

# ALTERNATIVES BEAUTY SCHOOL



Student Catalog 2025-2026



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AlternativesBeautySchool.com This catalog and all courses and programs will be taught in English.

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## MISSION STATEMENT

Alternatives Beauty School is dedicated to fostering excellence in the cosmetology, nail technology, esthetics, and instructor program professions. We commit to delivering comprehensive training programs designed to ensure student success in graduation, licensure, and career placement. Our goal is to equip students with the knowledge, skills, and confidence needed to thrive in the competitive beauty and barber industry.

## ADMISSIONS

1. Admission Requirements: To be eligible for admission to Alternatives Beauty School], applicants must meet one of the following criteria:

- Present a high school diploma, GED, or an official transcript confirming high school completion.
- Complete a state-recognized homeschool program, with required credentials if provided by the state.
- Demonstrate the ability to benefit from the training, if applicable, as outlined in our Ability-To-Benefit Policy, which includes documentation of passing scores administered by a certified test administrator.
- Submit verification of a foreign high school diploma's equivalence to a U.S. high school diploma by a qualified agency.
- Meet the specific admission requirements detailed in any training agreement with a government agency, school district, or other entity.

***Alternatives Beauty School does not accept Ability-To-Benefit (ATB) students.***

2. Complete the Application and pay the \$100 registration fee.

3. Provide additional enrollment requirements:

- Prospective students must be at least 17 years of age.
- Official copy of signed Social Security Card
- Identification: Copy of official government ID (Passport, Driver's License or Birth Certificate)

Instructor: Must hold a current Cosmetology license and provide all other required enrollment documentation.

## TRANSFER IN HOURS

Alternatives Beauty School accepts transfer students and will accept a maximum of 400 hours required for licensure and additional hours will be accepted at the discretion of the school but reserves the right to deny transfer hours from another institution. We do not accept **any** transfer hours from distance learning programs. The student will be charged the per-hour rate for tuition for any hours remaining. The student will be charged a \$100.00 refundable registration fee.\*<sup>1</sup> The student will be required to purchase an Alternatives Beauty School student kit and a school t-shirt, a book, and a workbook if needed. Hours for previous training will be given only if a certified transcript is presented from a licensed cosmetology school. Hours for out-of-state training must be submitted to the governing state board of cosmetology before being accepted by the school.

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<sup>1</sup> Required in Delaware



All coursework hours and tuition will be adjusted accordingly, and the proper agency will be notified. All records of previous education will be maintained in the student's record file.

## **TRANSFER OUT HOURS**

If a student wishes to transfer to another school, he/she must submit a written notice prior to the departure date. Transfers will not be approved until all financial agreements are current. All schools and institutions reserve the right to determine which or how many hours they will accept from another school or institution. The transferability of hours you earn at Alternatives Beauty School is at the complete discretion of the school or institution to which you may seek to transfer. If the hours that students earn at Alternatives Beauty School are not accepted at the school or institution to which you seek to transfer, you may be required to repeat some or all of your coursework.

## **RE-ENTRY OF PRIOR ENROLLED ALTERNATIVES BEAUTY SCHOOL STUDENTS**

The student must meet the following readmission requirements to be eligible for readmission to the most recent Alternatives Beauty School.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

The school's Director or other designated administrator will make the final decision on a student's re-enrollment, which is based on education, schedule, and space availability.

Alternatives Beauty School reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies, and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic, and behavioral) will be eligible to return to the course during the following 3-month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student will be eligible to return to the course and will incur additional tuition cost at the current tuition rate.

## **STUDENT ORIENTATION**

All incoming students will receive an orientation before the beginning school. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personal introductions, grading, Satisfactory Academic Progress, attendance requirements, and all other pre-enrollment requirements.

## **FACILITIES**

Alternatives Beauty School is 4,900 square feet and features two theory rooms, a clinic floor complete with a pedicure/nail area, a facial area, a break area, two handicap-accessible restrooms, an office, and plenty of storage space. Alternatives Beauty School also provides lockers and locks in the classroom.

The clinic floor is equipped with 12 professional workstations, complete with client chairs and mobile trolleys. Our classroom is used for theory and demonstrations and consists of 8 student tables and 24 chairs. A demonstration table is located at the front of the classroom with a dry-erase board and a flat-screen television for easy viewing of educational and instructional DVDs and videos, as well as PowerPoint presentations. The pedicure/nail area is



equipped with enough seating for two nail clients and two pedicure clients. Two pedicure baths are available for student practical use.

The school is in an area with public parking.

Alternatives Beauty School is a non-smoking facility.

## CONTRACT COSTS/EXTRA CHARGES AND PAYMENT TERMS

The student and sponsor (if applicable) agree to pay 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 a student from attending class until any applicable unpaid balance of payments is satisfied.** The school will charge additional tuition for hours remaining after the contract ending date at the rate of \$10 per hour for the Cosmetology, Esthetician Program, Nail Technology, and Instructor program payable in advance until student program completion. 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 the time of signing the Enrollment Agreement, the registration fee paid at the time of signing the agreement with the balance paid prior to the start date, or through an approved payment plan as stated herein. **Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs if applicable.** Students are responsible for paying the total tuition and fees.

## PROGRAM COSTS

### Cosmetology/Full-Time or Part-Time

Registration Fee (Refundable)	Books	Supplies/Kit	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$287.96 <sup>2</sup> \$ 68.21 <sup>3</sup>	\$263.85 <sup>4</sup> \$654.62 <sup>5</sup>	\$10,000	N/A	\$11,375

Program Hours: 1,500

Program Hours Per week: 35/12

Total Length of Program: 55/125 Weeks

### Esthetician Program/Full-Time or Part-Time

Registration Fee (Refundable)	Books	Supplies/Kit	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$312.71 <sup>6</sup>	\$263.85 <sup>3</sup> \$336.46 <sup>4</sup>	\$6,0000	N/A	\$7,013

Program Hours: 600

Program Hours Per week: 35/12

Total Length of Program: 22/55 Weeks

<sup>2</sup> Milady Cosmetology 14e Textbook/Workbook/Exam Prep, 9780357925218

<sup>3</sup> Milady Natural Hair Care and Braiding Textbook/Workbook, 978133759768

<sup>4</sup> Pinnacle Skincare and Make-Up Kit

<sup>5</sup> Burmax Toolkit (Catalog 2024)

<sup>6</sup> Milady Esthetics 12e Textbook/Workbook/xEam prep, 9780357995037

**Nail Technology/Full-Time or Part-Time**

Registration Fee (Refundable)	Books	Supplies/Kit	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$277.46 <sup>7</sup>	\$431.23 <sup>4</sup>	\$3,000	N/A	\$3,808

**Program Hours: 300**

**Program Hours Per week: 35/12**

**Total Length of Program: 9/25 Weeks**

**Instructor Program/250 Hours**

Registration Fee (Refundable)	Books	Supplies/Kit	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$800 <sup>7</sup>	\$248	\$4,000	N/A	\$5,148

**Program Hours: 250**

**Program Hours Per week: 12/35**

**Total Length of Program: 9/21 Weeks**

**Instructor Program/500 Hours**

Registration Fee (Refundable)	Books	Supplies/Kit	Tuition	Tuition Adjustment	Total Cost of Program
\$100	\$800 <sup>7</sup>	\$248	\$6,000	N/A	\$7,148

**Program Hours: 500**

**Program Hours Per week: 35/12**

**Total Length of Program: 15/42 Weeks**

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<sup>7</sup> Milady Nail Tech 8e Textbook/Workbook/Exam Prep, 9780357924471

<sup>7</sup> Milady Master Educator Student Course Book

## Course Name: Instructor Program - 250hrs

**Course Description:** The Instructor Program is designed for licensed cosmetologists who wish to expand their careers into teaching and training the next generation of beauty professionals. Students will develop skills in lesson planning, classroom management, student evaluation, and instructional methods, while also refining their own technical expertise. The program prepares graduates to meet state requirements for licensure as a cosmetology instructor.

**Course Level:** Advanced (must hold a current Cosmetology license)

**Course Hours:** 250 (Licensed in field for less than 2 years and /or less than 2 years of recent related work experience.)

**Program Length in weeks:** FT 7/PT 21

**Instructional Method:** Instruction is provided through lectures, demonstrations, supervised teaching practice, and classroom participation. Students gain hands-on experience by assisting in the theory and practical instruction of current cosmetology students. Additional learning tools include lesson plan development, student presentations, projects, and professional development activities.

**Course Objective:** Upon completion of the Instructor Program, the graduate will be able to:

- Prepare lesson plans and deliver engaging classroom and clinical instruction.
- Evaluate and grade student performance fairly and accurately.
- Demonstrate effective classroom management and communication skills.
- Understand state board regulations and professional responsibilities of an instructor.
- Apply advanced teaching techniques to support student learning and professional growth.

**Grading Procedures:** Class attendance and participation are mandatory. Students are graded on academic performance, practical teaching demonstrations, and completion of required projects. Numerical grades follow the school's standard grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory Failing	70% to 74%
F	Failing	Less than 69%



**Course Reference/Instructional Materials:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Milady Master Educator (latest edition)	Workbook and supplemental teaching resources	Delaware Board of Cosmetology	Print ISBN		

**Instructor Program Course Content:**

COURSE NAMES BELOW:	# HOURS
<b>Orientation:</b> Introduction to the instructor role and program. This includes fundamental teaching principles, professional ethics, and overview of Delaware laws/regulations for cosmetology education.	25
<b>Practical Laboratory Management:</b> Training in managing the clinic floor or student salon. The instructor trainee learns how to supervise student practical work, maintain safety and sanitation, manage scheduling, and oversee client services performed by students.	100
<b>Classroom Teaching &amp; Management:</b> Instructional methods for the theory classroom. This covers how to develop lesson plans, deliver lectures/demonstrations, use audio-visual aids, adapt to different learning styles, and maintain student engagement and discipline. The trainee also learns student counseling techniques and classroom administration.	100
<b>Theory and Testing:</b> Focus on educational theory and assessment design. This includes developing curricula and exams, writing test questions, grading techniques, and evaluating student performance. It also reinforces knowledge of state board requirements and professional standards.	25
<b>TOTAL PROGRAM HOURS</b>	<b>250</b>

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory Failing	70% to 74%
F	Failing	Less than 69%

**Course Reference/Instructional Materials:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Milady's Standard Cosmetology (14 <sup>th</sup> Edition)	Milady's Theory Workbook (14 <sup>th</sup> Edition)	Delaware Board of Cosmetology	Print ISBN 9780357436479, 0357436474 eText ISBN 9780357436486, 0357436482		

## COURSE OUTLINES - Instructor Program 500hrs

### Course Name: Instructor Program: 500

**Course Description:** The Instructor Program is designed for licensed cosmetologists who wish to expand their careers into teaching and training the next generation of beauty professionals. Students will develop skills in lesson planning, classroom management, student evaluation, and instructional methods, while also refining their own technical expertise. The program prepares graduates to meet state requirements for licensure as a cosmetology instructor.

**Course Level:** Advanced (must hold a current Cosmetology license)

**Course Hours:** 500 (Licensed in field for less than 2 years and /or less than 2 years of recent related work experience.) depending on state

**Program Length in weeks:** FT 14/PT 42

**Instructional Method:** Instruction is provided through lectures, demonstrations, supervised teaching practice, and classroom participation. Students gain hands-on experience by assisting in the theory and practical instruction of current cosmetology students. Additional learning tools include lesson plan development, student presentations, projects, and professional development activities.

**Course Objective:** Upon completion of the Instructor Program, the graduate will be able to:

- Prepare lesson plans and deliver engaging classroom and clinical instruction.
- Evaluate and grade student performance fairly and accurately.
- Demonstrate effective classroom management and communication skills.
- Understand state board regulations and professional responsibilities of an instructor.
- Apply advanced teaching techniques to support student learning and professional growth.

**Grading Procedures:** Class attendance and participation are mandatory. Students are graded on academic performance, practical teaching demonstrations, and completion of required projects. Numerical grades follow the school's standard grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory Failing	70% to 74%
F	Failing	Less than 69%

**Course Reference/Instructional Materials:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Milady Master Educator (latest edition)	Workbook and supplemental teaching resources	Delaware Board of Cosmetology	Print ISBN		

**Instructor Program Course Content:**

COURSE NAMES BELOW:	# HOURS
<b>Orientation:</b> Introduction to the instructor role and program. This includes fundamental teaching principles, professional ethics, and overview of Delaware laws/regulations for cosmetology education.	50
<b>Practical Laboratory Management:</b> Training in managing the clinic floor or student salon. The instructor trainee learns how to supervise student practical work, maintain safety and sanitation, manage scheduling, and oversee client services performed by students.	200
<b>Classroom Teaching &amp; Management:</b> Instructional methods for the theory classroom. This covers how to develop lesson plans, deliver lectures/demonstrations, use audio-visual aids, adapt to different learning styles, and maintain student engagement and discipline. The trainee also learns student counseling techniques and classroom administration.	200
<b>Theory and Testing:</b> Focus on educational theory and assessment design. This includes developing curricula and exams, writing test questions, grading techniques, and evaluating student performance. It also reinforces knowledge of state board requirements and professional standards.	50
<b>TOTAL PROGRAM HOURS</b>	<b>500</b>

## Cosmetology Course Content

**Course Level:** Basic

**Course Description:** Students will gain comprehensive knowledge and practical skills in the cosmetology program. This program is designed to equip students with the necessary expertise to excel in the field of cosmetology. Along with high-quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies.

Furthermore, our program emphasizes customer service skills and business management knowledge. They will learn how to effectively communicate with clients, manage appointments efficiently, and operate within industry regulations. By completing this comprehensive esthetician program, they will be well-prepared to pursue a successful career as a professional esthetician.

**Course Hours:** 1500 Hours

**Program Length in weeks:** FT 55/PT 125

**Instructional Method:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Course Objective:** To train the student for entry-level employment in their chosen field of training. Positions could vary, such as a specialist or skincare owner.

**Grading Procedures:** 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 the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory	70% to 74%
F	Failing	Less than 69%

### Cosmetology Course Content

COURSE NAMES BELOW:	# HOURS
<b>Orientation</b>	<b>5</b>
<b>Basic Training – 150 hours</b> of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas: Tools and their use, shampooing, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.	<b>150</b>
<b>Practical Chemical Application/Hair Treatment – 500 hours</b> of instruction, which shall be a combination of classroom instruction and hands-on experience, shall be provided in the following subject areas: Chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.	<b>500</b>
<b>Hair Styling/Hairdressing – 475 hours</b> of instruction in hair styling, which shall be a combination of classroom instruction and hands-on experience, shall be provided in the following subject areas: Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling.	<b>475</b>
<b>Shop Management, Sanitation, and Interpersonal Relations – 200 hours</b> of classroom instruction shall be provided in the following subject areas: Labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, and personal grooming and hygiene.	<b>200</b>
<b>Esthetics – 85 hours</b> of instruction shall be provided	<b>85</b>
<b>Nail Technology – 55 hours</b> of instruction shall be provided	<b>55</b>
<b>Electives – 30 hours</b>	<b>30</b>
<b>TOTAL PROGRAM HOURS</b>	<b>1,500</b>



## **Course Name: Esthetician Program**

**Course Level:** Basic

**Course Description:** Students will gain comprehensive knowledge and practical skills in the esthetician program, sometimes known as facialists or skin care technicians. This program is designed to equip students with the necessary expertise to excel in the field of esthetics. Along with high-quality technical training, students will learn career development skills such as client consultation, business tracking systems, and marketing strategies.

Furthermore, our program emphasizes customer service skills and business management knowledge. They will learn how to effectively communicate with clients, manage appointments efficiently, and operate within industry regulations. By completing this comprehensive esthetician program, they will be well-prepared to pursue a successful career as a professional esthetician.

**Course Hours:** 600 Hours

**Program Length in weeks:** FT 22/PT 50

**Instructional Method:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Course Objective:** To train the student for entry-level employment in their chosen field of training. Positions could vary, such as a specialist or skincare owner.

**Grading Procedures:** 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 the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory	70% to 74%
F	Failing	Less than 69%

**Course Reference/Instructional Materials:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
Milady's Standard Cosmetology (14 <sup>th</sup> Edition)	Milady's Theory Workbook (14 <sup>th</sup> Edition)	Delaware Board of Cosmetology	Print ISBN 9780357436479 , 0357436474 eText ISBN 9780357436486 , 0357436482		

**Esthetician Program Course Content:**

COURSE NAMES BELOW:	# HOURS
Orientation	5
Professional Practice – 145 Hours	145
Sciences – 100 Hours	100
Facial Treatments – 200 Hours	200
Temporary Hair Removal – 50 Hours	100
Make Up – 50 Hours	50
<b>TOTAL PROGRAM HOURS</b>	<b>600</b>

## Course Name: Nail Technology

**Course Level:** Basic

**Course Description:** Offers training in basic manicures and pedicures, sculpture nails and extensions, extensive nail art designs, as well as theory, sanitation, bacteriology, diseases, and disorders.

**Course Hours:** 300 Hours

**Program Length in Weeks:** FT 9/ PT 25

**Instructional Method:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**Course Objective:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Perform basic manipulative skills in the areas of nail care and applying artificial nails.
4. Identify nail diseases and disorders.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**Grading Procedures:** 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 the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory Failing	70% to 74%
F	Failing	Less than 69%



**Course Reference/Instructional Materials:**

Textbook	Workbooks	State Board Book	ISBN #	Copyright	Other Resources
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**Nail Technology Course Content:**

COURSE NAMES BELOW	# HOURS
<b>Orientation</b>	<b>5</b>
<b>Basic Training – 40 hours</b> of classroom instruction in general theory practical application (i.e., practicing nail technology on public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following subject areas: History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to material safety data sheets (MSDS) on chemicals, chemicals and their use, and technical applications of chemicals.	<b>40</b>
<b>Related concepts – 10 hours</b> of classroom instruction shall be provided in the following subject areas: Theory of massage and people skills.	<b>10</b>
<b>Practices and Procedures – 230 hours</b> of instruction, which shall be a combination of classroom instruction and clinical practical application, shall be provided in the following subject areas: Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology, and product knowledge as it relates to nail technology.	<b>230</b>
<b>Business Practices – 15 hours</b> of classroom instruction shall be provided in the following subject areas: Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules, management, OSHA standards relating to chemical use, and Workers' Compensation Act.	<b>15</b>
<b>TOTAL PROGRAM HOURS</b>	<b>300</b>

## GRADUATION REQUIREMENTS

In order to graduate from the student-enrolled program, the student must:

1. Complete the required number of hours of training in your specific program with the required minimum grade point average and attendance rates.
2. Satisfactorily complete and pass all required quizzes, projects, and both written and practical exams.
3. Pay all outstanding tuition and or any outstanding financial balance to the school. **\*\*\*Please note that you will not be considered a graduate, your certificate of completion and transcripts will not be released to you for state board filing until all financial obligations have been paid. Until such time, you will be deemed completed but not graduated. \*\*\***

Once a student has met all graduation requirements, he or she will receive a **Certificate of Completion and Official Final Transcript** and be considered a graduate of **Alternatives Beauty School**.

## EMPLOYMENT/PLACEMENT ASSISTANCE

Alternatives Beauty School offers academic and graduate employment services to students. The school **does not guarantee** employment but does assist through an internal job board, internal/external career days, and continuing local relationships with salons and other possible beauty-related employers.

## SCHOOL CALENDAR

**Academic year:** The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing, or as needed to maintain educational quality

**Alternatives Beauty School** observes the following holidays and school closings:

Holiday/Event/School Closure	
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	April 20, 2026 <i>(1st Designated Floating Holiday)</i>
Christmas Eve	Memorial Day
Christmas	Juneteenth
New Year's Eve	July 3, 2025 <i>(2nd Designated Floating Holiday)</i>
New Years	Independence Day
Day after New Years	Labor Day

## SCHOOL START DATES

START DATES	END DATES
Sept 22, 2025	Oct 13, 2026
Oct 20, 2025	Nov 7, 2026
Nov 10, 2025	Dec 1, 2026
Dec 8, 2025	Dec 29, 2026
Nov 25, 2025	Dec 13, 2026
Dec 15, 2025	Jan 10, 2027
Jan 12, 2026	Feb 7, 2027
Feb 9, 2025	Feb 28, 2027
March 2, 2025	March 21, 2027



START DATES	END DATES
March 30, 2025	April 18, 2027

## NON-DISCRIMINATION

The school does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex/gender, disability, or age in its programs and activities and provides equal access to its educational programs<sup>1</sup>. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tesha McDonald  
4737 Concord Pike Suite 279 – 3rd Floor Wilmington, DE 19803  
(302) 468-6609

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is requested to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form**.

## PHYSICAL DEMANDS

Cosmetologists, Barbers, Nail Techs, and Estheticians can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians, Barbers and Nail Techs may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, Barbers, and Nail Techs to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

## SCHOOL OWNERS

Tesha McDonald  
Alternatives Beauty School  
4737 Concord Pike Suite 279 – 3rd Floor  
Wilmington, DE 19803  
(302) 468-6609  
[director@alternativesbeautyschool.com](mailto:director@alternativesbeautyschool.com)

**Delaware Board of Cosmetology and Barbering**

Cannon Building, Suite 203  
861 Silver Lake Blvd.  
Dover, DE 19904  
(302) 744-4500  
[customerservice.dpr@delaware.gov](mailto:customerservice.dpr@delaware.gov)

**Delaware Department of Education**

35 Commerce Way  
Dover, DE 19904  
(302) 857 3340

**NAACAS**

*(Candidate for Accreditation)*  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

**STUDENT SERVICES**

Student services provided by the school are designed to provide support in areas related to transportation, child care, housing, etc., and other related areas to help students ability to complete their course/program. Student Services or a designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

**STUDENT ADVISING & GUIDANCE**

Alternatives Beauty School makes a reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised, and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive ongoing, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond the staff's capability, the student will be referred to the appropriate professional or agency.



## PERSONAL COUNSELING SERVICES/AGENCIES

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health

1-800-994-9662

<https://womenshealth.gov>

The National Domestic Violence Hotline

1-800-799-SAFE (7223) or

1-800-787-3224

National Sexual Assault Hotline

1-800-656-HOPE (4673)

National Suicide Prevention Lifeline

1-800-273-8255

[Suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

## PERSONAL INFORMATION RECORDS UPDATE/CHANGES

1. **Address/Telephone Number Changes:** Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request or school form to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Requests for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

## RIGHTS RESERVED

Alternatives Beauty School reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant. In the event of this happening, students will be required to complete a new enrollment contract that reflects these changes. If a student does not wish to adhere to the new conditions, they will be refunded for the remaining balance.

Alternatives Beauty School has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers secured with the locks provided by the school. Students are required to immediately replace any supplies or equipment that is lost, stolen or broken.

## SCHEDULE CHANGES

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

## TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the school's designated official. Transcript requests may be made for the following reasons:

1. Submission to other institutions of post secondary schools for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph/and date of birth
3. Purpose of the transcript request
4. Name and address of the recipient
5. The student's signature and the date

## STUDENT POLICIES

### GROUND FORS TERMINATION

Students may be terminated from the school for violation of any school policies, state laws and regulations, destruction of school or student property, violation of the school substance abuse policy, theft of school or student property, threats to any employee or student of Alternatives Beauty School, non-adherence to the school's social media policy and all other infractions that occur where the school administration, director or owner deems is severe enough to qualify for termination and or permanent expulsion from the school. Students terminated will have to be approved by the school director/owner for re-entry eligibility. Terminated students will be assessed a \$150 administration fee.

### TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the designated school official or current instructor. Excused and Unexcused is discussed below in the "Attendance" section.

### ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process and on time program completion. Students must inform the school of any planned absence by completing a **Student Absence Notification Form** prior to the date of the planned absence will be deemed **EXCUSED**. In cases of illness, emergency, or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than 60 minutes prior to their course scheduled start time to notify their classroom instructor and/or the Clinic Instructor. If the student does not adhere to this contact time, the student's absence or tardiness will be deemed **UNEXCUSED**.

- A student absent 10 consecutive regularly scheduled course days without contact will be immediately dismissed from the school on the 11th scheduled day of non-attendance.

Unscheduled school hours and days that may be offered are at the school's discretion for make-up time and or work and completion of guest services. Any student falling below 75% attendance will be subject to disciplinary action and could be in jeopardy of being withdrawn.

**The student withdrawal date for any student who withdraws or is dismissed from the school will be the last date of attendance.** Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

**Example:**

Attended hours = 250.0

Absent hours = 28.0

Scheduled hours = 278.0

Percentage =  $250/278 = 89.93\%$

## CONDUCT AND PROFESSIONAL STANDARDS

Appearance, attitude, and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to the policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  - Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - Possession of weapons, firearms, knives, and/or illegal drugs in or around the school.
  - Vandalizing, stealing, or being in possession of stolen property.
  - Falsifying personal information on school documents and/or presentation of forged documents.
  - Drugs, alcohol, possession of, and or substance abuse not authorized by a licensed medical provider.

## ALCOHOL AND DRUG PREVENTION

**Alternatives Beauty School** supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication that may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

## SATISFACTORY PROGRESS

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 75% and average cumulative attendance of 75% to be considered



making SAP and to complete the scheduled course within the maximum time frame. ***See full Satisfactory Academic Progress Policy for additional information.***

### **FINANCIAL PROGRESS**

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based on the course in which the student enrolled.

All payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination: **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees.**

### **CLASSROOM AND CLINIC ASSIGNMENTS**

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

### **DRESS CODE**

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is enforced at all times during the student's school hours, while on school premises, while attending via distance education (if applicable), as well as when attending school sponsored events.

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that the school wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

1. Students are required to dress professionally. This means:
  - a. Alternatives School tee shirt (provided)
  - b. Black sweaters
  - c. Black Slacks



- d. Black short sleeves
  - e. Black Capri pants
  - f. Jet Black Denim
  - g. NO open-toed shoes
  - h. NO leggings
  - i. NO Jogging pants
  - j. NO Skirts
2. Student dress code must be always followed during school hours, while on school premises or at school sponsored events.
  3. Students who do not adhere to the school's dress code must clock out and leave the school premises or school sponsored event until they are in compliance with the student dress code.
  4. All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
  5. Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than school designated wear or other unprofessional clothing is prohibited.
  6. No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
  7. Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
  8. Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.

#### **MAKE-UP WORK**

Students must make-up failed or missed tests and incomplete assignments.

#### **CHILDCARE**

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare. The school is available to assist with finding childcare resources.

#### **TIME CLOCKS AND CLOCK HOURS**

Student hours are recorded on a time clock each day. It's the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. **To receive full hours, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity that is unsupervised by a licensed instructor. Students will receive hours for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the designated school official.



Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

### **NON-SMOKING**

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school.

### **SOCIAL MEDIA**

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet.

The school does not permit obscenity, negative comments, personal attacks, cyberbullying, or any conduct that is not compliant with the school's standards of conduct. All posts must respect the privacy of others, and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media account, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Alternatives Beauty School's Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education. The Satisfactory Academic Progress Policy applies to every student enrolled.

- This policy applies to every student enrolled in a NACCAS-approved program.
- All students are provided with this policy prior to enrollment in any of the school's currently offered programs.
- The policy is also applied consistently to all students enrolled in a specific program and is scheduled for a particular category of attendance, either part-time or full-time.

Student training is measured and communicated by:

1. Attendance (Quantitative) and;
  2. Academic Grades (Qualitative)
- A.** Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain a cumulative academic grade percentage of 75% and average cumulative attendance of 75% at the designated evaluation periods throughout the course of their respective program of study to be considered for making SAP and to complete the scheduled course within the maximum time frame.
- B.** The School's academic year is defined as 900 clock hours and 30 academic weeks of instruction.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on Scheduled hours as follows:

PROGRAM	EVALUATION PERIOD IN HOURS	EVALUATION PERIOD IN WEEKS	Length in Weeks	
<b>Cosmetology 1500 Clock Hours</b>	450/ 900/1200 Clock hours	15/30/40/50 Weeks	Full-time 43	Part-time: 125
<b>Esthetician Program 600 Clock Hours</b>	300/600 Clock hours	10/20 Weeks	Full-time: 17	Part-time: 50
<b>Nail Technology 300 Clock hours</b>	150/300 Clock hours	5/10 Weeks	Full-time: 9	Part-time: 25
<b>Instructor Program 250 Clock Hours</b>	125/250 Clock hours	4.2/8.4 Weeks	Full-time: 7	Part-time: 21
<b>Instructor Program 500 Clock Hours</b>	250/500 Clock hours	8.3/17 Weeks	Full-time:14	Part-time: 42

The maximum time a student has to complete is 133% of the Course Hours. All minimum Course Hours are determined by the Delaware Board of Cosmetology and Barbering. Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may later re-enroll at the school on a cash-pay basis.

### C. MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the Course Hours) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

PROGRAM	STATUS	HOURS PER WEEK	PROGRAM LENGTH (HOURS)	PROGRAM LENGTH (WEEKS)	MAXIMUM WEEKS	MAXIMUM PROGRAM HOURS
Cosmetology	FT	35hrs/Week	1500	43	57	1995
	PT	12hrs/Week	1500	125	166	1995
Esthetician Program	FT	35hrs/Week	600	21	23	798
	PT	12hrs/Week	600	50	67	798
Nail Technology	FT	35hrs/Week	300	11	12	399
	PT	12hrs/Week	300	25	33	399
Instructor Program	FT	35hrs/Week	250	15	22	333
	PT	12hrs/Week	250	21	30	333
Instructor Program	FT	35hrs/Week	500	14	9	665
	PT	12hrs/Week	500	42	56	665

The maximum time frame allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 100% of the scheduled hours. Alternatives Beauty School evaluation periods are based on **scheduled** hours completed.

Students who exceed the maximum time frame shall be terminated from the program. Should the student meet re-enrollment criteria, the student will be re-entered the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admissions policy.

Establishes evaluation periods (which may coincide with payment periods established with the US Department of Education for purposes of Title IV funding, if applicable) in accordance with the following:

- For courses or programs with a total length of one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program; and
- For courses or programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection (a) above, and the remainder of the course or program is either;
- Treated as a single evaluation period if the remainder is less than or equal to half of an academic year or
- Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks, while the second evaluation period is the period in which the student completes the course or program.

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

C. Students will be sent or provided with a Satisfactory Academic Progress Report upon reaching each evaluation period. (The school may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. SAP will be evaluated at the conclusion of each evaluation period and completed within seven (7) school business days of the scheduled evaluation. Students who are found not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student's file, and additional copies of a student's SAP report are available to each student upon request.

D. A student's academic grade percentage is determined by:

- a) Theory exams;
- b) Practical exams, and;
- c) Practice/technical activities

GRADE	DEFINITION	PERCENTAGE
A	Excellent	93% to 100%
B	Very Good	85% to 93%
C	Passing	75% to 84%
D	Unsatisfactory – Failing	70% to 74%
F	Failing	Less than 69%

Students meeting the minimum requirements for academics 75% and attendance 75% at the evaluation are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable), unless the student is on warning.

E. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended + scheduled hours = cumulative % of attendance.

F. A student will be placed on **warning**, but considered to be making SAP during the warning period, if the student's attendance falls below 75% or their academics fall below 75%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

In the event the student **withdraws, or other official interruption**, the student, upon returning to school, maintains the status as of the time of departure. **If enrollment is temporarily interrupted for a Leave of Absence (LOA), 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.

G. **Withdrawals and Incompletes** have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing, if the student meets quantitative SAP standard,

Alternatives Beauty School does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

- H. With regard to SAP, a student's **transfer hours** accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the school.
- I. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not considered meeting minimum standards for satisfactory academic progress if:
  - a. *The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period;* and
  - b. *The student prevails upon appeal of a negative progress determination prior to being placed on probation;* and
  - c. *The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period;* or
  - d. *The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.*
- J. **Appeal Process:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 30 calendar days. Reasons for which students may appeal a negative progress determination include the 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 to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with the 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 be reported to the student within 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.
  - a. *Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on or has prevailed upon appeal of the determination that has resulted in the status of probation.*
- K. **Non-Credit, 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.
- L. **Re-establishing eligibility:** Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 75% academic grade percentage and will be able to complete the program within the maximum time frame.

Students **NOT** meeting satisfactory academic progress (SAP) will receive a hard copy of their SAP determination at the time of each evaluation.

## **ADDITIONAL SCHOOL POLICIES:**

### **ACADEMIC DISHONESTY/CHEATING**

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

### **RELEASE**

The student and/or legal guardian grant Alternatives Beauty School the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

### **EQUIPMENT & PERSONAL BELONGINGS**

Each student is responsible for their own equipment, books and personal belongings and is provided a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

### **STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY**

**(Students are provided with this information as part of Pre-Enrollment prior to enrollment and during orientation via this catalog.)**

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
  - a. Make an appointment to discuss the matter informally with the School Director or designee. If not resolved at this level, the student may:
    - i. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved:
    - ii. The official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student.

The decision at this level is the final decision. If then the matter is not resolved to the student's satisfaction:

- iii. Students may submit to the program State Board and/or NACCAS only after the student has exhausted the institutions' internal complaint process.
- iv. If a student is not satisfied with their complaint resolution, they may contact the Delaware Department of Education, 35 Commerce Way, Dover, DE 19904, 302-857-3340.

## PAYMENT AGREEMENT

All student payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any changes in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages financial aid/payments.

**BILLING:** Tuition payments are due based on the earned hours (actual hours) established through the financial planning process. **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees.**

Methods of payment include full payment at the time of signing the Enrollment Agreement or through an approved payment plan as stated herein. **Payments may be made in cash, check, money order, credit card, or through non-federal agencies or outside loan programs if applicable.** Students are responsible for paying the total tuition and fees and for repaying applicable loans if any, plus interest. **Transfer in: The current costs of transfer in hours are \$10.00 per hour attended.** This does not include the cost of a required complete current student kit.

## SCHOLARSHIP & FEE WAIVERS

Alternatives Beauty School reserves the right to offer Alternatives Beauty scholarships and waive fees to eligible students.

## REFUND POLICY – NOTICE OF CANCELLATION

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. **This refund policy/notice of cancellation complies with the mandated policy.**

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely.** Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. **The applicant shall be entitled to a refund of all monies paid.** All refund calculations are based on scheduled hours.

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if applicable), kit, books, uniforms and other supplies issued and opened in any manner.

## OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:

**7.** An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee (if, applicable).



8. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee (if, applicable).

9. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school, less a refundable registration fee of \$100 (per Delaware Department of Education requires fee to be refundable).

10. A student notifies the institution of his/her withdrawal.

11. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

12. A student is expelled by the school.

13. In type 8, 9, 10, or 11, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school in person.

#### **THE POLICY REQUIRES THAT:**

14. Unofficial withdrawals or clock hour students are determined by the school through monitoring the clock hour attendance of students at least every (30) calendar days.

15. For a School that is required to take attendance, the required refund date is determined by counting from the date the withdrawal was determined. As a clock-hour school, the refund is calculated based on the student's last date of attendance.

16. Unofficial withdrawals for non-clock-hour students are determined by the school through monitoring the student's completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.

17. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.

18. When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.

19. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated, and any non-refundable items are identified.

20. A non-refundable registration fee of \$100 is charged.

21. A termination fee of \$100 is charged.

#### **MINIMUM TUITION ADJUSTMENT SCHEDULE**

For students who enroll and begin classes but withdraw before course completion (after three business days of signing the contract), the following tuition schedule 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%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**COURSE and/or PROGRAM CANCELLATION POLICY:**

**23.** If a course or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. provide completion of the course and/or program.

**24.** If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b. Provide completion of the course and/or program; or
- c. Participate in a Teach-Out Agreement; or
- d. Provide a full refund of all monies paid.

**25.** If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The school has at its option:

- a. Provide a pro rata refund; or
- b. Participate in a Teach-Out Agreement.

**The school DOES NOT have a collection policy.**

**\*The school is NOT currently eligible to participate in federal Title IV Financial Aid Programs**

If receiving a scholarship, please sign and date below to agree to these terms and as an acknowledgement.

		\$
Student Signature	Date	Scholarship Amount



## STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), **Alternatives Beauty School** has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardians of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the designated school official. Students or guardians of a dependent minor student should complete the **Request to Review Records/Release of Student Information** each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the school or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or state the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardians of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardians of a dependent minor student may file complaints regarding alleged failure to comply with FERPA with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

### **LEAVE OF ABSENCE OF POLICY**

**Alternatives Beauty School** encourages students to make steady progress toward completing their program.

Thus, a leave of absence may be granted only under the following circumstances:

1. Care for the student's child after birth or adoption; maternity or paternity leave.
2. Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
3. Due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
4. Death of an immediate family member.
5. Enrolled students who are members of the military and receive official military orders.
6. Personal reasons.

### **PROCEDURES FOR REQUESTING A LOA:**

**The students must follow the Institution's policy in requesting a LOA.**

**Students requesting a LOA must complete the LOA Request Form and submit to campus management in advance, unless unforeseen circumstances prevent the student from doing so.**

- a) The requests must be in writing,
- b) The requests must detail the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/deed, obituary or official military orders documents).
- c) The request must include the student's signature.

When requesting a LOA for medical reasons, the school will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day school is open and the student is normally scheduled.

**The institution may grant a LOA to a student who did not provide the requests prior to the LOA due to unforeseen circumstances if:**

- a) The institution documents a reason for its decision.
- b) The institution collects the request from the student at a later date; and
- c) The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

Should the LOA be granted the student will not be assessed any additional charges as a result of the requested LOA.

A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.

Any student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time.

**Contract Period Status:** A student granted a LOA will have their contract period extended by the same number of calendar days taken in the LOA and that such changes to the contract period must either be:

- a) Changes to the enrollment agreement will be initialed by all parties; or
- b) An addendum to the enrollment agreement must be signed by all parties.

**Student Withdrawal from Program(s):** If the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either:

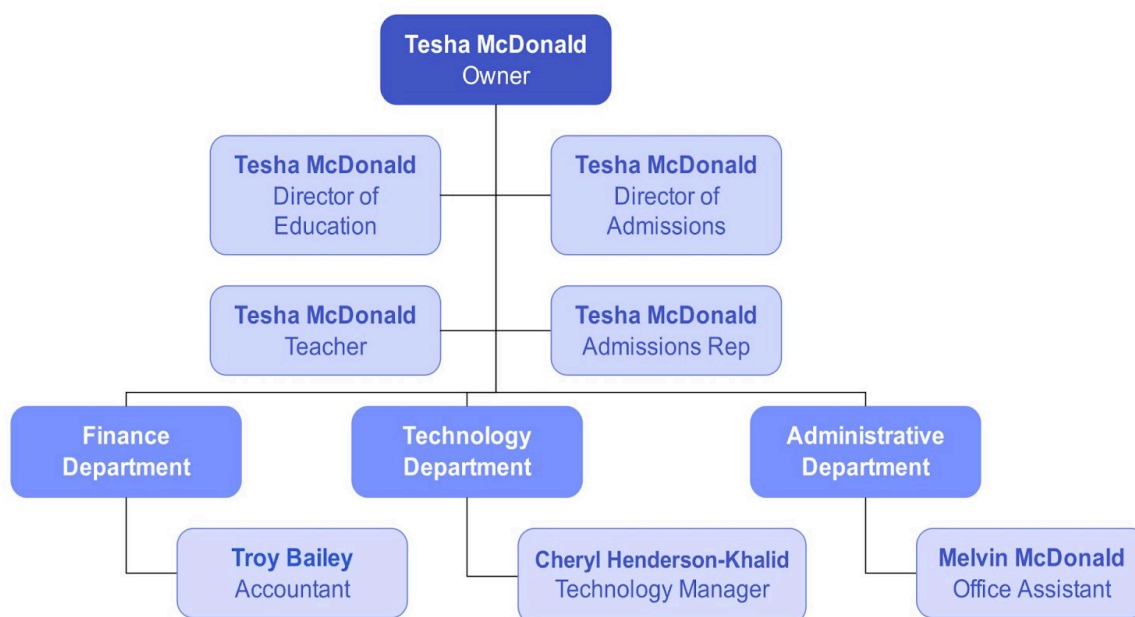
- a) For institutions that require attendance, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
- b) For institutions that are NOT required to take attendance, the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA.

**NOTE:** The revised contract end date cannot exceed 15 days past the correctly calculated revised end date utilizing the NACCAS LOA Calculator.

## ADMINISTRATION & FACULTY

Name	Position	Department
Tesha McDonald	Founder & Lead Instructor	Owner/Director of Education/ Director of Admission
Cheryl Henderson-Khalid	Technology Manager	Technology Department
Melvin McDonald	Office Assistant	Administrative Department
Trot Bailey	Accountant	Finance Department



## STUDENT OUTCOMES

### Student outcomes in GRADUATION, LICENSURE, AND PLACEMENT RATES

The following statistics represent institutional outcomes for GRADUATION, LICENSURE (exam pass rates), AND PLACEMENT Rates as of [N/A] as reported to NACCAS for the [N/A] student cohort

<b>Graduation Rates:</b> Of the students scheduled to graduate from the program in the reporting year, the percentage that actually graduated before the annual report deadline.								
Location	Nail Tech		Cosmetology		Esthetician		All Students	All Programs
N/A	1 of 1	100%	X of X	XX.XX%	X of X	XX.XX%	X of X	XX.XX%

<b>Placement Rates:</b> Of those graduating from the graduation cohort who are eligible for placement, the percentage of those who were placed prior to the annual report deadline.								
Location	[PROGRAM NAME]		[PROGRAM NAME]		[PROGRAM NAME]		All Students	All Programs
N/A	X of X	XX.XX%	X of X	XX.XX%	X of X	XX.XX%	X of X	XX.XX%

<b>Licensure Rates:</b> Of the graduates from the graduating cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.								
Location	[PROGRAM NAME]		[PROGRAM NAME]		[PROGRAM NAME]		All Students	All Programs
N/A	X of X	XX.XX%	X of X	XX.XX%	X of X	XX.XX%	X of X	XX.XX%

## SCHOOL DELAYS AND CANCELLATIONS

In case of weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, and/or local TV for school information.

## ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS

General: All Applicants must be 16 years of age or older and completed at least 10th grade. A criminal history may be a bar to licensure. Please review Section 18 to see if this applies.

**Delaware License Law:** <https://dpr.delaware.gov/boards/cosmetology/>

**Licensing Examination Information:** Theory and Practical examination required. The Delaware Licensing Examination is conducted through Prometric. For additional information on the Delaware examination visit <https://www.prometric.com/test-takers/search/nicde>. The DE exam and temporary permit applications are available online through Prometric at:

- Prometric/SMT Candidate Management System

**Licensing Testing Fees:** Visit the Prometric site for a listing of current fees.

