strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Nail Technology Clinic Experience Assignments

= Minimum number of acceptable patron assignments to be completed during the practical period of training.

SUBJECT	CREDITS	#	HONORS	MAX. TIME
Manicuring	1	10	12	¾ hour
Pedicure	1	10	12	1 ¼ hour
Paraffin dip	¼			15 minutes
Polish (excludes B-Day girls)	¼			15 minutes
French polish	½ mani/pedi			15 minutes
Nail Art (1-4 nails)	¼ mani/pedi			
(5-10 nails)	½ mani/pedi			
Acrylic nail full set	1	5	6	2 ½ hours
Gel nail full set	1	5	6	2 ½ hours
Fiberglass full set	1	5	6	2 ½ hours
Free form (form using pink and white)	2			3 hours
Fill/replacement (min. 4 nails)	1	5	6	1 ½-2 hours
Nail removal	½ in product being removed + 1 mani			1 ½ hours

Customer service and clean up ALWAYS!!! Sanitary, environmental, and safety precautions are included everyday! All services are performed by students and supervised by licensed instructors.

Nail Technology Training Kit And Books

TEXTBOOKS	Milady Standard Textbook of Nail Technology ISBN: 1435497686
	Milady Practical Workbook & Exam Review
	Wisconsin Barber/Cosmetology Law Book
	Policy Manual

KIT	2-Liquid Monomers	4-Acrylic Powder (pink, soft white, natural, & clear)
	1-Package Forms	3-Packages of tips
	1-Pro-Styler brush	1-Gelbond
	2-Dappen dish & cover	1-Cool Blue
	1-Scrubfresh	1-Cuticle remover
	1-Solar Oil	1-Base Coat & Top Coat
	12-Files and buffers (Sampler)	1-Nail polish
	1-Toe Nail Clipper	1-Cuticle Nipper
	1-Manicure Bowl	1-Marvy Jar
	1-Eyedropper	1-Cuticle Pusher
	1-Backscratcher Pro Kit	1-Stork Scissors
	12- 100/180 black files	1-Acrylic Sable Brush
	6-Block Buffers	12-3-way buffers
	1-Almond Milk Bath	1-Almond Moisture Scrub
	1-Almond Hydrating Lotion	1-Earth Mineral Bath
	1-Earth Warming Scrub	1-Earth Hydrating Lotion
	1-Carrying bag	1-Palette
	1-CND reference books	

All supplies subject to change based on vendor availability

Course Fees And
Tuition And Fees

Registration	\$ 200.00
Books & Kit	\$ 400.00
Tuition	\$ 2135.00
Lab fee	\$ 250.00
Locker Fee	\$15.00
Smock/Polo/name tag	TBD
TOTAL	\$3000.00

Payment Schedule

Payment Schedule

1. Registration Fee due upon enrollment
2. SBCB requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
3. Late payments will receive an additional \$10.00 charge. 2 late grace payments permitted per written notification.

Grading System For All Courses

A 93-100
B 85-92

C 80-84
F 79 and below

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Student will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service or student is rude or abusive to the client. Student will not be given credit for completing the clinic assignment.

Clinic Experience/Case Study

Each student is required to have a model for 6 weeks while completing clinic experience. Student will document their progress with each treatment through photos and written reports.



ESTHIOLOGY COURSE

Course Curriculum

State College of Beauty Culture, Inc. offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of skin care and the esthetics field. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in the theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College's clinic floor for their skin care needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Barber/Cosmetology Examining Board, providing the students with a thorough 600-hour course which is 150 hours above state requirements. Please note, the additional 150 hours are advanced esthetic training as listed in the course outline below. Emphasis is placed on gaining a thorough working knowledge of all aspects of Esthiology. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the latest training available are an integral part of the college course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL
Introduction, laws, codes, bookkeeping, business management, history, and ethics	26	0
Safety, sanitation, sterilization, first aid, bacteriology	30	20
Anatomy and physiology	30	0
Chemistry and treatments	24	0
Treatment, products and techniques	32	96
Electricity, machines, and equipment	10	35
Make-up, and color analysis	12	20
Individual student needs, and electives	65	50
Advanced esthetics	75	75
	Total in course	600 hours

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences

SCBC strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Esthiology Clinic Experience Assignments

= Minimum number of accepted patron assignments to be completed during practical period of training.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Facials	1	35	37	39	40	1 ½ hours
Hair removal						
Waxing (face only)	½-2	5	5	6	7	Varies
Sugaring	½-2	12	13	13	14	Varies
Arch, chin, lip, or cheek	½					30 minutes
½ arms or bikini	1					30 minutes
½ leg	1					1 hour
Full arms	2					1 ½ hours
Full legs	2					2 hours
Back or chest	2					1 hour
Body treatments	1	5	5	6	7	1½ hours
Paramedical consultation	1	8	8	9	10	30 minutes
Make-up applications	1	20	21	22	23	1 hour
Individual eyelashes (2 eyes)	1					
Strip eyelashes (2 eyes)	½					
Electives micro treatments	1	20	21	22	23	20 minutes

Customer service and clean up ALWAYS!! Sanitary, environmental, and safety precautions are included everyday! All services are performed by students and supervised by licensed instructors.

Esthiology Training Kit And Books

TEXTBOOKS	Milady Standard Comprehensive Training for Estheticians Student Course Book ISBN: 1435433343
	Milady Standard Comprehensive Training for Estheticians Workbook and Exam Review Book
	Bioelements Manual
	Wisconsin Law Book

KIT	3-Luminous facial mixing bowls-small	3-Terry cloth salon wraps
	3-Bioelements treatment brush	1-Double loop extractor
	1-Crinkle cloth cape	1-Sharps container
	1-Hand mirror	6-Cotton rounds (80 ct)
	2-Esthetics wipes, 4x4 gauze pads (200 ct)	1-Lancets - 200 ct
	1-Cotton swabs (1000 ct)	2-Nitrate gloves
	1-Professional make-up kit	1-Slant tweezers
	3-Terry cloth headband	

All supplies subject to change based on vendor availability

Course Fees And Payment Schedule

Tuition And Fees

Registration	\$ 200.00
Books & Kit	\$ 500.00
Tuition	\$5500.00
Lab fee	\$ 585.00
Locker Fee	\$15.00
Smock/Polo/name tag	TBD
TOTAL	\$6800.00

Payment Schedule

1. Registration Fee due upon enrollment.
2. Financial Aid is available to eligible students.
3. SBCB requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
4. Late payments will receive an additional \$10.00 charge. 2 late grace payments permitted per written notification.

Grading System For All Courses

A 93-100
B 85-92

C 80-84
F 79 and below

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Student will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service or student is rude or abusive to the client. Student will not be given credit for completing the clinic assignment.

Clinic Experience/Case Study

Each student is required to have a model for 8-9 weeks while completing clinic experience. Student will document their progress with each treatment through photos and written reports.

MANAGER COURSE

Course Curriculum

State College of Beauty Culture, Inc. offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of salon management. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating techniques and the most proven management techniques are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in the theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice utilizing our clinic floor and student salon.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Barber/Cosmetology Examining Board, providing the students with a thorough 150-hour course. Emphasis is placed on gaining a thorough working knowledge of all aspects of Barber/Cosmetology Management. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating management techniques are an integral part of the college course. A minimum of the following theory and hands-on management subjects will be included:

SUBJECT	THEORY HOURS
Business management, retail management, advertising & marketing, time management, computer applications	50
Communications, salesmanship, human relations.	50
Supervision, supervision of personnel, leadership & motivation, chemical & tool safety, sanitation safety, infection control, Wisconsin laws, and diseases of the hair, skin and nails.	50
	Total in course 150 hours

Theoretical means training through the study of principles and methods.

Manager Books

TEXTBOOKS	Training packet
	Wisconsin Barber/Cosmetology Law Book

Course Fees And Payment Schedule

Tuition And Fees

Registration	\$ 200.00
Tuition	\$ 595.00
Smock/Polo/name tag	TBD
TOTAL	\$795.00

Payment Schedule

1. Registration Fee due upon enrollment.
2. SBCB requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
3. Late payments will receive an additional \$10.00 charge. 2 late grace payments permitted per written notification.

Grading System For All Courses

A 93-100

B 85-92

C 80-84

F 79 and below

Practical Experiences

You will be job shadowing and receive first-hand experience with real life situations in a salon setting by observing our clinic floor at SCBC.

Individuals will be at the reception desk, help salon coordinators and salon managers. Meet with admissions on how to find the right employees and the owner of operations on marketing and advertising information.

Salon Project

You will be required to create a salon that you will manage. Each week you will take what has been learned in the morning session and apply these experiences to your salon project in the afternoon. The main objective of this project is to allow the individual a chance to research and understand the amount of time and effort that goes into the proper and successful management of a salon so the salon can achieve its maximum success.

INSTRUCTOR COURSE

Course Curriculum

State College of Beauty Culture, Inc. offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of salon management. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating teaching techniques and methodology are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in the theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice utilizing our classrooms and clinic floor.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Barber/Cosmetology Examining Board, providing the students with a thorough 150-hour course. Emphasis is placed on gaining a thorough working knowledge of all aspects of Barber/Cosmetology teaching and education. Videotapes, DVDs, Internet, CDs, Power Point, and other audio-visual aids illustrating pedagogical skills and techniques are an integral part of the college course. A minimum of the following theory and hands-on management subjects will be included:

SUBJECT	THEORY HOURS
Orientation, goals, rules, and review of curriculum.	14
Teaching skills, objectives, competencies, methods, lesson planning, teaching techniques of the practical laboratory, interpersonal relations, evaluation, and grading principles.	64
Facilitating management skills, classroom management, communications, counseling, record keeping, safety and first aid.	32
Supervised teaching (Prerequisite: 1, 2, and 3 above), practical applications on clinic floor, basic skills of practical teaching techniques.	40
	Total in course 150 hours

Theoretical means training through the study of principles and methods.

Instructor Books

TEXTBOOKS	Training packet
	Wisconsin Barber/Cosmetology Law Book

Course Fees And Payment Schedule

Tuition And Fees

Registration	\$ 200.00
Tuition	\$ 595.00
Smock/Polo/name tag	TBD
TOTAL	\$795.00

Payment Schedule

1. Registration Fee due upon enrollment.
2. SBCB requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
3. Late payments will receive an additional \$10.00 charge. 2 late grace payments permitted per written notification.

Grading System For All Courses

A	93-100	C	80-84
B	85-92	F	79 and below

Teaching Experiences

You will be observing each classroom and each program accompanied by a licensed instructor. You will be taught how to read and write a lesson plan, interact with the students, use visual aids, text books, and how to incorporate activities into your classroom.

You will be taken through the systems on communicating with staff and students. You will also begin to understand how to teach to different types of learners and how to coach and mentor your students. Individuals will also learn effective classroom management skills.

The last part of your program will allow you to become more familiar with clinic floor teaching procedures and techniques.

Final Projects/Grad Requirements

You will be required to write, plan, and teach the lesson to an instructor for evaluation before your graduation. You will also be required to research, identify and write a paper on the different type of learning styles.

FINANCIAL PLANNING

Payments

SCBC accepts cash, check, or credit card for tuition and other payments. Payment plans should be arranged prior to enrollment.

Financial Aid Code Of Conduct

The Higher Education Opportunity Act (HEOA) conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA 487(a)(25)]. State College of Beauty Culture, Inc. employees are required to comply with this code of conduct.

- Conflicts of interest are prohibited with respect to the loans.
- Revenue sharing arrangements are prohibited with any lender.
- The solicitation or acceptance of gifts from a lender, guarantor or servicer is prohibited by anyone with responsibilities with respect to education loans at State College of Beauty Culture, Inc.
- Receipt of any fees, payments or other financial benefits for consulting services are prohibited by anyone with responsibilities with respect to education loans.
- The assignment of a first-time borrower's loan to a particular lender is prohibited and State College of Beauty Culture, Inc. is required to certify and not delay certification of any loan regardless of the lender or guaranty agency the borrower selects.
- The acceptance of any funds to be used for private education loans in exchange for State College of Beauty Culture, Inc. providing concessions to the private lender is prohibited.
- State College of Beauty Culture, Inc. is prohibited from accepting assistance from any lender. State College of Beauty Culture, Inc. may, however, accept professional development training for its financial aid administrators, counseling, financial literacy, and debt management materials from lenders.
- Any employee with responsibilities with respect to financial assistance at State College of Beauty Culture, Inc. who serves on an advisory board or commission of a lender or guarantor may not accept anything of value from the lender or guarantor except reimbursement for the reasonable expenses of serving on the board or commission.

School Financial Aid Code

When applying for Financial Aid you will need the School Code which is 009419

Financial Aid

The Financial Aid and Admissions Office offer assistance to any student or parent seeking financial assistance. The office will advise you of sources of financial aid and help you file any applications necessary. The following are a list of Federal Financial Aid Programs that SCBC participates in. All programs are dependent on the student's eligibility.

- Federal Supplemental Educational Opportunity Grant, Pell Grant
- Federal Subsidized and Un-subsidized Stafford Loan
- Federal Parent Plus Loan

Financial Aid is available to those that qualify.

Preferred Lender Code of Conduct

SCBC does not offer private loans and does not have any preferred lenders or arrangements with lenders.

Financial Aid Satisfactory Progress Guidelines

Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. **All students either receiving, or not receiving, Federal Title IV financial aid programs must maintain satisfactory progress in order to continue eligibility for such funds.**

Attendance Progress for all Courses	Barbering & Cosmetology	Nail Technology	Esthetics	Manager and Instructor
	3 Evaluations	3 Evaluations	1 Evaluation	2 Evaluations
	521 hours	100 hours	300 hours	72 hours
	1041 hours	200 hours		150 hours
	1421 hours	300 hours		

Maximum time to complete	73.5 weeks	24.75 weeks	31.5 weeks	28.5 weeks
Attendance % considered Satisfactory	67%	67%	67%	67%
Enrollment contract length	49 weeks 1960 hours	16.5 weeks 328 hours	21 weeks 653 hours	19 weeks 164 hours
Charges for additional hours beyond contract date	\$7.00 per hour	\$7.00 per hour	\$8.00 per hour	\$7.00 per hour

Academic Progress

To determine academic progress; each student must have an 80% GPA at each evaluation point. Grading scale is as follows for any form of testing, A (100-93), B (92-85), C (84-80), D (79-70), F (69-0).

Determination Of Progress

Evaluations of progress will be conducted by a staff member within one week of reaching your scheduled evaluation.

Students who have an 80% GPA and have attended at least 67% of their scheduled classes will be considered making satisfactory progress.

A leave of absence may extend the students contract period and maximum time frame by the same number of days in the leave of absence. Returning from leave of absence the student will re-enter in the same progress status as when they left.

Students meeting minimum requirements at evaluation will be consider making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

If a student does not achieve the minimum standards, the student is no longer eligible for Title IV funds, unless the student is on financial aid warning or financial aid probation.

Financial Aid Warning

This allows a student to be eligible for financial aid for a payment period and may be assigned without an appeal.

Financial Aid Probation

This allows a student to be eligible for financial aid for a payment period. **Financial Aid Probation is only assigned to a student who fails to make satisfactory academic progress, and has appealed and has had eligibility for financial aid reinstated.** At the end of the payment period, the student must meet the requirements of the academic plan developed by the school and the student to qualify for further Title IV funds.

Appeal Process For Financial Aid

This is a process by which the student who is not making satisfactory progress can petition the school for reconsideration of the student's eligibility of Title IV funds during the probation period. The student must submit a written appeal to the Lead Instructor, along with all supporting documentation on reason why the decision should be reversed, a plan for improvement and a request for reevaluation of progress.

The Lead Instructor must receive this appeal within five (5) business days of the probationary status determination.

An appeal hearing will take place within seven (7) days of receipt of the written appeal. This hearing will be attended by the student, Patents/ guardian (if the student is a minor), the Lead Instructor and the Financial Aid Director. A decision on the student's appeal will be made within three (3) business days by the Lead Instructor and will be communicated to the student in writing. This decision is final.

Should the student prevail upon his/her appeal and the plan is approved, the student's **financial aid funds will be reinstated to the eligible student**, if applicable.

A student may remain eligible for Title IV funds if the student although not meeting Satisfactory Progress standards, is performing in accordance with the academic plan, by which the student can meet satisfactory standards by a specific point in time. The students will be monitored weekly.

Withdrawals/Course Incomplete

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her file as to progress at point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

A student returning from a leave of absence or other official interruption of training must return to school in less than 6 months to be in the same satisfactory progress status as prior to their departure.

Loan Entrance Counseling

For a copy of the Direct Loan Borrowers Entrance Counseling Guide go to:

<http://www.direct.ed.gov/pubs/entrancecounselguide.pdf>

To complete your ENTRANCE COUNSELING online at Direct Loans go to:

<https://www.dl.ed.gov/borrower/CounselingSessions.do>

Loan Exit Counseling

For a copy of the Direct Loan Borrowers Exit Counseling Guide go to:

<http://www.direct.ed.gov/pubs/exitcounselguide.pdf>

To complete your EXIT COUNSELING online at Direct Loans go to:

<https://www.dl.ed.gov/borrower/CounselingSessions.do>

College Navigator

College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about over 7000 colleges from the US Department of Education's database.

Veterans Refund Policy

When a veteran or other eligible student enrolled at the State College of Beauty Culture, Inc. fails or ceases to attend classes, withdraws or is discontinued from class before completion, the school will refund a pro-rated portion of all charges that the length of the completed portion of the course bears to the total length of the course. The exact proration will be determined by the ratio of the number of hours of instruction completed by the student to the total number of

instructional hours in the total course. Furthermore, the registration fee is subject to proration if in the excess of \$10.00. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books, and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro-rated portion of total charges that the length of the completed portion of the course bears to the total length of the course. All refunds will be made within 30 days of the student’s last day of attendance.

Other Sources

- U.S. Department of Indian Affairs
- Department of Health and Social Services- The Vocational Rehabilitation Division (DVR)
- WI Department of Industry Labor and Human Relations (JOBS)
- Parent’s Employer – They may have scholarship programs

Local & National Scholarships

Contact our Admissions department or our visit our website for more information.

Refund Policy

Refund due to Leaves of Absence, Termination, and Withdrawals

Students who file a Leave of Absence or Withdrawal notice after the first day of classes and did not receive

Federal grants or loans will be entitled to a tuition refund based upon the following schedule:

Tuition Adjustment Guidelines in effect since 1995. For students who enroll in and begin classes, the following schedule of tuition adjustments will be considered to meet minimum standards for refunds:

PERCENTAGE TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
1% to 4.9%	20 %
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Registration, general and withdrawal fees will not be refunded.

Policy On The Return Of Title IV Federal Financial Aid

As part of the Higher Education Amendments of 1998, Congress passed new regulations governing what must happen to your Federal financial aid if you withdraw, drop out, take a leave of absence, or are dismissed prior to completing more than 60%. These regulations govern all Federal grant and loan programs, including Federal Pell Grant, Federal FSEOG, and Federal Family Education Loans (subsidized and unsubsidized Stafford and PLUS).

In general, the new law assumes that you “earn” your Federal financial aid awards directly in proportion to the number of hours of the period you attend. If you withdraw from school during a

period, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance you have earned and entitled to receive up to the time of your withdrawal. If you receive (or SCBC receives on your behalf) more assistance than you earn, the unearned portion funds must be returned to the Department of Education. If, on the other hand, you receive (or SCBC receives on your behalf) less assistance than the amount you have earned, you may be able to receive those additional funds.

The portion of your Federal grants and loans you are entitled to receive is calculated on a percentage basis by comparing the total number of hours in the period to the number of hours you completed before your withdrawal. For example, if you complete 30% of the period, you can earn 30% of the aid you were originally scheduled to receive. This means that 70 % of your scheduled awards remain unearned and must be returned to the Federal government.

Once you have completed more than 60% of the semester, you can be said to have earned 100% of your financial aid. If you withdraw from the State College of Beauty Culture, Inc. (either officially or unofficially) before completing more than 60% you may have to repay any unearned Federal funds that were already disbursed to you.

Your withdrawal date will be determined by SCBC as your last physical date of attendance. If you have completed 70 % or better of your scheduled hours, your scheduled hours will be used in the calculation. If you have not completed 70 % of your schedule hours, only the hours attended will be used in the calculation.

If you have received excess funds that must be returned to the government, SCBC shares with you the responsibility of returning those excess funds. The School's portion of the excess funds to be returned is equal to the lesser of: 1. Title IV financial aid disbursed multiplied by the unearned percentage, or

2. Institutional charges multiplied by the unearned percentage

If SCBC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return must be repaid according to the terms of your promissory note. If you must return any grant funds, the law provides that the amount you must repay is to be reduced by 50%. This means that you only have to return half of any excess grant funds that you receive.

Any grant money you do have to return is considered a Federal grant overpayment until it is repaid. You must either repay that amount in full or make satisfactory arrangements with SCBC or the Department of Education. *You must complete these arrangements within 45 days of the date the State College of Beauty Culture, Inc. notifies you of your overpayment status or risk losing your eligibility for further Federal financial aid.*

If, the State College of Beauty Culture, Inc. returns any excess of unearned Federal assistance to the Title IV programs, any portion of your allowable tuition and fees is no longer covered; the School Administrator will bill you. Also, if you are owed any money by the State College of Beauty Culture, Inc. It will be refunded to you within 45 days of your determined withdrawal/termination date.

Prior to your scheduled first day of class:

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.

2. Within three business days of signing this contract, if you decide to cancel your enrollment, you or parent/guardian if a minor will receive a full refund of monies paid to this point if a written notice has been received at State College of Beauty Culture, 1930 Grand Ave., Wausau, WI 54403, in this time-frame. The postmark on your written notification will determine the cancellation date, or the date said information is delivered in person to the school administrator. I understand that this refund policy applies regardless of whether or not I have actually started my training.

3. After three business days of signing this contract, but prior to the first day of class, if you decide to cancel your enrollment, you will receive a full refund of monies paid to this point minus your registration fee, matriculation fee, etc. provided the sum total of all such fees do not exceed \$200.00 or 15% of the contract prices of the course, whichever is less. Your registration will be good for one year from the date you sign this contract.

For all students whose enrollment ends on or after your first day of class and prior to graduation:

1. If you purchase your kit through the School, a full refund will be given for books and supplies returned in original condition within 15 days of the enrollment termination.

2. In accordance with federal, state, and accrediting commission regulations, a refund/repayment calculation will be performed within 45 days of your termination to determine whether the School must return (refund) federal funds to the federal student aid program on your behalf; whether you must repay the federal government for any federal aid awarded to you which you received as a cash payment, but were not eligible as a result of your termination; or whether you owe the School a balance for unpaid charges accrued during your enrollment.

3. Your enrollment time will be defined as the time elapsed between the actual starting date and the date of your last day of physical attendance at the school, or in the case of a leave of absence, the last day of attendance will be the documented date of return.

4. You will be notified in writing regarding your refund calculation results.

5. Any refund due the student or the federal student aid program will be returned to the respective source within 45 days of a termination, which shall occur no more than 30 days from the student's last day of attendance, or in the case of a leave of absence, the documented date of return.

6. If the School permanently closes or no longer offers instruction after you have enrolled, you shall be entitled to a pro-rated refund.

7. If the scheduled course is cancelled after you sign this enrollment agreement and prior to the actual start date, you will receive a full refund of all monies paid to this point and given the option of enrolling for a future class.

8. If the school is permanently closed or no longer offers instruction after a student enrolled, the student is entitled to a pro-rata refund of tuitions.

9. Unofficial withdrawals are monitored and determined by the institutions daily and monthly attendance procedures.

10. All unpaid fees due the School must be paid in full within 60 days after your withdrawal or termination.

STUDENT SERVICES

Student File Service

Student files are kept for each student. A student or parent/guardian of a dependent minor can examine their files by simply making a written request to the school administrator. The request will be acknowledge within 5 days and the school administrator or designee will be present to answer any questions the student may have as he/she examines their records.

Phase End Advising

Individual advising sessions are scheduled periodically throughout each course. Once every 9 weeks in the barber/cosmetology program, manager, and instructor courses. Once every 6.5 weeks for the esthiology program and once every 5 weeks in the manicurist/nail technician program.

Refresher Courses

SCBC alumni are welcome to return for refresher courses free of charge. Arrangement should be made with the lead instructor for testing dates.

Discounts

Students are allowed to purchase retail merchandise and clinic services at discounted prices. Special access and discounts will also be made available to the enrolled students from local merchants.

Professional Development

We invite a variety of outside guest speakers to come in and discuss new products and techniques related to the industry. We encourage students to attend local conventions and workshops to further develop their interests and talents.

School Closings

Announcements of unexpected school closing for inclement weather or other unexpected circumstances can be heard on local radio station WIFC 95.5 or Channel 7, 9 & 12 on your television.

Employment Advising Services

SCBC offers employment and resume preparation classes, mock interviews, salon visits, on-going postings of area job openings, professional appearance guidelines and follow up. Although we cannot guarantee your employment, every effort is made to assist you in finding a suitable and rewarding position.

Voter Registration

In the United States, voter registration is the responsibility of the people, and only 70 percent of Americans who are eligible to vote have registered. Register to vote today and start exercising your right to make a difference.

COURSE POLICIES

Information Release Policy

Any student who wishes to release school their own information to a third party must have an information release form signed each time a request is made and kept on file at the school. This policy does not apply to third parties who are permitted to the information for the accreditation process, FERPA, or otherwise required by the law. The school does not publish directory information.

Family Educational Rights And Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act provide students and their parents (if the student is under the age of 18) certain rights with respect to the students' educational records, these rights are:

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. It is the policy of SCBC to require its students to request, in writing, the records that they would like to inspect. This request must be submitted in writing to:

State College of Beauty Culture
Attn: School Administration
1930 Grand Ave
Wausau, WI 54403

Or you may fax your request to (715) 848-2121. Please include ATTN: School Administrator.

When SCBC receives this request we will make the educational file available within 45 days from the date the request was received at this location. SCBC will notify the student of the time and place that the records will be available and SCBC will make arrangements with the student for this access. If there are circumstances that the student cannot view the original education file and will need copies provided, SCBC will charge the student \$0.20 per page that is copied.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. It is the policy of SCBC to require the student to write a letter clearly defining and identifying the part of the record and the information that they believe is inaccurate or misleading. If SCBC does not believe the information needs to be amended,

SCBC will notify the student of this decision and advise the student of his/her right to appeal the decision. SCBC will provide appeal process information at the time of the notification and this information is also provided in the SCBC Policy Manual.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

SCBC defines school officials as: administrators, supervisors, instructors, or support staff members that are employed by SCBC and have legitimate educational interests in the student(s). We will also disclose to a person or company whom the school contracted to perform certain tasks such as an attorney, auditor, medical consultant, therapist, business consultant, or collection agency.

4. The right to file a complaint with the U.S Department of Education concerning allegations that SCBC has not complied with FERPA rules and regulations. The name and address of the office that administer FERPA are :

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FERPA Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. If a student does not want SCBC to release or disclose directory information to third-parties without your prior written or electronic consent you must notify SCBC in writing of your request to have the information withheld. Requests to withhold information should be submitted to:

State College of Beauty Culture
Attn: School Administration

1930 Grand Ave
Wausau, WI 54403

Or you may fax your request to (715) 848-2121. Please include ATTN: School Administrator.

SCBC has decided on the following information as directory information:

Student's Name, Address, Telephone number, and email address

Student's date and place of birth

Photograph

Field of Study

Certificates, honors and all awards received

Dates of attendance and enrollment status

Participation in officially recognized activities

Attendance Policy

Classes are scheduled 8 hours a day and 5 days a week for Barber /Cosmetology students, 8 hours a day, 4 days a week for Esthetics, and 4 or 8 hours a day, 4 days a week for Manicuring/Nail Technician students, and 1 day a week for Manager and Instructor students. Due to the intensity of training at SCBC, **students are expected to attend as scheduled.**

Students with more than the allowed hours of absences will not meet graduation requirements by the term ending date. To complete the requirements for graduation they will have to pay a tuition fee of \$7.00 per hour for the Barber/Cosmetology, Manicuring/Nail Tech, Manager, and Instructor programs and \$8.00 per hour for the Esthetic Programs multiplied by the number of hours in the new term.

Tardy Policy

Students who are tardy will have the hours that day rounded off to the nearest quarter hour. A student tardy 5 or more times per month will be put on probation for one month.

Leave Of Absence (LOA)

When it is deemed necessary by SCBC, a student can be granted a leave of absence during the course of study. Students will fill out a LOA form, with the Admissions Director, and attach professional documentation which includes the start date of their LOA and the end date of the LOA. Requests for leave must have required form, documentation, and will be approved or denied by the School Administrator. Circumstances such as medical, military, public service or similar uncontrollable upsets will be cause for granting leave to a student. If a student fails to return from the leave of absence on the date indicated in the written request, he/she will be considered officially withdrawn. If a student returns early from a leave of absence the student will need a doctor's release upon returning to school. If a student needs to extend their LOA they will need to come in personally to re-file and begin the process again for another LOA. All student benefits, service discounts, and product discounts stop when a student is on a LOA. The maximum leave is 180 days within a 12 month period.

SCBC Drug Prevention Policy

The purpose of this policy and program is to identify SCBC as a drug-free environment, and to outline a continuing program of a drug-free awareness for all students.



Students found to be under the influence of drugs or alcohol, in the possession of, or selling while in school will be terminated from the program and the Wausau Police Dept. will be called if State or Federal laws have been violated. The State College of Beauty reserves the right to have students who are in question of being under the influence of drugs or alcohol tested for substances. Refusal to submit to a drug and/or alcohol test can result in termination of the program. All situations will be kept confidential.

The unlawful manufacture, distribution, dispensation, or use of a controlled substance at SCBC prohibited. Students who violate this prohibition will be subject to immediate corrective action. Depending on the nature and circumstances of the violation, corrective action may include immediate discharge, disciplinary suspension, mandatory treatment and rehabilitation, some combination of the above, or other action deemed appropriate to the circumstances. Other policies relating to corrective discipline or substance abuse may provide guidance in determining an appropriate response, but shall not limit the college's authority to implement any corrective action deemed appropriate.

There are many agencies to help those in need of a substance abuse program. The Alcohol and Drug abuse Hotline is open 24 hours, 1-800-252 6465. Substances that can be tested for include amphetamines, barbiturates, cocaine, marijuana, opiates, benzodiazepines, methaqualone, phencyclidine, propoxyphene, methadone, and alcohol. Also reference, www.health.org for further help or information of statistics and services available.



A reasonable suspicion of being under the influence shall be based on behavioral observations including, without limitation, slurred speech,



unsteady gait, staggering, alcohol on the breath, excessive absenteeism/tardiness, changes in behavior, continuing decline at school, continuing resistance to discipline at school unable to get along with others, unusual temper flare-ups, increased borrowing of money, a new set of friends, or heightened secrecy of a student and/or staff member should be reported to the school administrator and kept confidential. Caution must be

observed in accusing or suspecting someone of substance abuse, such an accusation can embarrass both the student/staff member and the school.

State and Federal Drug and Alcohol Laws are stiff. A conviction can mean loss of Federal Student Aid, welfare, loss of driver's license, as well as many other areas. In return, this can affect your schooling.

There are clinics in the area of the school, which can render help. The school can only offer advice in a limited manner. If the individual is in immediate threat of harming either him/herself or others local law enforcement will be called.

Standards Of Conduct

Students are responsible for their own equipment and personal property. No borrowing of equipment is tolerated. Students must attend classes regularly and pursue the instruction and practical work diligently.

Telephone calls, except for emergencies, are not permitted while in class. The clinic floor is a classroom. The college reserves the right to expel or terminate any student for improper conduct, unsatisfactory progress, or absences. The college reserves the right to terminate this agreement for violations of any policies and rules published in the catalog or policy manual.

Termination Policy

A student is subject to automatic termination with the right to appeal if:

1. The student has been determined by a staff member to be under the influence of alcohol or illegal drugs while in school.
2. If the student is found stealing or cheating.
3. If the student does not make satisfactory progress in attendance or academics as defined by the State College of Beauty Culture, Inc. Satisfactory Progress Policy.
4. If a student is placed on probation 3 times in any one enrollment period.
5. If any SCBC policy is broken.

Appeal Policy

Students who are terminated appeal this determination. The student must submit a written appeal to the School Administrator, along with any supporting documentation, reasons why the decision to terminate should be reversed, and request for a reevaluation of progress. The School Administrator must receive this appeal within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand, the whole appeal process is documented..

An appeal hearing will take place within seven (7) days of receipt of the written appeal. This hearing will be attended by the student, Patents/ guardian (if the student is a minor), the School Administrators, Lead Instructor, and Admissions Director. A decision on the student's appeal will be made within three (3) business days by the College Owners and will be communicated to the student in writing. This decision is final.

Should the student prevail upon his/her appeal, the student will be automatically re-enter in the course and final probation period will be offered to the student with specific guidelines for an amount of time determined by the appeal committee. All financial aid funds will be reinstated to the eligible student. The time that was missed during this process will be considered excused and will affect the student's attendance.

Make-Up Work Policy

Students will need to have all make-up work completed at scheduled satisfactory progress meeting or the determination of policy will take place.

Copyright Infringement Information

Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and

unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce or distribute the work. Downloading, uploading, and file-sharing any substantial parts of a copyrighted work are considered an infringement.

You also may not distribute copyrighted information and this includes peer to peer file sharing. Under Title 17 of the United States Code Sections 504 and 505 a person or persons can be fined \$750 to \$30,000 for each work they infringe on. If you are considered willfully infringing on another person's work you can be fined up to \$150,000 for each work. Willful infringement can result in criminal penalties as well as the ones stated above, this could include: 5 years in prison and \$250,000 for each willful infringement committed.

Our policies at SCBC prohibit the unauthorized distribution of any copy written material including all peer-to-peer file sharing. If a student violates this policy they will be subject to termination and/or discipline under the SCBC code of Conduct which is outlined in the Policy Manual and below.

If you would like more information you may go to www.copyright.gov.

AT THE DISCRETION OF THE STAFF, THESE RULES MAY BE CHANGED AND SUBSEQUENTLY POSTED.