

North Florida Cosmetology Institute



Training students for rewarding careers in:

**COSMETOLOGY
BARBER
RESTRICTED BARBER
FULL SPECIALIST
FACIAL/SKIN CARE SPECIALIST
NAIL TECHNOLOGY**



FAFSA School Code: 03557300

2424 Allen Rd
Tallahassee, FL 32312
(850) 878-5269
www.cosmetologyinst.com

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North Florida Cosmetology Institute

President's Message

Welcome to the North Florida Cosmetology Institute!

We specialize in preparing our students for rewarding careers in the cosmetology and barbering industries. At the North Florida Cosmetology Institute, we place a high value on individual creativity. Each program combines the dedication of our faculty with the enthusiasm, desire, and creativity of our students, creating an exciting learning environment.

Cosmetology and barbering are versatile professions! Whatever your talents and interests may be, we are here to teach, train, and guide you toward a lifelong career. We are eager to help you take advantage of the opportunities available in these professional and financially rewarding fields.

I encourage you to explore our programs, and I warmly invite you to visit our school. You will have the chance to meet with our faculty and staff, who are here to help you plan your future.

Sincerely,
Anita Coppedge and Kimberly Matthews
Co-Owners

Office Hours of Operation

Tuesday, Wednesday, & Thursday, 9 AM – 9 PM
Friday & Saturday 9 AM– 5 PM
Sunday & Monday - CLOSED

Non-discrimination Notice

North Florida Cosmetology Institute does not discriminate based on race, creed, color, sex, religion, national origin, ethnic origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. The facility is accessible, but the institution does not offer specialized services to people with disabilities. The following people are designated to oversee inquiries regarding the non-discrimination policies: Anita Coppedge or Kimberly Matthews, North Florida Cosmetology Institute, 2424 Allen Rd, Tallahassee, FL, 32312 (850) 878-5269. Inquiries concerning applying non-discrimination policies may be referred to the Regional Director, US Department of Education, Office for Civil Rights, 400 Maryland Ave. SW, Washington, DC 20202-1100, and Customer Service: 800-421-3481

Administration & Staff

Anita Coppedge, President
Kimberly Matthews, Vice President
Anita Coppedge, Director
Myllinda Sessions – Cosmetology Instructor - CL1306997 – Lively Technical College
Sharon Johnson – Cosmetology Instructor – CL0215361 – Lively Technical College
Ryan Wilson – Nail Technology Instructor – FS925751– Orlando Technical College
Adrenna Canada – Full Specialist – FS919920 – North Florida Cosmetology Institute
Darrell McMullen – Barber Instructor – BB8896453 – Euro Hair Design
Mackenzie Janes – Facial/Skin Care Specialist Instructor - FS913867 – Aveda Institute Tallahassee
Stephanie Gutierrez – Substitute Instructor - FS875275 – North Florida Cosmetology Institute
Kristen Broadway – Substitute Instructor - FB9725586 – North Florida Cosmetology Institute
Linda Sue Shields – Substitute Instructor – BB23374 – Lively Technical College
Isiah Wilson – Substitute Instructor – CL1278867 – North Florida Cosmetology Institute
John Harrington – Financial Aid Director
Kristen Broadway – Project Coordinator
Stephanie Gutierrez – Administrative Assistant
Jamie Pitt– Receptionist

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Academic Calendar

North Florida Cosmetology operates on a year-round basis. Classes begin on the first Tuesday of each month. The School will be closed on the following holidays: Saturday before Memorial Day, Saturday before Labor Day, Saturday before Easter Sunday, the week of Independence Day, Labor Day, Thanksgiving Day, and the two days after Christmas Eve Day through the Tuesday after New Year's Day. Holidays are subject to change depending on the year.

Statement of Legal Control

North Florida Cosmetology Institute is legally incorporated under the laws of the State of Florida. The President of the corporation and Chief Executive Officer is Ms. Anita Coppedge.

Missions Statement

It is the intent of North Florida Cosmetology Institute to thoroughly train each student in the art and science of Cosmetology, Barber, Restricted Barber, Full Specialist, Nail Technology, and Facial/Skin Care Specialist to obtain gainful employment within the industry.

Program Goals

- The student will develop habits of excellent quality and orderly performance of the various tasks in a beauty salon or barbershop.
- The student will develop the technical skills required in the practice of beauty culture and all aspects of barbering and cosmetology.
- The student will learn to select wisely, care for, and correctly use commercial products that are related to the application of beauty and barbering treatments.
- The student will be encouraged to keep abreast of the new and unique developments in the practice of their elected course of study.
- The student will strive to establish methodical, effective habits of performance. Students are taught to cooperate with an employer, employees, and patrons.
- The student will prepare for state board examinations to obtain a license to practice barbering and cosmetology.

Clock Hours

North Florida Cosmetology Institute operates on clock hours. "Clock Hour" means 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

School Locations, Facilities, & Equipment

North Florida Cosmetology Institute is conveniently located at 2424 Allen Rd, Tallahassee, FL, 32312, with ample parking. The facilities are 9,600 sq. ft. and are constructed and equipped in accordance with the State Department of Health Services guidelines. There are 3 classrooms, 5 professional offices, computers available to students as needed, and 6 bathrooms. The Cosmetology Salon has 20 stations; the Barber Salon has 9 stations; 3 Facial/Skin Care rooms with 6 stations; 1 Pedicure room with 8 stations; and 1 Manicure room with 8 stations. The School is designed to give the instructors a full view of the classrooms and workspace. We offer the same quality and type of equipment currently used in salons, all kept in excellent working condition. The School provides the equipment necessary for teaching all subjects in the curriculum and space for students to work and concentrate on their studies. The School has central heating and air conditioning and is well-ventilated.

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Transfer of Credit Policy

North Florida Cosmetology Institute shall disclose information to the student regarding the transferability of credits to other institutions and from other institutions. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits are accepted by another institution of the student's choice.

We currently have no written articulation agreements with other institutions. No representation shall be made by a licensed institution that its credits can be transferred to another specific institution unless the institution has a current, valid articulation agreement on file.

Units or credits applied toward the award of a credential may be derived from a combination of any or all the following:

1. Units or credits earned at and transferred from other post-secondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution.
2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.
3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at the receiving institution.
4. Transferring students must obtain at least 25% of their hours at North Florida Cosmetology Institute.

Accreditations & Licenses

The following programs at North Florida Cosmetology Institute are accredited through The National Accrediting Commission of Career Arts and Sciences (NACCAS) – Cosmetology, Barber, Restricted Barber, Full Specialist, Facial/Skin Care Specialist, and Nail Technology. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600 or Fax 703-379-2200. The National Accrediting Commission of Career Arts and Sciences is recognized by the US Department of Education and the Florida Commission for Independent Education as a National Accrediting Agency for post-secondary schools and programs of Cosmetology Arts and Sciences. Note: Effective August 12, 2025 – Accreditation on Probation

North Florida Cosmetology Institute is licensed by The Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414 Tallahassee, Florida 32399-0400 or (850) 245-3200 and (888) 224-6684.

School Hours

North Florida Cosmetology Institute offers full-time and part-time schedules.

Full-time: 30 hours per week

Part-time: 15 hours per week

Full-time day schedule:

Tuesday, Wednesday, Thursday, & Friday

9:00 AM – 5:00 PM

Saturday: Makeup day (optional)

Part-time schedule:

Tuesday, Wednesday, Thursday: 5:30 PM to 9:00 PM

Saturday: 9:00 AM to 5:00 PM

Rules & Regulations

1. Students must be on time. If you are going to be late or absent, you must notify the Administration by phone.
2. Students are not allowed to bring their children, nieces, nephews, etc. with them to School.
3. Students must always be well-groomed, failure to do so may result in temporary dismissal.
4. Students must wear black medical scrubs; failure to do so may result in the student being sent home.
5. Students must always have their equipment with them.
6. Another student may not punch timecards.
7. Students cannot leave class (Theory or practical) without permission.
8. Students as per assignment must perform daily sanitation.
9. The School is not responsible for lost or stolen articles.
10. Students are required to study at home as well as at School as appropriate.
11. Students will be called to the telephone only in cases of emergency.

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12. Tuition is to be paid on the first of the month unless other arrangements have been made.
13. Eating or drinking at stations, on the clinic floor, or in classrooms is not permitted. Those activities are permitted at designated times and in designated areas.
14. Students are always to conduct themselves in a professional manner. (Example: students may not refuse customers. Students who refuse to service a customer will be asked to punch out and go home).
15. Students are not allowed to have their hair done except by permission and at a time and day designated by the instructor in charge.
16. Students must maintain regular school hours.
17. Permanent or temporary dismissal may be made by the instructor in charge or the Administration in accordance with the infractions listed under the section entitled "TERMINATION."
18. A student will be granted Leave of Absence – see LOA policy.
19. Medical leave of absence will be granted by a doctor's certificate only and must specify the anticipated return date.
20. Students must sanitize workstations and remove hair immediately after every service.

Student Lockers

Lockers for storage of supplies, texts, and personal items are available to all students at no additional charge. Students must supply their own locks. When completing a program or terminating attendance, students must clean out lockers within 24 hours, or school officials will open lockers and dispose of all contents.

Student Conduct

We expect all students to conduct themselves in a professional business manner. No action will be tolerated that will unfavorably reflect on the School or its students. Please refer to the rules and regulations in this catalog.

Dress & General Appearance

All students are required to wear black medical scrubs and a name tag that identifies their program of study. Clothes are to be neat and clean. Hair is to be well-groomed – no hats allowed.

Policy Changes

We reserve the right to make changes in accordance with class schedules, program sequences, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of the programs of study. The School also reserves the right to make changes in Administration, teaching personnel, policy, or any other school activity. Students will be notified, if possible, of any changes prior to the changes being made.

Visitors

Guests are welcome at the School during class hours. The Director of Education encourages prospective students to be our guests for a day and sit in on classes. Evening and Saturday visits may be arranged by contacting the business office. Friends of students who wish to sit in on classes are required to get permission from the Director.

All visitors are required to sign in at the reception desk. Visitors are discouraged during class time, except in the case of an emergency. All visitors are requested to wait in the front reception area.

Drug & Alcohol Abuse

The illicit use, transfer, possession, and/or sale of illegal drugs or alcohol will not be tolerated and are prohibited. The fundamental concern by school administration relative to illegal substance abuse is the rehabilitation of the student involved. Any student who needs help in this area should see the Director of Education. The student will be referred to an appropriate community agency for necessary counseling and/or treatment. Further information regarding drug and alcohol abuse is distributed to the students on the first day of class.

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Admissions Requirements & Procedures

For all our programs as regular students, we only admit those persons having completed a personal interview. He or she must present proof of a High School Diploma or Transcripts, GED equivalent, or State Certified Homeschooling Certificate. Also, you will need a Driver's license or picture ID and Social Security card. We do not accept ATB (Ability to Benefit) students.

The School does not offer GED programs; however, GED programs are taught in the community. For information about where GED programs are offered, contact the Director of Education.

For admission information, the School is open from 9:00 AM to 5:00 PM Tuesday-Friday and Saturday or evening interviews may be arranged by appointment.

North Florida Cosmetology Institute will accept a transfer student providing the following conditions are satisfied.

1. A prospective student must attend a personal interview.
2. A prospective student must have a high school diploma or GED, Photo ID, and Social Security Card.
3. If the student was terminated from the previous institution due to drugs, alcohol, and/or unacceptable behavior, acceptance might not be permitted.
4. Credit will be given for the number of hours that the student earned at the previous institution and tuition will be adjusted accordingly. An official affidavit of hours is received from the student's previous school. Students are required to complete 25% at North Florida Cosmetology Institute.
5. We do not recruit students already attending or admitted to another school offering a similar program of study.
6. Students must furnish a copy of their (1) driver's license, (2) social security card, and (3) High School or GED diploma. If they do not have copies on hand, they must bring originals, and copies will be made for them.

High School Diploma Validation Policy

1. Check all "suspicious-looking" diplomas against the unacceptable list.
(i.e., no country or state denoted, no seal visible, looks homemade, etc.)
2. If the transcript is provided, ensure that "standard high school diploma" is stated.
3. If a GED is supplied, ensure that the diploma is issued from the state where it was taken.
4. The military-issued GEDs are acceptable.
5. Online diplomas or "diploma test only" diplomas are not acceptable.
6. Admissions should report any questionable diplomas to Financial Aid for further evaluation and research.
7. Home-educated students who apply for admission as having graduated from a home education program must present a valid home school affidavit according to Florida Statutes or a Self-Certification signed and notarized.
8. Foreign transcripts and/or diplomas are verified by a third-party agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S High School Diploma.

Programs & Occupations Available

We offer seven programs for students wanting to become licensed in cosmetology or barbering. They are shown below, together with the number of hours (inclusive of Theory and practical) required to complete training and become eligible for licensure. Each program is described more fully later in this catalog.

1. Cosmetology 1200 hours & 43 weeks
2. Barber 900 hours & 32 weeks
3. Restricted Barber 600 hours & 21 weeks
4. Full Specialist (Facial/Skin Care Specialist and Nail Technology) 600 hours & 21 weeks
5. Facial/Skin Care Specialist 220 hours & 8 weeks
6. Nail Technology 180 hours & 7 weeks

The cosmetology and barbering industries are two of the more diverse career fields licensed practitioners enter. Students are advised on job opportunities available in a wide range of venues, from single-chair salons or shops to multi-million-dollar, full-service,

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exclusive spas. Most newly licensed graduates are encouraged to continue developing their skills through employment in shops and salons where they gain experience by servicing clients and observing their more experienced peers. Students are also encouraged to explore opportunities in stand-alone shops and beauty salons, hotels, resorts, and shops located in shopping centers, department stores, discount supercenters, nursing homes, and on cruise ships. They are also advised of potential opportunities in doctors' (dermatology and plastic surgery) offices, hospitals, and clinics.

Collection Policy

North Florida Cosmetology Institute will make every effort to collect all monies due to the institution. North Florida Cosmetology Institute will follow the Refund Policy guidelines. If in-house efforts are not effective, other means of collection, such as the Small Claims Court or Local Credit Bureau, will be explored. The student will be responsible for court costs and Attorney Fees. North Florida Cosmetology Institute also acknowledges that at no time will promissory notes or contracts for tuition be sold to a third party without a signed authorization from the student or their financial advisor.

Additional Student Expenditures

Additional expenses students may incur: Department of Business and Professional Regulation (DBPR)

- Notebook and paper
- Transportation
- Replacement of any required equipment
- Florida Board of Cosmetology examination fee
- Exam site Computer Test Administrator fee
- Florida Board of Barbers examination and reexamination fees for Restricted Barber
- Florida Board of Barbers examination and reexamination fees for Barber
- Full Specialist fee to the DBPR
- Nail Technician fee to the DBPR
- Facial/Skin Care Specialist registration fee to the DBPR
- The fee to a Board-certified provider for an HIV/AIDS course, grading, and certificate.
- Additional tuition fees will be applied after the student's contracted ending date per the enrollment agreement.

Effective March 1, 2021

****The initial state licensing fees are included in your tuition.***

NOTE: The cost to the student for extra items, such as instructional supplies or equipment, is non-refundable. The DBPR establishes fees that are subject to change without notice. The provider determines the fee for the HIV/AIDS course, which is subject to change depending on the cost of printing.

Registration Fee

A \$150 registration fee is due at the time of the initial interview - this fee is non-refundable. The fee is applied in full against the student's total cost. This is a non-refundable fee unless the student notifies the School in writing within three business days of signing the enrollment agreement that they wish to cancel their enrollment.

Return Check Fee

A fee of \$25 is charged for any check that does not exceed \$50.00; \$30.00 if the check is greater than \$50.00 but does not exceed \$300.00; \$40.00 if the check is greater than \$300.00, or 5% of the amount of the check, whichever is greater. This fee will apply to a check returned from a financial institution due to insufficient funds or any other reason (Florida Statute 832.07).

Transcripts

Academic transcripts are available upon receipt of the student's or institution's written request. Academic transcript or hours of

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attendance will be released only upon confirmation that the student does not owe the institution any outstanding balances. There is a \$25.00 fee for transcripts.

Tuition - Methods of Payment

Payments may be made by cash, check, money order, credit card or through a federal & non-federal agency or loan programs.

1. The School will allow a student to make in-house payments without interest if the loan is paid during the minimal time frame required for the student's program. Weekly, bi-weekly, and monthly payment plans are available. Payments depend on the deposit at the time of enrollment and which payment schedules the student selects.
2. Federal Student Aid for those who qualify - This includes Pell Grants and Direct Loans.
3. Vocational rehabilitation assistance to those who qualify.
4. Florida Pre Paid and 529 Plans
5. VA assistance for those who qualify.
6. Private Loans

Note: To apply for Federal Student Aid www.studentaid.gov - North Florida Cosmetology Institute's school code is 035573. We require a High School Diploma or GED, a Social Security card, and a Driver's License or ID card. We do not accept ATB (ability to benefit) students.

*Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated, resulting in liabilities owed by the student and/or the institution, if applicable.

Institution Cancellation & Refund Policy

Should a student's enrollment be terminated or canceled for any reason, by either party, including student decision, course or program cancellation, or school closure, all refunds will be made according to the following refund schedule:

1. Cancellations can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the School does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 20% completion of the payment period, will result in a Pro Rata refund computed on the scheduled number of hours completed to the payment period hours.
5. Cancellation after completing 20.01%-24.99% of the payment period will result in 45% of the payment period tuition owed to the Institute.
6. Cancellation after completing 25% to 49.99% of the payment period will result in 70% of the payment period tuition owed to the Institute.
7. Cancellation after completing 50% of the payment period will result in 100% of the payment period tuition owed to the Institute.

"% of Scheduled Hours Completed in the payment period	% of Tuition for the payment period owned the Institute
0% to 20%	Pro Rata
20.01% to 24.99%	45%
25% to 49.99%	70%
50% and over	100%

8. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used.
9. Institute Closure or Program Cancellation: If the Institute is permanently closed or no longer offers instruction after the student has enrolled, the Institute shall provide a pro-rata refund of all monies paid by the student. If a program is canceled after a Student's enrollment but before or after beginning instruction. In that case, the Institute shall, at its option, either (a) provide a full refund of all monies paid by the student or (b) provide for completion of the Program.
10. Refunds will be made within 30 days of the student's enrollment termination or receipt of a Cancellation Notice from the student.
11. The cost of the eBooks and supplies are not included in tuition adjustment computations. These items become the property of the student.

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12. When the refund/R2T4 calculation is complete, if there is a credit on the student's account, we will repay the student's loans^{1st}, and the remaining credit will be mailed to the student.

***Students who do not return from a leave of absence, the date of withdrawal for the purpose of calculating a refund is always the student's last day of attendance.**

Return of Title IV Funds (R2T4)

For any Title IV recipient who withdraws from an eligible program of study after entering the School, the statutory return of the Title IV funds policy will be implemented. The amount of Federal Financial Aid that a student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all Financial Aid assistance is earned. This policy will calculate the amount of Financial Aid funds earned by the student during their attendance in School. The withdrawal date is defined as the student's last date of attendance, whether they are an official withdrawal, an unofficial withdrawal, or an administrative withdrawal. The School will calculate the amount of Title IV Aid that was earned based on the payment period. The institution will determine:

The Title IV Aid was disbursed, or that could have been disbursed.

- » The percentage of Title IV Aid Earned by the student.
- » The amount of Title IV Aid Earned by the student.
- » The total Title IV Aid to be returned or disbursed as a post-withdrawal disbursement.
- » The amount of unearned Title IV Aid to be returned by the School.
- » The amount of unearned Title IV Aid to be returned by the student.

The School will process all refunds in the following manner:

- » Any refund will be made first to the William D. Ford Federal Direct Unsubsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Direct Subsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Federal Direct PLUS Loan up to the amount disbursed.
- » Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.

If the student receives less Title IV funds than the amount earned, the School will offer the student a disbursement of the earned aid that was not received as a post-withdrawal disbursement. Post-withdrawal disbursement will be made from Pell grant funds first if eligible. If the cost is still due to the School at the time of withdrawal, a Pell grant post-withdrawal disbursement will be applied to the student's account. Any Pell grant funds over current educational costs will be sent directly to the student. For any federal loan program funds due, a post-withdrawal disbursement must be offered to the student. The Institute must receive the student's authorization before crediting the student's account with federal loan funds due from a post-withdrawal disbursement.

NOTE: Examples of Return to Title IV calculations and Institution Refund Policy are available in the Financial Aid Department.

Leave of Absence Policy (LOA)

LEAVE OF ABSENCE (LOA) An LOA may be requested for any reason, whether personal or medical, for the student's needs. Requests for LOA must be submitted in advance in writing, including the reason for the request and the student's signature. Suppose unforeseen circumstances prevent the student from requesting the LOA in advance. In that case, the institution may grant an LOA to a student if the institution documents the reason for its decision and collects the student's request at a later date. For example, a student is involved in an accident and needs a few weeks to recover. The student could not request the LOA in advance – the institution would determine the beginning date of the LOA to be the first date the student could not attend School due to the accident.

NOTE: 14 consecutive (calendar) days absent is considered an automatic withdrawal.

- A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds 180 calendar days in any 12-month period, as defined by the Department of Education.
- A leave of absence must not exceed 60 days unless for medical reasons.
- Medical leaves of absence must be documented and must not exceed 180 days.
- There must be a reasonable expectation the student will return from the LOA
- Approval of the student's request for an LOA follows the institution's policy.
- Students must return before the next scheduled school day following the end date on the LOA.
- The status of a student upon LOA absence will remain the same as before that leave.
- The Institute will extend the student's contract period by the same number of calendar days in the LOA. All parties must

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initial changes to the contract period on the Enrollment Agreement Addendum must be signed and dated by all parties.

- The Institute may not assess the student for any additional charges because of the LOA.
- A student granted an LOA that meets these criteria is not considered withdrawn, and no refund calculation is required.
- For students who do not return from a leave of absence, the withdrawal date to calculate a refund is always the student's last day of attendance.
- The students must follow the institution's policy in requesting the LOA.

Termination Policy

The School reserves the right to terminate any student for violating the institution's rules and regulations. Students could also be terminated if attendance and grades are not satisfactory during the 1st month of enrollment, and the School could prevent the students from re-enrolling for six months after termination. The School reserves the right to modify the rules and regulations; changes will be published on the website and in the catalog.

The following infractions could result in PERMANENT termination:

- Stealing
- Continuous abuse of the Rules
- Drug Use

The following infractions could result in TEMPORARY termination:

- Failure to Obey Established Rules
- Disrupting the Class
- Abusing Patrons
- Profane Language
- Refuse to service a customer.

Attendance

The School must be notified if a student is unable to attend School for any reason. All days or classes from which the student is absent or tardy are recorded in the attendance book showing makeup time is needed. If the student does not attend within 14 days from the last day of attendance, they will be considered withdrawn, and the student will be terminated as of their last date of attendance. Class cuts are not permitted and may be cause for dismissal.

A student who develops a pattern of tardiness (two or more per week) will be counseled and advised that they may be cause for termination if such actions continue. Tardiness is a late arrival of 15 minutes or more from the start of class.

Makeup Policy

Students are given two days each month to make up tests or assignments. Makeup days are scheduled for the 1st and 3rd Wednesday of each month; test times are 11 am and 1 pm, but are subject to change at any time. Students are given a calendar each month that shows the exact date and time of makeup days.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School. It is printed in the catalog to ensure all students receive a copy before enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

*Academic Year = 900 Clock Hours

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 1200 hours	450 actual hours & 15 weeks & 900 actual hours & 30 weeks
Barber 900 hours	450 actual hours & 15 weeks
Restricted Barber 600 hours	300 actual hours & 10 weeks

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Full Specialist – 600 hours	300 actual hours & 10 weeks
Facial/Skin Care Specialist 240 hours	110 actual hours & 4 weeks
Nail Technology – 180 Hours	90 actual hours & 3 weeks

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

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 the midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students must attend a minimum of 67% of the hours possible based on the applicable attendance schedule to maintain satisfactory attendance progress. Evaluations are conducted at the end of each period to determine if they meet 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 67% 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

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress stated below:

MAXIMUM TIME ALLOWED

Course	Total Hours	Scheduled Hours	Weeks of Instruction
Cosmetology (full-time)	1200	1800	65
Restricted Barber (full-time)	600	900	32
Barber (full-time)	900	1350	48
Full Specialist (full-time)	600	900	32
Facial/Skin Care Specialist (full-time)	240	330	12
Nail Technology (full-time)	180	270	11

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 150% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue at the institution on a cash-pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable grading system 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 the practical assignment's completion as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program. Practical skills are evaluated according to text procedures and in practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam before graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - 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 will lose Title IV Funding eligibility unless they are on warning.

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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 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 the student has still not met both the attendance and academic requirements at the end of the warning period, he/she may be deemed ineligible 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.

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 before leaving 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 before completing the course and wish to re-enroll will return in the same satisfactory academic progress status as at the withdrawal time.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items do not affect the School's satisfactory academic progress standards.

TRANSFER HOURS

Concerning Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours to determine when the allowable maximum time frame has been exhausted. SAP periods are based on actual contracted hours at the institution.

Re-Entry

If a student has been granted an appeal for reinstatement or is reentering the program after an interruption of training commenced at the time the student withdrew, the following procedure will apply.

- A. The student will return at the rate of progress attained as they were when the interruption of their training occurred.
- B. The student will be evaluated at the re-entry period. If at this time he/she has fallen below minimum standards, he/she will be terminated.
- C. A reentering student will be charged at the current tuition rate.

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

All students are enrolled for a one-month probationary period. Should the student's progress be unsatisfactory at the end of the probationary period, the student will be counseled to ascertain if he/she has a sincere desire to continue the program in which they are enrolled.

To graduate, students must successfully complete all work assignments, services, pass the final written exam with a satisfactory average, complete the required hours of their program, satisfy all financial obligations to the School, and schedule and attend an exit interview before the last day of class.

Once all the above requirements and financial obligations are met, students are awarded a Diploma at their exit interview, together with the appropriate application they present to the Board of Cosmetology either for immediate licensure or to sit for the state examination for licensure.

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Placement & Advising Policy

Guidance and advising for placement will be provided from when students begin classes until graduation or termination. Types of advising to be offered by the School are Educational (as related to academic and attendance progress), financial (as required by applicable state and federal regulations), and occupational (information about licensure, employment, etc.).

Placement is the final step of a student's educational training. The process begins with an interview with the Director of Education to discuss future employment goals. The Director of Education will then set up interviews, when possible, with appropriate personnel representing the many salons that are interested in employing North Florida Cosmetology Institute, Inc. graduates.

Tips on job interviewing techniques and a follow-up analysis of each interview are part of placement advising. By working closely with the Director of Education, the student can match skills and interests with available jobs.

North Florida Cosmetology Institute does not guarantee employment to its students. The school placement assistance procedures include identifying employment opportunities and advising students on appropriate ways to realize those opportunities. We strive to maintain up-to-date Job Boards and, when possible, publish employment opportunities on Social Media for students and graduates.

VA (Veterans Affairs) Attendance Policy

Early departures, class cuts, unexcused tardies, etc., for any portion of a class period.

Students exceeding **20% total** absence in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for the VA benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VA Standards of Academic Progress

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period.

A VA student whose CGPA falls below 80% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the School to be recertified after attaining a CGPA of 80%.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the School to be recertified after attaining a CGPA of 80%.

VA Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration is determined by the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

VA Credit for Previous Education or Training

Students must report all education and training. The School must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

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VA Pending Payment Compliance

REQUIRED POLICY FOR 38 USC 3679(E) FOR ALL SCHOOLS: NO FINANCIAL OR ACCESS PENALTIES FOR UP TO 90 DAYS, FOR CH 31 AND CH 33 BENEFICIARIES [NOTE TO SCHOOL OFFICIAL: VA DETERMINED SCHOOLS ARE NOT REQUIRED TO ADD CH 35 TO THEIR POLICY]

In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, this School adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the School certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this School will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students will be required to:

Provide the College with:

- A copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; OR
- An approval letter for chapter 31 benefits, such as a VAF 28-1905

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibll.

Schedule & School Hours

All training must be under the supervision of a licensed instructor. All students enrolled in North Florida Cosmetology Institute must be taught Theory and principles before they are permitted to practice on clients.

Full-Time: Tuesday – Friday

Closed Sunday & Monday

9:00 – 10:30 Theory
10:30 – 10:45 Break
10:45 – 12:00 Theory
12:00 – 1:00 Lunch (off the clock)
1:00 – 3:00 Practical/Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/Clinical
4:30 – 5:00 Sanitation/Clean Up

Part-Time: Tuesday-Thursday & Saturday

Closed Sunday & Monday

Tuesday

5:30-7:00 Theory
7:00-7:15 Break
7:15-9:00 Theory

Wednesday and Thursday

5:30-7:00 Practical/ Clinical
7:00-7:15 Break
7:15-9:00 Practical/Clinical

Saturday

9:00 – 10:30 Practical/Clinical
10:30 – 10:45 Break
10:45 – 12:00 Practical/Clinical
12:00 – 1:00 Lunch (off the clock)
12:15 – 2:00 Practical/Clinical
1:00 – 3:00 Practical/ Clinical
3:00 – 3:15 Break
3:15 – 4:30 Practical/ Clinical
4:30 – 5:00 Sanitation/Clean Up

*Schedule is subject to change.

Program #1: Cosmetology 1200, Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical) Training. Theoretical Instruction involves hours of instruction in which students learn concepts related to cosmetology, skincare, and nails, as well as state laws. The primary resource for this segment is "The Standard eBook of Cosmetology" by Milady, supplemented by other relevant books, journals, and periodicals.

The Supervised Practical (Clinical) is a designated number of instructional hours focused on cosmetology, skincare, and nails. During this supervised practice, students are placed in a simulated beauty salon environment under the direct guidance of instructors. They

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engage in group discussions, take notes, attend lectures, and follow their instructor's directions. Once they are ready, students are assigned patrons, allowing them to work with the public and perform the same services they will provide in a beauty salon after graduation and successfully passing the state board examination.

Program #1: Cosmetology Program 1200 – CIP 12.0401 - SOC 39-5012

Length: 1200 Hours – 43 Weeks

Full-Time: Tuesday - Friday
9:00 am to 5:00 pm

Part-Time: Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

Tuition: \$14,100
Registration Fee: \$150
eBooks (Milady/MindTap): \$325
Facility Usage & Supplies: \$1,325
Total Cost of Program: \$15,900

**The initial State licensing fee included in your tuition.*

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: These programs prepare individuals for employment as licensed cosmetologists, registered nail technicians, or facial specialists. The instruction is designed to qualify students for jobs after they pass the Florida cosmetology licensing examination or obtain registration with the Board of Cosmetology.

The curriculum includes, but is not limited to, the following subjects: communication skills, leadership skills, human relations skills, employability skills, safe and efficient work practices, Florida cosmetology laws and regulations, and knowledge related to cosmetology, including chemistry and bacteriology. Additionally, it covers the art of makeup and develops skills in performing the manipulative and electrical techniques required in cosmetology, nail technology, and facial specialist professions.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Cosmetology Program 1200 Breakdown	Clock Hours	Services
COS 01	Orientation (Rules & Regulations)	18	
COS 02	Shampoo and Rinses	60	50
COS 03	Hair – Structure of Hair	35	
COS 04	Hair Styling	200	300
COS 05	Hair Shaping	100	75
COS 06	Hair and Scalp Treatments	30	45
COS 07	Permanent Waving and Chemical Relaxing/Straightening	162	65
COS 08	Hair Coloring and Hair Lightening	175	45

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COS 09	Manicures, Pedicures, Gels & Acrylics	120	40
COS 10	Facials and Makeup	260	40
COS 11	Salon Management	10	
COS 12	Sterilization, Sanitation, and Bacteriology	15	
COS 13	Florida Laws and HIV/AIDS	8	
COS 14	Hygiene, Good Grooming, and Personal Development	5	
COS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	1200	660

COS 01 – Orientation (Rules and Regulations) - Overview of school rules, policies, procedures, and regulations

COS 02 – Shampoo and Rinses - Detailed instructions on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

COS 03 – Hair – Structure of Hair - Learn and understand the growth structure and composition of the hair.

COS 04 – Hair Styling - Learn techniques to complete hair styling and finishing per the client's request and to their satisfaction.

COS 05 – Hair Shaping - Learn basic haircutting and shaping techniques utilizing shears, razors, and clippers.

COS 06 – Hair and Scalp Treatments - Instruction on identifying hair and scalp treatments to keep hair and scalp in a healthy condition.

COS 07 – Permanent Waving and Chemical Relaxing/Straightening -Detailed instruction regarding the techniques used for chemically treating the hair and rearranging the basic structure.

COS 08 - Hair Coloring and Hair Lightening - Learn the art of conducting a color service to either deposit color or lighten the original hair color - Product Chemistry.

COS 09 – Manicures, Pedicures, Gels & Acrylics - Detailed instruction on the proper care of the hands and feet and learning to identify nail disorders and sanitation. Application of gel & acrylic products to natural nails.

COS 10 – Facials and Makeup - Learn skin management and treatments: Hair Removal, Facial Techniques, Contraindications, Skin Theory, Disease, and Disorders of the Skin. Learn skin types and conditions, cosmetic color theory, and basic makeup application and procedures.

COS 11-Salon Management - Learn the basic principles needed to open and operate a successful salon, and salon Ethics and practices.

COS 12 – Sterilization, Sanitation and Bacteriology, and Basics of Electricity - Learn to promote good health by sanitizing implements and equipment in accordance with state regulations.

COS 13 – Florida Laws and HIV/AIDS - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

COS 14 – Hygiene, Good Grooming, and Personal Development - Learn principles of personal hygiene and wellness through sanitary practices.

COS-15 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction for employees.

Program #2: Barber, Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction covering barbering-related topics and state laws. The Milady Barbering eBook is the primary source of Theory. While it is the main source, it is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in barbering. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of Barber instructors. Students participate in group discussions, take notes, attend lectures, and follow their instructor's directions.

When ready, students are assigned patrons, and it is at this point that they learn to work with the public, performing the same services they will do in the beauty salon upon graduation and successfully passing the state board examination.

Program #2: Barber Program – CIP 12.0402 – SCO 39-5011

Length: 900 Hours – Weeks 32

Full-Time: Tuesday - Friday
9:00 am to 5:00 pm

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Part-Time: Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

Tuition:	\$10,575
Registration Fee:	\$150
eBooks (Milady/MindTap):	\$325
Facility Usage & Supplies	\$1,325
Total Cost of Program:	\$12,375

****The initial State licensing fee included in your tuition.***

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: The successful completion of this course qualifies the individual for a license to practice barbering in the State of Florida.

The program content includes but is not limited to, communication skills, leadership skills, human relations skills and employability skills, efficient work practices, business development, Florida barbering laws and rules, safety, sanitation and sterilization, and the acquisition of knowledge of barbering especially as it relates to chemistry, bacteriology, anatomy and physiology, and the development of skills in performing the manipulative and electrical techniques required to practice hair cutting, hair and scalp therapy, hair shampooing and styling, shaves and beard and mustache trimming, facials, hair coloring, and permanent waving and relaxing.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Barber Program Breakdown	Clock Hours	Services
BAR 01	Florida Laws, Rules, and HIV/AIDS (2 hours)	225	
BAR 02	Safety, Sanitation, and Sterilization	270	
BAR 03	Hair Structure and Chemistry	90	
BAR 04	Hair Cutting and Styling	135	135
	Taper Cuts		
	Freehand		
	Shear Over Comb		
	Clipper Over Comb		
BAR 05	Style Cuts Including Blow Drying		75
BAR 06	Shampooing	45	45
BAR 07	Chemical Services	90	50
	Permanent Waving		
	Coloring and Bleaching		
	Hair Relaxing and Curling		
	Hair and Scalp Therapy		
BAR 08	Shaving, Beard, & Mustache Trimming	45	45
	Total Hours and Services	900	350

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BAR 01 – Florida Laws, Rules, and HIV/AIDS - Overview of Florida laws, rules, regulations, and expectations. Cover school policies and procedures.

BAR 02 – Safety, Sanitation, and Sterilization - Learn to promote good health by sanitizing implements and equipment in accordance with state regulations.

BAR 03 – Hair Structure and Chemistry - Learn and understand the growth structure and composition of the hair.

BAR 04 & BAR 05 – Hair Cutting and Styling - Learn techniques to complete hair styling and finishing per the client's request and to their satisfaction. Learn basic hair-cutting and shaping techniques using shears, razors, and clippers.

BAR 06 – Shampooing - Detailed instruction on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

BAR 07 – Chemical Services - Detailed instruction regarding the techniques used for chemically treating the hair and rearranging the basic structure. Learn detailed instructions on the methods used to treat hair and rearrange its basic structure chemically. Learn the art of conducting a color service to either deposit color or lighten the original hair color.

BAR 08 – Shaving, Beard, Mustache Trimming, and Facials - Learn to utilize specific instruments and techniques for shaving, beard, and mustache trimming.

Program #3: Restricted Barber, Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction covering barbering-related topics and state laws. The Milady Barbering eBook is the primary source of Theory. While it is the main source, it is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in barbering. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of Barber instructors. Students participate in group discussions, take notes, attend lectures, and follow their instructor's directions.

When ready, students are assigned patrons, and at this point they learn to work with the public, performing the same services they will provide in the beauty salon upon graduation and after successfully passing the state board examination.

Program #3: Restricted Barber Program – CIP 12.0402 - SCO 39-5011

Length: 600 Hours – 21 Weeks

Full-Time: Tuesday - Friday
9:00 am to 5:00 pm

Part-Time: Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

Tuition:	\$7050
Registration Fee:	\$150
eBooks (Milady/MindTap):	\$325
Facility Usage & Supplies	\$1,325
Total Cost of Program:	\$8,850

****The initial State licensing fee included in your tuition.***

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

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Program Objective: The successful completion of this course qualifies the individual for a license to practice restricted barbering in the State of Florida.

The program content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, efficient work practices, business development, Florida barbering laws and rules, safety, sanitation and sterilization, and the acquisition of knowledge of barbering, especially as it relates to chemistry, bacteriology, anatomy and physiology, and the development of skills in performing the manipulative and electrical techniques required to practice hair cutting, hair and scalp therapy, hair shampooing and styling, shaves and beard and mustache trimming.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Restricted Barber Program Breakdown	Clock Hours	Services
BAR 01	Florida Laws, Rules, and HIV/AIDS (2 hours)	75	
BAR 02	Safety, Sanitation, and Sterilization	325	
BAR 03	Hair Structure, Cutting, and Cleansing	150	150
a.	Taper Cuts		
I.	Freehand		
II.	Shear Over Comb		
II.	Clipper Over Comb		
b.	Style Cuts, Including Blow Drying		
c	Shampooing		50
BAR 04	Shaving, Beard, and Mustache Trimming	50	50
	TOTAL HOURS and SERVICES	600	225

BAR 01 – Florida Laws, Rules, and HIV/AIDS - Overview of Florida laws, rules, regulations, and expectations. Cover school policies and procedures.

BAR 02 – Safety, Sanitation, and Sterilization - Learn to promote good health by sanitizing implements and equipment in accordance with state regulations.

BAR 03 – Hair Structure, Cutting, and Cleansing - Learn and understand the growth structure and composition of the hair. Learn techniques for hair styling and finishing to meet the client's requests and satisfaction. Learn basic hair-cutting and shaping techniques using shears, razors, and clippers. Detailed instructions on the use of shampoo and chemicals for cleansing the scalp and hair in preparation for additional hair services and treatments.

BAR 04 – Shaving, Beard, and Mustache Trimming - Learn to utilize specific instruments and techniques for shaving, beard, and mustache trimming.

Program #4: Full Specialist, Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction covering skincare and nail theory, as well as state laws. The eBook of Nail Technology & Standard Esthetics by Milady is the primary source of Theory and is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in skincare and nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of instructors. Students participate in group discussions, take notes, attend lectures, and follow their instructor's directions. When ready, students are assigned patrons and, at this point, learn to work with the public, performing the same services they will provide in the beauty salon upon graduation.

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Note: We offer Full Specialist 600 (an increase of 200 hours from the Florida requirement) to allow students to apply and receive Financial Aid, to those who qualify.

Program #4: Full Specialist – CIP 12.0499 – SOC – 39-5090

Length: 600 Hours – 21 Weeks

Full-Time: Tuesday - Friday
9:00 am to 5:00 pm

Part-Time: Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

Tuition: \$7,050
Registration Fee: \$150
eBooks (Milady/MindTap): \$660
Facility Usage & Supplies: \$690
Total Cost of Program: \$8,550

**The initial State licensing fee included in your tuition.*

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This program is designed to provide instruction in School, classroom/laboratory safety rules, and procedures. It allows the student to become competent in facials, makeup, manicures, pedicures, and the application of artificial nails and wraps. The tuition for this course includes a selection of supplies and equipment. Before completion, designated procedures must be performed.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Full Specialist Program Breakdown	Clock Hours	Services
FS 01	Professional Image and Ethics	5	
FS 02	Bacteriology, Sanitation, and Sterilization	17	5
FS 03	Florida Laws & Safety Precautions	11	
FS 04	Anatomy of the Skin and Nails	14	
FS 05	Disorders/Chemistry of the Skin and Nails	14	
FS 06	Salon Management and Conduct	19	
FS 07	HIV/AIDS	4	
FS 08	Successful Business Operations and State Licensure	12	
FS 09	Facial Procedures/Makeup Application	200	50
FS 10	Facial and Body Waxing Procedures	102	50
FS 11	Manicure and Pedicure Procedures	40	30
FS 12	Nail Theory, Practice, and Related	120	50
FS 13	Wraps, Gels, and Mending Procedures	24	25
FS 14	Nail Removal and Nail Care	16	15

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FS 15	Compensation and Payroll Deductions	2	
	Total Hours and Services	600	225

The following items are provided in skin care rooms. Equipment includes a magnifying lamp, vapor steamer, sterilizer, wax melting containers, and wax. Back bar supplies: Cleaners, masks, moisturizers, and astringents. Other supplies as needed.

FS 01 – Professional Image and Ethics -Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional image.

FS 02 – Bacteriology, Sanitation, and Sterilization - Learn to promote good health by sanitizing tools and equipment following state regulations. Set up, operate, and maintain electrical devices.

FS 03 – Florida Laws & Safety Precautions - Overview of Florida Laws, rules, and regulations.

FS 04 – Anatomy of the Skin and Nails - Learn the science and structure of the skin. Determine the scientific basis for the proper application of services and products.

FS 05 – Disorders/Chemistry of the Skin and Nails - Learn disorders and treatments for skin and nail conditions and diseases.

FS 06 – Salon Management and Conduct - Learn the basic principles needed to open and operate a successful salon, as well as professional conduct.

FS 07 – HIV/AIDS - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

FS 08 – Successful Business Operations and State Licensure - Learn the basic principles needed to open and operate a successful salon.

FS 09 – Facial Procedures/Makeup Application – Manual Extractions - Facials performed for the client by skin type. Makeover process completed at the client's request, utilizing the full range of makeup applications. Areas of study: Basic Electricity, Facial Techniques, Contraindications, Product Chemistry, Skin Theory, Disease, and Disorders of the Skin.

FS 10 – Facial and Body Waxing Procedures - Facial, Body Waxing, Hair removal, Lash and brow tinting, eyelash applications

FS 11 – Manicure and Pedicure Procedures - Manicures and pedicures are done for proper care of the hands and feet per client request.

FS 12 – Nail Theory, Practice, and Related Acrylics, Sculptured, and Tips - Actual services performed by students by applying the product to the natural nail per request.

FS 13 – Wraps, Gels, and Mending Procedures - Services performed to mend natural nails.

FS 14 - Nail Removal and Nail Care - Actual removal of nail product from natural nails and aftercare procedures.

FS 15 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction for employees.

Program #5: Facial/Skin Care Specialist Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction in which students learn the Theory related to skin care, along with state laws. The eBook of Standard Esthetics by Milady is the primary source of Theory, and it is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in skin care. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of a Skin care instructor. Students participate in group discussions, take notes, attend lectures, and follow their instructor's directions. When ready, students are assigned patrons and, at this point, begin working with the public, performing the same services they will provide in the beauty salon upon graduation.

Program #5: Facial/Skin Care Specialist – CIP 12.0408 – SOC- 39-5094

Length: 220 Hours – 8 Weeks

Full-Time: Tuesday - Friday
9:00 am to 5:00 pm

Part-Time: Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

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Tuition:	\$2,585.00
Registration Fee:	\$150
eBooks (Milady/MindTap):	\$330
Facility Usage & Supplies:	\$470
Total Cost of Program:	\$3,535

****The initial State licensing fee included in your tuition.***

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This program is designed to provide instruction in School, classroom/laboratory safety rules, and procedures. It allows the student to become competent in facial procedures and makeup applications. Tuition includes a selection of supplies and equipment. Before completion, designated procedures must be performed.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Facial/ Skin Care Specialist Breakdown	Clock Hours	Services
SKN 01	Professional Image and Ethics	2	
SKN 02	Bacteriology, Sanitation, and Sterilization	10	1
SKN 03	Florida Laws & Basics of Electricity	15	
SKN 04	Anatomy and Physiology of the Skin	15	
SKN 05	Skin Theory, Product Chemistry, and Disorders of the Skin	75	
SKN 06	Salon Management and Business Operations	4	
SKN 07	HIV/AIDS	4	
SKN 08	Facial Techniques and Contraindications	60	30
SKN 09	Facial, Body Waxing, and Hair Removal Procedures	20	16
SKN 10	Color Analysis, Makeovers, Lash-Brow Tinting, and procedures	10	24
SKN 11	Compensation and Payroll Deductions	5	
	Total Hours and Services	220	71

The following items are provided in skin care rooms: equipment includes a magnifying lamp, a vapor steamer, a sterilizer, wax melting containers, and wax. Back bar supplies consist of cleaners, masks, moisturizers, and astringents. Other supplies are available as needed.

SKN 01 – Professional Image and Ethics - Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

SKN 02 – Bacteriology, Sanitation, and Sterilization - Learn to promote good health by sanitizing implements and equipment in accordance with state regulations. Set up, use, and maintenance of electrical devices.

SKN 03 – Florida Law & Basics of Electricity - Overview of Florida Laws, rules, and regulations.

SKN 04 – Anatomy and Physiology of the Skin - Learn the science and structure of the skin. Determine the scientific basis for the proper application of services and products.

SKN 05 – Skin Theory, Product Chemistry, and Disorders of the Skin - Learn disorders and treatments for skin conditions and diseases.

SKN 06 – Salon Management and Business Operations - Learn the basic principles needed to open and operate a successful salon, as well as professional conduct.

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SKN 07 – HIV/AIDS - Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

SKN 08 – Facial Techniques and Contraindications - Actual facials performed for the client by skin type – Facial Techniques, Contraindications, and Manual extractions.

SKN 09 – Facial, Body Waxing, and Hair Removal Procedures - Actual facial and body waxing in a specific area, by customer request.

SKN 10 – Color Analysis, Makeovers, Lash-Brow Tinting - Makeover process completed by client request, utilizing the full range of makeup applications. Learn to tint brows and lashes, and to apply eyelashes, including strip lashes, individual lashes, and semi-permanent lashes. Learn to perform color analysis by skin type.

SKN 11 - Compensation and Payroll Deductions - Comparison of commission vs. payroll deduction for employees.

Program #6: Nail Technology, Program Format, Description, & Tuition

Programs are divided into three segments: Theoretical Instruction, Practical Instruction, and Supervised Practical (Clinical). Theory consists of hours of instruction in which students learn theory related to cosmetology, skin care, and nails, as well as state laws. The eBook of Nail Technology by Milady is the primary source of Theory, and it is supplemented with other appropriate resource books, journals, and periodicals.

The Supervised Practical (Clinical) constitutes the applicable number of hours of instruction in nails. During supervised practice, the students are placed in a simulated beauty salon environment under the direct supervision of nail technology instructors. Students participate in group discussions, take notes, attend lectures, and follow their instructor's directions. When ready, students are assigned patrons and, at this point, learn to work with the public, performing the same services they will provide in the beauty salon upon graduation.

Program #6: Nail Technology – CIP 12.0410 – SOC 39-5092

Length: 180 hours – 7 weeks

Full-Time: Tuesday - Friday

Part-Time: 9:00 am to 5:00 pm
Tuesday - Thursday, 5:30 pm to 9:00 pm
Saturday: 9:00 am to 5:00 pm

Tuition:	\$2,115
Registration Fee:	\$150
eBooks (Milady/MindTap):	\$330
Facility Usage & Supplies:	\$370
Total Cost of Program:	\$2,965

**The initial State licensing fee included in your tuition.*

Grading & Graduation Requirements

Theoretical and practical grading shall be as follows:

100 – 90	Excellent
89 – 80	Very Good
79 – 70	Fair
69 – Below	Below Standards - Unsatisfactory

Program Objective: This Program is designed to provide instruction in School, classroom/laboratory safety rules, and procedures. This course is designed to provide students with the experience needed to perform manicures and pedicures, apply artificial nails, and apply nail wraps confidently. This program includes a selection of supplies and equipment, sanitation procedures, and the performance of designated procedures.

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Items that are included in the Nail Technology program are tips, cotton, lotion, sanitizers, manicure bowls, and acetone. Students will also be given Manicure, Pedicure, and acrylic supplies.

*Note: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

	Nail Technology Program Breakdown	Clock Hours	Services
NLS 01	Professional Image and Ethics	2	
NLS 02	Bacteriology, Sanitation, and Sterilization	4	
NLS 03	Florida Laws & Safety Precautions	5	
NLS 04	Nail Theory, Chemistry, and Disorders of the Nails	75	
NLS 05	HIV/AIDS	4	
NLS 06	Manicure/Pedicure Procedures	15	25
NLS 07	Acrylics: Sculptured, Tips, and Fill-ins	50	25
NLS 08	Wraps, Gels, and Mending Procedures	15	20
NLS 09	Nail Removal, Nail Care, Polishing, and Nail Art	10	20
	Total Hours and Services	180	90

NLS 01 – Professional Image and Ethics – Learn to demonstrate good conduct and moral judgment. Learn human relationship skills and professional imaging.

NLS 02 – Bacteriology, Sanitation, and Sterilization – Learn to promote good health by sanitizing implements and equipment in accordance with state regulations.

NLS 03 – Florida Laws & Safety Precautions - Overview of Florida Laws, rules, and regulations.

NLS 04 – Nail Theory, Chemistry, and Disorders of the Nails - Learn disorders and treatments for nail conditions and diseases.

NLS 05 – HIV/AIDS – Overview of Florida Law regarding HIV/AIDS for student and client protection as well as health and economic matters.

NLS 06 – Manicure/Pedicure Procedures - Manicures and pedicures are performed for proper care of the hands and feet, per client request.

NLS 07 – Acrylics: Sculptured and Tips - Actual services performed by students by applying the product to the natural nail per request.

NLS 08 – Wraps, Gels, and Mending Procedures - Services performed to mend natural nails.

NLS 09 – Nail Removal, Nail Care, Polishing, and Nail Art - Actual removal of nail product from natural nails, aftercare procedures, and Nail Art.

Student Records, Policies, & Procedures

North Florida Cosmetology Institute has developed the following policy in accordance with the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA). For the purposes of this policy, North Florida Cosmetology Institute has used the following definition of terms:

- Student – any person who attends or has attended North Florida Cosmetology Institute, Inc.
- Parent or Legal Guardian – person legally responsible for a dependent minor student.
- Educational Records – any records (in handwritten, print, film, or another medium) of students attending the institution are maintained and located onsite for at least 10 years after they are moved to our storage center.

Educational Records Inspection Procedures

Students or parent(s)/guardian of dependent minor students may inspect and review their education records upon request to the office. Students or parent(s)/guardian of dependent minor students shall submit to the office a written request that identifies the specific record or records to be inspected.

The Director of Education or an authorized staff person will make the needed arrangements for access as promptly as possible and notify the student or parent/guardian in 45 days or less from receipt of the request.

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When a record contains information about more than one student, the student or parent/guardian of a dependent minor student may inspect and review only the record(s) that relate to the student, and only the record(s) specifically identified for inspection in the written request.

Access Refusal Right

The School reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were placed in file before January 1, 1975.
3. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies Right

The School reserves the right to deny official transcripts of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the School.

Fee for Copies of Records

The fee for copies will be \$2.00 per page, up to a maximum of \$20.00

Disclosure of Educational Records

The School will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
A school official is:
 - A person employed by the School in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to the School to perform a special task, such as the attorney or auditor.
A school official has legitimate educational interest if the School is:
 - Performing a task that is specified in his or her position description or by a contractual agreement.
 - Performing a task related to a student's education
 - Performing a task related to the discipline of a student
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
2. To officials of the US Department of Education, NACCAS, the Comptroller General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's or the parent(s)/guardian of a minor student request for financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.
7. To appropriate, legitimate parties in an emergency where the health and/or safety of a student may be in jeopardy.

"Guardian" as referred to above and in all other locations in this catalog, means "legal" guardian as defined by the Laws of the State of Florida.

Record or Request for Disclosure

The School will maintain a record of all requests and/or disclosure of information from a student's education records for a period of at least three years. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interested party had in requesting or obtaining the information. The parents or eligible student may review the record.

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Correction of Educational Records

Students, and/or parents of a dependent minor student, have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are procedures for the correction of the records:

1. A student and/or parents of a dependent minor student must ask a school official to amend a record. In doing so, the student should identify the part of the record they want to be changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The School may or may not comply with the request. If a decision is made not to comply, we will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the School will arrange for a hearing and notify the student, and/or parents of a dependent minor student, reasonably in advance, of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney.
5. The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the hearing officer decides that the challenged information is not inaccurate, misleading, or not in violation of the student's right of privacy, the student will be notified that they have a right to place in their record a statement commenting on the challenged information, and a statement setting forth any reasons they may have for disagreeing with the decision of the hearing officer.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained, or for a period of not less than three years. If the School discloses the contested portion of the records, it must also disclose the statement.
8. If it is decided by the hearing officer that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, and/or parent of a minor student, in writing, that the record has been amended.

Right to Privacy Policy & Release of Information Policy

North Florida Cosmetology Institute does not release information about individual students except when requests are made in full compliance with the above-described policies and procedures.

Internal Grievance Procedure

1. A complaint from the student, teacher, or another interested party may be filed against the School. The complaint must be in writing and given to the School's owner or Director. The written complaint should document the allegation or nature of the complaint.
2. A school representative will meet with the complainant within ten days of receipt of the written complaint. If the problem cannot be resolved through discussion, the complaint will be referred to the School's complaint committee. The School will document the meeting in writing, and the complainant will be provided a copy at the time of the meeting.
3. The institution's committee will consist of at least three individuals who must meet within 21 days after a written complaint is received to review allegations.
4. If more information is needed, a letter will be written outlining the additional information required and sent to the complainant. If no further information is needed, the complaint committee will act on the allegations and a letter describing the committee's recommended solution will be sent to the complainant within fifteen days of the meeting.
5. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS website <http://naccas.org/naccas/Complaints> or 3015 Colvin Street, Alexandria, VA. 22314, (703) 600-7600. NACCAS will be contacted if all avenues to resolve the problem through the School's complaint system have been exhausted.

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6. To file a complaint against a non-public postsecondary institution in Florida, please write a letter or send an e-mail containing the following information to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will hinder the Commission's ability to assist you with your complaint.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the School. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request to correct school records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for or on behalf of the School.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the School not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each School.

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For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833, or you may contact us at the following address: Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Certified true and correct in content and policy.

Anita Coppedge

Anita Coppedge – President

Date