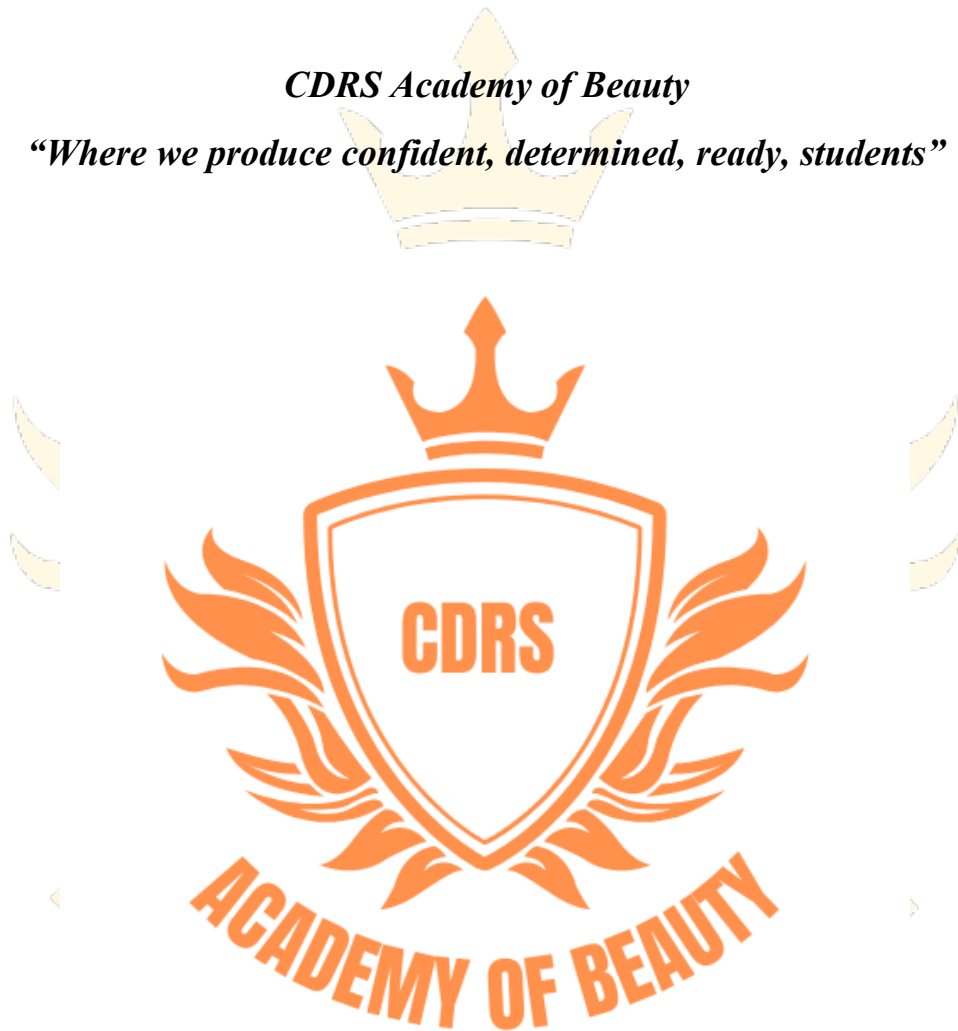


CDRS STUDENT CATALOG
STUDENT STANDARDS & CONDUCT
2022-2023

CDRS Academy of Beauty

“Where we produce confident, determined, ready, students”



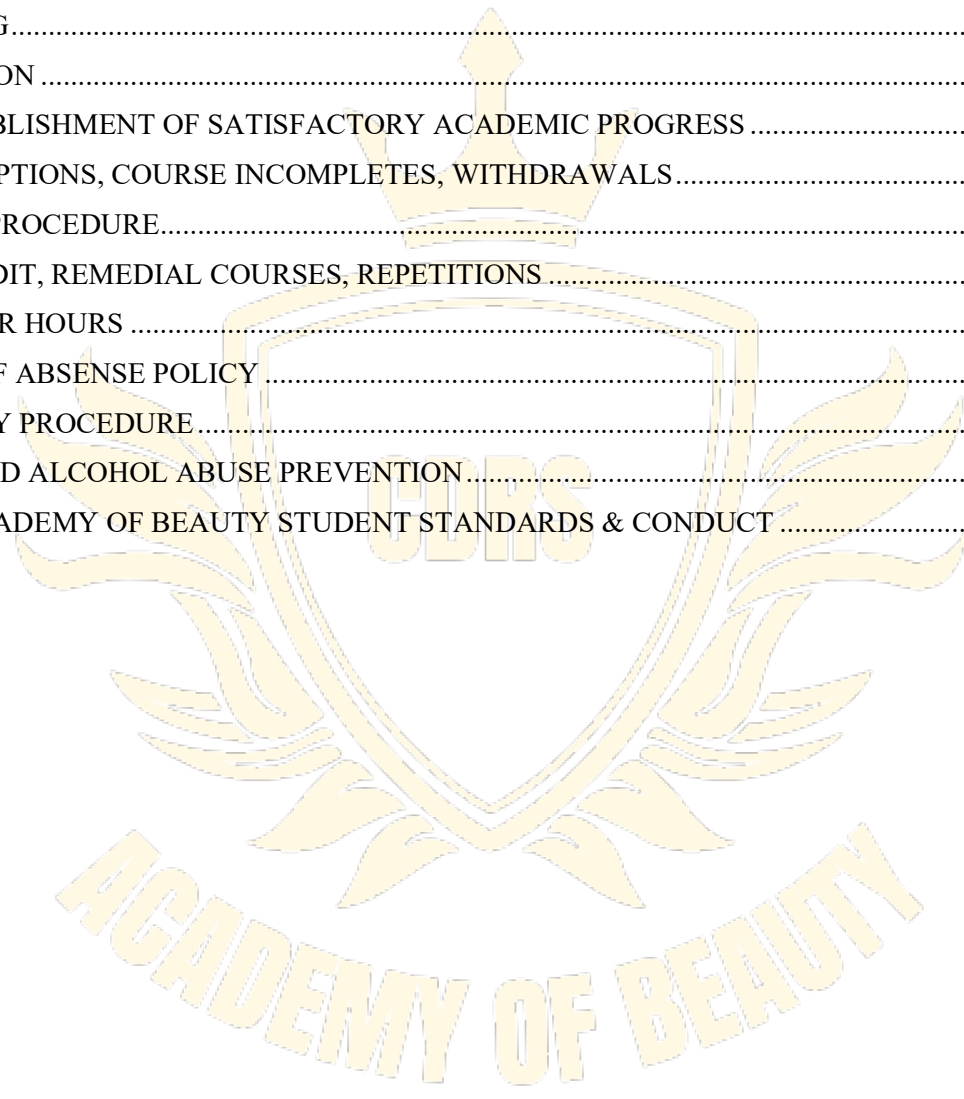
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WELCOME

Message from the founders:

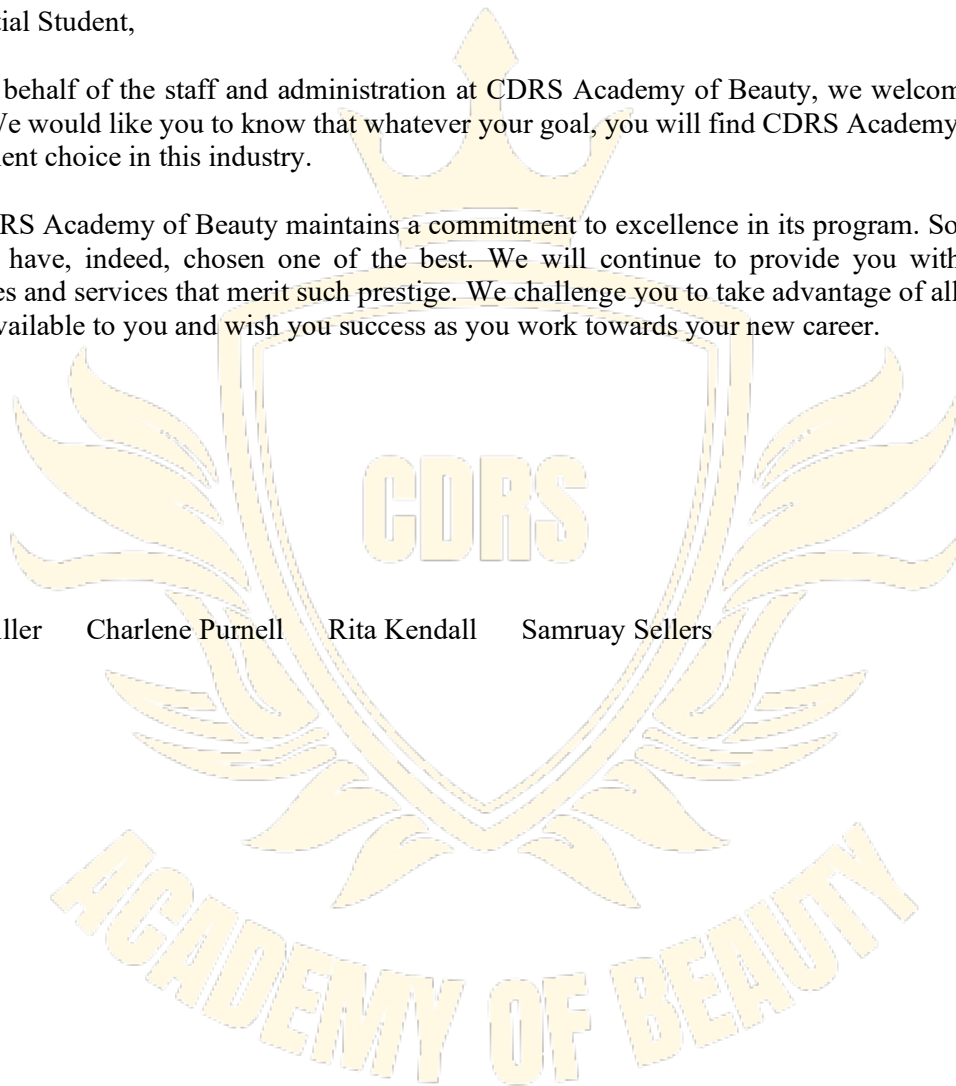
Dear Potential Student,

On behalf of the staff and administration at CDRS Academy of Beauty, we welcome you to our academy. We would like you to know that whatever your goal, you will find CDRS Academy of Beauty to be an excellent choice in this industry.

CDRS Academy of Beauty maintains a commitment to excellence in its program. So, in choosing CDRS you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work towards your new career.

Sincerely,

Danielle Miller Charlene Purnell Rita Kendall Samruay Sellers



SCHOOL STAFF ROSTER

Charlene Purnell **Owner/ Director of Education/ Instructor**

Licensed Cosmetologist (Active Instructor) 176527, Aesthetician 191441 mschar@cdrsacademy.com
931-919-2531 Ext 3 or 6

Danielle Miller **Owner/ Director of Admissions/ Instructor**

Licensed Cosmetologist (Active Instructor) 122340 msdanielle@cdrsacademy.com 931-919-2531 Ext 3

Rita Kendall **Owner/ Director of Operations/ Instructor**

Licensed Cosmetologist (Active Instructor) 98150 ritak@cdrsacademy.com 931-919-2531 Ext 3

Samruay Sellers **Owner/ Financial Officer**

Licensed Aesthetician 154187, Licensed Manicurist 159224 mrssam@cdrsacademy.com 931-919-2531
Ext 3

Tahja Williams **Admission Specialist**

Licensed Aesthetician 212780 info@cdrsacademy.com 931-919-2531 Ext 4

Shirley Tabb **Floor Coordinator** 931-919-2531 Ext 1

Rena Weissinger **Substitute Instructor Licensed Cosmetologist (Active Instructor)** 136654

HISTORY

CDRS Academy of Beauty is owned by Rita Kendall who has over 40 years of experience in the industry, Charlene Purnell has over 8 years of experience, Danielle Miller has over 10 years, and Samruay Sellers has over 10 years in the industry. We decided that we wanted to educate, empower, and mold future beauty professions by opening our own school. We are salon/spa owners ourselves. We are very passionate about education and the future of our industry.

CDRS CORE VALUES

EDUCATE

EMPOWER

ENCOURAGE

EXCELLENCE

MISSION STATEMENT

CDRS Academy Of Beauty mission is to enrich the lives of our students by creating an inspiring environment by cultivating professionals through innovative, personalized post-secondary education that prepares graduates for licensure and employment success including business skills, customer service, retailing, and communications.

HOW WE PLAN TO ACHIEVE OUR MISSION

All programs will be taught by qualified licensed instructors who grow through continuing education programs. In addition, students will acquire professionalism through evaluations, advising, in-service programs, and career orientation. The results of the above will be professionals trained to make valuable contributions to the community in which they serve.

ASSESSMENT PLAN

The above mission, goals and objectives, education program, and student service will be assessed systemically and periodically by evaluations and surveys.

FACILITY

CDRS Academy of Beauty occupies a 2-story building with approximately 3200 square feet of space, and it is divided into clinic floor, 2 bathrooms, reception area, located on top level. Student classroom, student break area, laundry room, and 1 bathroom all located on the lower level. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

CDRS Admissions, Financial Aid, Administrative offices are location at 420 D Madison St, occupying approximately 650 square feet.

OUR COMMUNITY

We are located in the heart of Clarksville TN, and a few miles from Fort Campbell, KY (Home of the Screaming Eagles). We are only three blocks from the Montgomery County Courthouse, banks, and all of the other activity of downtown. Plus, we are only a short walk to/from Austin Peay State University.

SCHOOL HOURS

Monday	Tuesday	Wednesday	Thursday	Friday	3 RD Saturday ONLY	Sunday
CLOSED TO STUDENTS ADMIN 9AM-3PM	9AM – 10PM	9AM – 10PM	9AM -10PM	CLOSED	9AM -3PM	CLOSED

ADMISSIONS REQUIREMENT

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that will be maintained in the student's file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

Initial Step	Second Step	Final Step
<ul style="list-style-type: none"> • Must be at least 16 years of age and completed at least 2 years of high school. • Submit a high school diploma, G.E.D., or state-issued credential for secondary completion if homeschooled. • Submit a Sealed High School Transcript. • High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards. Submit a copy a picture ID that is a legal form of identification • A copy of Social Security Card, Alien Registration Receipt Card, (Work Permit for non-citizens, US Permanent Resident Card, Birth Certificate • Submit Complete Application with \$100 Non-refundable application fee 	<ul style="list-style-type: none"> • Complete Admission Interview • Complete Tour • Supply 2 letters of references (Must not be a family member) • Submit a letter of intent or short essay explaining Why you are seeking a career in the Beauty Industry • Submit Head & Shoulder picture <p>Applicants for Instructor Program and the Barber to Cosmetology must submit:</p> <ul style="list-style-type: none"> • Cosmetology, Aesthetician, Manicurist, or Natural Hair license • Submit a letter of intent • Submit a letter of recommendation 	<ul style="list-style-type: none"> • Complete and Sign Enrollment Agreement • Pay \$100 Enrollment fee • Put Down Payment which consist of Admin/Lab Fee, Kits/Books • Cosmo/Manicurist/Natural Hair: \$1800 • Aesthetics: \$2300 • Barber – Cos: \$1300 • Instructor: \$1000 <p>**We Accept Cash, Money Order, Cashier's Check, and All Major Credit Cards (a 2% service fee will apply)</p> <p>Make payments payable to CDRS Academy of Beauty, LLC</p> <p>Students are allowed to pay for programs in full.</p>

*All students are required to submit an application and must be at least 16 years of age.

A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard.

TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at CDRS Academy of Beauty, LLC, may not transfer to another educational institution. Credits earned from other educational institution may not be accepted by CDRS Academy of Beauty, LLC. Prior to enrollment to our school, you should confirm that any credits you have earned at another educational institution is or will be accepted before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at our school to ensure acceptance. The ability to transfer credits to/from educational institutions may be limited.

TRANSFER STUDENT POLICY

Transfer students are accepted at CDRS Academy of Beauty, LLC. However, to ensure skill level students may be required to take theory and/or practical examination there will be a \$50 fee to cover expense of equipment and products used for testing. The number of hours contracted are dependent upon previous level of course completion and verification of hours attended. The maximum number of hours accepted for any cosmetology student is 750 hours, Aesthetics student 375 hours, and Manicurist 300 hours. Tuition for transfer students is based on a pro-rated amount for the certified hours of attendance at CDRS Academy of Beauty, LLC. Transfer students are also responsible for the remaining costs of program, such as textbooks, student kit, and uniforms. Students wishing to transfer educational hours from another licensed school may apply for hours transfer by completing and submitting a completed Application for Enrollment. The Director of Education will review the transferring hours and make final selections based on the criteria outline in the Admissions Policy. The school does not recruit students already attending or admitted to another school offering similar programs of study.

STUDENTS WITH SPECIAL CIRCUMSTANCES

CDRS Academy of Beauty is committed to providing accommodations for enrolled and admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). If a student does not have documentation of a disability or learning difficulty, they may still request accommodations in writing. It is the responsibility of the student to seek available assistance at CDRS Academy and to request reasonable accommodations.

After students submit the required documentation, a member of Administration and an Education Leader will meet with the student to discuss reasonable accommodations that are available to the student. Requested accommodations which compromise the essential elements of the course of study may not be reasonable. Students will then be encouraged to seek assistance prior to the start of their course of study. It is up to the discretion of CDRS Academy to determine if accommodations can be met.

COST OF PROGRAM

PROGRAM	CLOCK HOURS	FULL TIME	PART TIME	*APPLICATION FEE	ENROLLMENT FEE	TUITION	ADMIN/ LAB FEE	KIT/ BOOKS	TOTAL COST
Cosmetology	1500	48 wks	91 wks	\$100	\$100	\$15,000	\$550	\$1,250	\$17,000
Aesthetics	750	24 wks	46 wks	\$100	\$100	\$7,500	\$550	\$1,750	\$10,000
Manicurist	600	20 wks	37 wks	\$100	\$100	\$6,000	\$550	\$1,250	\$8,000
Natural Hair	300	10 wks	19 wks	\$100	\$100	\$3,000	\$550	\$1,250	\$5,000
**Instructor	300	10 wks	19 wks	\$100	\$100	\$3,000	\$550	\$450	\$4,200
***Barber to Cosmetology Crossover	300	10 wks	19 wks	\$100	\$100	\$3,000	\$550	\$750	\$4,500

**Application Fee NON-REFUNDABLE*

*** All Applicants for an instructor's license must have been licensed for three (3) continuous years prior to applying for an instructor's license, along with any other qualifications that the legislature or Board determines.*

**** All barbers will receive credit for 1200 hours after completing 300 hours of the fundamentals of cosmetology and pedicuring.*

STUDENT KIT LIST

The Tennessee Board of Cosmetology and Barber Examiner requires each student, with the school's assistance, shall be required to have a kit consisting of the materials listed below once you have reached the specific hours of enrollment. It is the responsibility of the student to maintain all materials in their kits pursuant TN Board rules.

Cosmetology Kit Receive At 200 hours

Six (6) Brushes	Four (4) Combs	One (1) Razor	One (1) Pair Cutting Shears
One (1) Thinning Shears	One (1) Box of roller clips	One (1) Box Hair Pin Clips	Twelve (12) Butterfly Clips
Six (6) Duckbill Clips	One (1) Theory Book (electronic or hard copy)	One (1) Workbook (electronic or hard copy)	Three (3) Orangewood Sticks
One (1) Box Emery Boards	One (1) Cuticle Pusher	One (1) Finger Bowl	One (1) Styling Cape
One (1) Shampoo Cape	One (1) Nail Brush	One (1) Mannequin	One (1) Odorless Acrylic Kit
One (1) Sanitizable File	One (1) Blow Dryer	One (1) Curling Iron	Disposable Gloves
Disposable Caps	One (1) Hand Form and Holder or Two (2) Fingers and Holder	One (1) Set of Instructions to Access Online Laws and Rules	Twelve (12) Perm Rods
Two (2) Color Bowls	Two (2) Color Brushes		

Aesthetics Kit Receive At 150 hours

One (1) Theory Book (electronic or hard copy)	One (1) Workbook (electronic or hard copy)	One (1) Package Cotton Swabs	One (1) Roll of Cotton
One (1) Box of Tissue	Three (3) Spatulas	Two (2) Sterilizer Jars	One (1) Tweezer
One (1) Make-Up Kit	One (1) Set of Make-Up Brushes	Two (2) Head Covers	One (1) Set of Skincare Treatment Products to Include One (1) container of each: Cleanser, Astringent, Massage Cream, Night Cream, Moisturizer, all-purpose Masque
Two (2) Disposable Bags	One (1) Shoulder Cape	One (1) Bottle of Alcohol	One (1) Pair Disposable Gloves
Two (2) Cups	Two (2) Small Bowls	One (1) Set of Instructions to Access Online Laws and Rules	

Manicuring Kit Receive At 100 hours

One (1) Theory Book (electronic or hard copy)	One (1) Workbook (electronic or hard copy)	One (1) Pair Nippers	Three (3) Orangewood Sticks
One (1) Box of Emery Boards	One (1) Cuticle Pusher	One (1) Finger Bowl	One (1) Sanitizable File
One (1) Nail Brush	One (1) Polish Kit	One (1) Hand Form and Holder	One (1) Wet Disinfectant
One (1) Tweezer	One (1) Pair Manicure Scissors	Nail Glue	Supplies for Nail Wraps
Supplies for Sculpted Nails	Goggles	One (1) Hand Form and Holder or Two (2) Fingers and Holder	One (1) Odorless Acrylic Kit
Disposable Gloves	One (1) Set of Instructions to Access Online Laws and Rules		

Natural Hair Kit Receive At 50 hours

One (1) Pack of Track Hair	Four (4) All-Purpose Combs	One (1) Styling Cape	One (1) Shampoo Cape
One (1) Plastic Pick	Two (2) Rat Tail Combs	One (1) Barber Comb	One (1) Detangle Comb
One (1) Pair Scissors	Thread	One (1) Hair Weaving Needle	One (1) Set of Instructions to Access
Two (2) Mannequins (ethnic hair)	Two (2) Bags of Braiding Hair	Two (2) Bags of Kinky Textured Hair	One (1) Theory Book (electronic or hard copy)
One (1) Workbook (electronic or hard copy)			

Barber to Cosmetology Crossover Receive Week one of Class

(6) Brushes	Four (4) Combs	One (1) Razor	One (1) Pair Cutting Shears
One (1) Thinning Shears	One (1) Box of roller clips	One (1) Box Hair Pin Clips	Twelve (12) Butterfly Clips
Six (6) Duckbill Clips	One (1) Theory Book (electronic or hard copy)	One (1) Workbook Six (electronic or hard copy)	Three (3) Orangewood Sticks
One (1) Box Emery Boards	One (1) Cuticle Pusher	One (1) Finger Bowl	One (1) Styling Cape
One (1) Shampoo Cape	One (1) Nail Brush	One (1) Mannequin	One (1) Odorless Acrylic Kit
One (1) Sanitizable File	One (1) Blow Dryer	One (1) Curling Iron	Disposable Gloves
Disposable Caps	One (1) Hand Form and Holder or Two (2) Fingers and Holder	One (1) Set of Instructions to Access Online Laws and Rules	Twelve (12) Perm Rods
Two (2) Color Bowls	Two (2) Color Brushes		



CLASS SCHEDULE AND ATTENDANCE

**Cosmetology and Aesthetics Classes will start every 12 weeks. Manicurist, Natural Hair, and Barber to Cosmetology, Classes will start every 10 weeks. Instructor Training Classes can start at any time.*

FULL DAY SCHEDULE

Cosmetology

- 1500 Clock Hours
- Approx. 50 Weeks Full Time (This is dependent upon schedule and attendance rate)
- 1 hour lunch break

	10 weeks	13 weeks	13 weeks	14 weeks
Salon Hours	Fundamentals (Tues - Thurs)	Core Training I (Tues - Thurs)	Core Training II (Tues - Thurs)	Core Training III (Tues - Thurs)
Tuesday 930am-730pm	Class (930am-1030am) Practical Work (1030am-630pm) Class (700pm-800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)
Wednesday 930am-730pm	Class (930am-1030am) Practical Work (1030am-630pm) Class (700pm-800pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)
Thursday 930am-730pm	Class (930am-1030am) Practical Work (1030am-630pm) Class (700pm-800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)	Salon Floor (930am - 530pm) Class (700pm- 800pm)
3rd Saturday 930am- 200pm	Salon Floor (930am-200pm)	Salon Floor (930am-200pm)	Salon Floor (930am-200pm)	Salon Floor (930am-200pm)

Aesthetics

- 750 Clock Hours
- Approx. 25 Weeks Full Time (This is dependent upon schedule and attendance rate)
- 1 hour lunch break

	5 weeks	10 weeks	10 weeks
Salon Hours	Fundamentals (Tues-Thurs)	Core I (Tues-Thurs)	Core II (Tues-Thurs)
Tuesdays 930am-730pm	Class (930am -1030am) Practical Work (1030am-530pm) Class (600pm - 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)
Wednesday 930am-730pm	Class (930am -1030am) Practical Work (1030am-530pm) Class (600pm - 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)
Thursday 930am-730pm	Class (930am -1030am) Practical Work (1030am-530pm) Class (600pm - 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)	Salon Floor (930am - 530pm) Class (600pm- 700pm)
3rd Saturday 930am-200pm	Salon Floor (930am-200pm)	Salon Floor (930am-200pm)	Salon Floor (930am-200pm)

Manicuring

- 600 Clock Hours
- Approx. 20 Weeks Full Time (This is dependent upon schedule and attendance rate)
- 1 hour lunch break

	5 weeks	7.5 weeks	7.5 weeks
Salon Hours	Foundations Tues-Thurs	Core I Tues- Thurs	Core II Tues - Thurs
Tuesday 930am - 730pm	Class (930am - 1030am) Practical Work (1030am- 430pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)
Wednesday 930am - 730pm	Class (930am - 1030am) Practical Work (1030am- 430pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)
Thursday 930am - 730pm	Class (930am - 1030am) Practical Work (1030am- 430pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)	Salon Floor (930am - 400pm) (600pm - 730pm) Class (500pm - 600pm)
3rd Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)

Natural Hair

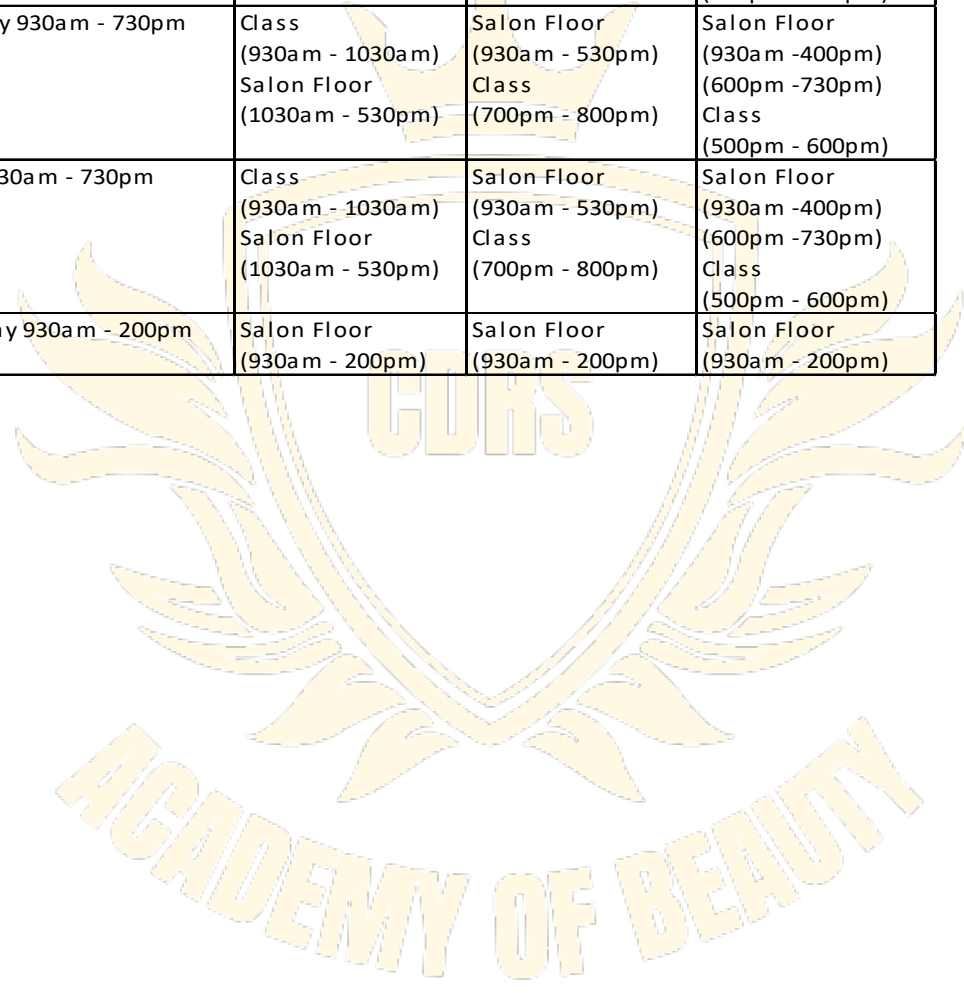
- 300 Clock Hours
- Approx. 10 Weeks Full Time (This is dependent upon schedule and attendance rate)
- 1 hour lunch break

	5 weeks	2.5 weeks	2.5 weeks
Salon Hours	Foundations Tues - Thurs	Core I Tues - Thurs	Core II Tues - Thurs
Tuesday 930am - 730pm	Class (930am - 1030am) (400pm - 500pm) Practical Work (1030am-330pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)
Wednesday 930am - 730pm	Class (930am - 1030am) (400pm - 500pm) Practical Work (1030am-330pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)
Thursday 930am - 730pm	Class (930am - 1030am) (400pm - 500pm) Practical Work (1030am-330pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)	Salon Floor (930am -330pm) (515pm - 730pm) Class (400pm - 500pm)
3rd Saturday 930am - 200pm	Salon Floor (930am -200pm)	Salon Floor (930am -200pm)	Salon Floor (930am -200pm)

Barber -Cosmetology

- 300 Clock Hours
- Approx. 10 Weeks Full Time (This is dependent upon schedule hours and attendance rate)

	5 weeks	2.5 weeks	2.5 weeks
Salon Hours	Foundations (Tues - Thurs)	Core I (Tues - Thurs)	Core II (Tues - Thurs)
Tuesday 930am - 730pm	Class (930am - 1030am) Salon Floor (1030am - 530pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)	Salon Floor (930am -400pm) (600pm -730pm) Class (500pm - 600pm)
Wednesday 930am - 730pm	Class (930am - 1030am) Salon Floor (1030am - 530pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)	Salon Floor (930am -400pm) (600pm -730pm) Class (500pm - 600pm)
Thursday 930am - 730pm	Class (930am - 1030am) Salon Floor (1030am - 530pm)	Salon Floor (930am - 530pm) Class (700pm - 800pm)	Salon Floor (930am -400pm) (600pm -730pm) Class (500pm - 600pm)
3rd Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)



Instructor Training

- 300 Clock Hours
- Approx. 10 Weeks Full Time (This is dependent upon schedule and attendance rate)
- 1 hour lunch break

	10 weeks Cos - Instructor	10 weeks Aesthi - Instructor	10 weeks Mani - Instructor
Salon Hours	(Tues - Thurs)	(Tues - Thurs)	(Tues - Thurs)
Tuesday 930am - 730pm	Salon Floor (930am - 230pm) (500pm - 800pm) Class (300pm - 500pm)	Salon Floor (930am - 230pm) (500pm - 800pm) Class (300pm - 500pm)	Salon Floor (930am - 230pm) (500pm - 800pm) Class (300pm - 500pm)
Wednesday 930am - 730pm	Salon Floor (930-330pm) (500pm - 800pm) Class (400pm - 500pm)	Salon Floor (930am - 330pm) (500pm - 800pm) Class (400pm - 500pm)	Salon Floor (930am - 330pm) (500pm - 800pm) Class (400pm - 500pm)
Thursday 930am - 730pm	Salon Floor (930am - 730pm)	Salon Floor (930am - 730pm)	Salon Floor (930am - 730pm)
3rd Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)



PART TIME SCHEDULE

Cosmetology Part-Time Night

- 1500 Clock Hours
- Approx. 91 Weeks Part Time (This is dependent upon schedule and attendance rate)

	19 weeks	24 weeks	24 weeks	24 weeks
Salon Hours	Foundations (Tues - Thurs)	Core I (Tues - Thurs)	Core II (Tues - Thurs)	Core III (Tues - Thurs)
Tuesday 500pm - 900pm	Salon Floor (500pm - 700pm) Class (800pm - 900pm)	Salon Floor (500pm - 700pm) Class (900pm - 1000pm)	Salon Floor (500pm - 700pm) Class (900pm - 1000pm)	Salon Floor (500pm - 700pm) Class (900pm - 1000pm)
Wednesday 500pm - 900pm	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)
Thursday 500pm - 900pm	Salon Floor (500pm - 700pm) Class (800pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)
3rd Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)

Aesthetics Part-Time (Days Only)

- 750 clock Hours
- Approx. 46 Weeks Part Time (This is dependent upon schedule and attendance rate)

	10 weeks	18 weeks	18 weeks
Salon Hours	Foundations (Tues - Thurs)	Core I (Tues - Thurs)	Core II (Tues - Thurs)
Tuesday 300pm - 500pm	Salon Floor (300pm - 500pm) Class (700pm - 800pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)
Wednesday 300pm - 500pm	Salon Floor (300pm - 500pm) Class (700pm - 800pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)
Thursday 300pm - 500pm	Salon Floor (300pm - 500pm) Class (700pm - 800pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)	Salon Floor (300pm - 500pm) Class (600pm - 700pm)
Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)

Manicuring Part-Time Night

- 600 Clock Hours
- Approx. 37 Weeks Part Time (This is dependent upon schedule and attendance rate)

	10 weeks	13.5 weeks	13.5 weeks
Salon Hours	Foundations (Tues - Thurs)	Core I (Tues - Thurs)	Core II (Tues - Thurs)
Tuesday 500pm - 900pm	Salon Floor (500pm - 700pm) Class (800pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)
Wednesday 500pm - 900pm	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)	Salon Floor (500pm - 900pm)
Thursday 500pm - 900pm	Salon Floor (500pm - 700pm) Class (800pm - 900pm)	Salon Floor (500pm - 700pm) Class (900pm - 1000pm)	Salon Floor (500pm - 700pm) Class (900pm - 1000pm)
3rd Saturday 930am - 200pm	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)	Salon Floor (930am - 200pm)

Natural Hair (No Night Natural Hair Class at This Time)

- 300 Clock Hours
- Approx. 19 Weeks Part Time (This is dependent upon schedule and attendance rate)

Instructor Training (No Night Instructor Training at This Time)

- 300 Clock Hours
- Approx. 19 Weeks Part Time (This is dependent upon schedule and attendance rate)

Barber to Cosmetology Crossover (No Night Barber Cos at This Time)

- 300 Clock Hours
- Approx. 19 Weeks Part Time (This is dependent upon schedule and attendance rate)

ATTENDANCE

Regular attendance is especially crucial to student success. 70% attendance is required for student to maintain a passing Satisfactory Academic Progress. A minimum of 90% attendance is required to avoid any overage charges at a rate of \$10.00 per hour. If you miss any exam or assignments due to an absence or a tardiness you are responsible for making it up within 3 days if it was excused and 1 day if unexcused. If you have 5 unexcused absences, tardiness, and/or leave early you are subject to a three (3) day suspension that will result in overtime charges at \$10 an hour.

HOLIDAYS AND BREAKS

CDRS will be closed on the following holidays: these holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student’s attendance.

- New Year’s Day
- Veteran’s Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

CDRS will be closed for a week during Spring Break, Summer Break, Fall Break, Thanksgiving, & Winter Break (Christmas/New Year's)

CLOCK IN & CLOCK OUT

Students are required to clock in and out on the bio-metrics time clock. Students are also required to sign in and out on attendance form. If student arrives after 915am, he/she will not be able to clock in until 1030am, so there are no interruptions in theory time.

CAMPUS PERFORMANCE STATISTICS

Completion, Licensure and Placement Rates

The 2022 completion, licensure and placement rates for the school are as follows:

Completion %	Licensure %	Placement %
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No current information new school.

PROGRAM CURRICULUM OUTLINE

Cosmetology:

The fifteen hundred (1,500) clock hours/45 credit hours of instruction required of applicants for a license to practice cosmetology shall be apportioned as follows:

1. General.....300 clock hours/9 credit hours Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law.
2. Chemical.....600 clock hours/18 credit hours Permanent waves, hair relaxer, hair coloring, bleaching, and toning, sculptured nails, hair structure and chemistry.
3. Physical.....600 clock hours/18 credit hours Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures, and pedicures

Aesthetics:

The seven hundred and fifty (750) clock hours/22.5 credit hours of instruction required of an applicant for a license to practice aesthetics shall be apportioned as follows:

1. General.....150 clock hours/4.5 credit hours Sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law.
2. Chemical.....150 clock hours/4.5 credit hours Skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA, and EPA requirements.
3. Physical.....450 clock hours/13.5 credit hours Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up, and corrective make-up arching

Manicuring:

The six hundred (600) clock hours/18 credit hours of instruction required of an applicant for a license to practice manicuring shall be apportioned as follows:

1. General.....150 clock hours/4.5 credit hours Sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics.
2. Chemical.....100 clock hours/3 credit hours Product knowledge, ingredients, and usage of materials, manicuring and pedicuring, EPA, and OSHA requirements.
3. Physical.....350 clock hours/10.5 credit hours Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety.

Natural Hair:

The three hundred (300) clock hours/9 credit hours of instruction required of an applicant for a natural hair stylist license shall be apportioned as follows:

1. General.....120 clock hours/3.6 credit hours Sanitation, sterilization, bacteriology, shampooing, draping, disorders of hair and scalp, state law and salon management.
2. Physical.....180 clock hours/5.4 credit hours Twisting, wrapping, weaving, extending, locking, braiding and natural hair styling, by hand or mechanical appliances

Instructor Training:

The three hundred (300) clock hours/9 credit hours of instruction required of applicants for an instructor’s license shall include no less than a total of one hundred (100) clock hours/3 credit hours in lesson planning and motivation

1. Lesson Planning:

- Course outlining and development
- Lesson planning and motivation
- Record keeping

Testing Grading Required Total: 100 Hours

2. General:

- Book Knowledge
- Teaching Techniques
- Visual Aid Equipment
- Classroom Management
- Student Motivation
- Product Knowledge
- State Laws

Required Total: 100 Hours

3. Physical:

- Class Lecture and Class Demonstration
- Salon Floor Practical experience
- Practice room assignments
- Hair Cutting
- Shampooing
- Roller placement
- Perming/Chemical Texturizing
- Relaxers/Chemical Texturizing Finger Waves
- Facial/Make-up
- Hair Coloring/ Hair Lightening
- Nail Techniques
- Interviewing & Resume building

Required Total: 100 Hours

Barber to Cosmetology Crossover:

Any person holding a valid Tennessee Master Barber certificate of registration may appear before the board and request to sit for the Cosmetology Exam. The board may approve the applicant to test if they:

(1) Complete three hundred (300) cosmetology school hours at a licensed cosmetology school learning the fundamentals of cosmetology technique and pedicuring. This student will be given credit for the remaining twelve hundred (1200) hours required to obtain a Tennessee cosmetology license upon finishing the required 300 hours in a cosmetology school.

(2) Held a master barber certificate of registration in Tennessee or another jurisdiction with reciprocity with Tennessee for five (5) continuous years.

GRADING

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

GRADUATION REQUIREMENTS AND DIPLOMA

Students must complete the clock hour requirements of their program with a cumulative grade point average of **70%** or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

Cosmetology

Graduation Services Performance Requirements	
Services to be Performance	Minimum Number of Services Required to Complete
Shampooing and Rinses	110
Hair and scalp Care	110
Hair Shaping (Cutting)	100
Hair Dressing & Styling	110
Facials	10
Eyebrow Shaping	20
Lash and Brow Tinting	20
Manicures	20
Pedicures	20
Permanent Waving	20
Hair Relaxer	25
Hair Coloring: color-bleach-tone	25
Sculptured nails	10
TOTAL	600

Aesthetics

Graduation Services Performance Requirements	
Services to be Performance	Minimum Number of Services Required to Complete
Skin Analysis & Consultation	60
Facial Treatments with and without Machines	60
Product Application Mask & Packs	60
Makeup	25
Hair Removal	60
Lash & Brow Tinting	25
Massage Manipulations	60
TOTAL	350

Manicuring

Graduation Performance Requirements	
Services to be Performance	Minimum Number of Services Required to Complete
Manicures	50
Pedicures	25
Nail Care	50
Nail Artistry	25
Nail Wraps	15
Sculpture Nails	30
Nail Tips	25
Gel Nail	50
Nail Dip	30
TOTAL	300

Natural Hair

Graduation Services Performance Requirements	
Services to be Performance	Minimum Number of Services Required to Complete
Shampooing and rinses	25
Hair Twisting	5
Hair Wrapping	5
Hair Weaving	5
Hair extending	25
Hair Locking	10
Hair Braiding	25
Natural Hair Styling	25
TOTAL	125

TUITION PAYMENT

Student and sponsor (if applicable) agree to pay the CDRS Academy of Beauty, LLC (herein after referred to as “The School”) the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. School will be charge additional charges for hours remaining after the contract ending date.

- The School will charge a \$10.00 per hour for all hours remaining pass original contract end date
- The school may charge a \$10.00 transcript fee for transcript requests.
- The school will charge a non-refundable application fee for students enrolling or transferring to the school of \$100.00.
- The school will charge a \$100.00 schedule change fee to students who wishes to change their schedule. Which is due at the time of signing enrollment addendum.
- The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00.

- The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Methods of payment include:

- Full payment at time of signing the Enrollment Agreement
- Payment plan which includes down payment of application, enrollment, admin/lab, kits/book fee paid at time of signing agreement or balance of said price paid prior to start date.
- An approved payment plan for tuition as stated below.

Payments may be made by cash, cashier check (made out to CDRS Academy of Beauty), money order (made out to CDRS Academy of Beauty), credit card (a 2% fee will apply) or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable interest-free loan through the school. School will furnish student with receipt for all monies paid to school.

The school reserves the right to suspend any student from school whose account is delinquent.

EMPLOYMENT ASSISTANCE

Students understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of inviting local salon/spa owners in for demos and career day. Students will have the opportunity to ask questions the end. Students will have a mock interview with the salon and spa owners. Students will receive within their curriculums in how to seek employment that includes resume writing, completing employment applications, and interview preparedness.

INSTRUCTIONAL MATERIALS

Students who are enrolled in the Cosmetology/Aesthetics/ Manicuring/Natural Hair/ program are furnished with Chromebook laptops, clinic apparel, textbooks, workbooks, and kits.

ADVISING SERVICES

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the last Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

COUNSELING SERVICES

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student must request to re-try per re-entry policy below.

NOTICE OF NON-DISCRIMINATION POLICY

CDRS Academy of Beauty is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training. This training will occur during New Student Orientation class. School policy prohibits harassment or discrimination based on race, religion, creed, color, ethnic origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law.

HARRSSMENT POLICY

CDRS Academy of Beauty prohibits bullying and all forms of harassment, including racial and gender identity harassment. CDRS Academy of Beauty considers the following types of behavior examples of bullying and harassment:

- Verbal: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; abusive and offensive remarks, shouting, raising voice at an individual in public and/or in private.
- Exclusion/Other: Socially or physically excluding or disregarding a person in school-related activities, spreading rumors and gossip regarding individuals, persistently annoying, creating an intimidating, hostile, or offensive school environment.

Racial Harassment

Racial harassment of students, employees, and clients of CDRS Academy of Beauty is prohibited and will not be tolerated. Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Title VI and VII Civil Rights Act of 1964. All forms of racial harassment are prohibited at school, on school property, and all school sponsored activities, events, or programs. Racial harassment examples include the use of racial slurs, offensive or derogatory remarks about a person's race, color, or national origin, or the display of racially offensive symbols.

Gender Identity/Gender Expression/Sexual Orientation Harassment

Gender Identity, Gender Expression, and Sexual Orientation Harassment of students, employees, and clients of CDRS Academy of Beauty is prohibited and will not be tolerated. Gender/Orientation harassment examples include transgender or other individuals subject to teasing, jokes, unkind comments,

slurs, and threats regarding their gender and gender identity. CDRS will not allow anyone in the school community to be treated differently or to be harassed because they are gay, lesbian, bisexual, or transgender, or because other people think they are. All forms of these types of harassment are prohibited at school, on school property, and all school sponsored activities, events, or programs.

Any student who feels that they are a victim of such harassment should immediately report the matter to the Director of Education or Director of Operations. DOE and DOO will investigate the reports and will do so with as much confidentiality as possible. Adverse or disciplinary action will not be taken against any students who raise such concerns, or witnesses or participants in an investigation. Retaliation is prohibited.

Disciplinary Actions will consist of but are not limited to:

1st offense- suspension of a minimum of one week or termination from the program

2nd offense- termination from the program.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During Orientation, the Student will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are informed of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available at the Floor Coordinator Desk and Student Library located in the classroom.

PRIVACY POLICY AND FILE ACCESS

All governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

- In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) CDRS Academy of Beauty follows policies that:
- guarantee each Student (or parent/guardian if the Student is a dependent minor) access to that Student's records
- require written consent from the Student or guardian for release of records in response to each third-party request unless otherwise required by law
- "Directory information" is not published by CDRS Academy of Beauty
- provide and permit access to Student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Cumulative education records are maintained for a minimum of seven (7) years after graduation or termination. The school makes its Student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school

All Student records will be separated by full-time and part-time status.

GRIEVANCE PROCEDURES

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Director of Education. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the Director of Education. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the DOE, will meet with the complainant to resolve the problem. The DOE will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact the TN state board of cosmetology and barbering in writing.

REFUND AND CALCULATION POLICY

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent, or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school. Less the non-refundable registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing within seven days of withdrawal date.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 04.9%	20%
05% TO 09.0 %	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If school was permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

CONTINGENCY PLAN

Upon event, CDRS Academy of Beauty LLC should close due to natural disaster or programs are no longer available by fault of CDRS. The school's course of action will be for the best benefit of the student. CDRS will refund all money due to the students within 45 days, according to the refund policy in the school catalog. Terms will be, based on each student's clock hours, and enrollment period completed, refund will be calculated and refunded within 45 days. Student shall receive all clock hours paid for and records will be transferred to school of their choice. If the school can receive pre-approval from the TN State Board of Cosmetology for a temporary or new building before the ninety days school will resume its regular school schedule at no additional cost to the student, and no refunds will be available. See attachment of school refund policy.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students who meet the minimum academic and attendance requires at the evaluation period will be considered as meeting Satisfactory Academic Progress until the next evaluation period. Students who are not meeting the minimum requirement may be in jeopardy of losing their Title IV funding unless, the student is on SAP warning or has an approved appeal which is a status of probation.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

PROGRAM OF STUDY	EVALUATION PERIODS
Cosmetology Program	300, 600, 900, 1200 Actual Clock Hours
Aesthetics Program	300, 600 Actual Clock Hours
Manicurist Program	200, 400 Actual Clock Hours
Natural Hair Program	100, 200 Actual Clock Hours
Instructor Program	150 Actual Clock Hours
Barber to Cosmetology Crossover	150 Actual Clock Hours

Evaluation periods are based on actual hours completed. The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

Students must progress at the rate on the table below for SAP to remain eligible and continue enrollment. The maximum time frame is a period equal to 150% of the required hours by the program of enrollment. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	CLOCK HOURS	SCHEDULE	WEEKS	MAXIMUM TIMEFRAME ALLOWED
Cosmetology	1500 Clock Hours	Full Time, 31.5hrs/wk.	72 weeks	2250 Clock Hours
Cosmetology	1500 Clock Hours	Part Time 17.5hrs/wk.	136.5 weeks	2250 Clock Hours
Aesthetics	750 Clock Hours	Full Time 31.5hrs/wk.	36 weeks	1125 Clock Hours
Aesthetics	750 Clock Hours	Part Time 17.5hrs/wk.	69 weeks	1125 Clock Hours
Manicurist	600 Clock Hours	Full Time 31.5hrs/wk.	30 weeks	900 Clock Hours
Manicurist	600 Clock Hours	Part Time 17.5hrs/wk.	55.5 weeks	900 Clock Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Point Value	
90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0-69	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to

meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal within fourteen (14) days to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. It is at the school's discretion to accept hours received from other institutions. Tuition for transfer students is charged by the hour.

LEAVE OF ABSENCE POLICY

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call the school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12-month period. A student granted a LOA that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time.

RE-ENTRY PROCEDURE

Former Students of CDRS Academy who wish to re-enter, must request in writing approval from the school administration. The request will be reviewed, and a decision made within 30 days of the request. Tuition and fees will remain the same if the student re-enters within 180 days of the withdrawal date. The student will be required to pay a \$500 re-entry fee and also go before members of the disciplinary board explaining what has changed and why he/she should be allowed to return to the program. It is up to the disciplinary board's discretion to waive the re-entry fee. The \$500 must be paid at the student's expense before returning to class. If a student wishes to re-enter after 180 days, they will be charged for tuition rates current at the time of re-entry. Re-entry Students must provide their full and complete kit as required for the course of study or purchase a new one.

DRUG AND ALCOHOL ABUSE PREVENTION

CDRS Academy of Beauty promotes a drug-free learning environment. If CDRS Academy of Beauty becomes aware of a substance abuse issue with a student, the student will be advised of substance abuse prevention programs in the area and prevention numbers to contact. CDRS Academy of Beauty will periodically have a drug prevention guest speaker visit the Academy.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drug) at the CDRS Academy of Beauty campus or while engaged in the course curriculum is prohibited. CDRS Academy of Beauty also prohibits such conduct during non-curriculum time to the extent that, in the judgment of CDRS Academy of Beauty, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of CDRS Academy of Beauty or violates the law.

Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Director of Education and Operations immediately so that CDRS Academy of Beauty can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from the program.

CDRS ACADEMY OF BEAUTY STUDENT STANDARDS & CONDUCT

MESSAGE FROM YOUR FOUNDERs

CDRS Academy of Beauty mission is to prepare you for greatness in career and life through outstanding instruction, high standards and insightful learning. We will immerse you in a learning environment and prepare you for an extraordinary career. With that being our goal, the culture of our environment must be optimum for hassle free learning. We have created certain rules and regulations to ensure success.

Reading, understanding, following them helps strengthen our core purpose of personal growth. Signing off on this information acknowledges that you understand and will abide by this contract. Behavior that is negative or adversely impacts the CDRS Academy of Beauty culture jeopardizes our positive standards of learning. Violation of local, state, or federal law will not be tolerated and will end in dismissal. To ensure success our guidelines must be followed. Proper student conduct is vitally important. Corrective action will be taken for disruptive behavior or an infraction of these rules and regulations.

CAREER IMAGE AND DRESS CODE

We are in a fashion and image consulting business. Look great. Be authentic. Your hair, make-up and clothes send a message to the guests that you serve. Remember, you have chosen to be in the beauty industry and must look the part.

- All clothing must be clean, pressed and not faded, stained, or torn (including aprons).
- Hair must be clean and styled appropriately upon arriving to school. If hair is worn in ponytail, an up-do, braid, or bun it must look like effort was made when styling it.
- Makeup must be appropriately applied prior to arriving at school (at minimum must have base/foundation, mascara, and cheeks).
- Hats are allowed, NO baseball caps
- Hoodies, sweatshirts, jackets/coats, & gloves are not to be worn in the classroom or the salon area/clinic floor. These items are to be kept in your locker.
- No under garments showing.
- Attire must be fashion-forward
- No athletic/sport wear (yoga pants, work out leggings, & biker shorts)
- Graphic tees must be fashionable— (no company logos, no sports tees, or place of employment tees)
- Screen-print t-shirts are not allowed unless they are the CDRS Academy of Beauty shirts or another brand that is used at school (ex. Image, Bio-Therapeutic, Norvell)
- Nothing too casual; dress like you are going to work in a trendy salon/spa

The 4 B's must be fully covered:

- Boobs
- Belly
- Back
- Butt

Aprons/Smocks: Smocks and aprons must be worn at all times. (Aprons must be tied)

Footwear: Colored footwear may be worn. Opened-toed shoes are allowed on occasion, to be determined by the director. No rubber flip flops or rubber slides. Footwear must be clean, polished, and professional. Athletic tennis shoes are allowed but must be clean. Fashion tennis shoes (ex. Chucks, Converse, Sperry's, Keds, Vans, Toms, etc.) are allowed, they must be clean and have no holes.

Identification Badges: Name badges (provided by CDRS Academy of Beauty) must be worn at all times.

If the student is unable to locate the permanent name badge within two school days, they must purchase another CDRS Academy of Beauty name badge for \$10.00 prior to clocking in.

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, positive attitude and definite goal orientations during training will enhance your potential for success. However, violation of any of the standards could result in probation, suspension, or dismissal.

All Students agree to:

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
- Arrive for all classes on time. A Student is considered late if clocking in after 9:00 a.m. or 3:00 p.m. (if students schedule is 3-8) OR 5:00 p.m. If the student arrives after 9:15 a.m. or 3:15 p.m. (if students schedule is 3-8), or 5:15 p.m. they are considered tardy for the day (late arrivals may be granted by administration for special circumstances) to alleviate class and student salon floor disruptions. Excessive tardiness could result in suspension.
- Complete all assigned theory, practical, clinic assignments or tests in the designated time frames. It is the Student's responsibility to contact the Instructor regarding makeup exams.
- Notify your instructor at least 1 hour before scheduled arrival of absenteeism or late arrival so that proper arrangements can be made to service clients that may be scheduled.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. All students must clock out when leaving CDRS Academy of Beauty for any reason (including breaks and lunches).
- Obtain permission from an instructor to leave the facility for any reason other than lunch time and closing. Always clock out when leaving the facility.
- Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code may be sent home.
- NOT smoke, vape, chew gum, eat or drink except in the designated areas. Smoking and vaping is allowed only outside in designated areas.
- Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the school if you are not returning from lunch.

- NOT perform any services on clients until student has successfully completed 200 hours in the cosmetology program, 150 hours in the Aesthetics program, 100 hours in the Manicuring Program, and 50 hours in the Natural Hair Program, respectively.
- Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
- Follow all state laws and regulations at all times during school.
- Understand that training involves sanitation, cleanliness, and care of equipment. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
- Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest, and never steal, refrain from the willful destruction of property.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a Student Salon/Spa service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student Lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Students may have their mobile phones, smart phones, and tablets in the classroom and on the salon floor/spa, but they must be placed on “silent at all times. If a call/text must be taken the student must exit the room or the salon floor/spa. If the approved electronic device becomes a disruption to class or interferes with student’s participation the instructor will intervene. Mobile phones can only be used on the salon floor/spa to take before and after pictures.
- Park only in the designated areas for Student parking. Anywhere in the middle of the parking lot between dollar general and habitat for humanities. Front row parking is ALWAYS reserved for client use.
- Know all pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
- Keep all client analysis and service records up to date and confidential.
- All personal items (purses, backpacks, etc.) are to be kept in the assigned locker.
- Students may not, under any circumstances, bring their children to school.
- Service tips may be accepted but not solicited from guests.
- Students must follow corrective action plan if they are placed on one.
- Avoid making statements using social media (Facebook, Instagram, Snapchat Twitter, etc.) that could violate any of CDRS Academy of Beauty’s policies, including discrimination, harassment, or obscene material. Any defamatory statements about CDRS Academy of Beauty, students, instructors, or employees could result in disciplinary action.
- Use of drugs and/or alcohol by staff or students on its property or as part of any of its activities is prohibited. For more details see the Drug Abuse Prevention section of the student catalog (p. 33)

DISCIPLINARY POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

PROBATION: A Student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the Student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

SUSPENSION: Enrollment may be immediately suspended for up to three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- An action that causes or could cause bodily harm to a client, student, or employee of the school
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Print: _____ Signature: _____ Date: _____

