

PARIS II EDUCATIONAL CENTER

6840 N. OAK
GLADSTONE, MO 64118
(816) 468-6666

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OWNERSHIP

GAROLD TINGLER
MARGARET TINGLER

TITLE

OWNER
OWNER

OWNERSHIP

GAROLD TINGLER
MARGARET TINGLER
GARI-DAWN TINGLER
TRENA LOPEZ
ELAINE HUDSON
HALEY JAMESON
ANGELIEA DULANEY
ROSIE INGRAM
LORIANN STIPES
DAMON TAYLOR
JESSICA MURRAY
RAINNE TINDALL
MICHELLE WAGAMAN
JENNIFER PICONE

TITLE

PRESIDENT/SCHOOL DIRECTOR/FISCAL OFFICER/INSTRUCTOR
DIRECTOR OF EDUCATION AND PLACEMENT/INSTRUCTOR
DIRECTOR OF NAIL DIVISION/INSTRUCTOR
ADMINISTRATIVE ASSISTANT
DIRECTOR OF FINANCIAL AID
DIRECTOR OF ADMISSIONS
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR
INSTRUCTOR

PROMOTING EXCELLENCE THROUGH PROFESSIONAL INSTRUCTION

LETTER FROM THE PRESIDENT

Dear Applicant:

PARIS II EDUCATIONAL CENTER was founded by Margaret and myself after 25 years of progressive salon management and ownership experience.

The rapidly changing requirements for professional Stylists, advanced techniques in styling, management capabilities, customer relations, and sound basic education of new stylists prompted us to feel that our philosophy could better serve the Cosmetology Industry from the educational standpoint and produce the type of Cosmetologist that all salons need today.

The school, which started in 1983, has grown beyond expectations. PARIS II has not only moved to a new and modern facility, but has received National Accreditation and consistently produces top quality students. Demand for the PARIS II graduates in the industry far exceeds the number that we can produce.

We expect a lot from our students. In return, we offer them a career with unlimited potential.

Good Luck,
Garold Tingler
President

SCHOOL MISSION STATEMENT

This college is committed to a conscientious educational program, based on proven hairstyling, manicuring, skin care, and teaching techniques and business practices. Our curriculum provides a good sound foundation, plus the expertise of highly qualified and motivated instructors who challenge our students to reach higher, preparing them for the many facets of this profession, causing them to become leaders and a credit to their chosen profession.

HELLO !!!

BECAUSE THERE IS MAGIC IN YOUR OWN HANDS! – In just a few short weeks or months, you can put the magic to work for YOU in the field of Professional Beauty Culture! No need to let your creative skill be stifled by the dull routine of an ordinary job.

In just a few short weeks or months, you can become a professional Nail Technician, Esthetician, Manicurist, Cosmetologist, or Instructor! You can have the kind of career that will bring out the artist in you.

WHAT DOES IT TAKE? – It takes advanced training, just as it does for a lawyer, doctor, or nurse. Within 20 weeks to 18 months, and a surprisingly little cost, you can be a skilled artist. You will be able to join the happy ranks of professional Nail Technicians, Manicurists, Estheticians, Cosmetologists, or Instructors. What's more, as a professional, you will qualify to join one of the most exclusive professional cosmetology associations.

You will be entering one of the most profitable of all professions which is in demand everywhere – at smart resorts, in luxurious department store salons, in the finest hotels, on shipboard, at airports, at beauty salons patronized by stage and screen stars.

Best of all, you now have the key to a business of your own! You too can enjoy independence, prestige, and profits that come to those who own a business. Just think, you can have all the fashion-conscious people in your community coming to you for the latest style, for professional advice on hair, skin, and nail care – even for cosmetics.

TRAINING IS ALL IT TAKES! – To open the door to a new life as a member of the proud and profitable beauty culture profession.

ACCREDITATION

PARIS II EDUCATIONAL CENTER is accredited by the NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES, 4401 Ford Ave., Suite 1300, Alexandria, Virginia, 22302, (703) 600-7600.

PARIS II EDUCATIONAL CENTER is licensed and approved by the MISSOURI STATE BOARD OF COSMETOLOGY, 3605 Missouri Blvd., Jefferson City, Missouri, 65109, (573) 751-1052.

PARIS II EDUCATIONAL CENTER is either certified by, approved by, or is a member of the following:

UNITED STATES DEPARTMENT OF EDUCATION ;
MISSOURI ASSOCIATION OF COSMETOLOGY SCHOOLS;
ASSOCIATION OF ACCREDITED COSMETOLOGY SCHOOLS;
NATIONAL COSMETOLOGY ASSOCIATION;
VETERAN'S ADMINISTRATION;
VOCATIONAL REHABILITATION;
UNITED AUTOWORKERS (G.M. AND FORD MOTORS);
A,T, and T (ALLIANCE).

CAREER OPPORTUNITIES

STYLIST
MANICURIST
PEDICURIST
NAIL ARTIST
INSTRUCTOR
EDUCATOR

PLATFORM ARTIST
PERM SPECIALIST
COLOR SPECIALIST
MANUFACTURER
SALON OWNER
SALON MANAGER

SKIN CARE SPECIALIST
MAKE-UP-ARTIST
ARTIFICIAL NAIL TECHNICIAN
SCHOOL OWNER
MANUFACTURER'S REPRESENTATIVE

CHOOSING A SCHOOL:

ALL BEAUTY SCHOOLS ARE NOT CREATED EQUAL!!!!

CAREER TEST

1. **TRUE** **FALSE** – All Beauty schools are the same
2. **TRUE** **FALSE** – You need lots of money to go to Beauty School
3. **TRUE** **FALSE** – It's impossible to attend school and raise a family too
4. **TRUE** **FALSE** – There are too many Cosmetologists, Nail Techs, Manicurists, and Estheticians already
5. **TRUE** **FALSE** – You can't earn good money in this field

If you answered false to each of the above questions, you are right!

We can help your dream career come true!

FINANCIAL AID (FOR THOSE WHO QUALIFY)

FEDERAL: PELL GRANTS
DIRECT LOANS

STATE: VA BENEFITS
(for Eligible Students in Approved Programs)
VOCATIONAL REHABILITATION

CALL: (816) 468-6666

WE WANT YOU!!!!

ASK OUR GRADUATES

ABOUT THE STATE BOARD LICENSURE EXAM

WE ARE PROUD OF OUR GRADUATES!

**THAT'S WHY AREA SALONS
WANT PARIS II EDUCATIONAL CENTER'S GRADUATES!!!!**

PARIS II EDUCATIONAL CENTER

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DON'T GAMBLE WITH YOUR CAREER!

ENROLLMENT AND CLASS START SCHEDULE

Enrollment may be at anytime by personal visits to the College administrative office. At the interview, you will first complete an Admissions Application, receive a tour of the facility, and have a personal interview. During the interview, job opportunities, curriculum, and graduation requirements will be discussed.

Classes start the first Tuesday of each month. Although every effort is made to follow the previously mentioned schedule, PARIS II EDUCATIONAL CENTER reserves the right to change entrance dates and class schedules within the limitation of our facilities.

ADMISSIONS POLICY

PARIS II EDUCATIONAL CENTER will admit as regular students those of either sex with a High School Diploma or a GED, are at least 17 years of age, and have the ability to benefit from training. This college will only accept a high school senior who is enrolled in a high school COE program. The high school must have an agreement with PARIS II EDUCATIONAL CENTER. Students are not recruited from other Cosmetology schools.

IMPORTANT NOTE: All student applicants **MUST** pass the school's timed reading entrance exam. The passing score is 80% within 25 minutes. A student who does not pass the exam may retake the exam twice. The first retake may take place on half hour from completion of the original test. The second retake cannot occur for at least 7 calendar days. However, if the test is failed a third time, the student will not be admitted to school for a minimum of 90 days. ESL students and/or students with learning disabilities may request to take the second retake with additional time (an additional 25 minutes will be allowed. COE students must also pass the Wonderlic Test, administered by his/her High School Counselor, with a score of 15 or more in 12 minutes.

Students must also agree to abide by College rules, policies, and procedures in effect or which may become effective during the enrollment period, pay the enrollment fee, attend an orientation prior to class start, agree that all monies due the College must be paid in full before Missouri State Board of Cosmetology will allow Examination or Licensing, and must attend at least one day of class to be considered enrolled.

DISCLAIMER STATEMENT

PARIS II EDUCATIONAL CENTER complies with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964. PARIS II EDUCATIONAL CENTER does not in it's admission, instruction, graduation, and placement requirements, practice discrimination on the basis of race, religion, sex, age, color, handicap, ethnic origin, national origin, marital status, or parental status.

However, PARIS II EDUCATIONAL CENTER does reserve the right to deny admissions to any person not felt to have the ability to benefit from the training offered at this college. No student shall be accepted into the College without the approval of the College President.

PARIS II EDUCATIONAL CENTER reserves the right to revise or amend any of the items contained within this document without prior notice.

TERMINATION AND REAPPLICATION

Students who are terminated as a result of low attendance or academic levels and wish to re-enroll will be required to meet with the School President and Financial Aid Director. A determination will be made if remedial hours are required. If so, remedial hours are the responsibility of the student and cannot be funded by financial aid. When a student is re-admitted, s/he will re-enter with the same status as previously maintained prior to withdrawal; i.e., withdrew on probation will re-enter on probation. The probationary period will be 30 days to determine if s/he is making both attendance and academic progress.

A tuition deposit of \$150.00 and a student license fee is required. The applicant will be required to submit in writing why s/he should be accepted back to PARIS II EDUCATIONAL CENTER. Students are only allowed to re-enter once. **ALL PRIOR CHARGES MUST BE PAID PRIOR TO START.** Acceptance shall be at the President's discretion.

RE-ADMISSIONS POLICY:

- BOOKS/KIT:** An inspection of books and kit will be made to determine content. It will be the student's responsibility to replace all missing items.
- TUITION:** Students returning to PARIS II with accumulated hours less than of 15% of the course length and within 90 days of their withdrawal date, will receive credit on tuition for the amount previously charged.
- TUITION:** Students returning to PARIS II after 90 days and/or hours accumulated in excess of 15% of the course will be treated the same as a transfer student. The charges will be the lesser of \$10.00 per hour for Cosmetology, Nail Technician, and Instructor Trainee, and \$12.50 per hour for Estheticians or required hours or full tuition. Any unpaid balance must be totally paid prior to re-starting the program.

TRANSFER POLICY AND FEES:

PARIS II EDUCATIONAL CENTER will only accept transfer hours for the Cosmetology, Esthetics, and Nail Technician programs IF they meet the following requirements: (Transfer hours will not be accepted for the Instructor Trainee program.)

- 1. Non-licensed students must have 50% or more hours left to complete; and (see numbers 3, 4, and 5 below)**
- 2. Licensed individual from another state who have been required by the Missouri State Board of Cosmetology to take additional hours in order to obtain a Missouri License will be evaluated on an individual basis. As a general rule, these individuals must complete a minimum of 300 hours; and (see numbers 3, 4, and 5 below)**
- 3. Have the ability to pass PARIS II EDUCATIONAL CENTER'S entrance exam, an additional written cosmetology test, and practical test (if the student wishes to transfer more than 250 hours); and**
- 4. Must take the haircutting class and bring a model in for the first haircut prior to being allowed to work on the clinic floor; and**
- 5. Have the ability to pay all charges, as follows: \$150.00 tuition deposit (at the time of enrollment), \$10.00/\$12.50 per hour (see above) or full tuition for each hour needed to complete the program, \$200.00 for supplies, \$300.00 for books, and \$525.00 - \$2400.00 for Kit(s) and Smock) depending upon the educational program. Credit may be given for books and kit only if they are identical to PARIS II's books and kits. Transfer student may apply for Title IV assistance. However, eligibility would not only depend upon Department of Education's requirements, but also on previous financial assistance used at the prior school.**

In addition, students who graduate from PARIS II and need to redo hours in order to retake the State Board Exam, will be allowed to retake the additional hours as transfer students (minimum hours accepted will be 40 and maximum hours will be 160.) A \$150.00 tuition deposit and \$10.00/\$12.50 per hour (see above) for tuition will be charged.

RE-ENROLLMENT FEES:

Re-enrollment fees are not charged. However, a re-enrolling student will be charged a tuition deposit of \$150.00 and the lesser of \$10.00/\$12.50 per hour (see above) for required hours or full tuition. If the re-enrolling student has books and kit, they must be evaluated for publishing date and content prior to enrollment. If books and kit are satisfactory, the student need not purchase new books and kit. However, the student will be charged a fee of \$200.00 for supplies, and the kits must be evaluated to determine if it is comparable to PARIS II's student kit (if not or there is no kit, kits must be purchased at the same rates as described above in the "Transfer Policy and Fees.

CHANGE OF PROGRAM:

A student wishing to change program (i.e., Cosmetology to Nail Technician or Nail Technician to Cosmetology) must make the change within 10 school days. Students changing from Nail Technician to Cosmetology will be charged for the tuition deposit, books, kit, and \$500.00 tuition from the current program and the full cost of the Cosmetology program. Students changing from Cosmetology to Nail Technician will be charged for the tuition deposit books, and \$850.00 tuition from the current program and the full cost of the Nail Technician Program. Esthetician students changing to cosmetology or nail technician programs will be charged for the tuition deposit, books, kit, and \$700.00 for the current program and the full cost of the new program.

DOCUMENTS NEEDED FOR ADMISSIONS

THE ITEMS BELOW ARE NECESSARY FOR ALL COURSES:

- 1. State Student Enrollment Application;**
- 2. Three (3) 2"x2" size photographs (taken on site);**
- 3. Proof of Education (High School Diploma or High School Transcript with graduation date or G.E.D.);**
- 4. Proof of Age (Driver's License or Birth Certificate);**
- 5. \$25.00 money order, payable to: DIRECTOR OF REVENUE, STATE BOARD OF COSMETOLOGY;**
- 6. \$150.00 Tuition deposit due and payable at the time of enrollment;**
- 7. A score of 80% or more in 25 minutes on the reading entrance evaluation;**
- 8. Admissions Application**
- 9. Admissions Questionnaire.**

THE ADDITIONAL ITEMS BELOW ARE NEEDED FOR HIGH SCHOOL C.O.E. PROGRAM:

- 1. Must be a high senior or about to enter senior year;**
- 2. The High School must have an agreement with PARIS II; Counselor must contact PARIS II for appropriate documents.**
- 3. High School Counselor must administer the Wonderlic Entrance Exam. Student must pass with a score of 15 or more in 12 minutes.**

THE ADDITIONAL ITEMS BELOW ARE NEEDED FOR STUDENT INSTRUCTORS:

- 1. Current Cosmetologist, Esthetician, or Manicuring License;**
- 2. Work experience credit may be given upon evaluation;**
- 3. A written and practical test on Cosmetology, Esthetician, or Manicuring will be given to each Instructor Trainee applicant (Tests may be waived if applicant is a graduate from Paris II).**

COSMETOLOGY: TUITION & CURRICULUM

BASIC COSMETOLOGY COURSE:	1500 CLOCK HOURS
PROGRAM LENGTH:	38 WEEKS (40 HOURS PER WEEK) 43 WEEKS (35 HOURS PER WEEK) 50 WEEKS (30 HOURS PER WEEK) 75 WEEKS (20 HOURS PER WEEK)
PROGRAM COST:	
TUITION	\$ 11400.00
BOOKS/SUPPLIES	600.00
KIT	1800.00
TOTAL COST	\$ 13800.00

A TUITION DEPOSIT (\$150.00) IS PAYABLE AT THE TIME OF ENROLLMENT

PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENT WISHING TO MAKE MONTHLY PAYMENTS

Books and kit must be purchased on the first day of class. Tuition will be divided by the number of months of attendance (based on weeks described above). The first payment of tuition, books, kit, and supplies is due on the first day of class and future payments are due on the same day each month thereafter. Final Payment is due 30 days prior to graduation. All books and kits purchased on-campus are non-returnable once used.

NOTE: The kit and its contents must remain on school premises from the first day of class through the last day of class – **AS REQUIRED BY STATE LAW.**

* **PRICES SUBJECT TO CHANGE (SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS)**

Each student will be allowed 5% additional time for completion of the course (1575 scheduled hours). When 105% of the program has been reached, the student must sign an addendum to the Enrollment Agreement in order to complete the program. Additional tuition charges (\$10 per hour) will be due and payable for additional hours necessary to complete the program.

CURRICULUM: BASIC COURSE SUBJECT	HOURS
SHAMPOOING	40 HOURS
HAIR COLORING, BLEACHING, RINSES	130 HOURS
HAIR SHAPING	130 HOURS
PERMANENT WAVING, RELAXING	125 HOURS
HAIR SETS, PIN CURLS, FINGERWAVES, THERMAL CURL	225 HOURS
COMB-OUTS, HAIR STYLING TECHNIQUES	105 HOURS
SCALP TREATMENT, SCALP DISEASES	30 HOURS
FACIALS, EYEBROWS, ARCHES	40 HOURS
MANICURING, HAND/ARM MASSAGE, NAIL TREATMENTS	110 HOURS
SALESMANSHIP, SALON MANAGEMENT	10 HOURS
SANITATION, STERILIZATION	30 HOURS
ANATOMY	20 HOURS
COSMETIC CHEMISTRY	25 HOURS
STATE LAW	10 HOURS
MISCELLANEOUS LECTURES, TEST REVIEWS	470 HOURS
TOTAL HOURS	1500 HOURS

COURSE DESCRIPTION

The primary purpose of PARIS II's cosmetology course is to train all students in both theory and practical experience that will prepare them for immediate employment opportunities. The course is particularly directed toward the student developing desirable work habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession. All courses taught in English.

OBJECTIVES

1. To properly train students in basic skills, successfully pass the State Board of Licensure Exam, and prepare them for a successful career;
2. To enhance our profession with a well-rounded person ready to use the skills they have learned;
3. To develop good work habits to ensure a successful career; and
4. To promote a professional attitude for Cosmetologists, Nail Technicians, Manicurists, Estheticians, and Instructor Trainees.

COSMETOLOGY COURSE OUTLINE

DESCRIPTION OF COURSE:

- A. PARIS II EDUCATIONAL CENTER offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the Cosmetology Profession.

COURSE GOALS AND FORMAT:

- A. The 1500 hour program is designed to help students develop a sense of responsibility for the patron, fellow workers, supervisors, and the Cosmetology profession.
- B. The program is also designed to aid in the development of professional ethics, salesmanship, practical skills, and creativity.
- C. This course is a combination of theory, demonstrations, and class participation. It is presented in the following order:
 - 1. Theory is presented on the subject matter;
 - 2. Demonstration is presented;
 - 3. Student completes practical worksheets;
 - 4. Student practice on other students and/or mannequin; and
 - 5. Student begins work on clients.

TEXTBOOKS:

- A. Salon Fundamentals Textbook, 2007;
- B. Salon Fundamentals Study Guide, 2007; and
- C. Salon Fundamentals State Exam Review for Cosmetology.

REFERENCES:

- | | |
|--|--|
| A. Creative Color, 2ND Edition | I. Retailing in the Hairstyling World |
| B. The Professional Cosmetologist | J. Science and Beauty IV |
| C. Tapes by Redkin, Milady, CVS, KMS, Matrix, etc. | K. Professional Guide to Skin Care |
| D. Salon Management by Milady | L. Beauty Culture Theory and Practical |
| E. 28 Styles for Student Practices | M. Salon Solutions |
| F. Dictionary of Cosmetology | N. Beyond Hair, The Ultimate Makeover Book |
| G. Beautiful Braids | O. Soul and Hair Collection |
| H. Redken Science and Beauty II | P. See Library of References (page 32) |

GRADING:

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of cosmetology which is taught in the classroom and is given to demonstrate a student's competency.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
 - 1. Theory;
 - 2. Principals; and
 - 3. Practice of Cosmetology.
- C. 80% Cumulative average is required to meet minimum satisfactory progress requirements.
- D. Students are monitored daily during class and/or clinic sessions for progress.

PROGRESS REPORTS:

- A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practicals, and accumulated hours.

EVALUATION:

- A. Each student is evaluated at the following intervals:
 - 1. Monthly;
 - 2. Each Checkpoint (450, 900, 1200, and 1500 clock hours); and
 - 3. Anytime Instructor or Student requests.

TOPICS:

SHAMPOOING	40 HOURS
<ol style="list-style-type: none">OBJECTIVE: Mastering procedural steps to cleansing and conditioning.RELATED MATERIALS: Preparation, shampoo and rinse types, litmus paper, models, procedures, chemistry, of shampoos safety precautions, brushing techniques, and manipulations.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Prepare the service within 10-15 minutes.	
HAIR COLORING, BLEACHING, RINSES	130 HOURS
<ol style="list-style-type: none">OBJECTIVE: Familiarization with hair coloring and bleaching concepts.RELATED MATERIALS: Introduction, color classifications and selection, tests and safety precautions, coloring preliminaries, bleaching and toners, color application and special effects.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Use of proper safety precautions, following directions, and application of color to hair.	
HAIR CUTTING AND SHAPING	130 HOURS
<ol style="list-style-type: none">OBJECTIVE: Demonstrated use of proper implements for hair shaping and cutting. Correctly shape and cut hair using scissors and/or razor.RELATED MATERIALS: Implements, definitions, methods of tapering, cutting, shaping, and shingling, haircut types and procedures, and safety precautions.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Use of proper techniques and safety precautions to cut hair in 20-25 minutes with the razor and 25-30 minutes with scissors.	
PERMANENT WAVING, RELAXING	125 HOURS
<ol style="list-style-type: none">OBJECTIVE: Proficiency with waving lotions and performing permanents. Familiarity with chemical relaxing process, curls, and products used.RELATED MATERIALS: Introduction, scalp and hair analysis, blocking and wave formations, curling rods, chemicals, rolling and testing curls, application of lotion, processing and neutralization, procedures, safety precautions, and special problems.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Use of proper safety precautions, and proper steps to complete and permanent wave in 2 hours or less and application of relaxer in 20 minutes.	
HAIR SETS, PIN CURLS, FINGERWAVES, THERMAL CURL	225 HOURS
<ol style="list-style-type: none">OBJECTIVE: Familiarization with equipment and practicing hairstyling.RELATED MATERIALS: Pivot and Guide Points, type of curls, type of rollers, shaping, type and methods of waving, parts and equipment.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Use of proper implements.	
COMB-OUTS, HAIR STYLING TECHNIQUES	105 HOURS
<ol style="list-style-type: none">OBJECTIVE: Learning how to comb out hair into styles specified by the patron.RELATED MATERIALS: Basic, ruffled, and locked-in comb-outs, lifting and rolling the brush, backbrushing, backcombing for large and small head looks.LEVEL OF ACCEPTABILITY: Comb-out in specified styles in 30 minutes or less	
SCALP TREATMENT, SCALP DISEASES	30 HOURS
<ol style="list-style-type: none">OBJECTIVE: Learning the benefits of and performing of scalp and hair treatments. Familiarization with disorders and diseases of scalp and hair.RELATED MATERIALS: Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair.LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Perform proper steps for scalp treatment in 30 minutes or less.	

FACIALS, EYEBROWS, ARCHES	40 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Learning procedures and movements for giving facials. Learning the types, purposes, and effects of cosmetics for application of make-up. Learning the techniques and procedures for lash and brow tinting and arching. RELATED MATERIALS: Massage theory and effect, motor points, manipulations, skincare fundamentals facial treatments, cosmetics used, preparation, procedures, make-up, cosmetics used, procedures, corrective, eyebrow arching and lash and brow tint. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Using proper steps and to give a facial and make-up in one hour or less. 	
MANICURING, HAND/ARM/FOOT MASSAGE, NAIL TREATMENTS	110 HOURS
<ol style="list-style-type: none"> OBJECTIVE: becoming Adept with hand and nail care, arm, hand, and foot massage and basic knowledge of diseases and disorders of nails. RELATED MATERIALS: Introduction, equipment, implements and materials, cosmetics, nail shapes and sculptures, table preparation, manicure procedures, arm, hand, and foot massage, special problems, diseases, and disorders of nails, and safety precautions. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. Proper use of safety and sanitation procedures on a plain manicure in 40-60 minutes or less. 	
COSMETIC CHEMISTRY	25 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Familiarization with basic structure of matter and terminology used. RELATED MATERIALS: Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. 	
SALESMANSHIP, SALON MANAGEMENT	10 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Interaction with public, skills in public relations, techniques of selling, and professional services recommendations, and basic salon management techniques. RELATED MATERIALS: Personal hygiene, grooming, poise, personality development; professional: ethics, laws, insurance, payroll deductions, salon opening and layout, salesmanship and advertisement, business operation and personnel management, business records and supplies, first aid, booking appointments and patron reception, employment application and resume' and obtaining employment. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. 	
SANITATION, STERILIZATION	30 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Learn sanitary conditions necessary for cosmetology practice and prevention of infectious/contagious diseases. RELATED MATERIALS: Sanitary, sterilization, and disinfectant rules and methods, bacteriology, wet and dry sanitizing, chemical agents used, and safety precautions. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. 	
ANATOMY	20 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Study the structure and science of functions of the human body and all of its systems. RELATED MATERIALS: Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues, and organs. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. 	
STATE LAW	10 HOURS
<ol style="list-style-type: none"> OBJECTIVE: Familiarization with applicable state laws relating to practice as a student and licensed cosmetologist. RELATED MATERIALS: Definitions, classifications, registrations, exam fees, reciprocity, and sanitary regulations; Board: powers, duties, appointments, terms and compensation. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. 	

ADVANCED CLASSES

1. **OBJECTIVE:** Familiarization in advanced training techniques in Waxing, Artificial Nails, and Lash Extensions.
2. **RELATED MATERIALS:** See below.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on practical work.

ADVANCED WAXING CLASS:

- a. **Prerequisite:** 300 hours
- b. **Equates to 60 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **Waxing Pro Kit issued at time of class**
- e. **2 days of classes (minimum of four weeks apart)**
 - **Class 1 – theory of waxing, types of wax, safety and sanitation, and procedures for application (6 hours)**
 - **Class 2 – testing review of hands on applications (4-6 hours)**
- f. **Includes Facial, Arm, Underarm, and Leg waxing**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 12 students**

ACRYLIC ARTIFICIAL NAIL CLASS:

- a. **Prerequisite:** 500 hours
- b. **Equates to 90 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **NTS Professional Deluxe Manicuring Kit issued at time of class**
- e. **5 days of classes (all in one week)**
 - **Class 1 – theory of acrylic, sculptured nail applications, consistency development**
 - **Class 2 – consistency development, acrylic nail structure**
 - **Class 3 – acrylic nail structure and full set application**
 - **Class 4 – full set and maintenance training**
 - **Class 5 – hands-on model for completion of training**
- f. **Includes continuous rotating demonstrations for tips, fills, backfills, design, and art**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 20 students**

LASH EXTENSION CLASS:

- a. **Prerequisite:** 900 hours
- b. **Equates to 50 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **Lash Extension Kit issued at time of class**
- e. **2 days of classes (minimum of four weeks apart)**
 - **Class 1 – theory of lashes, types of lashes, safety and sanitation, and procedures for application (6 hours)**
 - **Class 2 – testing review of hands on applications (4-6 hours)**
- f. **Includes: individual lashes, volume lashes, maintenance**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 16 students**

NAIL TECHNICIAN: TUITION & CURRICULUM

BASIC NAIL TECHNICIAN COURSE:	600 CLOCK HOURS
PROGRAM LENGTH:	20 WEEKS (30 HOURS PER WEEK) 30 WEEKS (20 HOURS PER WEEK)
PROGRAM COST:	
TUITION	\$ 4650.00
BOOKS/SUPPLIES	600.00
KIT	1300.00
TOTAL COST	\$ 6550.00

**A TUITION DEPOSIT (\$150.00) IS PAYABLE AT THE TIME OF ENROLLMENT
PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENT WISHING TO MAKE MONTHLY PAYMENTS**

Books and kit must be purchased on the first day of class. Tuition will be divided by the number of months of attendance (based on weeks described above). The first payment of tuition, books, kit, and supplies is due on the first day of class and future payments are due on the same day each month thereafter. All books and kits purchased on-campus are non-returnable once used.

NOTE: The kit and its contents must remain on school premises from the first day of class through the last day of class AS REQUIRED BY STATE LAW.

PRICES SUBJECT TO CHANGE (SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS)

Each student will be allowed 5% additional time for completion of the course (630 scheduled hours). When 105% of the program has been reached, the student must sign an addendum to the Enrollment Agreement in order to complete the program. Additional tuition charges (\$10 per hour) will be due and payable for additional hours necessary to complete the program.

CURRICULUM: BASIC COURSE SUBJECT	HOURS
MANICURING; HAND, ARM, FOOT MASSAGES; NAIL TREATMENT	220 HOURS
SALESMANSHIP AND SHOP MANAGEMENT	20 HOURS
SANITATION AND STERILIZATION	20 HOURS
ANATOMY	10 HOURS
STATE LAWS	10 HOURS
ADVANCED NAIL TECHNIQUES Which includes the study of the use and application of certain chemicals and miscellaneous lectures, tests and review.	320 HOURS
TOTAL HOURS	600 HOURS

COURSE DESCRIPTION

PARIS II's Nail Technology Program is designed to enable students to meet the challenges of the professional nail industry through three types of training: theory, practical, and written evaluations. This course encompasses all parts of the nail industry, including sanitation and sterilization, natural nails – structure and maintenance, artificial nails, along with a thorough understanding of advanced techniques in electric filing safety and nail art. All courses taught in English.

The nail industry has set standards, which has determined what our graduates must be capable of achieving. This program is designed to meet **AND EXCEED** the requirements of the Missouri State Board of Cosmetology and to train professional technicians to secure lucrative jobs in the professional nail industry.

OBJECTIVES

- 1. To properly train students in basic skills, successfully pass the State Board of Licensure Exam, and prepare them for a successful career;**
- 2. To enhance our profession with a well-rounded person ready to use the skills they have learned;**
- 3. To develop good work habits to ensure a successful career; and**
- 4. To promote a professional attitude for Cosmetologists, Nail Technicians, Manicurists, Estheticians, and Instructor Trainees.**

NAIL TECHNICIAN COURSE OUTLINE

This course outline follows the minimum requirements of the Missouri State Board of Cosmetology and is expanded in the Advanced Techniques portion of the course. The number of hours is broken down for each section by (T) for Theory and (P) for Practical.

DESCRIPTION OF COURSE:

- A. PARIS II EDUCATIONAL CENTER offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the Nail Technician Profession.

COURSE GOALS:

Upon completion of the Nail Technology Course, the students shall have achieved and maintained an 80% average on all written exams and practical applications required by Paris II Educational Center. Students will be prepared for the written and practical examination for any State Board following National Testing Standards because of the interaction of Milady's Textbooks, Workbooks, and Review Exams, as well as our practical interaction of procedures for all services offered in the industry.

Our Goal is for students to have developed the understanding and skills needed to excel in the rapidly changing industry – like many of our graduates have in the past. We feel that these successes have driven our program and helped us to train the Professional Nail Technicians our industry demands.

COURSE FORMAT:

The Nail Technology Course is divided into four (4) parts and will be presented in the following order:

THEORY:

This is the presentation of the theories, which build the foundation that play an important role in the underlying success of the Nail Technician. A thorough understanding of all aspects of manicuring, pedicuring, and artificial nail applications help develop the practical application that technicians must master before the completion of the course. Sanitation and Sterilization, Nail Diseases and Disorders, and Anatomy are also important for developing a thorough understanding of safety and awareness necessary to protect the clients these technicians will service in the future.

DEMONSTRATION:

This is the presentation of the procedures performed in the professional nail industry. Students will be exposed to basic textbook applications, advanced application techniques, and the different manufacturer procedures necessary to develop their individual techniques and skills. Fortunately, our students will be exposed to many parts of the nail industry because of the diversification within our instructor's knowledge of different products and techniques, which they have mastered in their own successes within the industry.

PRACTICAL:

Students will perform procedures on each other to enable them to develop techniques and speed. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic Training portion of their training.

PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skill clients expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and with the discipline necessary to compete with veteran technicians.

TEXTBOOKS:

- A. Milady's Art and Science of Nail Technology Textbook, 4th Edition;**
- B. Milady's Nail Technology Practical and Theory Workbooks, 4th Edition; and**
- C. The State Exam Review of Nail Technology.**

REFERENCES:

- A. Milady Standard Cosmetology Textbooks and Reference Materials (various editions)**
- B. Salon Management by Milady;**
- C. Milady Advanced Nail Technology, 1993;**
- D. Trade Magazines – Nails and Nailpro;**
- E. Videos – Tammy Taylor Sculptures Nails, Galaxy Nail Products, OPI, Alpha-9, Creative Nail, Backscratchers, and Milady Video Series – Nail Diseases and Disorders; EZ- Flow video**
- F. Webster's Collegiate Dictionary and Dictionary of Cosmetology**
- G. See Library of References (Page 32)**

GRADING:

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of Nail Technology which is taught in the classroom and is given to demonstrate a student's competency.**
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
 - 1. Theory;**
 - 2. Principals; and**
 - 3. Practice of Cosmetology.****
- C. 80% Cumulative average is required to meet minimum satisfactory progress requirements for written.**
- D. Practical experiences are monitored daily during class or during clinic session for progress.
 - 1. practical worksheets are required to be completed as follows: Worksheet #1 is due at 40 hours (Basic Manicuring and Pedicuring); Worksheet #2 is due at 180 hours (Intro to Artificial Nails); Worksheet #3 is due at 330 hours (Advanced Manicuring/Pedicuring/Acrylic Application—Sculptured Nails, Tips, and Wraps); Worksheet #4 is due at 480 hours (Advanced Manicuring/Pedicuring/Acrylic Application—Sculptured --- Nails, Tips, Gels, Introduction to Electric Filing, Design Nails, and Introduction to Nail Art; Practical Video Reports are due (1-page review of product videos, application comparison, electric filing, and nail art); and Worksheet #5 is due at 580 hours (Final State Board).**
 - 2. Objectively graded on ability and efforts with technical skill, and proficiency of applications.**
 - 3. Artificial Nails are graded on technical 100-point system.****

PROGRESS REPORTS:

- A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practicals, and accumulated hours. Also determined is whether a student is on probation or extended probation due to written exams, practical, or attendance.**

EVALUATION:

Each student is evaluated using progress reports by the Director of Education or Instructor at the following increments:

- A. Each Month to aid in keeping students on track. At these times, students are evaluated over progress reports – if not meeting satisfactory progress requirements, are placed on probation for a 30 day period**
- B. Midpoint (300 hours) counseling is done to help students evaluate State Board requirements and placement information;**
- C. Final Evaluation (541-600) is to make certain the graduation requirements are being met and to set up interviews if the student wishes to have placement assistance; and**
- D. Evaluations can also be done if the Instructor, Student, or Director of Education determines it is needed.**

TOPICS:

MANICURING; PEDICURING; MASSAGE TECHNIQUES; AND TREATMENT OF NAILS	(T) 100 HRS. & (P) 120 HRS. 220 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **The Natural Nail and its Disorders - The parts of the nail – location and identification and Nail Disorders and Diseases – identification and treatments**
 - b. **The Skin and its Disorders - Healthy skin and what to treat and what not to treat and Skin Disorders – lesions, inflammations, and infections**
 - c. **Table Set-Up, Implements, and Equipment**
 - d. **Manicuring - Shaping the Nails; Types of Manicures (Basic Water Manicure, French Manicure, Hot Oil Manicure, Spa Manicure); Men’s Manicures; Paraffin Wax; and Hand and Arm Massage Techniques**
 - e. **Pedicuring - The Service and Procedures; Spa Pedicures; and Foot and Leg Massage Techniques**
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their manicuring book and reinforcement by workbooks. There are miscellaneous handout materials on massage techniques, sanitation products used in the school for implements and equipment, and about various artificial nails. Practical materials students will utilize are manicuring and pedicuring implements and equipment, and acrylic nail products and equipment. Flash cards and videos will be used along with actual demonstrations to reinforce their knowledge.
3. **LEVEL OF ACCEPTABILITY:** On written exams, students must achieve an 80% or better. If the overall written average falls below 80%, students will review and retake the test with the lowest score. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: Basic Manicure with Hand and Arm Massage and Polish, 30 minutes; Basic Pedicure with Foot and Leg Massage and Polish, 45 minutes; Hot Oil Manicure with Hand and Arm Massage and Polish, 30 minutes; Full Set of Acrylic Sculptured Nails, 90 minutes; Acrylic Fill-In, 90 minutes; Tips with Acrylic Overlays, 2 hours. (Our course has additional requirements for acrylic sculptured nails due to additional training outlined.

SALESMANSHIP AND SHOP MANAGEMENT	(T) 10 HRS. & (P) 10 HRS. 20 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **The Professional Nail Industry - The industry and its history; continuing education; and Salon conduct and professional ethics.**
 - b. **Client Consultation - Determining the clients needs and wants; Determining the condition of nails and skin; and maintaining client records.**
 - c. **Salon Management - Types of business – Partnerships and Corporation; keeping records; scheduling appointments; and advertising.**
 - d. **Retailing - What to retail in the salon; presentation and marketing; features and benefits; and profitability.**
 - e. **Marketing Services and Charging for Services - Understanding the marketplace; developing demand; and diversification with your own clientele.**
2. **RELATED MATERIALS:** Students will use state law material for personal hygiene and will become aware of what is expected as a professional nail technician. Students will exercise mock interviews and client inter-action. Students will work with resumes’ for future use.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

SANITATION AND STERILIZATION	(T) 10 HRS. & (P) 10 HRS. 20 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **Bacteriology - Types and classifications; Viruses and Fungus; and Infection and treatment.**
 - b. **Sanitation and Disinfection - Definitions, Sanitation, Sterilization, and Disinfection; Implements and product awareness.**
 - c. **Safety in the Salon - MSDS sheets; Overexposure and Chemical exposure**
2. **RELATED MATERIALS:** Students will utilize the state law guidelines for sanitation, video materials for different chemical agents used, and safety precautions.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam and completion of daily assigned sanitation.

ANATOMY	(T) 8 HRS. & (P) 2 HRS. 10 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **Cells and Tissues - Growth and Metabolism; Tissue, Organs, and Systems**
 - b. **The Skeleton System - Structure of the Bones; Hand and Arm; and Foot and Leg**
 - c. **The Muscular System - Parts of the Muscle; Stimulation of Muscles; and Effects of Massage**
 - d. **The Nervous System**
 - e. **The Circulatory System**
 - f. **The Endocrine System**
 - g. **The Excretory System**
 - h. **The Respiratory System**
 - i. **The Digestive System**
2. **RELATED MATERIALS:** Due to the fact that most of anatomy is done through theory work, additional materials will be from the Milady Cosmetology textbook, Milady's Video for Anatomy, and charts and diagrams. Additional worksheets will be used to help students grasp the complex materials.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on written exam.

STATE LAWS	(T) 8 HRS. & (P) 2 HRS. 10 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **Development and Structure**
 - b. **Terms and Definitions by Law**
 - c. **Missouri State Laws for Licensing**
 - d. **Sanitation and Sterilization Regulations**
2. **RELATED MATERIALS:** Use the State Law Books for definitions and regulations
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

ADVANCE NAIL TECHNIQUES	(T) 80 HRS. & (P) 240 HRS. 320 TOTAL HOURS
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1. **OBJECTIVES:**
 - a. **Product Chemistry - Chemicals safety and awareness and Overexposure**
 - b. **Preparation Procedures - Safety and awareness and Proper preparation for procedures**
 - c. **Shaping and Perfecting - Finish Filing - Acrylic; Fiberglass; and Gels**
 - d. **Sculptured Nails - product knowledge; Form application; Product application; Fill applications; and Removal of acrylic nails**

- e. **Tip application - Natural tips verses French tips; Size and fitting; Tip application; Blending and product application; and Removal of acrylic nails.**
- f. **Nail Wraps - Fiberglas verses silk; Resins; Product knowledge; and Application procedures.**
- g. **Electric Filing - Safety and awareness; Machinery; Bits (carbides, diamonds, and mandrels); Shapes of bits (prepper, barrels, and French fill/backfill bits).**
- h. **Design Nails - Product information and Application – sculptured and tips.**
- i. **Nail Art and Airbrushing - Techniques and application; Machinery; and Application and procedures.**
- j. **Corrections and Repairs - Nail Biters, Ski Slope nails, and Crooked nails; and Pocket Lifting, Sidewall Cracking, and Peeling.**

2. RELATED MATERIALS: MSDS sheets for acrylic products and various products used. Practice sheets and polish bottles to help with consistency and structure of sculptured nails. Mock finals and reviews; timers; practice sheets and handouts.

3. LEVEL OF ACCEPTABILITY: 80% minimum score on written exam. Minimum of 360 nails on practice sheets and 200 dowel rods. 80% minimum score on final written exam. Complete full-sets sculptured application, and fills within the outlined time frame with an 80% accuracy graded on nail sheet grids.

ADVANCED CLASSES

- 1. OBJECTIVE: Familiarization in advanced training techniques in Gel Nails**
- 2. RELATED MATERIALS: See below.**
- 3. LEVEL OF ACCEPTABILITY: 80% minimum score on practical work.**

GEL NAIL CLASS:

- a. **Prerequisite: 300 hours**
- b. **Equates to 50 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **Pro Gel Kit and Light issued at time of class**
- e. **3 days of classes (one day every three weeks)**
 - **Class 1 – theory of gel, tip overlay applications, gel polish**
 - **Class 2 – sculptured applications and product control**
 - **Class 3 – advance gel applications and maintenance**
- f. **Includes continuous rotating demonstrations for tips, fills, backfills, design, and art**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 10 students**

TOTAL HOURS	600 HOURS
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ESTHETICIAN: TUITION & CURRICULUM

BASIC ESTHETICIAN COURSE:	750 CLOCK HOURS
PROGRAM LENGTH:	25 WEEKS (30 HOURS PER WEEK)
PROGRAM COST:	
TUITION	\$ 7650.00
BOOKS	300.00
KIT	825.00
SUPPLIES	550.00
TOTAL COST	\$ 9325.00

**THE ENROLLMENT FEE (\$150.00) IS PAYABLE AT THE TIME OF ENROLLMENT
PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENT WISHING TO MAKE MONTHLY PAYMENTS**

Books and kit must be purchased on the first day of class. Tuition will be divided by the number of months of attendance (based on weeks described above). The first payment of tuition, books, kit, and supplies is due on the first day of class and future payments are due on the same day each month thereafter. All books and kits purchased on-campus are non-returnable once used.

NOTE: The kit and its contents must remain on school premises from the first day of class through the last day of class – AS REQUIRED BY STATE LAW.

* **PRICES SUBJECT TO CHANGE (SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS)**

Each student will be allowed 5% additional time for completion of the course (787.5 scheduled hours). When 105% of the program has been reached, the student must sign an addendum to the Enrollment Agreement in order to complete the program. Additional tuition charges (\$12.50 per hour) will be due and payable for additional hours necessary to complete the program.

CURRICULUM: BASIC COURSE SUBJECT	HOURS
FACIALS, CLEANSING, TONING, MASSAGING	120 HOURS
MAKEUP APPLICATION, ALL PHASES	100 HOURS
HAIR REMOVAL	30 HOURS
BODY TREATMENTS, AROMATHERAPY, WRAPS	120 HOURS
REFLEXOLOGY	35 HOURS
COSMETIC SCIENCES, STRUCTURE, CONDITION, DISORDER	85 HOURS
COSMETIC CHEMISTRY, PRODUCTS AND INGREDIENTS,	75 HOURS
SALON MANAGEMENT AND SALESMANSHIP	55 HOURS
SANITATION AND STERILIZATION, SAFETY	45 HOURS
STATE LAW	10 HOURS
CURRICULUM DEFINED BY SCHOOL	75 HOURS
TOTAL HOURS	750 HOURS

COURSE DESCRIPTION

PARIS II EDUCATIONAL CENTER will offer Esthetician students a modern educational system with combined curriculum, theory and clinical experience. Preparing graduates for the professional salon environment that is demanded today. All courses taught in English.

OBJECTIVES

1. To properly train students in basic skills, successfully pass the State Board of Licensure Exam, and prepare them for a successful career;
2. To enhance our profession with a well-rounded person ready to use the skills they have learned;
3. To develop good work habits to ensure a successful career; and
4. To assist in the development of professional ethics, salesmanship, practical skills and effective communication skills needed to be successful in the Esthetics industry and in a professional salon environment; and to educate students with a combination of theory and practical experiences for 'all aspects of Esthetics training.

ESTHETICIAN COURSE OUTLINE

This course outline follows the minimum requirements of the Missouri State Board of Cosmetology.

DESCRIPTION OF COURSE:

- A. **PARIS II EDUCATIONAL CENTER** offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- B. The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the Esthetics Profession.

COURSE GOALS:

Upon completion of the Esthetician Course, the students shall have achieved and maintained an 80% average on all written exams and practical applications required by Paris II Educational Center. Students will be prepared for the written and practical examination for any State Board following National Testing Standards because of the interaction of Salon Fundamentals Textbooks, Workbooks, and Review Exams, as well as our practical interaction of procedures for all services offered in the industry.

The course is designed to assist students in the development of professional ethics, salesmanship, practical skills and effective communication skills needed to be successful in the Esthetics industry and professional salon environment.

Our Goal is for students to have developed the understanding and skills needed to excel in the rapidly changing industry – like many of our graduates have in the past. We feel that these successes have driven our program and helped us to train the Professional Estheticians our industry demands.

COURSE FORMAT:

The Esthetician Course is divided into four (4) parts and will be presented in the following order:

THEORY AND LECTURE:

This is the presentation of the theories, which build the foundation that play an important role in the underlying success of the Esthetician. A thorough understanding of all aspects of Esthetics helps develop the practical application that technicians must master before the completion of the course.

AUDIOVISUAL MATERIAL with ILLUSTRATIONS:

This is the presentation of the practical aspect of the curriculum. Students will watch videos and be given detailed illustrated handouts. They will be expected to utilize the videos and illustrations when they begin the practical aspect of the course.

DEMONSTRATION:

This is the presentation of the procedures performed in the professional skin care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the esthetics curriculum. They will be expected to utilize the demonstrations when they begin the practical aspect of the course.

PRACTICAL:

Students will perform procedures on each other to enable them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence they need to complete the Professional Clinic Training portion of their training.

PROFESSIONAL CLINIC TRAINING:

Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This will develop their techniques and applications as well as the professional communication skill clients expect. They will benefit greatly by this environment and be able to enter the professional industry proficient at applications and with the discipline necessary to compete with veteran technicians.

TEXTBOOKS:

- A. Salon Fundamentals Esthetics, A Resource for Your Skincare Career Textbook, 2005;
- B. Salon Fundamentals Esthetics, A Resource for Your Skincare Career Workbook, 2005; and
- C. Salon Fundamentals Esthetics, A Resource for you Skincare Career Exam Prep.

REFERENCES:

- A. Milady Standard Cosmetology Textbooks
And Reference Materials (Several Editions)
- B. Salon Management by Milady;
- C. Milady Standard Fundamentals for Estheticians,
9th Edition;
- D. Webster's Collegiate Dictionary and Dictionary
of Cosmetology
- E. Aveda;
Stress Relief with Reflexology;
- F. Bioelements;
- G. Biologie Body;
- H. Cirebil Complete
- I. Introducing Reflexology
- J. Beautiful Skin
- K.

GRADING:

- A. Achievements are evaluated by means of written and practical exams. The exams are based on the theory and practice of esthetics which is taught in the classroom and is given to demonstrate a student's competency.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
 - 1. Theory;
 - 2. Principals; and
 - 3. Practice of Esthetics.
- C. 80% Cumulative average is required to meet minimum satisfactory progress requirements for written.
- D. Practical experiences are monitored daily during class or during clinic session for progress.
 - 1. Practical worksheets are required to be completed as follows: Worksheet #1 is due at 200 hours (basic techniques); Worksheet #2 is due at 400 hours; Worksheet #3 is due at 700 hours (Advanced Techniques); and Worksheet #4 is due at 740 hours (Final State Board).
 - 2. Objectively graded on ability and efforts with technical skill, and proficiency of performance of techniques.

PROGRESS REPORTS:

- A. Progress reports are issued to students on a monthly basis and include progress in clinic, theory, practicals, and accumulated hours. Also determined is whether a student is on probation or extended probation due to written exams, practical, or attendance.

EVALUATIONS:

Each student is evaluated using progress reports by the Director of Education or Instructor at the following increments:

- A. Each Month to aid in keeping students on track. At these times, students are evaluated over progress reports – if not meeting satisfactory progress requirements, must make up tests and/or hours before the next evaluation.
- B. Midpoint (375 hours) evaluation is done to help students evaluate State Board requirements and placement information;
- C. Final Evaluation (730-750) is to make certain the graduation requirements are being met and to set up interviews if the student wishes to have placement assistance; and
- D. Evaluation can also be done if the Instructor, Student, or Director of Education determines it is needed.

TOPICS:

FACIALS, CLEANSING, TONING, MASSAGING	120 HOURS
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1. **OBJECTIVES:**
 - a. **Facial Treatments** - Describe the benefits of each step in a facial treatment and the key elements of the basic facial treatment as well as perform the step-by-step treatments; Perform extractions using different methods; List and describe the products used in a facial treatment; Perform sanitation procedures and provide a safe environment for clients.
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials on facial techniques, sanitation products used in the school for implements and equipment. Practical materials students will utilize are esthetic implements and equipment, and facial products and equipment. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce the student's knowledge.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: Facials (45 minutes)

THE WORLD OF MAKE UP	100 HOURS
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1. **OBJECTIVES:**
 - a. **Understand cosmetics and their uses**
 - b. **Color Theory**
 - c. **Client consultations – need vs. preferences**
 - d. **Understanding facial types and structure and demonstrate corrective makeup**
 - e. **Basic makeup procedures for any occasion**
 - f. **Application and removal of artificial lashes**
 - g. **Use and care of implements and equipment.**
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials on products and application. Practical materials students will utilize are esthetic products and equipment. Flash cards, videos, quizzes, and Client Consultation Cards, and Product Analysis Cards will be used along with actual demonstrations to reinforce the student's knowledge.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: (As mentioned above).

ADVANCED CLASSES

1. **OBJECTIVE:** Familiarization in advanced training techniques in Lash Extensions.
 2. **RELATED MATERIALS:** See below.
 3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on practical work.
- LASH EXTENSION CLASS:**

- a. **Prerequisite:** 400 hours
- b. **Equates to 50 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **Lash Extension Kit issued at time of class**
- e. **2 days of classes (minimum of four weeks apart)**
 - **Class 1 – theory of lashes, types of lashes, safety and sanitation, and procedures for application (6 hours)**
 - **Class 2 – testing review of hands on applications (4-6 hours)**
- f. **Includes: individual lashes, volume lashes, maintenance**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 16 students**

HAIR REMOVAL	30 HOURS
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1. **OBJECTIVES:**
 - a. **Growth Cycle – explain the morphology of hair and its growth stages**
 - b. **Methods of temporary and permanent hair removal - Waxing techniques and procedures and Permanent extractions.**
 - c. **Understand the conditions that contraindicate hair removal**
 - d. **Providing client consultation prior to hair removal**
 - e. **Use and care of implements and equipment.**
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials on hair removal techniques and procedures, sanitation products used in the school for implements and equipment. Practical materials students will utilize are esthetic implements and equipment, and hair removal products and equipment. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce the student's knowledge.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: Facial (30 minutes); Legs (45 minutes); Other body hair removal (45 minutes).

ADVANCED CLASSES

1. **OBJECTIVE:** Familiarization in advanced training techniques in Waxing.
2. **RELATED MATERIALS:** See below.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on practical work.

ADVANCED WAXING CLASS:

- a. **Prerequisite: 200 hours**
- b. **Equates to 60 hours of training (classroom, practicals, and clinical)**
- c. **Must be meeting satisfactory progress requirements in grades and attendance**
- d. **Waxing Pro Kit issued at time of class**
- e. **3 days of classes (minimum of four weeks apart)**
 - **Class 1 – theory of waxing, types of wax, safety and sanitation, and procedures for application (6 hours)**
 - **Class 2 – testing review of hands on applications (4-6 hours)**
 - **Class 3 – Brazilian Waxing and Advanced Hard wax applications (4-6 hours)**
- f. **Includes Facial, Arm, Underarm, and Leg waxing**
- g. **Completion of Practical worksheet**
- h. **Certificate of Completion at graduation**
- i. **Class size: 12 students**

BODY TREATMENTS, AROMA THERAPY, WRAPS AND REFLEXOLOGY	155 HOURS
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1. OBJECTIVES:

- a. **Massages - Describe the benefits of massage and understand the different types of massage; Understand the contraindications for performing massage; and Define and demonstrate the different massage techniques and movements.**
- b. **Reflexology - Treatments and procedures for the salon and Safety using these application.**
- c. **Aroma Therapy, Body Wraps, Peels - Describe the benefits and understand techniques of performing these procedures and Demonstrate procedures and techniques.**
- d. **Use and care of implements and equipment.**

2. RELATED MATERIALS: Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials on massage techniques, hair removal, reflexology, body wraps, peels, sanitation products used in the school for implements and equipment. Practical materials students will utilize are esthetic implements and equipment, and massage products and equipment, hair removal products and equipment, body wraps and peels products, products used in the school implements and equipment. Flash cards, videos, quizzes, and Client Consultation Cards, and Product Analysis Cards will be used along with actual demonstrations to reinforce the student's knowledge.

3. LEVEL OF ACCEPTABILITY: 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: (As mentioned above).

ADVANCED ESTHETICS

1. OBJECTIVES:

- a. **Free Radicals and Antioxidants**
- b. **Recognize advanced ingredients**
- c. **Explain how AHA's work and their effects**
- d. **Understand aromatherapy and its effects**
- e. **Spa treatments and services for the salon**
- f. **Identify clinical skin care products**
- g. **Use and care of implements and equipment.**

2. RELATED MATERIALS: Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials on massage techniques, sanitation products used in the school for implements and equipment. Practical materials students will utilize are esthetic implements and equipment, and massage products and equipment. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce the student's knowledge.

3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course: Hand and Arm Massage (15 minutes); Foot and Leg (15 minutes); Torso (30 minutes) {Full body massage should take no longer than 60 minutes.}; Reflexology (30 minutes); Aroma Therapy (15 minutes); Body Wrap (30 minutes); and Peels (15 minutes).

COSMETIC SCIENCES, STRUCTURE, CONDITION, DISORDER	85 HOURS
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1. **OBJECTIVES:**

- a. **Anatomy and Physiology** - The importance of Anatomy and Physiology in the cosmetology profession; Describe cells, their structure, and their reproduction; Define tissue and identify the types of tissues found in the body; and Name the 10 body systems and explain their basic functions.
- b. **Physiology and Histology of the Skin** - Understanding the functions of the skin; Explain the structure of the layers of the skin; Define collagen and elasticity; Explain how skin gets its color; Name the glands of the skin; Discuss sun damage and sun protection; explain how skin ages; and Discuss nutrients, vitamins, and the benefits of proper nutrition.
- c. **Skin Disorders and Diseases** - Identify common skin conditions and disorders; Explain the different types of skin lesions; Identify which disorders you would not address and know which disorders you should refer to a physician; Understand acne and the causes of the disorder; and Recognize the different grades of acne.
- d. **Skin Analysis** - Identify skin types and conditions; Be familiar with the causes of skin conditions; Be aware of the treatment of contraindications; Perform a skin analysis; Perform client consultations; Fill out skin analysis carts and maintain client records.
- e. **Use and care of implements and equipment.**

2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials, sanitation products used in the school for implements and equipment. Practical materials students will utilize are esthetic implements and equipment, and massage products and equipment. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce the student's knowledge.

3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. If the overall written average falls below 80%, students will review and retake the test receiving an 80%. On practical tasks, students will be objectively graded on proper sanitation procedures, understanding of task procedures and applications, along with their overall ability and proficiency of their clinical experience. Students will complete "Client Consultation Charts" which will include skin and product analysis, condition of the skin, and disorders and diseases for a practical grade. They are to achieve 80% or better (Attitude and professional ethics play a large part of practical grading). Practical tasks have a minimum time requirement to be met at the end of the course.

COSMETIC CHEMISTRY	75 HOURS
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1. **OBJECTIVES:**

- a. **Branches of Chemistry**
- b. **Matter and its Structure** - The properties of matter and how matter changes and the difference between solution, suspension, and emulsions.
- c. **Cosmetic Chemistry** - Common cosmetics ingredients and their functions; FDA regulations regarding cosmetic claims and product safety; and Product selection and ingredients.
- d. **Product Selection and Ingredients** - Basic products used for facials; List and describe the main categories of professional skin care products; Safely use a variety of professional products while providing client services; Understanding and prescribing professional home care procedures for at home maintenance; Recognize and understand the benefits of many ingredients.
- e. **Use and care of implements and equipment**

2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce their knowledge.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam. Students will complete "Product Analysis Cards" for a practical grade.

SALON MANAGEMENT AND SALESMANSHIP	55 HOURS
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1. **OBJECTIVES:**
 - a. **The Salon and Spa Business** - Describe the qualities necessary to be successful in a service profession; Opening a salon and evaluating options for going into business for yourself; Name and describe the types of ownership under which a skin care salon or spa may operate; and Maintaining business records and scheduling for the salon.
 - b. **Selling Products and Services** - The basic principles of selling products and services in the salon; Marketing and promotions and the best methods of advertising to promote sales in the salon; and Demonstrate the best practices in setting up retail displays and the importance of understanding client needs in selling products and services.
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

SANITATION AND STERILIZATION	45 HOURS
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1. **OBJECTIVES:**
 - a. **Bacteria and Viruses** - Types and classifications of bacteria, Hepatitis and AIDS – transmitting and safety
 - b. **Principals of Prevention** - Types of disinfectants and how they are used; Sanitation and disinfection of various salon tolls and surfaces; and Understanding sanitation, disinfections, and sterilizations.
 - c. **Your Professional Responsibility**
 - d. **State Law Requirements for Sanitation in the salon environment.**
 - e. **Use and care of implements and equipment**
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce their knowledge.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam and completion of daily assigned sanitation.

STATE LAW	10HOURS
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1. **OBJECTIVES:**
 - a. **Become familiar with applicable State Laws**
2. **RELATED MATERIALS:** Use the State Law Books for definitions and regulations.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

CURRICULUM TO BE DEFINED BY SCHOOL	75 HOURS
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SKIN CARE HISTORY AND OPPORTUNITIES (15 HOURS):

1. **OBJECTIVES:**
 - a. **The History of Grooming and Skin Care** - Cosmetics and skin care practices of earlier cultures. - Skin care and grooming of the twentieth century
 - b. **The Future of Esthetics** - Career options available to licensed estheticians - Development of esthetics as a distinct, specialized profession.
 - c. **Use and care of implements and equipment.**

2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials, sanitation products used in the school for implements and equipment. Flash cards, videos, and quizzes will be used along with actual demonstrations to reinforce the student's knowledge.
3. **LEVEL OF ACCEPTABILITY:** On written exams, students must achieve an 80% or better. Students are assigned daily sanitation duties for practical application.

YOUR PROFESSIONAL IMAGE (25 HOURS):

1. **OBJECTIVES:**
 - a. **Your Professional Appearance** - Basics of daily personal hygiene and proper standing and sitting posture
 - b. **Professional Conduct and Ethics** - Characteristics of a healthy, positive attitude; Attributes of a strong work ethic; Ethics in the Professional industry.
 - c. **Life Skills** - Time management techniques and professional responsibilities.
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. Class discussion regarding hygiene, professional dress and demeanor, attitude, work ethic and responsibilities.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

BASICS OF ELECTRICITY (35) HOURS

1. **OBJECTIVES:**
 - a. **Defining the nature of electricity and the two types of electric current**
 - b. **Describe the four types of electrotherapy and their uses**
 - c. **Explain electromagnetic radiation and the visible spectrum of light**
 - d. **Describe the rays used in light therapy and their benefits**
2. **RELATED MATERIALS:** Students can receive all of the theory materials from their textbook and reinforcement by workbooks. There are miscellaneous handout materials.
3. **LEVEL OF ACCEPTABILITY:** 80% minimum score on exam.

TOTAL HOURS	750 HOURS
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INSTRUCTOR TRAINEE: TUITION & CURRICULUM

BASIC INSTRUCTOR TRAINEE COURSE:	600 CLOCK HOURS
PROGRAM LENGTH:	15 WEEKS (40 HOURS PER WEEK) 20 WEEKS (30 HOURS PER WEEK) 30 WEEKS (20 HOURS PER WEEK) 40 WEEKS (15 HOURS PER WEEK)
PROGRAM COST:	
TUITION	\$ 3650.00
BOOKS	350.00
TOTAL COST	\$ 4000.00

**THE ENROLLMENT FEE (\$150.00) IS PAYABLE AT THE TIME OF ENROLLMENT
 PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENT WISHING TO MAKE MONTHLY PAYMENTS**

Books must be purchased on the first day of class. Tuition will be divided by the number of months of attendance (based on weeks described above). The first payment is of tuition AND books and it is due on the first day of class and future payments are due on the same day each month thereafter. All books purchased on-campus are non-returnable once used.

PRICES SUBJECT TO CHANGE (SEE ENROLLMENT AGREEMENT FOR ACTUAL AMOUNTS)

Each student will be allowed 5% additional time for completion of the course (630 scheduled hours). When 105% of the program has been reached, the student must sign an addendum to the Enrollment Agreement in order to complete the program. Additional tuition charges (\$10.00 per hour) will be due and payable for additional hours necessary to complete the program.

CURRICULUM: BASIC COURSE SUBJECT	HOURS
ORIENTATION AND ADMINISTRATION	50 HOURS
PSYCHOLOGY	50 HOURS
METHOD OF INSTRUCTION	200 HOURS
TEACHING ASSISTANT	300 HOURS
TOTAL HOURS	600 HOURS

SPECIAL INSTRUCTIONS FOR THE INSTRUCTOR COURSE:

- 1. Instructor Trainees are assigned practice teaching under supervision of a LICENSED INSTRUCTOR;**
- 2. Instructor Trainees are not allowed to do patron services. Said Trainee may only demonstrate or otherwise assist students under their supervision;**
- 3. Instructor Trainees will be required to develop a book of LESSON PLANS.**

NOTE: If a student has been a licensed cosmetologist, manicurist, or esthetician for 1 – 3 years, the State of Missouri allows 300 hours credit toward completed hours. Paris II determines on an individual basis if work experience credit will be accepted. College credit in the Teaching Methodology area will be considered.

INSTRUCTOR TRAINING COURSE OUTLINE

COURSE DESCRIPTION

PARIS II offers an education in the basic principals of teaching that includes the basic skills in administration, teaching methods, and psychology. Through assisting licensed instructors, students are provided with hands-on experience necessary to enable them with the basic skills for teaching cosmetology, manicuring, and esthetician students. The education offered enables students to prepare for the requirements of graduation, to pass the Missouri State Board, and to prepare for a career in the work place. Teaching is a rewarding service. The skills of instructing are many and require a very open and mature personality. Colleges are constantly in need of and are searching for excellent instructors. All courses taught in English.

OBJECTIVES

- 1. To instruct in a manner that produces a learning atmosphere;**
- 2. To inspire trainees and instruct in a manner of gentleness;**
- 3. To develop communicative skills to best instruct students;**
- 4. To instruct in areas of record keeping, buying and inventory;**
- 5. To motivate by being motivated;**
- 6. To develop methods of testing and evaluating;**
- 7. To develop good lesson plans and to be prepared.**

Students will be required to successfully complete a final written exam with a minimum score of 80%.

INSTRUCTOR TRAINEE COURSE OUTLINE

DESCRIPTION OF COURSE:

- A. PARIS II offers instructor trainees the opportunity to become part of the education field and teach the art of Cosmetology, Manicuring, and/or Esthetics through an aggressive curriculum.**
- B. The curriculum is organized for trained Cosmetologists, Manicurists, and/or Estheticians to become successful educators in the field and meet the challenges of teaching procedures, theories, and classroom situations.**
- C. PARIS II provides a hands-on atmosphere in which 100% participation is a must for the successful training of the Instructor Trainee. In turn, this enables graduates to be prepared to be prepared to handle classroom teaching, lesson planning, practical demonstrations, and organization skills necessary in the challenging field of Cosmetology.**

COURSE GOALS AND FORMAT:

- A. The 600 hour program is designed to develop teaching skills in theory and practical situations; the Instructor Trainee will be able to relate practical skills to students through demonstrations and enable students to recreate these skills to their work.**
- B. They will creatively develop lesson plans and teaching outlines for their personal uses in the classroom theory teaching incorporating teaching aids, audio visual aids, and testing which they can continually use in the professional field.**
- C. This course is combination of observation and actual teaching experience. The instructor trainee will be required to observe the classroom techniques of the instructor, working as a teacher's aide. The student will participate in class projects, monitoring practical workshops and performing practical demonstrations.**

PREREQUISITES:

- A. Must be a licensed Cosmetologist, Manicurist and/or Esthetician in the State of Missouri; and**
- B. May need to complete a test (100 to 400-questions) to evaluate skills in Cosmetology, Manicuring, and/or Esthetics with an 85% accuracy.**
- C. May be asked to perform State Board requirements on a mannequin or model for practicals with an 85% accuracy.**

TEXTBOOKS:

- A. Students must have current textbook of course planning to teach;**
- B. Current edition of Milady Professional Instructor;**
- C. Current edition of Milady Workbook for the Professional Instructor; and**
- D. Current edition of Milady Exam Review for the Professional Instructor.**

REFERENCES:

- A. Standard Textbook of Cosmetology -- Milady (Several Editions)**
- B. Cosmetology, Hairstyling Teacher, Training Manual – Milady, 1989**
- C. The Professional Cosmetology – John W. Dalton, 4th Edition**
- D. Guide to Manicuring and Advanced Nail Technology – Tammy Taylor, 1991**
- E. Advanced Nail Technology – Milady, 1993**
- F. Milady Standard Textbook – for Professional Estheticians, Joel Gerson, revised 1995**
- G. Clinical Cosmetology, A Medical Approach to Esthetics Procedures – Victoria Rayner**
- H. Milady – Make Up Techniques – Pamela Taylor, 1995**
- I. Milady – Skin Care Reference Guides – Mark Lees**
- J. Video's – Rosalyn Duncan (Who's Teaching the Teachers), Milady Video Series (Cosmetology), 1993**
- K. Magazines – Salon Ovations, Modern Salons, Nails, Nail Pro**
- L. The Motivating Team Leader – Dr. Lewis E. Losoncy**
- M. Webster's Collegiate Dictionary**
- N. Dictionary of Cosmetology**
- O. See Library of References (page 32)**

GRADING:

- A. Practicals are graded in three main areas:**
 - 1. Teaching skills on the clinic floor (mannequin and floorwork) – Daily Assignments: - Creativity in assignments for daily work; Demonstration of assignments; Grading and evaluation of assignments; instructor cooperation; and student cooperation.**
 - 2. Teaching skills for practical class: - Creativity; Planning; Presentation; Generate student interest; and Written class evaluation: topic, time allotment, brief overview, self evaluation. Teaching skills for theory classroom (after 250 hours): - Creativity in teaching; Planning (incorporating lesson plans with teaching outlines); Lecture and presentation; and Generating interest.**
- B. Theory**
 - 1. Bookwork - Workbook from textbook complete – 250 hours and 500 question test, review book – minimum passing 80%**
 - 2. Lesson Plan preparation worksheet (2a, 2b [cosmetology], or 2c [manicuring], or 2d [esthetics] – due at 500 hours. - Lesson plans and Teaching outlines**
- C. Grading Scales:**
 - 95% - 100% = Outstanding effort and complete mastery of a subject area;**
 - 86% - 94% = Extra effort reflecting mastery of subject area with high standards of work;**
 - 80% - 85% = Near Mastery of a subject, student requires additional practice; and**
 - 0% - 79% = Mastery of work is below acceptable standards and must be repeated until satisfactory percentile is achieved.**

PROGRESS REPORTS:

- A. Progress reports are issued to students on a monthly basis and include progress in attendance information, daily and work assignment. Lesson Plans will also be evaluated on a one on one basis for progress.**
- B. Students can be evaluated at intervals based on probationary measures due to attendance or academic progress. Probation requirements are found under "SATISFACTORY PROGRESS" later in this handbook.**

EVALUATIONS:

- A. Each student is evaluated individually on progress throughout the course by the advising instructor and/or Education Director at the following intervals:**
 - 1. Each Month;**
 - 2. Each Checkpoint (300/600 clock hours); and**
 - 3. 250 hour, 500 hour evaluations will be done for trainee to progress to next practical state in the Instructor Trainee program. Final evaluation within 50 hours of each program to prepare trainee for State Board Exam; and Anytime Instructor, Education Director, or Student requests.**

TOPICS:

BASIC PRINCIPALS OF STUDENT TEACHING	200 HOURS (100)
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- 1. OBJECTIVE:**

Students Will be able to explain how knowledge and communication skills are both Incorporated in teaching both and are a science. Students will understand who is responsible for teaching (teacher) and who is responsible for learning (student). Students will understand and practice behaviors of a professional cosmetologist and teacher. Students will be able to explain the methods used for inspired learner motivation, incorporate them into teaching them as motivational strategies in the classroom. Students will identify the basic components of the learning process and discuss the five principles of learning. Students will define curriculum, how it is related to the learning process, curriculum development, and how to integrate the course of study. Students will explain the role of planning, understand all aspects of daily lesson plans, including benefit contents, and demonstrate the uses of lesson plans in daily teaching. Students will identify and demonstrate instructional aids and their uses in the daily lesson plans.
- 2. * RELATED MATERIALS:**
 - A. Milady Cosmetology Textbook, Workbook, Testing Book with Lesson Plans; Lesson plans and course outlines of demonstration classes for reference; and Transparency and video description for use in incorporating and teaching.**
- 3. LEVEL OF ACCEPTABILITY:**
 - A. Situational skills of teaching responsibilities will be evaluated on an objective basis with advising instructor and/or Director of Education; a multiple choice academic written test over Chapters 1-5 will be given with a minimum acceptability of 80%; and Written lesson plans and course outlines will be evaluated on a 100 point grade sheet with a minimum of 80 point acceptability (lesson plan grading worksheet).**

PSYCHOLOGY AS APPLIED TO STUDENT TEACHING	50 HOURS (25)
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- 1. OBJECTIVE:**
 - A. To understand and explain the role of evaluation in the teaching and learning process, motivational skills, and objective tools; To discuss the importance of testing and interpretation both objective and subjective tests and grading and to understand their importance; To identify student expectations of teachers; To explain the importance of teacher self-evaluation, how to be objective and reflect on the classroom performance.**
- 2. RELATED MATERIALS:**
 - A. Student evaluation samples and interpretations and self evaluation sheets for practical classes.**

3. LEVEL OF ACCEPTABILITY:

- A. Objectively review self-evaluations with trainees at the time of class and give a brief written report. Attitude and communication skills will also be evaluated objectively. In both evaluations, student trainees are expected to be a professional example and maintain an environment conducive to learning.**

BUSINESS EXPERIENCE OR MANAGEMENT	50 HOURS (25)
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(CLASSROOM MANAGEMENT, RECORDKEEPING, BUYING AND INVENTORY SUPPLIES AND STATE LAWS)

1. OBJECTIVE:

- A. To explain classroom management and list the responsibilities; To maintain organized records of attendance, grading (practical and theory), and time cards; To discuss problem student situations and evaluate how to handle learning and behavioral challenges; To track and maintain supply inventories for color, perms, etc.; To understand and explain Missouri State Laws of Cosmetology.**

2. RELATED MATERIALS:

- A. Attendance and grading books for tracking and Missouri State Law books.**

3. LEVEL OF ACCEPTABILITY:

- A. Students will be objectively graded on skills through evaluations. Students must pass a written State Law test with a minimum of 80% passing score.**

PRACTICING TEACHING IN BOTH THEORY AND PRACTICAL APPLICATION	300 HOURS (150)
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1. OBJECTIVE:

- A. Students will bring all skills together and make demonstration presentations, theory and practical presentations. Students will incorporate skills and teach four (4) theory classes from start to finish.**

2. RELATED MATERIALS:

- A. All handouts, quizzes, and visual aids necessary for theory, practical, and demonstration purposes and self-evaluation sheets.**

3. LEVEL OF ACCEPTABILITY:

- A. Minimum 80% on evaluation of theory, practical, and demonstration classes. Daily assignment sheets to be completed with instructor for daily progress. Thorough evaluation of theory and practical classes completed by trainee, including good and bad points and an explanation of difficulties overcome in the class.**

TOTAL HOURS	600 HOURS (300)
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***NOTE: Due to Missouri State Law, the work hour credits or college course credit in "Teaching Methodology" will be evaluated upon enrollment with advising instructor and Director of Education to determine where and what deductions of hours to the curriculum will be made. Minimums are outlined in parenthesis – all written work must be completed from test pools.**

LIBRARY OF REFERENCES:

In addition to the reference books mentioned in each individual program's course description, Paris II maintains a library with the following:

REFERENCE:	REFERENCE:
STANDARD TEXT OF COSMETOLOGY (VARIOUS EDITIONS)	BONES, MUSCLES, AND JOINTS
THE PROFESSIONAL COSMETOLOGIST (VARIOUS EDITIONS)	HOW YOU CAN RUN A SUCCESSFUL BEAUTY SHOP
STYLES AND STYLIST (1931)	THE BRAIN AND NERVOUS SYSTEM
THE FACTS ABOUT DRUGS AND ALCOHOL	THE MAKE-UP THING
THE SCIENCE OF PERMANENT WAVING	SKIN CARE REFERENCE GUIDE
SCIENCE AND BEAUTY IV	MEDICAL TERMINOLOGY – AN ILLUSTRATED GUIDE
SALON SOLUTIONS	1001 BEAUTY SOLUTIONS
WORKBOOK FOR THE ART AND SCIENCE OF MANICURING	MAKE-UP TECHNIQUES
RETAILING IN THE HAIRSTYLING SALONS	REDKIN SCIENCE AND BEAUTY IV
HAIR AROUND THE WORLD	TEACHER EDITIONS OF MILADY THEORY & PRACTICAL
REDKEN SCIENCE AND BEAUTY II	TEACHER EDITIONS OF SALON FUNDAMENTALS
CREATIVE COLOR, 2ND EDITION	THE RENAISSANCE OF CURL
28 STYLES FOR STUDENT PRACTICE	GREAT SPIRAL PERMS
BEYOND HAIR THE ULTIMATE MAKEOVER BOOK	TRUST
BEAUTIFUL BRAIDS	BLAZING
PROFESSIONAL GUIDE TO SKIN CARE	ARTEC TRANSFORMATIONS
COLOR ME BEAUTIFUL	GREAT LOOKS
MILADY THEORY AND PRACTICAL WORKBOOKS (VARIOUS EDITIONS)	COBELLA
BEAUTY CULTURE THEORY AND PRACTICAL WORKBOOK	CRICKET
SOUL AND HAIR COLLECTION	CENTRIX
CLEAN AND EASY WAXING SPA	REGIS WAY
ILLUSTRATED COSMETOLOGY DICTIONARY	COMPASS COMBS
MILADY STANDARD SYSTEM OF SALON SKILLS HAIRDRESSING CLINIC SUCCESS JOURNAL	SAM BROCCATE

LIBRARY OF DVD/VIDEO TAPES:

PARIS II has the following complete sets of DVD/video tapes:

ZOTAS	GRAHAM WEBB	REDKEN
KMS	TAMMY TAYLOR	MILADY
CARMELLA	EZ FLOW NAIL SYSTEMS	CVS
ROUX	MICHAEL COLE	MATRIX
WELLA	ROSALYN DUNCAN'S "WHO'S TEACHING THE TEACHER"	TRESSA
	SALON FUNDAMENTALS	

WE HAVE VARIOUS OTHER TAPES ON PERMANENTS, HAIRCUTS, COLOR, MANICURES, ETC.

SATISFACTORY ACADEMIC PROGRESS

MINIMUM REQUIREMENTS:

In order to be considered making satisfactory academic progress students must maintain a minimum of 80% on each written and practical exam and a minimum of 75% attendance. The maximum timeframe to complete any program is 1.33 times the original course length.

The maximum timeframe for **COSMETOLOGY** is: 50 weeks at 40 hours per week, 57 weeks at 35 hours per week, 67 weeks at 30 hours per week, and 100 weeks at 20 hours per week. The maximum timeframe for **ESTHETICIANS** is 33 weeks. The maximum timeframe for **NAIL TECHNICIAN** is: 27 weeks at 30 hours per week, and 40 week at 20 hours per week. The maximum timeframe for **INSTRUCTOR TRAINEE** is: 20 weeks at 40 hours per week, 27 weeks at 30 hours per week, 40 week at 20 hours per week, and 53 weeks at 15 hours per week.

CHECKPOINTS:

COSMETOLOGY: Although satisfactory progress is monitored on a monthly basis, grades and attendance will be checked at each 450/900/1200/1500.

INSTRUCTOR TRAINEE & NAIL TECHNICIAN: Although satisfactory progress is monitored on a monthly basis, grades and attendance will be checked at each 300 hour increment.

ESTHETICIAN: Although satisfactory progress is monitored on a monthly basis, grades and attendance will be checked at each 375 hour increment.

ALL STUDENTS MUST MEET THE ABOVE STANDARDS IN ORDER TO BE CONSIDERED TO MAKING SATISFACTORY PROGRESS. STUDENTS MEETING SATISFACTORY PROGRESS REQUIREMENTS AT THE MONTHLY EVALUATION, ARE CONSIDERED TO BE SATISFACTORY UNTIL THE NEXT SCHEDULED EVALUATION. IF S/HE IS UNSATISFACTORY AT THE NEXT EVALUATION, S/HE WILL BE PLACED ON PROBATION (SEE PAGE 35 FOR DETAILS ON PROBATION).

GRADE SPECIFICS:

All students are required to have at least 80% or above G.P.A. for EACH written and practical exam. Should a student fall below satisfactory level, they will be required to make up all failed and/or missed exams at a time established by an instructor. The Education Director will monitor student grade point averages monthly. All students will be counseled by the Education Director and/or instructors at the end of each monitored period and periodically by the Financial Aid Director (whenever students do not meet satisfactory progress standards).

Students are expected to complete practical worksheets and a number of practical assignments at various intervals. Students who fail to do so will be given two weeks to finish assignments or incompletes will be recorded. Students with incompletes will not graduate with a diploma. Students may be terminated if incompletes are not cleared up.

ATTENDANCE SPECIFICS:

Each days attendance, including tardies, early time-outs, and absences will be the factors evaluated. Students must maintain 75% attendance average to be considered making satisfactory progress at each checkpoint. Students who are absent ten (10) consecutive days will be dismissed from school. Only the School President may grant re-entry.

RETAKES/RESCHEDULED/REVIEW TESTS:

Failed tests must be retaken until at least 80% test score has been achieved. Missed tests and retakes must be scheduled with instructors. Missed tests will be given the grade achieved. When failed tests are retaken, the maximum test score allowed is 80%. Once students have taken (and passed) all the chapter tests and they are on "review," they must continue to sit in theory class and take the exams as a means to review. If students get a lower score the second time, they will wind up with the lower grade point average.

PROBATION:

Cosmetology, Esthetician, Instructor Trainee, and Nail Technician students not meeting academic and/or attendance requirements each month will be placed on probation for 30 days and will not be considered to be making satisfactory progress. During the first payment period if a student is on probation, the first disbursement financial aid may be delivered. For subsequent payments, periods, a student on probation will not be entitled to delivery of financial aid. A student who meets the minimum standards at the end of the probationary period will then be deemed satisfactory and financial aid will resume. At the Education Director's discretion, a two week extension may be granted under extenuating circumstances; i.e., illness, transportation, job, etc. A student who does not meet minimum standards at the end of the probationary/extension period will be terminated from school. A student may only be placed on probation once during each grading increment. If a student falls below satisfactory progress twice during a grading increment, s/he will be terminated.

A student has the right to appeal either unsatisfactory progress and/or termination due to unsatisfactory progress (See Appeal Policy).

APPEAL POLICY:

A student may appeal the determination of satisfactory progress, attendance, and the termination from school and financial aid to the President based on extenuating circumstances. In such cases, the President may determine that the student is making satisfactory progress towards a diploma despite the failure to conform to the standards of satisfactory progress. A student who has his/her appeal accepted will continue on probation and financial aid will be reinstated. The appeal **MUST** be in writing to the President and must be explicit in stating the reason why satisfactory progress requirements were not met. The student may appeal the following items: 1.) Termination from school because of grades; 2.) Termination from school because of attendance; 3.) Termination from school from financial aid because of not meeting 1 and/or 2 above. In all 3 instances, the student must have sufficient reason for not meeting the requirement; i.e., death or severe illness in immediate family, job, transportation, etc. A student may only appeal termination once during the enrollment period.

MISCELLANEOUS:

Leave of absence, withdrawals, official interruptions, course incompletes, and non-credit remedial courses do not have a bearing and will not have an effect on the satisfactory progress policy. In other words, students will re-enter training after an interruption at the same status; i.e., satisfactory or unsatisfactory, as the status when the interruption began.

COURSE REPITITIONS:

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 progress requirements at the point of withdrawal will be placed upon probation for 30 days for all programs.

SPECIAL REQUIREMENTS:

State funded financial aid programs have satisfactory progress policies that must be maintained in addition to the above. If students are receiving funds from those sources, the individual agency funding the student will inform him/her of those requirements.

REINSTATEMENT OF FINANCIAL AID:

Financial aid will be reinstated if the student has successfully appealed to the President.

GRADING POLICY

COSMETOLOGY:

Cosmetology students are graded in the following three main areas:

1. **Written Exams:** Given upon completion of each Chapter of Theory;
2. **Practical Worksheets:** Work performed on mannequins and clients; and
3. **Daily Assignments:** Graded by Instructors or Instructor Trainees for neatness, attitude and appearance.

NAIL TECHNICIAN:

Nail Technician/Manicuring students are graded in the following two main areas:

- 1. Written Exams: Given upon completion of each Chapter of Theory;**
- 2. Practical Worksheets: Work performed on worksheets and clients graded by Instructors or Instructor Trainees for neatness.**

ESTHETICIANS:

Esthetician students are graded in the following three main areas:

- 1. Written Exams: Given upon completion of each Chapter of Theory;**
- 2. Practical Worksheets: Work performed on students and clients; and**
- 3. Daily Assignments: Graded by Instructors or Instructor Trainees for neatness, attitude and appearance.**

INSTRUCTOR TRAINEES:

Instructor Trainees are graded in the following three main areas:

- 1. Teaching skills in lecture and clinic work;**
- 2. Teaching skills in practical work; and**
- 3. Lesson Plan preparation.**

GENERAL REQUIREMENTS:

Periodically, the Education Director will meet with each student to discuss his/her progress toward a positive attitude, personal appearance, attendance, and grades.

The State Board of Cosmetology requires a score of 75% or higher to pass the State Board Exam. At PARIS II, we require a grade average of 80% on each test (theory/practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES:

Students are graded with the following percentile:

- 95% - 100% = Outstanding effort and complete mastery of a subject area;**
- 86% - 94% = Extra effort reflecting mastery of subject area with high standards of work;**
- 80% - 85% = Near mastery of a subject, student is required additional practice; and**
- 0% - 79% = Mastery of work is below acceptable standards and must be repeated until satisfactory percentile is achieved.**

MAKE-UP POLICY

THE FOLLOWING IS PARIS II'S REQUIREMENT FOR MAKE-UP HOURS AND/OR TESTS:

A student must maintain minimum satisfactory progress criteria in order to remain in school. Failure to do so will result in probation, forced make-up hours and/or termination. All work assignments (tests) missed due to absence or tardiness must be made up when an instructor assigns them or the student will receive a zero (0).

- 1. The student must have permission from the Director of Education to make up hours or from instructors for tests.**
- 2. Make up hours may only be accomplished during times and days when a student is not normally scheduled for attendance.**
- 3. Student's who have been given permission to make-up hours must sign up (Sign Up Sheet in Instructor's office) before 12:00 p.m. (noon).**

GENERAL TERMS AND CONDITIONS

PARIS II EDUCATIONAL CENTER has herein set out a complete description of the Education the College is to furnish. As written in our Enrollment Agreement, the student is expected to sign in agreement with the description of their education and the time required to complete said education.

ATTENDANCE: The following class schedules apply for each program:

8:00 – 4:30 Tuesday-Saturday	9:00 – 3:30 Tuesday – Saturday	8:00 – 2:30 Tuesday – Saturday
9:30 – 6:00 Tuesday – Thursday and 8:00–4:30 Friday - Saturday		8:00 – 12:00 Tuesday – Saturday
9:30 – 4:00 Tuesday, 9:30 – 6:00 Wednesday – Thursday, and 9:30 – 4:30 Friday and Saturday		
8:00 – 2:30 Tuesday – Saturday		
9:30 – 4:00 Tuesday – Saturday		
8:00 – 12:00 Tuesday – Saturday		
9:30 – 4:30 Tuesday – Saturday		

IN SOME CASES, INSTRUCTOR TRAINEES MAY REQUEST A DIFFERENT SCHEDULE FROM THE NORMAL SCHEDULES ABOVE. ANY CHANGES MUST BE REQUESTED IN WRITING TO THE DIRECTOR OF EDUCATION. ANY SCHEDULE CHANGES MUST BE DOCUMENTABLE AND ALL CURRICULUM REQUIREMENTS MUST BE COMPLETED PRIOR TO GRADUATION. INSTRUCTOR TRAINEE SCHEDULE MUST BE AT LEAST 15 HOURS PER WEEK, AVAILABLE FOR AT LEAST ONE DAY OF THEORY CLASS, AND AVAILABLE FOR AT LEAST A HALF A DAY ON SATURDAY.

ALL STUDENTS ARE REQUIRED TO ATTEND SATURDAYS UNLESS S/HE IS WORKING IN A FIELD RELATED TO COSMETOLOGY AND/OR HAS BEEN APPROVED BY THE EDUCATION DIRECTOR.

Students who are late or absent will be expected to call the College no later than 8:00 a.m. and MUST talk to an administrative person.

Satisfactory attendance is considered to be 75%. The College requires students to maintain a minimum 75%, but expects students to maintain a 95% attendance.

SCHOOL CLOSING POLICY: In case of bad weather or some unforeseen event, students should listen to television Channel 4 (FOX) that reports school closings. You may call the school to ask if the school is closing. A staff member will be at the school or an answering machine will contain a message regarding school closure. If you are an out-of-town student, you are advised to stay home if roads are unsafe or you may come in later in the day, but YOU MUST advise the college of your plans.

TARDY POLICY: Any student who arrives after 8:01 a.m. will be considered to be tardy. Excessive tardiness will not be tolerated. (See Pages 37 and 38)

HOLIDAYS OBSERVED: Since most legal holidays fall on a Monday, there will be only a few days the College will be closed. All holidays that fall on a class day will be addressed at least one month ahead of time.

LEAVE OF ABSENCE POLICY:

Only one leave of absence will be granted during a 12-month period. Primarily the leave must be for Jury duty, Military duty, or medical reasons for the student or immediate family member. Documented extenuating circumstances may be presented to the President in writing. The President will determine if the extenuating circumstance is an acceptable reason for a leave of absence. However, the leave must be for longer than 10 consecutive school days.

DEFINITION: Immediate family member is one who is the student’s parent, sibling, spouse, and child.

The request MUST be in writing, have beginning and ending dates, a reason for the leave, must be made in advance whenever possible (no leave of absence will include previously missed days unless the student/immediate family member is hospitalized), will not reduce the program completion requirements, will not be considered in determining the amount of elapsed time for refund calculations or maximum time frame; and under normal circumstances cannot exceed 30 days (an extension may be granted for up to a total of six months [30 days at a time] with a documented mitigating circumstance). Medical, Military or Jury Duty leaves do not have to be 180 consecutive days, but may be granted at different intervals within the 12-month period.

As a general rule, a student must be making satisfactory progress prior to taking a leave of absence. Student not making satisfactory progress will be considered for a leave if there is no other option; i.e., making up hours prior to taking the leave. A student, who is not meeting satisfactory progress standards when the leave begins, will remain in unsatisfactory status when s/he returns for the remaining portion of his/her probationary period.

A student who does not return from the leave will be terminated. The institutional refund policy will then be implemented (see pages 44-45).

RULES AND REGULATIONS:

1. **Classes will start promptly at 8:00 a.m. or 9:30 a.m. Students arriving late will not be allowed in theory if more than 10 minutes late. School is dismissed between 2:30 and 6:00 depending on class schedules (see page 36).**
2. **The State Board of Cosmetology has requirements regarding your hours of attendance. The State requires a student cannot be scheduled for less than 3 hours per day and no more than 12 hours per day, and no less than 15 hours per week or no more than 72 hours per week. However, Paris II requires a minimum of 20 hours per week for Cosmetology and Nail Technician, 30 hours for Estheticians, and 15 hours for Instructor Trainees (see class schedules on page 36).**
3. **Students may not leave the school during the day without permission from the instructors, except for lunch. Students may not go to their cars during school hours, except at lunchtime, without permission from an Instructor. Students must time out and back in from lunch or any time when leaving the school's premises.**
4. **STUDENTS MUST MAKE THEIR MONTHLY PAYMENTS ON SCHEDULE. If you become more than 30 days past due, you must speak to the Director of Financial Aid. If Financial Aid is delayed for any reason, you must make monthly payments until such time that disbursement may be made.**
5. **Students are expected to maintain a professional demeanor at all times. Professional demeanor is defined as having a good attitude with instructors, clients, and other students; good appearance (in school uniform); using appropriate language, etc. There will be NO bad language used anywhere in the school. There will be NO yelling or loud talk on the floor. Use of profane language, unprofessional behavior, and/or insubordination to instructor or administrative staff, will be sufficient reason to suspend a student for 1-5 days or immediate termination (Days of suspension are counted as days absent and will lower attendance percentage). Student conflicts will result in ALL parties involved being clocked out for the day as a cooling off period. The situation will be discussed in the office the next day. ALL STUDENTS MUST FOLLOW THE SCHOOL'S DRESS CODE POLICY. Uniforms must be kept clean and neat. Shoes must be kept polished and clean. Dresses and skirts must be kept at a professional length (see Dress Code, page 39). Students must keep nails clean, hair clean and combed, and be free of body odors. Hose without runs and black or white socks must be worn, make-up must be applied correctly prior to arriving at school. Students not in proper uniform will be clocked out and sent home. Repeated offenses may result in suspension and/or termination. Gum chewing is not allowed at any time in the school (applies to student and staff alike).**
6. **A sanitation duty will be assigned each month for each student. Cooperation is essential, as this is part of the training required and time spent on cleaning is placed in each student's file. If sanitations are not completed daily, those hours will not be reported to State Board and you will not be able to sit for your State Licensure Exam. Rules of sanitation and personal hygiene must be strictly observed.**
7. **NO STUDENT SHALL BE ALONE IN THE OFFICE WITHOUT PERMISSION OR IN THE PRESENCE OF INSTRUCTOR OR STAFF MEMBER.**
8. **NO PERSONAL PHONE CALLS ARE ALLOWED UNLESS EXTREME EMERGENCY. NO LONG DISTANCE PHONE CALLS ARE ALLOWED. The office and/or front desk will only take messages if the call is a emergency. beepers or cell phones are only allowed in the school building with ringers silent. They may be used for voice mail or set to vibrate. No incoming calls are to be answered while the student is on the clock inside the building. Outgoing calls on cell phones are only allowed on lunch or designated breaks outside the building. No student may leave the classroom if his/her beeper goes off. Calls may be returned only during break times or lunch periods.**
9. **NO STUDENT MAY TAKE SUPPLIES OUT OF THE SCHOOL FOR ANY REASON. NO STOCK CAN BE TAKEN FROM THE OFFICE, WAREHOUSE, OR LOCKUP WITHOUT PERMISSION OF INSTRUCTOR AND/OR STAFF MEMBER. NO STUDENT SHALL TAKE MONEY FROM THE DRAWER FOR SUPPLIES OR FOR ANY OTHER REASON.**
10. **Only student's who are assigned to the front desk by an instructor may be at the front desk.**
11. **It is important that you become familiar with as many products as possible. As a licensed student, you are not permitted to purchase chemicals (perms or colors) to use on clients until you are a licensed cosmetologist. Many suppliers stop by the school to take orders from the school and students. Any purchase that you make is between you and the supplier. No one is allowed to charge purchases to the school account. You are not required to purchase the products and you will not need these items for your clients or classes. ONLY PRODUCTS THAT ARE USED BY THE SCHOOL MAY BE KEPT AT YOUR STATION AND USED ON PARIS II CLIENTS.**
12. **Students are not permitted visitors while in school unless services are being performed. Please advise friends and family members that you cannot be interrupted during school hours. Only students, staff members and patrons are permitted in the shampoo, break room, and dispensary areas.**
13. **THE USE OF ILLEGAL DRUGS OR ALCOHOL BEFORE OR DURING SCHOOL HOURS IS STRICTLY PROHIBITED. Any student will be terminated immediately if found to be dispensing or using ANY controlled substance or alcohol on or near the school's premises. SEE DRUG PROGRAM INFORMATION (separate handbook).**
14. **NO SMOKING IS ALLOWED IN THE SCHOOL. Students may smoke outside during authorized breaks and lunch along the south side of the building. Cans are provided for cigarette butts and students will be expected to police and clean the smoking area.**
15. **If a student is out of school for more than 10 school days, s/he must be terminated and the student license must be returned to the State Board.**

SHOW CAUSE POLICY:

1. Students are required by the Satisfactory Progress policy to have a minimum 75% ATTENDANCE AND 80% minimum grade point average.
2. If a student falls to 67.5% attendance or if grades are consistently lower than 80%, student records will be evaluated to determine if tardiness (missing theory, thereby failing tests), is a contributing factor and s/he will be placed on "SHOW CAUSE." S/he will be given 24 hours to bring in a written document showing cause as to why s/he should be allowed to remain in school.
3. Definition of "SHOW CAUSE:" An administrative action that means the student may not return to school until s/he can prepare a document that gives the reasons why s/he wishes to remain in school and what changes will be made to stop tardiness, absenteeism, and/or low grades. The document must also contain a plan to bring attendance or grades to the school's Standard of Satisfactory Progress and remain at that level.
4. A decision will be made and the student will be notified within 72 hours whether or not the "SHOW CAUSE" was accepted. Before a student may return to school, all monthly tuition payments and overtime fees must be brought current. During this period, the student is not allowed to attend school, scheduled hours nor absent hours will accumulate. The school will determine the length of time out of school in order for the student to meet the requirements of the "SHOW CAUSE" policy.
5. The decision to accept or deny "SHOW CAUSE" will be made by the President or Director of Education and Placement. In their absence, the decision will be made by the Admissions/Financial Aid Office.
6. A "SHOW CAUSE" situation will only be allowed once. If the situation reoccurs, the student will be terminated. Once terminated, the student may request re-admittance only by writing to the Administrative Body. The written request must contain reasons for termination, changes to lifestyle that would prevent prior situations from reoccurring, and show a dedication to finishing the program in a professional manner (i.e., following the rules and requirements of the school). The Administrative Body meets on a monthly basis. All requests for re-admittance will be reviewed at the next scheduled meeting. Students will be informed of the Administrative Body's decision within 72 hours.

ACHIEVEMENT AWARD:

Students who graduate with an attendance percentage of 98% - 100% attendance (actual attendance percentage, make-up hours will not be considered in calculating attendance percentage for this award) will be awarded a Certificate of Excellence for Attendance.

DISCIPLINE PROCEDURES:

PARIS II considers each applicant on the basis that s/he is truly interested in the career of Cosmetology that we teach, not only what is required to pass the State Board Exams, but also to help them to obtain the knowledge that they will be employable. We have built a reputation for producing knowledgeable graduates who have a professional attitude. In keeping with this philosophy, we expect all students to conduct themselves in a professional manner at all times. Disruptive or abusive behavior toward clients, instructors, staff members, or fellow students will not be tolerated. Reprimand, suspension, or termination will result if any student acts in a way that is discrediting to either themselves or the school, including but not limited to the following:

1. Dishonesty, fraud, and/or theft;
2. Insubordination;
3. Possession, use, selling, making, or distribution of non-prescribed controlled substances;
4. Immoral conduct;
5. Possession of or drinking of alcoholic beverages;
6. Cheating or assisting to cheat;
7. Destruction of private or College property;
8. Use of vulgar or profane language;
9. Willfully engaging in conduct that is detrimental to the best interest of students, clients, or the education program;
10. Failure to follow ALL cosmetology/College rules, regulations, and/or policies;
11. Failure to pay charges when due; and
12. Breach of Enrollment Agreement.

1ST REPRIMAND: The student is given a copy of the written reprimand of the violation that has occurred. A copy of the reprimand is kept in the student file.

2nd REPRIMAND: The student is given a copy of the written reprimand of the violation that has occurred. A copy will be kept in the student's file. The student will be suspended for a period not to exceed 5 days. Days of suspension are counted as absent days and will lower the attendance percentage.

3rd REPRIMAND: The student is given a copy of the written reprimand of the violation that has occurred. The student is expelled from College. A copy of the reprimand will be kept in the student's file.

IF ANY SINGLE VIOLATION IS OF ADEQUATE SEVERITY, THE PRESIDENT, AT HIS DISCRETION, MAY WAIVE REPRIMANDS ONE AND/OR TWO AND DIRECTLY INVOKE REPRIMAND THREE.

UNIFORM DRESS CODE:

STUDENTS MUST FOLLOW THE PARIS II DRESS CODE AT ALL TIMES!!!!

All students must wear black slacks (no capris, skirts, shorts, denim). Black slacks must not drag the ground. Slacks must be adequate length with a hem. Blue jeans or colored denim is not acceptable even on Professional Day (see below). White or black solid colored shirt must have at least a cap sleeve. **NO BARE MIDRIFTS. NO colored undergarments may be worn under white shirts.**

Cosmetologists and Nail Technicians must wear a school issued black smock at all times. Estheticians must wear a school issued white lab coat at all times. Black or white plain sweaters without hoods may be worn under smock.

Uniforms and smocks must be clean and pressed. If smock becomes damaged or is in poor condition, it **MUST** be replaced (at student's expense).

SHOES: Must be solid white or black. Black dress shoes may have buckle in gold or silver only. Solid black or white tennis shoes may be worn. Dress shoes may be open back. **NO OPEN-TOED SHOES.** No other type of shoes are acceptable. Both the black and the white shoes must be kept clean.

SOCKS: Solid black or white socks; black, white, or nude hosiery; or toe hose must be worn at all times.

ACCESSORIES: Any color of head band, earrings, watches, or necklaces is acceptable. Jewelry may not be excessively long and cannot interfere with client services. **TATTOOS AND SMALL FACIAL JEWELRY (IN GOOD TASTE) WILL BE ACCEPTED OR REJECTED AT THE DIRECTOR'S DISCRETION.**

MAKE-UP: If make-up is worn it must be applied prior to coming to school.

HAIR: Hair must be cleaned, combed and styled in a manner which will not interfere with client services.

REMEMBER: We are in the BEAUTY PROFESSION!

PROFESSIONAL DAY, SPECIAL DAYS, AND GRADUATION DAY:

Every Saturday is Professional Day. You may dress as you would for a job interview. **NO DENIMS OR SWEATSUITS!** Skirts may be worn on Professional Day, but must not be shorter than 3 inches above the knee. *If you choose not to participate in Professional Day, your regular uniform must be worn.*

AT ANY TIME IF PROFESSIONAL/GRADUATION DAY IS ABUSED, IT WILL BE CANCELLED AND STUDENTS WILL RETURN TO WEARING THE REGULAR UNIFORM.

SPECIAL DAYS: Other special dress codes will be assigned by instructors (holidays, etc.). Requirements for special dress codes will be explained at the time of assignment.

GRADUATION DAY: Same as Professional Day! Again, if the Graduation Day dress code is abused, it will be cancelled.



The dress code at PARIS II is a vital part of your training as **WE ARE NOT ONLY LEARNING BEAUTY, BUT SELLING BEAUTY.** Your personal appearance can mean the difference between success and failure! As you know, people make a visual decision, or **FIRST IMPRESSION** in the first five seconds upon meeting you. This can either mean that you've gained his/her confidence, or the client will be apprehensive and doubt your ability as a stylist, feeling s/he needs to tell you every move to make. Your appearance reflects your attitude and personality – **SO BE CAUTIOUS, CARING, AND CONSIDERATE** along with your professional appearance and you have won half the battle.

STUDENT BOOKS/KIT/SUPPLIES:

Upon entering the College, each student will be issued his/her books. All KITS will be issued to students at the appropriate point in the student's program if the student is making satisfactory progress. Supplies are disbursed to students throughout the program. Although all KITS remain student property, the State Board of Cosmetology requires that kits remain at the school until the student completes the program. While in training, each student is responsible for his/her own tools/equipment issued to them. As the student progresses with training, any added equipment needed is purchased by the student. A student must bear in mind that when you go to work, you will need this equipment; therefore it is not considered unnecessary.

TIME CARD POLICY:

Missouri State Board of Cosmetology requires that a time clock be used to document your hours of attendance. On the first day of school, you will be issued a magnetic time card. Cards must be swiped each day when you arrive, leave for lunch (regardless of whether or not you leave the building), when you return from lunch, and when you leave for the day. **YOUR TIME CARD IS YOUR RESPONSIBILITY.** Please remember these suggestions: a) proper care of the magnetic time card is your responsibility; b) Replacement cards may be purchased for \$25 and must be paid for when issued; c) Failure to replace lost or damaged card may result in loss of hours; d) Failure to notify a staff member when there is an error will result as time being accepted as reported on the timecard. Each student will check **ONLY** himself or herself in or out on the time clock. It is the responsibility of each student to clock in and out per instructions. **PARIS II** falls under scrutiny of several organizations with reference to audits of time cards. In order to comply with these audits, we are required to have documented proof of corrections. We realize that in the case of new students, it can take a period of time to get accustomed to using a time card. In most cases, we will work with new students for a period of 30 days. No other adjustments will be made without proof and adequate documentation **ON THE DAY** the error occurs. All adjustments must be made by the President or Director of Education, or in their absence, the Financial Aid Director.

EVALUATIONS:

Students will be evaluated on an individual basis monthly. Evaluations may also be obtained through faculty referrals or by request from students. Any student needing advisement in areas not pertaining to their education, make request information on agencies from the financial aid office.

PLACEMENT:

PARIS II offers placement assistance to graduates. Though no school can guarantee placement, there is a high demand for Cosmetologists, Estheticians, Nail Technicians, Manicurists, and Instructors. Those wishing placement assistance should set an appointment with the Education/Placement Director. At that time, the Education/Placement Director will call prospective employers and arrange interview(s). Remember, salons will often inquire about a student's attendance, skills, and attitude.

FACILITIES:

PARIS II EDUCATIONAL CENTER arrived at its new location in September of 1988. The modern design produces an excellent environment for learning. Bright lighting and a spacious floor plan of over 10,000 square feet with an additional, near future expansion of 3200 square feet and can comfortably train over 120 students. Stations are designed to allow for over 85 cosmetology, 15 Nail Technicians and Manicurists, and 30 Estheticians during a given shift (future expansion will increase the number by 60%). Audio-visual equipment is used to enhance daily lectures and the demonstrations given by guest speakers. A library is provided to help students discover lectures and the demonstrations given by guest speakers. A library is provided to help students discover the newest techniques, as well as the old. A rest area is provided for breaks and lunch, with a microwave and refrigerator. Please remember to keep your valuables out of sight and your car locked. Handicapped parking and ramp is available.

WITHDRAWAL PROCEDURE:

Students who need to withdraw from the program, must contact the Educational Director in writing, informing her of your decision. You must then meet with the Financial Aid Director to discuss your responsibilities regarding any financial aid, tuition, and/or student loans. A termination fee of \$150.00 will be charged.

STUDENT COMPLAINTS POLICY:

All business connected with the training, complaints, questions, etc., are to be discussed and taken care of in the Administrative office. As Problems, they can only be resolved by the administrative staff, they are not to be discussed with other students outside of the school. If the issue cannot be resolved verbally, the student must put it in writing. A student may expect the written response within 2 weeks from the date the complaint is submitted. If a student does not feel that the issue was resolved to his/her satisfaction, s/he may contact the institution's accrediting body (NACCAS, 4401 Ford Ave., Ste. 1300, Alexandria, VA 22302, (703) 600-7600) or the Missouri State Board of Cosmetology and Barber Examiners (3605 Missouri Blvd., Jefferson City, MO 65102, (573) 751-1052)

PARKING POLICY:

Parking will be assigned by the Administration. There are two lots available. The first lot is on-site at the schools location at: 6840 N. Oak Trafficway. The second site is at the Antioch Bible Baptist Church on E. 72nd street on the extreme north lot. Paris II will provide transportation from the secondary parking lot to the school. A bus will run at 7:40 a.m. and 7:50 a.m., for the morning Cosmetology, Nail Technicians, and Manicuring Programs and at 8:40 a.m. and 8:50 a.m. for the Esthetician Program. The bus will run at 2:35 p.m., 2:45 p.m., 3:35 p.m., 3:45 p.m., 4:35 p.m., and 4:45 p.m. to return students to the secondary lot. Student's who must catch the bus to the off-site will be allowed to clock out before the students parking on-site. Students assigned to the off-site parking lot must ride the bus unless otherwise notified. Students who miss the bus must call in to receive permission to park on-site. Unauthorized parking may result in vehicles being towed. Direct violations of this policy is grounds for disciplinary action.

GRADUATION/LICENSING REQUIREMENTS:

Students must complete 1500 hour for the Cosmetology course, 750 hours for the Esthetician, 600 hours for the Nail Technician course, 400 Hours for the basic Manicuring course, 600 hours for the Instructor Trainee course. All programs require an 80% G.P.A. on all tests (theory and practical) and 75% attendance. Upon graduation students receive a DIPLOMA. In addition, all financial obligations to the school must be satisfied.

Students must sit for and pass the State Board of Cosmetology's Licensing Exam prior to working as a cosmetologist, instructor, nail technician and manicurist, or esthetician in the State of Missouri. However, you may work after your final paperwork has been sent to the State Board and the Sate Board has sent you a temporary license.

STUDENT RECORDS:

Student/parents (of a minor) wishing to review their cumulative records must set an appointment so that an approved staff member can supervise. The records are considered confidential and may be viewed only by authorized staff members, NACCAS, and officials, as is required by law. Information pertaining to a student's record will be released only upon the written instructions and/or permission of the student (or in the case of a minor, the parents). Educational transcripts will be released only if a student's account is current and a fee of \$5.00 is paid (cash or money order only – no checks). Requested copies of file records will be at a charge of \$.25 per page.

STUDENT BENEFITS:

BREAKS:

All Students are allowed a 15-minute morning break and students scheduled for 8 hours each day are allowed a 15-minute afternoon break. Instructors set break times. A 30-minute lunch period is allowed daily. All lunch periods are assigned by instructors. Students must clock out and back in from lunch daily (even if you do not leave the building). To prevent overcrowding in the break room, we ask that the schedule be followed. If a client is scheduled during your lunch or break period, notify an instructor and you may be allowed to take your lunch or break later than you are scheduled. **AN "EXTENDED" LUNCH OR BREAK WILL HAVE TIME DEDUCTED FROM HOURS.** Food and beverages are permitted in the break room and dispensary **ONLY!** No food or drink of any kind is allowed on the clinic floor or in the classrooms! There is a refrigerator and microwave located in dispensary for students to use. We ask that you not leave food in the refrigerator overnight. Food will be disposed of each night and containers will be thrown away. Any time you use the microwave, be sure and cover the food to prevent splattering. **YOU MUST CLEAN UP YOUR OWN MESS!!!!** You may not do any of the following: a) clock out, go pick up your meal, clock back in, then eat; b) not clock in or out for lunch; c) go pick up meal, come back and clock out, eat, then clock in, etc. If you do, you will be assessed 1 hour for lunch. The extra half hour will count as absent time and will affect attendance percentage.

CHANGE OF STATUS:

Students who wish to change their hours of attendance must meet with and receive approval from the Director of Education. Students would then need to meet with the Financial Aid Director and do the following: a) Determine if financial aid eligibility has changed; b) Complete a "Change of Status" form; c) After one change of status, pay the \$100 institutional change of status fee; and d) Change of status may only be completed the first full week of the month.

STUDENT/FAMILY SERVICES:

Students will be permitted to have his/her hair done once per week after s/he has been in attendance for up to 5 weeks, and an instructor has approved the service. A student must have completed his/her daily assignments and must not have been tardy or absent the week prior to the service or in the current week in order to be eligible for student services. An unmarried student under the age of 18 must have written permission from his/her parents to change their hair-color. Students are required to pay (at cost) for any tint, shampoo, bleaches, perms, facials, nail polish, etc.

The following is a breakdown of costs for services performed within the school for a student:

- a. All chemical services will be half the posted price for the public. Charges are to be paid prior to the actual service. **NO CHARGING IS ALLOWED!!**
- b. Students may have hair services performed on each other **TUESDAY** and **WEDNESDAY** only and nail services on **THURSDAY** only (MUST have an instructor's permission).
- c. Students may perform services on his/her **IMMEDIATE** family at half the published price on **TUESDAY** only. The family member will be charged full price if they come on any other day. Immediate family is defined as **PARENTS, SIBLINGS, CHILDREN, SPOUSE** (boyfriend/girlfriend if student is unmarried).

LOCKERS:

Each student is assigned a locker for personal use. Each student may be assigned a locker partner. A combination lock is required for student lockers (No Key locks). A copy of your combination must be given to the office for your file. **PARIS II** reserves the right to inspect student's lockers. Purses and personal items are to be kept in the locker or within a make-up bag. Students may not use any other locker other than the one assigned to him/her.

CODE OF ETHICS:

PARIS II EDUCATIONAL CENTER, AS A MEMBER IN GOOD STANDING ENDORSES THE FOLLOWING CODE OF ETHICS APPROVED BY NAC'S BOARD OF DIRECTORS:

This College has, as it's principal objective, the training of qualified cosmetologists to render the best possible service to patrons.

This College strives continuously to improve it's operation in order to keep abreast with this ever-changing developments and new techniques in Cosmetology.

This College observes all rules and regulations issued by the State Board of Cosmetology and Health Departments.

This College encourages it's instructors to keep abreast of the latest teaching methods in Cosmetology in the way of reading educational books and attending teacher's refresher or advanced courses, workshops and trade shows.

This College takes part in education conferences and regional meetings in order to advance the Cosmetology Profession.

This College makes use of acceptable teaching techniques and training aids, such as textbooks, workbooks, films, videos, and other audio and visual aids, in order to provide the best possible training for it's students.

This College maintains honest and fair relationships with its patrons, staff students, State Board, and other Colleges.

This College purchases only high-grade standard equipment, cosmetics, and supplies to be used for the instruction of students.

This College advertises truthfully and makes honest representations to students.

This College refrains from any criticism that reflects unfavorably on other Colleges and the Cosmetology profession.

INSTITUTIONAL CANCELLATION AND REFUND POLICY:

THE TERMINATION DATE FOR REFUND COMPUTATION PURPOSES IS THE LAST DATE OF ACTUAL ATTENDANCE BY THE STUDENT.

- 1. REJECTION:** An applicant who is rejected by the College shall be entitled to a full refund of all monies paid (including the enrollment fee).
- 2.** If a student (or in the case of a student under age, his/her parents or legal guardian), cancel his/her enrollment and demands his/her money back in writing within three business days of signing an enrollment agreement or contract, all monies, including for books and materials, collected by the College shall be refunded if an initial payment has been made. The cancellation date will be determined by the postmark on written notification, or the dates said information is delivered to the school administrator or owner in person. This policy applies regardless of whether or not the student has actually started training.
- 3.** If a student cancels his/her enrollment after the three business days after signing, but prior to entering classes, s/he shall be entitled to a full refund of all monies paid the school less a tuition deposit of \$150 or 15% of the contract, whichever is less.
- 4.** If the College is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. The following policy will apply in the unlikely event of school closure:
 - A)** The institution will no longer enroll students in any course of study;
 - B)** The institution will continue to offer instruction to currently enrolled students;
 - C.)** At the time the date of closure is chosen, students will be informed that they must complete within 105% of his/her remaining hours;
 - D.)** At the time closure is announced, the date will be determined by the student with the fewest hours expected graduation date plus 5%.

If an internal teach out is not possible, the following steps will be taken:

- A.)** The administration will make arrangements with an accredited school in the Metro area to complete the student's program (as Paris II Educational Center is the only school owned by Paris Beauty Salon, Inc., no other school in the Metro area has a business connection to Paris II);
 - B.)** The school agreement will finalize that the Paris II Students will not have to pay any more than if they were to complete their education at Paris II;
 - C.)** A written notification, as well as a school announcement, will be given to each student and notices will be posted in each class room and student break area. Students on a Leave of Absence will be notified VIA mail and a personal telephone call. If a course is canceled subsequent to the student's enrollment, the College shall provide a full refund of all monies paid.
- 5. For students who enroll and begin classes, the following schedule is authorized:**
- A.)** The cost of the books, kit, and supplies is not included in tuition adjustment computations. These items become the property of the student when issued and are not refundable;
 - B.)** Enrollment time is defined as the **SCHEDULED HOURS BETWEEN THE ACTUAL STARTING DATE AND THE STUDENT'S LAST PHYSICAL DATE OF ATTENDANCE**. Termination shall occur upon students last day of physical attendance in College. Student shall be terminated after 10 continuous absences, or in the case of a leave of absence, 10 days from the date the student was to have returned. A withdrawal fee of \$150 shall be charged to any student not completing the course. The fee from completion of transcripts will not exceed \$10;
 - C.)** Once a student begins school, the applicable enrollment fee is not a refundable charge unless the student cancels the enrollment within three business days from signing the enrollment agreement;
 - D.)** The License and Exam fees are non-refundable; and

E.) Any monies due the student shall be refunded within 30 days of formal cancellation by student or termination by school, which shall not be more than 10 days from the students last physical day of attendance.

6. For students who withdraw or are terminated, total funds due the school must be paid within 30 days unless other arrangements are made. All unpaid balances will bear interest at the rate of 18% per annum and it will become the student's responsibility for all cost of collection and reasonable attorney fees, plus a \$25.00 per month late fee charge.

PARIS II RECOGNIZES THERE MAY BE MITIGATING CIRCUMSTANCES BEYOND THE CONTROL OF THE STUDENT(S) WHILE ENROLLED IN OUR COLLEGE. IN SUCH CASES, PARIS II ***MAY AT ITS DISCRETION*** COMPUTE REFUNDS IN EXCESS OF THE MINIMUM CANCELLATION AND SETTLEMENT POLICY. THE REGISTRATION FEE, BOOKS, KIT, AND SUPPLIES ARE NOT REFUNDABLE.

OTHER REFUND POLICIES USED: TITLE IV RECIPIENTS: A PRO-RATA WILL ALSO BE CALCULATED AT THE SAME TIME AS THE INSTITUTIONAL POLICY. THE PRO-RATA REFUND CALCULATION IS BASED ON FEDERAL FINANCIAL AID EARNED AND THE NUMBER OF SCHEDULED HOURS COMPLETED IN EACH PAYMENT PERIOD. STUDENTS ARE STILL RESPONSIBLE FOR PAYMENT OF THE DIFFERENCE BETWEEN INSTITUTIONAL CHARGES AND FINANCIAL ASSISTANCE EARNED.

VETERANS: A refund of the unused portion of fees, tuition, and other charges will be made to Veterans or eligible persons who fail to enter or complete the course as required by the Veteran Administration regulations. The refund will be within 10% of the exact pro-rata refund. No more than \$10 of the established fee will be retained if a Veteran or eligible person fails to enter the course.

CANCELLATION AFTER CLASS COMMENCEMENT:

Formal termination by the school will occur no more than 10 days from the student's last date of physical attendance, or in the case of leave of absence, the documented date of return. A student's termination date, for tuition refund computation purposes, shall be the last date of actual attendance by the student. The following schedule of refunds will apply:

<u>% TIME TO TOTAL TIME OF COURSE</u>	<u>AMOUNT OF TOTAL TUITION COLLEGE RETAINS</u>
00.01% - 04.9%	20%
05.00% - 09.9%	30%
10.00% - 14.9%	40%
15.00% - 24.9%	45%
25.00% - 49.9%	70%
50.00% AND OVER	100%

TITLE IV RETURN OF FEDERAL FUND POLICY:

1. For first-time students receiving Federal Financial Aid, a RETURN OF FEDERAL FUNDS calculation will be made at the same time as the institutional policy. The calculation is based on Federal Financial Aid earned and the number of scheduled hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); i.e., 0-450, 451-900, 901-1200, and 1201-1500 hours for Cosmetology; 0-375 and 376-750 for Esthetician; and 0-300 and 301-600 for Instructor Trainees and Nail Technicians. Students are still responsible for payment of the difference between institutional charges and financial assistance earned.
2. At 60% of each payment period, THE SCHOOL WILL REVERT TO IT'S OWN REFUND POLICY.
3. The effective date of termination will be the date the school receives written notice of the student's intention to discontinue the program or the date the student violates published school policy that provides for termination.
4. All refunds due the student will be made within 30 days after the effective date of termination or cancellation.
5. Federal Refunds will be made in the following order:
 - a. Direct Unsubsidized Loans or Parent Loans;
 - b. Direct Subsidized Loans;
 - c. Federal Pell Grants.

FINANCIAL AID PROGRAMS:

PHILOSOPHY

PARIS II believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

Toward this end, the College will attempt first to assist you in meeting the direct educational costs of attending school. In special situations and in the event there are sufficient financial aid monies, the College will try to assist you with living expenses.

PARIS II believes that equal access to education should be provided to all applicants regardless of race, sex, age, national origin, handicap, creed, or color.

WHAT IS FINANCIAL AID

Financial Aid is funds provided or awarded from sources other than those provided by you and your family. Such sources include, but are not limited to: Federal Title IV programs, State funded programs (BIA, VA, VR, etc.), Private Scholarship sources (Insurance companies, Credit Unions, private foundations, Alliance, GM, etc.), Institutional Scholarships and/or loans, and Local Organizations (Rotary Club, Eagle Club, High Schools, Churches, etc).

Most financial aid is based on a student's individual need and eligibility. This may include a combination of various types of aid; such as scholarships, grants, loans, and employment. Other financial aid is contingent upon grades and/or attendance; i.e., scholarships and grants.

AVAILABLE STAFF

PARIS II has a FULL-TIME financial aid staff. The office is open to students Tuesday through Thursday, 9:00 a.m. to 6:00 p.m.; and Friday, 9:00 a.m. to 4:30 p.m. If you have any questions or need any assistance with application or forms, please contact the school to set an appointment.

FINANCIAL AID PROGRAMS AVAILABLE

PARIS II has the following financial aid programs available: Federal Pell Grant; Federal Subsidized, Unsubsidized, and PLUS Direct Student Loans; Veteran's; Vocational Rehabilitation; In-School payments; American Indian Council funding; High School Scholarships; and Instructor Trainee Scholarships. We are also approved with United Auto Workers and Alliance and from time to time are funded with outside scholarships. Descriptions of Federal, State, and Institutional aid will be found later in the Student Handbook.

THE APPLICATION PROCESS

In applying for financial aid, you are responsible for completing the forms required by the programs and the College. The following are the required procedures:

- 1. All students applying for any kind of financial aid must complete the following: Admissions Application, Admissions Questionnaire, FAFSA, Entrance Evaluation, and various policies and procedures. These forms are obtained in the financial aid office.**
- 2. If you are applying for Direct Loans, in addition to the above forms, you must complete a Promissory Note and both Entrance and Exit Counseling forms. These forms are obtained in the financial aid office.**
- 3. If you applying for State aid, you must complete the forms listed in number one above and any forms required by the State agency. The State agency will provide any necessary forms and/or testing required.**

WHERE DO I SEND THE FORMS

Since many families have experienced difficulty in completing parts of application forms, we have found it beneficial to have our financial aid office proofread your financial aid application. This helps to insure accuracy and processing delays due to misunderstandings and errors. In addition, we are equipped to submit applications electronically (see below) which saves in processing time. Therefore, **BRING ALL FORMS and PRIOR YEAR FEDERAL TAX RETURNS** to the financial aid office. The **FEDERAL APPLICATION and PROMISSORY NOTES** are electronically transmitted to the U. S. Department of Education.

THE ELECTRONIC APPLICATION PROCESS

You will be required to give the **U.S. DEPARTMENT OF EDUCATION** permission to send electronic information to the financial aid agencies in your **STATE** and to the **COLLEGE(s)** listed on your application. After the **CENTRAL PROCESSING SERVICE (CPS)** has made the calculations, an **INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR)** is sent electronically to **PARIS II**. You will need to verify the data and sign the **FAFSA** at the time application is made. If you have included financial information from a parent, s/he will also be required to sign the **FAFSA**.

The school will verify the information in your financial aid file and finalize your paperwork. When your paperwork is complete and you have started school, the **FEDERAL PELL GRANT** funds are requested from the **U.S. DEPARTMENT OF EDUCATION** and credited to your account (**SEE PAYMENT OF AWARDS**).

If your **ISIR** needs corrections, because the **Federal Pell Grant** award changes, the corrections will be made at the school and transmitted electronically to **CPS**. When the corrected **ISIR** is received at the College, you will need to verify the data and sign the corrected **ISIR**. If you have included financial information from a parent s/he will also be required to sign the **ISIR**.

STUDENT ELIGIBILITY REQUIREMENTS

In general, a student is eligible for financial aid under the following conditions: **S/He 1: is enrolled on at least a half-time basis in an eligible program; 2.) is a U.S. Citizen or an eligible non-citizen; 3) meets the program financial eligibility requirements; 4.) is making satisfactory progress towards completion of his/her course; 5.) is not in default on ANY Title IV loan; 6.) does not owe a refund on ANY Title IV Grant; 7.) is beyond the age of compulsory school attendance; 8.) has a high school diploma, GED certificate, or has the ability to benefit from the training; 9) will follow the anti-drug and alcohol abuse policy; 10.) has met the requirements for the Selective Service; and 11.) will use the financial aid funds SOLELY for educational expenses related to attendance at this College.**

PRIOR SCHOOL ATTENDANCE

You are required to list all previous schools (**OF ANY TYPE**) that you have attended at the postsecondary level since leaving high school – regardless of how long ago you attended and received financial aid. Prior school attendance is verified through the **NSLDS** process.

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements detailed on pages 34 – 36 of this handbook.

DEFINITION OF FINANCIAL NEED

“Financial Need” is the difference between the amount of money the student and his/her family can provide for education (EFC) and the cost of that education (COA). Financial aid is usually awarded on a need basis and is intended to cover expenses such as tuition, fees, books, supplies, room, board, transportation, and miscellaneous expenses. A basic assumption in the determination of financial need and financial aid awards is the primary responsibility of the family for financing your education. The purpose of the application completion process is to determine the family’s ability to contribute to the TOTAL cost of education. Financial aid is awarded by the College to eligible students once the application process has been completed. Determining eligibility means determining financial need: Financial Need formula is as follows: $COA - EFC - FINANCIAL AID - RESOURCES = NEED$.

COST OF ATTENDANCE

For the purposes of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time student for a full academic year:

AWARD YEAR	COSMETOLOGY		ESTHETICIAN	
	SINGLE NO DEPEND.	ALL OTHERS	SINGLE NO DEPEND.	ALL OTHERS
DESCRIPTION				
TUTION AND FEES	6840.00	6840.00	7650.00	7650.00
BOOKS/KIT/SUPPLIES	1875.00	1875.00	1675.00	1675.00
ROOM AND BOARD	2898.00	5663.00	2484.00	4854.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	3787.00	3787.00	3246.00	3246.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually				
TOTAL COST OF ATTENDANCE	15400.00	18155.00	15055.00	17425.00

AWARD YEAR	NAIL TECHNICIAN		INSTRUCTOR TRAINEE	
	SINGLE NO DEPEND.	ALL OTHERS	SINGLE NO DEPEND.	ALL OTHERS
DESCRIPTION				
TUTION AND FEES	4650.00	4650.00	3650.00	3650.00
BOOKS/KIT/SUPPLIES	1900.00	1900.00	350.00	350.00
ROOM AND BOARD	2070.00	4045.00	2070.00	4045.00
PERSONAL/TRANSPORTATION/MISCELLAENOUS	2705.00	2705.00	2705.00	2705.00
NOTE: Child Care and/or Handicapped Expenses will be calculated individually				
TOTAL COST OF ATTENDANCE	11325.00	13300.00	8775.00	10750.00

PACKAGING PHILOSOPHY

The amount of any award made to a student is determined by that student's cost of attendance, available family resources, Federal awarding guidelines, and availability of Federal funds. The Financial Aid Office's main objective is to help the student meet the direct costs of his/her education. Direct cost is defined as tuition, fees, and books and supplies. The secondary objective is to aid the student with transportation and living expenses.

PAYMENT OF AWARDS

Pell: Disbursements of these funds are made directly to the student's account. Disbursements are made twice: at the beginning and at mid-point of each student's academic year (450 hours, Cosmetology; 375 hours, Esthetician; 300 hours, Instructor Trainee and Nail Technician). Satisfactory progress is checked at midpoint.

Direct Loan (Subsidized/Unsubsidized/Plus): Disbursements are made twice during an academic year directly to the student's account. The first disbursement is made 30 days after the start date. Future disbursements are made at midpoint in the Academic Year. Satisfactory progress is checked when a disbursements are made.

ADJUSTMENTS IN FINANCIAL AID AWARDS

Students who wish to request adjustments in their financial aid award must do so in person at the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted to. The financial aid officer will evaluate the request and notify the student of the determination within 30 days.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS: ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT:

1. To full disclosure of all loan terms. Typical repayment schedules are included in entrance counseling materials;
2. To know what aid programs are available and the procedures for making application for such aid;
3. To an explanation of eligibility determination;
4. To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility;
5. To be informed of students attending this College's average loan indebtedness; and
6. To have full access to all records at this College.

RESPONSIBILITIES: ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RESPONSIBILITY:

1. To maintain satisfactory progress;
2. To complete an Affidavit of Education Purpose and Statement of Selective Service compliance;
3. To make timely and accurate disclosure of their financial status and provide documentation of status when requested;
4. To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid;
5. To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation; and

6. To formally withdraw from the College in order for the College to meet the Federal guidelines that Exit Counseling be conducted to a student prior to the student leaving school.

VERIFICATION REQUIREMENTS

VERIFICATION is a process of verifying a student/parent/spouse's financial information. The Verification process is required by law. Approximately 30% of all aid applicants nationally are selected by the Federal Processing Center for Pell Grants. Edit checks are used for other Title IV programs. In order to verify financial information, a College must require that student/parent/spouse provide **SIGNED** copies of their prior year Federal tax return and a **Verification Worksheet** (provided when necessary by College). If you have been selected for verification, the College will inform you of what has to be verified and what documents are required.

THE FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:

1. The student will be allowed 2 weeks to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
2. A first disbursement may be made only on Pell Grants if the verification process has not been completed.
3. If you fail to provide the required information by the deadline, you will be expected to make satisfactory payment arrangements until documentation is received.
4. If the results of the verification process indicates that the information provided is correct, you will receive the first disbursement of your aid.
5. If the results of the verification process indicates that the information provided is incorrect, you will be asked to meet with the Financial Aid Director to correct the information and submit it to CPS. If a student's Pell award is changed due to verification, a corrected ISIR must be submitted to the financial aid office prior to receipt of funds.
6. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, you will be notified in writing that the College intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions.
7. If, as a result of the verification process, an overpayment of Title IV funds has been made, the student will be contacted for repayment. All refunds which the students are responsible for will be collected through due process. If the student does not repay those funds, the College will forward all pertinent information to the U.S. Department of Education for resolution.

INDIVIDUAL FINANCIAL AID PROGRAM INFORMATION

PELL GRANT:

The Pell Grant Program is an entitlement program. Eligibility is based upon need as determined by CPS formula. For the current award year, grants range from \$400.00 to \$5350.00

DIRECT LOANS: (Subsidized/Unsubsidized/Plus)

The Subsidized Direct Loan is a need based program. This means that a student must show financial need in order to qualify. However, students must first apply for the Pell Grant. The loan is obtained from the U.S. Department of Education through the College's electronic process. The interest rate is 5.6%. Loan repayment will begin 6 months from the students last date of attendance. Minimum payments are \$50 per month. The Unsubsidized Direct Loan is a non-need based loan. Students must first apply for the Pell Grant and Subsidized Loan. The interest rate is the same as the Subsidized, however, the student must make a choice to pay the interest while in school or defer until 6 month grace period has ended. For a dependent student, the maximum subsidized and unsubsidized amount that may be borrowed is \$3500.00 as long as the annual loan limits have not been exceeded. However, an independent student may qualify for up to an additional \$6000.00 and a dependent student may qualify for an additional \$2000 in unsubsidized loans under certain conditions. A dependent student's parent may qualify for additional loan for their dependent student from the Parent Loan (PLUS). PLUS loan interest rates are slightly higher (7.9% fixed rate); however, minimum payments are still \$50 per month. Payments for the PLUS loan will begin within 60 days after final disbursement is made.

IN-SCHOOL PAYMENTS:

Students who either do not qualify for financial aid or who are not fully funded with financial aid must make monthly payments on the balance. These monthly payments are due on the same day of the month that a student begins school; i.e., the 6th of each month if the student started on September 6th. There will not be any interest or finance fees charged for this option.

VOCATIONAL REHABILITATION:

VR is a state funded program. Eligible students are selected by VR. Interested students should contract the local office for further information. Specific requirements must be met and students are tested for aptitude to find the specific field of study in which s/he would most likely succeed.

VETERANS:

VA benefits are funded by the Veteran's Administration. Students who have current or prior military service or those who may qualify under the old G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

HIGH SCHOOL SCHOLARSHIP:

The College offers one scholarship for each area high school who wishes to participate (25 total). Students must write a one page typed essay on why s/he wishes to become a Cosmetologist, Esthetician, or Nail Technician. The student must be a high school graduate and have had at least a cumulative G.P.A. of 3.0 and less than 95% attendance during the Senior Year. Students must have a reference from his/her high school counselor. Students must maintain 85% G.P.A. and 95% attendance (cannot miss more than 5% of program) to retain the scholarship. Student must complete the program and funds will be disbursed at the end of the program of study. Students must apply no later than MAY 1 and Scholarship must be used by September 1. Maximum scholarship for the Cosmetology Students is \$1000.00, for Nail Technicians is \$250.00 and for Estheticians is \$500.00.

RETURNING STUDENT SCHOLARSHIPS:

Scholarships may be offered PARIS II graduates who return for instructor Training. Scholarships will range from \$600.00 to full tuition. In order to qualify, the graduate must have maintained an 85% G.P.A. and 95% attendance (cannot have missed more than 5% of program) while enrolled in the prior program. Students returning to complete a second program (Cosmetology, Esthetician, or Nail Technician) will be offered a scholarship ranging from \$250.00-750.00 (depending on program of study). In order to retain the scholarship, the student must maintain a G.P.A. of 85% and 95% attendance (cannot miss more than 5% of the program). Student must complete the program and funds will be disbursed at the end of the program.

ACADEMIC EXCELLENCE SCHOLARSHIP

All students enrolling the Cosmetology, Esthetician, or Nail Technician programs will have the opportunity to earn an Academic Excellence Scholarship. Scholarships will range from \$500.00-\$1000.00 depending upon program of study. In order to earn the scholarship student must have a 98% G.P.A. and 100% attendance (cannot have missed any hours). Students must complete the program and funds will be disbursed at the end of the program.

PARIS II SCHOLARSHIP

Twice per year (April and December) all students starting in the Cosmetology, Esthetician, or Nail Technician programs will be awarded a Paris II scholarship. In order to retain the scholarship, the student must maintain an 85% G.P.A. and 90% attendance (cannot have missed more than 10% of program). Maximum scholarships are \$750 for Cosmetology, \$500 for Esthetics, and \$250 for Nail Technicians. Students must complete the program and funds will be disbursed at the end of the program.

PRESIDENTIAL SCHOLARSHIP

Students achieving academic excellence (98% GPA AND attendance plus a consistent professional standard of appearance) will be offered a full tuition scholarship for Instructor Training. Students will only be responsible for purchase of books (\$350.00). Training must begin within three months from graduation from the original program. In order to retain the scholarship, students are required to maintain 98% GPA and attendance plus a consistent professional standard of appearance. Scholarships will be disbursed at the end of the program.