

# **School Catalog**

Published January 2015

Volume I

Licensed By The Commission For Independent Education

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Jump Start your career in

www.KCKBBACADEMY.org

Barbering, Cosmetology,

Manicuring and Skin Care Specialist

This is the current catalog of KCK Beauty and Barber Academy, INC (KCK). It is certified, true and correct in content and policy.

# Publication Date January 2015, Volume I

**Academic Year 2015** 

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Signed				Date: January 30, 2015
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# FROM LISA L FREENEY

Chief Executive Officer

At KCK Beauty & Barber Academy Inc., we recognize that the demand for creative and well trained professionals in the beauty and barber industry is growing daily. We offer dynamic programs in a modern facility to successfully train and prepare you for a limitless career. Our students not only learn technical skills needed in their chosen field of study but interpersonal, professional and business fundamentals as well. Our Instructors are well versed in the use of innovative equipment and effective techniques to present and enhance the school's state approved curriculum.

KCK Beauty & Barber Academy INC. is the place where students are able to pursue their passion, unleash their skills, creativity and be equipped with the tools and knowledge required to succeed.

If you are looking to unleash your artistic and creativity side while taking charge of your professional career in the Beauty Industry look no further, Enroll today at KCK Beauty & Barber Academy INC.

# KCK BEAUTY & BARBER ACADEMY INC. MISSION

Our Mission at KCK Beauty & Barber Academy, INC. is to potentially train the best leaders of tomorrow in the Beauty and Barber Industry through quality education, committed instructors and continuous encouragement of knowledge and growth in our students.

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# **ADMINISTRATION FACULTY and STAFF**

Administration	Faculty	Staff
Lisa Freeney	Andrea Norman	Neisha Butler
Chief Executive Officer	Cosmetology Instructor	Admission Director
School Director	License Number - CL0209445	Bethune Cookman University
Bachelor of Science	Florida State College at Jacksonville	Daytona Beach, FL.
Computer Information Sys.	Jacksonville, FL.	
Florida A&M University	Instructor Program	
Tallahassee, FL.		
Maggie Long	Ranita Brooks	Nashira Butler
Student Affairs	Cosmetology Instructor	Education Director
Accountant	License Number- CL1244053	Bachelor of Science
Bachelor of Science/Bachelor of Arts	Jacksonville Beauty Institute	Communications
Accounting & Mathematics	Jacksonville, FL.	Edward Waters College
Alabama State University	Instructor Program	Jacksonville, FL.
Montgomery, AL.		
James Long	Michael Holt	James A. Long
Finance Director	Barber Instructor	Computer Technician
Bachelor of Science	License Number- BB53116	Bachelor of Science
Marketing and Management	Florida Community College	Detroit Institute of Technology
Southern University	Jacksonville, FL.	Mathematics and Physics
Baton Rouge, LA.	Instructor Program	MBA
		Wayne State University
		Business Administration
		Detroit, MI.
		betroit, wiii
	Norvis Whitfield	
	Barber Instructor License Number BB8898050	
	Michigan Barber School- Detroit, MI	
	Facial Specialist; License Number FB9751033	
	Bly's School of Cosmetology- Gainesville, FL.	
	Instructor Program	
	Jessica Wright	-
	Full Specialist License Number -FS872134	
	North Florida Institute-Jacksonville, FL.	
	Instructor Program	
	Vana Sinalain	-
	Yana Sinclair	
	Cosmetology Instructor	
	License Number-CL0235563	
	Florida State College at Jacksonville	
	Jacksonville, FL.	
	Instructor Program	
		_

# **ABOUT KCK BEAUTY & BARBER ACADEMY INC.**

KCK Beauty and Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684.

KCK Beauty and Barber Academy is located on the Northside of Jacksonville, FL. at 10592 Balmoral Circle East Suite 1.

Classrooms and practical demonstration areas are equipped to house students safely during instruction and comply with the 10-1 State and Federal student/teacher ratio. KCK is accessible for those with physical disabilities and meets all fire and safety standards required by the city and state.

# **Administrative Offices**

Student Affairs, Education Director, Admissions and finance offices are open from 8:30am-4:30pm Monday-Friday to address student questions and concerns.

# **Contact Information**

Phone: (904) 516-9280	School Fax Line	Email:
	(904) 551-2361	kckbeautybarberacademy@yahoo.com

Phone call and email messages are retrieved and returned with 24hours.

# **Client Services**

All students enrolled at KCK Beauty & Barber Academy Inc. have the opportunity to perform a variety of hair and spa services to clients in a salon/spa setting, under the supervision of instructors.

## <u>Classrooms</u>

Student Classrooms have been set up to provide the proper environment for different types of learning and activities. Classrooms use whiteboard, lecture demonstration and video projector teaching formats. Classrooms will provide seating with tables.

## **Clinical Floor**

Is a unisex area which mimics a realistic salon environment with individual stations for hair, manicure, pedicure and facial services. The Salon floor has a shampoo bowl area and hood dryers.

# **Resource Library**

A resource library room has computers, printer, books on styling, health & wellness and motivation available for student reference.

# **TRAINING PROGRAMS**

Barbering	Cosmetology	Skin Care Specialist
Manicure	Full Specialist	Instructor

Types of learning acquired during training:

- Theory training is the foundation for your education
- Practical training is the application of what you have learned
- Building Skills and Professional Business is vital to your Industry success

# **CAREER OPPORTUNITIES**

The licensed professional may choose from a variety of jobs in the salon industry, education or other fields listed below upon graduation:

# Barber, Cosmetologist, Skin Care Specialist, Manicure, Instructor

Professional Hair Stylist	School Owner
Salon Owner or Manager	Consultant/Inspector
State Board Member/Examiner	Retail Specialist
Instructor	Product Representative
Nail Specialist	Facial Specialist
Make Up Artist	

# **BARBER PROGRAM**

#### **BARBER PROGRAM OUTLINE**

### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA											
Name: KO	CK Bea	uty & Bar	ber	Academy I	NC.				Identification No.:		
Program	Title:	BARBERIN	١G								
Credentia	al Issue	ed: Diplon	na								
Program	Compl	etion	М	onths: 8		Weel	ks: 35 F	Full Time	2		
Time				14			60 F	Part-Tim	e		
Program Delivery:		Campus		Online	Corre	spond	ence	Other	If Other, Give a <u>Short</u> De	scrip	otion
PROGRAM LENGTH:		· ·	TOTAL CONTACT HOURS:			RS:	•	PROGRAM COST:			
Clock Hours	1200			Theory H	ours		500		Tuition	\$	5,800.00
SOC CODE:	39-50	011		Lab Hour	S		700		Application Fees (non- refundable Registration Fee (non- refundable)	\$	50.00
									Books / Kit/School Shirt (non- refundable)	\$	675.00
				Total Hou	urs		1200		State Fees HIV Fees (non-refundable)	\$ \$	255.00 20.00
									Total Program Cost	\$	6,900.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.

The required down payment for the Barbering Program is \$2,500.01 with seven monthly payments of \$628.57.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement.

#### **PROGRAM OBJECTIVE:**

The 1200 hour Barber/Styling course prepares all graduates for the Florida State Board of Barbering Examination to become licensed barbers. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, professional ethics and to take and pass the state licensing examination. Upon completion of the Barbering Program, the student will receive a diploma and be prepared to obtain entry-level employment in the barbering industry.

#### PROGRAM DESCRIPTION:

The Barbering Program (BARP) is taught in English. The Barber program course includes study in sterilization and sanitation, hair cutting, shaving & Mustache trim, facial, shampooing, styling, hair coloring, permanent waving, scalp and hair treatments, hair straightening, wigs and hairpieces, and regular toupee hair cutting. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.

#### **Barber TEXTBOOKS**

Milady's Standard Professional Barbering Bundle(Textbook, workbook); 2011 5th Edition

ISBN: 13: 9780538457675; \$226.95

# PROGRAM TITLE: BARBERING

Course Number	Course Title	Theory Clock Hours	Services
BARP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
BARP102	PROFESSIONAL & PERSONAL DEVELOPMENT Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
BARP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
BARP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barbering field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
BARP105	STERILIZATION and SANITATION (Includes Bacteriology)- Demonstrate sanitation, sterilization, safety, the rules and regulations, patron protection, and the spread of disease.	200	0
BARP106	CHEMISTRY-Identify the terminology related to chemicals; demonstrate the proper application and safety of chemicals.	25	0
BARP107	SHAMPOOS and RINSES- Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	80	50
BARP108	HAIR CUTTING-Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application.	300	300
BARP109	SHAVE - MUSTACHE AND BEARD TRIMS-Instruction in artistry, elements and principles of beard and mustache shaving and trimming. Topics include theory, techniques and application of beard and mustache shaving and trimming.	250	30
BARP110	FACIAL-In-depth theory and practice of skin care and facials.  Demonstrate proper applications of skin care.	25	15
BARP111	SCALP TREATMENT and COLOR RINSE-Recognize various scalp conditions and how to treat them; also, how to properly rinse hair color.	50	30
BARP112	HAIR STYLING-Identify the terminology related to hair design and demonstrate the proper techniques in hair design.	25	25
BARP113	HAIRPIECES-Identify the terminology related to hair pieces; demonstrate the proper techniques related to wigs and toupees.	10	0
BARP114	PERMING, HAIR RELAXING-Identify the terminology related to hair color and bleaching; demonstrates the proper application of hair color.  Presents fundamental guidelines for using professional chemicals and implements in relaxing the hair. The student will be able to	125	50

	identify terminology related to chemical reformation services and demonstrate the proper application of relaxing products and be able to exhibit workplace competencies.		
BARP115	HAIR COLORING & BLEACHING-Provides fundamental guidelines for changing the client's hair color through the use of semi-permanent, permanent and lightening products, following proper steps to safeguard the client in providing the desired service.	75	25
BARP116	CAREER DEVELOPMENT & SHOP MANGEMENT- demonstrate an understanding of barber shop operation, organizational skills and management.	10	N/A
	Total	1200	

# **COSMETOLOGY PROGRAM**

### **COSMETOLOGY PROGRAM OUTLINE**

### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA									
Name: KCk	BEAUTY & B	ARBER ACADE	EMY INC	C.			Identification No.:		
Program T	itle: COSMET	OLOGY							
Credential Issued: Diploma									
Program C	ompletion	Months:8		Wee	ks: 35 F	ull Time			
Time		14			60 F	art-Tim	e		
Program	Campus	Online	Corres	snond	ence	Other	If Other, Give a Short Des	scrintion	
Delivery:	Campas	J.IIIIC	Correc	эротга		Cinci	Galler, Give a <u>Giver.</u> 200	, en pere n	
PROGRAM	LENGTH:	TOTAL CO	TOTAL CONTACT HOUR				PROGRAM COST:		
Clock Hours	1200	Theory H	ours		575		Tuition	\$ 5,800.00	
SOC	39-5012	Lab Hour	·s		625		Application Fees	\$ 50.00	
Code:							(non- refundable) Registration Fee	\$ 150.00	
							(non- refundable)	7 130.00	
							Books /Kit/school shirt (non- refundable)	\$ 675.00	
		Total Ho	urs		1200		State Fees	\$ 255.00	
							HIV Fees	\$ 20.00	
							(non-refundable)	4.	
							Total Program Cost	\$6,900.00	

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Cosmetology Program is \$2500.01 with seven monthly payments of \$628.57.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement.

#### **PROGRAM OBJECTIVE:**

The 1200 hour Cosmetology course prepares all graduates for the Florida State Board of Cosmetology Examination to become licensed cosmetologist. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, professional ethics and to take and pass the state licensing examination. Upon completion of the Cosmetology Program, the student will receive a Diploma and be prepared to obtain entry-level employment in the cosmetology industry.

#### PROGRAM DESCRIPTION:

The Cosmetology Program (COSP) is taught in English. The Cosmetology course includes study in sterilization & Sanitation, hair cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.

#### **Cosmetology TEXTBOOKS:**

Milady's Standard Cosmetology Bundle(Standard Hardcover, Exam Review, Theory Workbook, & Practical Workbook) 2012

ISBN-13: 9781133023975 \$248.95

# PROGRAM TITLE: **COSMETOLOGY**

Course Number	Course Title	Theory Clock Hours	Services
COSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
COSP102	PROFESSIONAL & PERSONAL DEVELOPMENT Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
COSP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
COSP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barbering field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
COSP105	SANITATION and STERILIZATION/PRODUCT SAFETY (includes Bacteriology)Provides the student with sanitation procedures and explains the rules and regulations of the institution, department and the state. The student will gain an understanding in infection control and recognize the relationship that bacteria have with the spread of disease.	150	10
COSP106	SKIN STRUCTURE, SKIN DISORDERS, FACIAL MAKEUP and HAIR REMOVAL -In depth theory and practice of skin care, facials, waxing and cosmetics; students will demonstrate the proper application related to skin care and exhibit workplace competencies in skin care and cosmetics.	50	25
COSP107	MANICURING, PEDICURING and NAIL EXTENTIONS-Presents three main concepts: nail theory, natural nail care and artificial nail care. It provides fundamental guidelines for knowing the theory of nails plus the procedures for natural and artificial nail care in order to meet the client's total image needs. The student will identify proper terminology related to nail technology and exhibit salon competencies in nail technology.	50	10
COSP108	SCALP TREATMENT- PROPERTIES OF HAIR & SCALP INCLUDES CHEMISTRY, ELECTRICITY- SCALP TREATMENT- PROPERTIES OF HAIR & SCALP INCLUDES CHEMISTRY, ELECTRICITY- Provides fundamental guidelines for providing a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair, following proper safety precautions in the application procedure.	25	45

COSP109	SHAMPOOS, CONDITIONS and RINSES-Provides fundamental	100	50
	guidelines for using shampoo supplies and chemicals in cleansing the		
	scalp and hair in preparation for additional salon services. The student		
	will learn how to select the proper shampoo for each client.		
COSP110	HAIR STYLING (includes Arranging, Marcel Curling, and Finger	200	200
	Waving) Identify the terminology related to hair design and		
	demonstrate the proper techniques related to hair design and exhibit		
	workplace competencies related to hair design.		
COSP111	HAIR ADDITIONS- HAIR ADDITIONS- proper techniques related to	50	100
	braiding, braids, weave sew ins.		
COSP112	HAIR CUTTING-Presents two main concepts: haircutting theory and	50	75
	haircutting procedures. It provides fundamental guidelines for		
	knowing and understanding the theory of cutting and performing		
	cutting procedures. Seven procedures are presented to lay the		
	foundation for other services.		
COSP113	CHEMICAL TEXTURIZING (includes Permanent Waving and	250	65
	Relaxing/Straightening)This course presents fundamental guidelines		
	for using professional chemicals and implements in waving and		
	relaxing the hair to make it more manageable and durable for the		
	client. The student will also be able to identify terminology related to		
	chemical reformation services and demonstrate the proper application		
	of waving and relaxing products and be able to exhibit workplace		
	competencies.		
COSP114	HAIR COLORING and BLEACHING (includes Chemistry)-Provides	240	45
	fundamental guidelines for changing the client's hair color through the		
	use of semi-permanent, permanent and lightening products, following		
	the proper steps to safeguard the client when giving the desired		
	service.		
COSP115	CAREER DEVELOPMENT & SALON BUSINESS- demonstrate an	10	0
	understanding of beauty shop operation, organizational skills and		
	management.		
	Total	1200	

# **MANICURE PROGRAM**

### MANICURE PROGRAM OUTLINE

#### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA									
Name: KCK BEAUTY & BARBER ACADEMY INC.								Identification No.:	
Program Ti	tle: MAN	NICURE							
Credential	Issued: D	iploma	a						
Program Co	ompletio	n I	Months:1.5		Week	ks: 7 Fu	ll Time		
Time			3			12 P	art-Time	2	
Program	Cam	nus	Online	Corre	sponde	ance	Other	If Other, Give a Short De	escription
Delivery:	Carri	pus	Online	Corre	эропис	cricc	Other	in other, give a <u>short</u> be	escription
			<del>                                     </del>						
PROGRAM	LENGTH	:	TOTAL CONTACT HOURS:					PROGRAM COST:	
Clock	240		Theory H	ours	140			Tuition	\$ 2,500.00
Hours									
SOC	39-509	2	Lab Hour	ab Hours 10		100		Application Fees	\$ 50.00
CODE:								(non- refundable)	
								Registration Fee (non- refundable)	\$ 100.00
								(Hoti-Terundable)	
								Books /Kit/school shirt	\$ 425.00
								(non- refundable)	
			Total Hou	ırs		240		State Fees	\$ 80.00
								HIV Fees	\$ 20.00
								(non-refundable)	\$3,175.00
								Total Program Cost	\$3,175.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.

The required down payment for the Manicure Program is \$1500.00 with two bi-weekly payments of \$837.50.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement.

#### PROGRAM OBJECTIVE:

The 240 hour Manicure course teaches theory and practical skills in all phases of manicuring. The program prepares the student with the basic foundation necessary in sterilization and sanitation, manipulative skills, safety judgment, proper work habits, business skills, professional ethics, applying to state board for licensing, continue education requirements. Upon completion of the manicuring program, the student will receive a diploma and be prepared to obtain entry-level employment entry level employment as a Nail Technology Specialist.

#### **PROGRAM DESCRIPTION:**

The Manicuring Program (MANP) is taught in English. The Manicure program includes study in nail structure, manicuring techniques, as well as artificial nail application and nail tips. The program instructs the student in the state laws and provides the foundation and skills necessary to become a Certified Nail Technology Specialist.

#### **Manicure TEXTBOOKS:**

Milady's Standard Nail Technology (Standard Softcover)7<sup>th</sup> Edition 2015; ISBN-13: 9781285080475 \$117.95

Milady's Standard Nail Technology Student Workbook ;ISBN-13: 9781285080512 \$61.95

# PROGRAM TITLE: MANICURE

Course Number	Course Title	Theory Clock Hours	Services
MANP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
MANP102	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	4	0
MANP103	FLORIDA LAWS and RULES (includes Salon Business, Management, Taxes and Payroll). Proper understanding and knowledge of The Florida Statutes regarding working, operating and owning a cosmetology business in Florida.	5	0
MANP104	HIV/AIDS (includes Bacteriology, Biology and Anatomy). Understanding of disease control and the way diseases are spread; how HIV/AIDS is contacted and techniques to prevent the spread of the virus.	5	0
MANP105	SANITATION (includes Bacteriology, Biology, Product Use and Safety). Instruction in use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon which promotes good health and protects patrons. Rules of protection are examined.	5	0
MANP106	NAIL THEORY, PRACTICE, DISORDERS & DISEASES Identify the structure adjoining and affecting the nails and recognize nail diseases that should not be treated in the salon.	60	0
MANP107	MANICURING Ability to perform all manicuring services on the hands.	25	20
MANP108	PEDICURING Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	15	10

MANP109	TIPS with OVERLAY	30	15
	Techniques for applying artificial nail tips with an overlay.		
MANP110	SCULPTING (using form)	30	15
	Techniques for applying sculptured nails using form.		
MANP111	NAIL WRAPS & MENDING	15	10
	Techniques for mending nails.		
MANP112	NAIL FILLS	15	10
	Perform maintenance on artificial nails in the form of a "fill-		
	in".		
MANP113	ARTIFICIAL NAIL REMOVAL	10	5
	Techniques in safely removing artificial nails.		
MANP114	POLISHING and NAIL ART	10	15
	Polish all nails and apply nail art in the form of adhesive pre-		
	manufactured art as well as demonstrate knowledge of the		
	use of specialty brushes.		
MANP115	CAREER DEVELOPMENT & SALON BUSINESS demonstrate an	10	0
	understanding of beauty shop operation, organizational		
	skills and management.		
	Total	240	

# **SKIN CARE SPECIALIST PROGRAM**

### **SKIN CARE SPECIALIST PROGRAM OUTLINE**

### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA									
Name: KCK	BEAUTY & BA	ARBER ACADE		Identification No.:	Identification No.:				
Program Title: SKIN CARE SPECIALIST									
Credential Issued: Diploma									
Program Co	ompletion	Months: 2		Weel	ks: 7.5	Full Time	<u>.</u>		
Time		3		13 Part-Time					
Program Delivery:	Campus	Online	Online Corresponde			Other	If Other, Give a Shor	<u>t</u> Description	
PROGRAM LENGTH:		TOTAL CO	TOTAL CONTACT HOU				PROGRAM COST:		
Clock Hours	260	Theory H	ours		160		Tuition	\$ 2,800.00	
SOC CODE:	39-5094	Lab Hour	Lab Hours		100		Application Fees (non- refundable) Registration Fee (non- refundable)	\$ 50.00 \$ 100.00	
							Books /Kit/T-Shirt (non- refundable)	\$ 480.00	
		Total Hou	Total Hours		260		State Fees HIV Fees (non-refundable)	\$ 80.00 \$ 20.00	
							Total Program Cost	\$3,530.00	

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Skin Care Specialist Program is \$1500.00 with two bi-weekly payments of \$1,015.00

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- Complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement.

#### **PROGRAM OBJECTIVE:**

The 260 hour Skin Care Specialist course teaches theory and practical skills in all phases of skin care. The Skin Care Specialist program prepares students with the basic foundation necessary in sterilization and Sanitation, manipulative skills, safety judgment, proper work habits, business skills, and professional ethnics. Upon completion of the Skin Care Specialist program, the student will receive a diploma and be prepared to obtain entry-level employment entry level employment as a Certified Skin Care Specialist.

#### **PROGRAM DESCRIPTION:**

The Skin Care Specialist Program (SKSP) is taught in English. The Skin Care Specialist course will train students in skin care, facial treatments, make-up application, and hair removal. Completion of this course prepares to become a licensed skin care specialist.

### **Skin Care Specialist TEXTBOOKS:**

Milady's Standard Esthetics Fundamental (Standard Hardcover, Exam review & workbook)11<sup>th</sup> Edition 2013; ISBN-13: 9781285042336 \$255.95

# PROGRAM TITLE: **SKIN CARE SPECIALIST**

Course Number	Course Title	Theory Clock Hours	Services
SKSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
SKSP102	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	9	0
SKSP103	HIV / AIDS Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	5	0
SKSP104	FLORIDA LAW (includes License Requirement and Regulations). Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
SKSP105	SANITATION AND STERILIZATION (Bacteriology, Product Use and Safety)  Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	15	0
SKSP106	ANATOMY Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	5	0
SKSP107	CHEMISTRY Presents three main concepts: Matter, PH scale and Chemistry of Cosmetics, It provides fundamental guideline for using a variety of products, and providing chemical services safety.	15	0
SKSP108	ELECTRICITY Provide s information on the principle of electricity, including safety precaution for using electrical currents to treat client, and the workings of specialized electrical appliances.	10	0

SKSP109	SKIN PHYSIOLOGY TREATMENT AND SERVICES	45	0
	Operational understanding of skin physiology, especially the		
	structure and functions of the skin.		
SKSP110	SCIENCE OF SKINCARE ECOLOGY	10	0
	Covers three main concepts: skin care, hair removal, facial		
	makeup, and skin disorders.		
SKSP111	FACIALS	45	50
	Explains the process of skin-care analysis and identifies the basic		
	skin-care types and main skin conditions. Describes the four		
	basic steps of a regular daily skin-care regimen to maintain		
	healthy skin.		
SKSP112	HAIR REMOVAL	20	25
	Develop a thorough knowledge of hair growth as well as various		
	types of removal options.		
SKSP113	EYEBROWS (includes Tinting and Shaping)	10	10
	proper shaping of eyebrows and correct safety procedures to		
	use when tweezing and tinting with non-permanent dyes.		
SKSP114	MICRODERMABRASION - PEELS	40	10
	Advance treatment course will give the student a specialized		
	knowledge of the anatomy and a thorough understanding of the		
	products and ingredients used to perform these treatments and		
	techniques.		
SKSP115	MAKE-UP	15	5
	Understand color theory, and face shape and features as they		
	relate to make-up design and application.		
SKSP116	CAREER DEVELOPMENT & SALON BUSINESS demonstrate an	10	0
	understanding of beauty shop operation, organizational		
	skills and management.		
	TOTAL	260	

# **FULL SPECIALIST PROGRAM**

#### **FULL SPECIALIST PROGRAM OUTLINE**

#### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA									
Name: KCK BEAUTY & BARBER ACADEMY INC.						Identification No.:			
Program Ti	tle: FULL SPE	CIALIST							
Credential Issued: Diploma									
Program C	ompletion	Months: 4		Weel	ks: 17.5	Full Tin	ne		
Time		7			20	Part-Tin			
		,			30	Part-IIII	ile		
Program	Campus	Online	Corre	sponde	ence	Other	If Other, Give a Short Description		
Delivery:									
PROGRAM	LENGTH:	TOTAL CO	ONTACT	HOUI	RS:		PROGRAM COST:		
Clock	600	Theory H	ours	350			Tuition	\$ 3,900.00	
Hours									
SOC	39-5092	Lab Hour	S		250		Application Fees	\$ 50.00	
CODES:							(non- refundable)		
	39-5094						Registration Fee	\$ 100.00	
							(non- refundable) Books /Kit/T-shirt	\$ 880.00	
							(non- refundable)	\$ 880.00	
		Total Hou	Total Hours				State Fees	\$ 180.00	
							HIV Fees	\$ 20.00	
							(non-refundable)	A= 100 55	
							Total Program Cost	\$5,130.00	
Tuition is d	us on or hofe	ro the first /1	ST\ day	of oo ol	ما د م م ما	Λονιοσ	was at received after the	touth (10 <sup>th</sup> ) of anch	

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.

The required down payment for the Full Specialist Program is \$2500.00 with 4 monthly payments of \$657.50.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- Complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement.

#### PROGRAM OBJECTIVE:

The 600 Hour Full Specialist Program is designed to instruct and train students in sterilization and sanitation, the theory and practical skills of manicure and skin care. The program prepares students with the foundation necessary to become Certified Full Specialist. Upon completion of the Full Specialist program, the student will receive a diploma, will apply to State of Florida for licensing and obtain entry-level employment in the nail and skin care industry.

#### **PROGRAM DESCRIPTION:**

The Full Specialist Program (FUSP) is taught in English. The Full Specialist Program includes study in manicuring, makeup & facials, hand & arm massage or bleach & shampooing. Completion of this course prepares graduates to become a licensed full specialist.

### **Full Specialist TEXTBOOKS:**

Milady's Standard Esthetics Fundamental (Standard Hardcover, Exam review & workbook)11<sup>th</sup> Edition 2013; ISBN-13: 9781285042336 \$255.95

Milady's Standard Nail Technology (Standard Softcover)7<sup>th</sup> Edition 2015; ISBN-13: 9781285080475 \$117.95 Milady's Standard Nail Technology Student Workbook; ISBN-13: 9781285080512 \$61.95

# PROGRAM TITLE: FULL SPECIALIST

Course Number	Course Title	Theory Clock Hours	Services
FUSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
FUSP102	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	9	0
FUSP103	HIV / AIDS Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	5	0
FUSP104	FLORIDA LAW (includes License Requirement and Regulations).  Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
FUSP105	Facial Specialist -Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0
FUSP106	Facial Specialist - Anatomy Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	120	0
FUSP107	Facial Specialist –Skin Care, Waxing, Hair Removal & Facial Makeup Develop a thorough knowledge of hair growth as well as various types of removal options. Covers three main concepts: skin care, hair removal, facial makeup, and skin disorders. Understand color theory, and face shape and features as they relate to make-up design and application.	110	70
FUSP108	Manicure Specialist- Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0
FUSP109	Manicure Specialist Manicuring Ability to perform all manicuring services on the hands.	90	60

FUSP110	Manicure Specialist Pedicuring Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	90	55
FUSP111	Manicure Specialist- Nail Tips- Techniques for applying artificial nail tips with an overlay.	100	65
FUSP112	Manicure & Facial Specialist- Client Care & Business Practices Defines the essentials of client consultation and service before, during and after manicure & skin care service. Instruct the student in the operational, financial and management needs of the manicure & skincare industry.	10	0
FUSP113	CAREER DEVELOPMENT & SALON BUSINESS demonstrate an understanding of beauty shop operation, organizational skills and management.	20	0
	Total	600	

# **INSTRUCTOR PROGRAM**

#### **INSTRUCTOR PROGRAM OUTLINE**

#### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA										
Name: KCK BEAUTY & BARBER ACADEMY INC.					Identification No.:					
Program Ti	Program Title: INSTRUCTOR									
Credential Issued: Diploma										
Program Co	ompletion	Months: 4		Weel	ks: 17.5	Full Tin	ne			
Time		7	7			30 Part-Time				
Program Delivery:	Campus	Online	Corre	sponde	ence	Other	If Other, Give a <u>Short</u> Description			
PROGRAM	LENGTH:	TOTAL CO	ONTACT	T HOURS:			PROGRAM COST:			
Clock Hours	600	Theory H	ours	350			Tuition	\$ 3,900.00		
SOC CODE:	25-2032 Lab Hours		250			Application Fees (non- refundable) Registration Fee (non- refundable)	\$ 50.00 \$ 100.00			
							Books /Kit/T-shirt (non- refundable)	\$ 700.00		
		Total Hou	urs		600					
							Total Program Cost	\$4,750.00		
Tuition is d	ue on or befo	ore the first (1	st) day	of eacl	h month.	Any pa	yment received after the	e tenth (10 <sup>th</sup> ) of each		

month is considered late. Failure to pay on time will result in a \$10.00 late fee.

The required down payment for the Full Specialist Program is \$2500.00 with 4 monthly payments of \$562.50.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- Must be a licensed Barber, Cosmetology, Esthetician or Manicure
- Must bring proof of current license
- Complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100.
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- Attend Orientation and sign an Enrollment Agreement.

#### **PROGRAM OBJECTIVE:**

The 600 Hour Instructor Program is designed to instruct and train students on how to become effective Instructors. The student will become skilled in using their professional knowledge already obtained to teach students interested in the beauty & barber industry using teaching techniques learned from this program. The program prepares students with the foundation necessary to become Certified Barber, Cosmetology, Esthetician or Manicure Instructor. Upon completion of the course, student will receive a diploma and obtain entry-level employment in the beauty industry as an Instructor.

#### PROGRAM DESCRIPTION:

The Instructor Program (INSP) is taught in English. The Instructor Program includes learning about common student problems & issues, good teaching techniques and practices and how to handle & prevent potential school problems. Completion of this course prepares graduates to become licensed Instructors in the State of Florida. It is not a requirement in the State of Florida to have completed an Instructor Program to become a licensed Instructor. The State of Florida requires Instructors to hold a current Florida license in related field.

#### **Instructor TEXTBOOKS:**

Milady's Master's Educator (Standard Hardcover)3rd Edition 2014; ISBN-13: 9781133693697 \$161.95

# PROGRAM TITLE: **INSTRUCTOR**

Course Number	Course Title	Theory Clock Hours	Services
INSP101	Orientation- Educator profile and classroom management	35	N/A
INSP102	Psychology of Student Training-Utilizing knowledge and experience ti inspire students.	30	N/A
INSP103	Introduction to Teaching-Hands on training, how to communicate clear expectations, student interaction and positive learning environment.	40	N/A
INSP104	Personality & Professional Conduct- Maintain professionalism and cleanliness in classroom.	30	N/A
INSP105	Course Outling, Development & Lesson Planning-classroom assignments, projects, teach basic skills for writing lesson plans, course outline and scheduling	136	25
INSP106	Teaching Techniques & Methods-Presentations, effective teaching and learning methods.	95	25
INSP107	How to Seek Employment- career development, Professional Ethics, Effective Communication Skills and Public Relations, Compensation Package and Fundamentals of Business Management	25	N/A
INSP108	Teaching Aids-How to identify auditory, hands on and visual learners	40	25
INSP109	Demonstration Techniques-Interaction with students. Identify characteristics of different types of learners.	30	N/A
INSP110	Test & Measurements-How to prepare students for exams, evaluations and grading methods.	50	25
INSP111	Record Keeping and Classroom Management- Time management, record keeping, maintaining a calm and professional learning environment.	45	N/A
INSP112	Teaching Observation- Student will observe Instructor teaching methods in classroom and on clinical floor.	30	N/A
INSP113	Teaching Assistant- Student will shadow instructor as an assistant applying all teaching methods and technique in classroom and on clinical floor.	0	50
INSP114	Student Training (Practice Teaching)- Student will apply Hands on training in classroom and on clinical floor.	0	100
INSP115	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	10	N/A
INSP116	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the beauty and barber field in the state of Florida and the requirements necessary to be licensed by the state.	4	N/A
	Total	600	

# **FINANCIAL ASSISTANCE**

Currently KCK Beauty & Barber Academy INC. does not participate in Title IV Funding. However we do offer quality education that is affordable. Our financial director will sit down with students and explain a monthly payment plan option. This option allows students to make a down payment at time of enrollment and make monthly payments until balance is paid in full. The student also has the option to seek outside help from financial institutions to cover tuition cost.

# **ADMISSIONS**

# **Admissions Policy**

All Applicants must complete an Application, submit a valid Florida I.D., passport or Birth Certificate, Social Security Card

All Applicants must submit a High School Diploma or General Education Diploma (GED) with completion date

All Applicants must be 16 years old to attend school

All Applicants must pay nonrefundable application and registration fee \$150.00

All Applicants must attend Orientation, sign all enrollments consent forms (if under the age of 18, applicant and parent must sign form) before starting classes.

Any Applicant applying for Instructor program must have valid Barber, Cosmetology, Manicure or Facial license.

All transfer applicants must provide verification of attendance to another cosmetology, barbering, nail or facial institution.

# **Admissions Procedures**

Inquiries and applications for admission should be made to:

Admissions Office
KCK Beauty & Barber Academy INC.
10592 Balmoral Circle East Suite #1
Jacksonville, FL. 32218
Admissions (904) 516-9277
Fax (904) 551-2361

Email: kckbeautybarberacademy@yahoo.com Website:www.KCKBBACADEMY.org

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write the Admissions Office to schedule an appointment. The office is open Monday through Friday, from 8:30 AM to 4:30 PM. Applicants who cannot visit the school are urged to call the Admissions Office for a telephone interview. At time the applicant inquiries about the school, the School will provide the applicant with a link to access a copy of the KCK catalog and a copy of the Student handbook which gives information about completion, placement and required license percentage rates.

## Language

KCK Beauty & Barber Academy, INC. will teach all programs in English only.

## **Notice of Admissions and Confirmation**

Upon receipt of each application and registration fee, the Admissions Office will confirm a space on the condition that all admission requirements have been met. Should a class become full prior to confirmation, the applicant will be contacted by telephone or mail and placed on the waiting list with the start date for the next available class.

## **Application Deadline**

The recommended deadline for submitting an application for admission is Monday of each week. Applications received after Monday will be honored on a day-by-day basis as long as classroom space is available. At the orientation session, applicants are to sign and return the Statement of Receipt found in the information packet. In all cases, early application is encouraged because, to some extent, class space dictates the number of new students who can be admitted at each enrollment period.

## **Policy for Denying Admission**

KCK Beauty & Barber Academy INC. will not admit applicants who do not present a high school diploma or GED. Recommendations will be provided, as needed, on adult learning centers available within the Jacksonville community. KCK reserves the right to deny admission to any student whose record of behavior indicates that he or she would disrupt the orderly processes of the programs or would interfere with the rights and privileges of other students.

# **Evaluating the Validity of High School Diplomas**

The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student's <u>self-certification</u> is not considered sufficient proof of validity.

## **Vaccination**

KCK Beauty and Barber Academy INC. requires no information regarding vaccinations from potential students to attend school.

## **Noncredit and Remedial Courses**

Noncredit and remedial courses do not apply to KCK Beauty & Barber Academy INC. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **Re-Entry**

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedure. A student who was terminated for any reason must have an interview with the School Director and show cause why he/she should be re-instated. The decision of the School Director is final.

Students who have been terminated or withdrew from school and re-enroll (if determined by the School Director to be eligible) within 30 days will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 30 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-entry Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-entering students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

# **Definition of Clock Hour**

One clock hour is the equivalent of 50 minutes of direct instruction and a 10-minute break.

# **Credit for Previous Training**

KCK Beauty & Barber Academy makes no promises of acceptance of credit from any other institution. Credit may be granted for training in another in- state or out-of-state school. Proof of official transcript must be submitted prior to enrollment.

After evaluating the official transcript from the previous institution attended, an evaluation exam may be conducted by the program Instructor and may include both written and practical.

Based upon the recommendation of the Instructor, KCK may accept a transfer students hours and services from another licensed institution. The student's tuition will be adjusted accordingly to reflect the reduced hours of training.

No more than 50% of the program credits will be transferred into KCK Beauty & Barber Academy from another Institution. The school does not recruit students attending an institution with a similar course of study.

## **Transfer of Credit**

Decisions concerning the acceptance of credits earned and credit hours by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits to any institution. Students must contact the admissions office of the receiving institution to determine what credits, if any that institution will accept.

# **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

# Transcript of Transfer of Hours

Students requesting transcripts or copies of their records must provide a written request to KCK Beauty & Barber Academy INC. Admissions Office. The School will not give official transcripts to students; however, transcripts will be forwarded to the institution to be attended. All financial obligations to KCK must be cleared up prior to submitting transcript requests.

# **School Class Start Dates, Hours and Holiday Closures**

#### **Class Starting Dates**

New Applicants are enrolled at KCK Beauty & Barber Academy INC. on the first Monday of each month.

#### **Hours of Operation**

Class Hours: Monday-Friday 8:30-4:30pm. Night classes will be conducted based on enrollment and at the Education Director's discretion.

**Resource Library is open during Class Hours** 

#### **Holiday Closures**

The following holidays are observed at KCK Beauty & Barber Academy INC.

- New Year's Day
- Dr. Martin Luther King's Birthday
- Monday after Easter
- Fourth of July
- Labor Day
- Thanksgiving Day and Day after Thanksgiving
- Christmas Eve Through New Year's Day

Holidays are subject to change without prior notification

# **GRADUATION & LICENSING REQUIREMENTS**

The student will be granted a diploma and an Official Transcript of Hours for the applicable course from KCK Beauty & Barber Academy INC., when the student

- Successfully completed required course hours
- Met minimum course requirements
- Passed a final comprehensive written and practical examination
- Completed the program of study according to State requirements
- Completed all exit paperwork
- Attended an exit interview
- Completed tuition and fee obligations

## **Additional Hours**

If a student after completing required number of hours for the course request additional instruction, it may be provided at the discretion of the Director of Education, an hourly rate of \$10.00 per hour to be paid by student in advance.

## **Licensing Requirements**

To receive a license in the State of Florida, a Cosmetology, Barbering, Manicure, Skin Care, Full Specialist or Instructor student is required to:

- 1. Complete the hours in the course of instruction
- 2. Successfully demonstrate competency in all areas of required curriculum
- 3. Submit State required exam fees and application

Successfully complete written theory and practical examination conducted by the Florida Board of Barbering and Cosmetology at local testing facilities.

It is not a requirement in the State of Florida to have completed an Instructor Program to become a licensed Instructor.

# **ACADEMICS**

## **Classification of Students**

Students are classified by the number of hours completed and the grade average. If a student does not have the minimum 75% average, the student will not be allowed to advance to the next level. The following phases apply to all students who have maintained satisfactory progress in the Cosmetology, Barbering, Manicure, Skin Care, Full Specialist and Instructor Programs:

Program By Phase	Hours Completed				
1 <sup>st</sup> phase	0 – 300 Hours				
2 <sup>nd</sup> phase	301 – 600 Hours				
3 <sup>rd</sup> phase	601 – 900 Hours				
4 <sup>th</sup> phase	901 – 1200 Hours				

# **Student Progress**

KCK Beauty & Barber Academy INC. maintains records of progress on all students. Progress reports are given and reviewed with students at the end of each month. Copies of these reports are distributed to each student and a copy is placed in their permanent file.

### **Satisfactory Academic Progress**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and is a graduation requirement.

It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the United States Department of Education.

### **Attendance Progress Evaluations**

Students are required to attend at least 75% at each scheduled evaluation in order to be considered making satisfactory attendance progress.

### **Maximum Time Frame**

The maximum time frame a student has to complete the course is 150% of scheduled attendance. Transfer hours from another institution that are accepted toward the students educational program are counted as both attempted and completed for the purpose of determining maximum time frame. The maximum time allowed for students to complete each course at satisfactory progress is stated below:

#### MAXIMUM TIME ALLOWED

	Maximum Time Frame Allowed	
Course	Scheduled Attendance	Weeks
Barbering (1200 Hours)	1800 hours of scheduled attendance	Full time 52 Weeks
		Part time 90 Weeks
Cosmetology (1200 Hours)	1800 hours of scheduled attendance	Full time 52 Weeks
		Part time 90 Weeks
Manicuring (240 Hours)	360 hours of scheduled attendance	Full time 11 Weeks
		Part time 18 Weeks
Skin Care Specialist (260 Hours)	390 hours of scheduled attendance	Full time 12 Weeks
		Part time 19.5 Weeks
Full Specialist (600 Hours)	900 hours of scheduled attendance	Full time 26 Weeks
		Part time 45 Weeks
Instructor (600 Hours)	900 hours of scheduled attendance	Full time 26 Weeks
		Part time 45 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours or 1.5 x the number of the scheduled hours contracted.

### **Academic Progress Evaluations**

Minimum Grade Required for Barbering, Cosmetology, Manicure, Skin Care Specialist, Full Specialist and Instructor coursework is 75%.

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 A 85 – 92 B 75 - 84 C 74 and Below UNSATISFACTORY

### **Determination of Progress Status**

Students are evaluated for Satisfactory Attendance and Academic Progress shortly after reaching the following actual hourly increments:

Barbering (1200): 450, 900, 1200 Cosmetology (1200): 450, 900, 1200 Manicure (240): 120, 240

 Skin Care Specialist (260):
 130, 260

 Full Specialist (600):
 300, 600

 Instructor (600):
 300, 600

Transfer Students will be evaluated-Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluation will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### **Satisifactiory:**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

### **Unsatisifactiory/Warning:**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning progress until the next scheduled evaluation. At the end of the warning period, the student will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. If the student has failed to achieve minimum requirements, the student is subject to probation.

### **Probation:**

Students failing to meet minimum progress will be placed on probation until the next evaluation period with the opportunity to meet requirements for the next evaluation period. During probation, students are considered to be making satisfactory progress. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated.

### **Appeal Policy:**

Students who are dropped after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Administrator, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. Should a student fail to appeal this decision, the decision to terminate will stand. The Administrator, within five (5) business days of termination, must receive this appeal. Students are allowed one appeal process.

### **Re-Establishing of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

# STUDENT SERVICES

### **Housing**

Housing services is not available at KCK Beauty & Barber Academy Inc. A list of reliable realtors and or rental properties in close proximity to the school will be provided to students who request housing assistance at the time of enrollment.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

#### **Student Records**

Prior to beginning classes, each student must provide a copy of his/her high school diploma, or GED, documentation for transferred credits or hours, a social security card, photo identification and/or a birth certificate, all of which will become a part of the student's permanent record at the School.

Each student has academic and financial folder which contains attendance, grades, clock hours accrued, monthly progress reports and satisfactory progress reports which will be kept as permanent records on file at the School. Grades, practical hours, and attendance are maintained in a computer database

Student information at KCK Beauty & Barber Academy INC. is confidential; therefore, records are safeguarded in cabinets that are labeled, locked and accessible only to the administrative staff. Parents and eligible students or guardians of dependent minors are permitted to access their cumulative records by appointment and under the supervision of an Admissions Office staff member. KCK is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students or guardians to review the records. Information pertaining to the cumulative records of a student will be released only upon written instructions from the student and parent, or guardians of dependent minors.

Student records or information to third parties will not be released without consent from the student and parents or guardians of dependent minors.

KCK Beauty & Barber Academy INC. may also 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, we must tell parents and eligible students or guardians of dependent minors about directory information and allow parents and eligible students or guardians of dependent minors a reasonable amount of time to request that we not disclose directory information about them.

Generally, schools must have written permission from the parent or eligible student or guardian of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose these records without consent, to the following parties:

- 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.

### **Policy for Safeguarding Student Records**

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and

respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled or terminated students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

### **Placement**

KCK Beauty & Barber Academy INC. does not guarantee job placement after graduating from any of the courses offered. However, the School maintains contacts in all areas of the barbering, cosmetology, manicure, skin care, full specialist and Instructor industry. Information pertaining to possible employment is made available to all students by the posting of job openings and employment possibilities on the information bulletin board. This is done to assist students with finding suitable employment upon passing the State Examination and/or being licensed in the chosen field. The curriculum places a great deal of emphasis on how to obtain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs.

### **Advising**

The Admissions Officer or a designee advises students who seek counseling. This opportunity is offered to students to encourage them to ask questions, discuss problems related to needs or concerns with educational, career, social, personal or emotional issues during their enrollment at the school.

### Services on Family Friends or Students

The goal of KCK is that each student is productive the majority of their scheduled time. The school recognizes that there will be slow times in which other task may be performed and feel this is the time to service family, friends and other students. Immediate family members receive student prices only. Students performing services or receiving services must first have a ticket approved by an instructor and pay student service cost. Students may receive services on Tuesday and Wednesday ONLY. Cash and Credit card is accepted as payment for client services.

### **Food Services**

KCK Beauty & Barber Academy INC. is surrounded by a variety of restaurants and fast food chains, which provides food services at reasonable costs. The school has vending machines located in the reception area.

#### **Changes to Programs, Equipment, ETC.**

KCK Beauty & Barber Academy Inc. reserves the right to make changes to equipment, textbooks, supplies and curriculum to reflect the latest advancement in a program of study and technology.

#### **Course Numbering System**

The course numbering system uses a 7 digit alpha numeric identifier. The prefixes represent the program area of study. The suffixes represent the sequence of content. The prefixes are as follows: BARP- Barber Program; COSP- Cosmetology Program; MANP- Manicure Program; SKSP-Skin Care Specialist Program; FUSP- Full Specialist program; INSP- Instructor program.

### **Voter Registration**

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Florida at <a href="https://www.election.dos.state.fl.us/voter-registration">www.election.dos.state.fl.us/voter-registration</a>, at <a href="https://www.elections.myflorida.com">www.registration.elections.myflorida.com</a>.

## **STANDARDS & POLICIES**

### **Financial Obligations**

Students who have not made a satisfactory settlement of all financial obligations to the school will not receive a diploma or transcript. Tuition is due on the first (1<sup>st</sup>) day of each month. Students will be charged a late fee of ten dollars (\$10.00) after the 10<sup>th</sup> of the each month.

### <u>Campus Crime Statistics & Security Policy</u>

All employees and students are required to file a written incident report for all crimes and unsafe incidents occurring on campus to the Director of Education within 24 hours of the incident. All employees and students will be notified via memo if Management considers any incident to be a threat to campus safety. A detailed campus crime report is created annually and the report is provided to KCK Beauty & Barber Academy INC. students at time of enrollment. The campus crime report will also be handed out as a memo to staff and

instructors annually and additional copies will be kept in the office and made available upon request.

### **OSHA Requirements**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply.

A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **Essential Career Considerations/Requirements**

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

- 1. Have finger dexterity and a sense of form and artistry.
- 2. Enjoy dealing with the public and be able to follow client directions.
- 3. Keep abreast of the latest fashions and beauty techniques.
- 4. Work long hours while building a personal clientele in order to make the desired income.
- 5. Make a strong commitment to the educational process and finish school.
- 6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

- 1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Skin Care Specialist will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station
- 2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.

- 3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
- 4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
- 5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

#### <u>Dress Code Policy</u>

KCK Beauty & Barber Academy INC. personalized KCK T-Shirt, black scrub bottoms with close toed black shoes. Two (2) T-shirts is included in the supplies cost of tuition. Additional T-shirts may be purchased in the administrative office. Other required uniform is supplied at the student's personal cost. All students are required to conform to the schools dress code. If you are not in the proper dress code, you will be asked to clock out to go home and change. Name tags must be worn at all times. The cost for a replacement ID badge will be \$15.00. Students will not be allowed to attend school without an ID badge. Hair, make up must be clean, neat and professional. No hats or other head coverings are to be worn to classes or clinic floor.

### **Attendance Policy**

All full-time students are scheduled to be in attendance seven (7) hours per day, thirty-five (35) hours per week according to the agreed upon contract. In order to meet satisfactory progress, students must maintain a 75% grade point average and be in attendance at least 75% of the scheduled attendance time. Students having 35-hour weeks must accrue 90–102 hours each month. All part-time students are scheduled to be in attendance four (4) hours per day, twenty (20) hours per week. In order to meet satisfactory progress, students must accrue at least 60 hours each month.

### **Time Record Policy**

KCK Beauty & Barber Academy INC. is a clock hour school. Clocking in and out is the manner in which students hours are accumulated towards course goals. At time of arrival, all students must use your finger to clock in using the time clock and clock out using your finger at the end of your scheduled day. It is the student's responsibility to clock in and out every day to ensure you are credited with attendance hours. Any student who does not clock out at the end of the day will not receive hours for that day.

#### **Attendance/Class Cuts Policy**

#### **Excused and Unexcused Absences**

A student with three (3) Tardies in one week will be considered to have one unexcused absence. Students with three (3) unexcused absences in a month will receive written notification of academic probation for a period of two (2) weeks. Any unexcused absences during such probationary period will result in interruption of the student's training program.

### **Tardy Policy**

Students are required to be on time. Class begins promptly at 8:30 a.m. or 4:30 p.m. To avoid class interruptions, students not clocked in by 8:45 a.m. for day classes or 4:45 p.m. for night classes will not be allowed to enter the classroom until the 1<sup>st</sup> class break.

Students not allowed into the class room must set up in the media/computer room or the Lab floor until the 1<sup>st</sup> class break. Excessive tardiness will be cause for disciplinary action. The Education Director or a designee will consider each case based on the facts presented.

### **Make-Up Policy**

Any student who have been absent for any reason is required to make up any missed assignments on your own. It is KCK Beauty & Barber Academy INC. policy for students to be in school daily doing your scheduled hours.

NOTE: The contracted time for each course provides students with extra time for absences and holidays, for which they will not be charged.

## **Leave of Absence Policy**

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence may not exceed 180 calendar days in any 12 month period. No additional cost will be incurred when a student takes a leave of absence from school.

## **Termination Policy**

A student will be terminated for the following reasons: not obeying the conduct rules, not making satisfactory progress for attendance and academic, not returning from a leave of absence and not meeting financial obligations to the school.

### <u>Determination Date/Withdrawal Date (Official/Unofficial Withdrawal) Policy</u>

The actual last date of attendance would be the last day the student was physically in attendance. An active student officially withdraws when they notify the school's administrative office in writing of their intention to withdraw from school An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The administrative staff notifies the financial director of official and unofficial withdrawals thru email. The financial director reviews the financial status of the student, completes status change and meets with student to discuss financial obligations if applicable.

### **Interruptions, Course Incompletes, Withdrawals Policy**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### Student Conduct Policy

Students enrolled at KCK Beauty & Barber Academy INC. are expected to exhibit standards of behavior and integrity that reflect favorably upon them, their families and the School. They are expected to abide by all rules and regulations of the School as well as the laws of the City, State and Nation. Consequently, any student who demonstrates an unwillingness to adhere to the prescribed, or that may be prescribed, rules and regulations governing the student body will be suspended or expelled from KCK. Students wishing to petition a suspension or termination must follow the same appeal process as previously outlined in the Appeal Process.

### **Drug Policy**

The School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. KCK Beauty & Barber Academy INC. prohibits the manufacture, distribution, dispensation, possession, unlawful use of a controlled substance and/or abuse of alcohol on the school premises. Students and faculty are subject to corrective action which includes suspension and termination for any of the indicated actions. As a condition of enrollment students are required to adhere to the guidelines indicated in the Drug-Free Workplace Policy, This policy is implemented pursuant to the Drug-Free Workplace requirements under F>S> 440.102, Florida Administrative Code, 38F-9 and Drug-Free Workplace Act of 1998. Any individual associated with KCK who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may obtain a list of agencies from the Office.

### Change of Name and Address Policy

Students must notify the admissions office of any change in name or address to ensure that official records are updated. Failure to do so may result in a delay in processing student's grades and other records.

### **Discrimination Policy**

KCK Beauty & Barber Academy INC. is committed to providing an equal educational opportunity for its applicants and does not discriminate against students or its employees based on sex, age, race, color, religion, ethnic origin, or disability. KCK is open to everyone and actively seeks to promote racial harmony through the recruitment, enrollment and integration of students of different ethnicities.

### <u>Administrative Policy</u>

School Policies have been created in the best interest of both the students and the school. KCK Beauty & Barber Academy INC reserves the following rights to:

- 1. Change any requirement, including fees, contained in the catalog prior to student signing the Enrollment Agreement.
- 2. Require a student to withdraw at any time under appropriate procedures
- 3. Impose probation on any student whose conduct, attendance or academic standing is unsatisfactory.
- 4. Terminate students if fraud is discovered on the basis false statement or documentation. The student may not be entitled to any credit for any work that he/she may have completed at the school.
- 5. Cancel any classes which do not have a minimum number of students enrolled.

## **CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- 1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- 2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
- 4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 5. Cancellation after completing 40% of the program will result in no refund.
- 6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- 7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

## **INTERNAL COMPLAINT POLICY**

- 1. A student, instructor or any interested party may file a complaint against the school, in writing, to KCK Beauty & Barber Academy INC. Administrator outlining the allegation or the nature of the complaint within 60 days.
- 2. The complaint form will be given to the Chief Executive Officer
- 3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. This will notify the student of continued investigation and/ or action being taken regarding the complaint.
- 4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- 5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- 6. Prior to filing any complaint with an outside agency, the complainant is required to make every attempt to resolve the problem through the School's complaint process,
- 7. KCK Beauty & Barber Academy INC. will maintain written records of all complaints filed for up to six (6) years.
- 8. Appeals that cannot be resolved by the school may be referred to The Commission for Independent Education, 325 W. Gaines Street, #1414 Tallahassee, FL 32399-0400. Toll Free; (888-224-6684) or (850-245-3200) or website <a href="www.fldoe.org/cie">www.fldoe.org/cie</a>

## **AFFLIATIONS**

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888-224-6684).