

Hairoglyphics
Academy

Student
Handbook



Dear Students:

WELCOME TO HAIROGLYPHICS ACADEMY!

Congratulations on taking a significant step forward to secure your future! As the future of the beauty industry, you are embarking on a journey that promises to be both rewarding and impactful. You can be confident that you have chosen a school of high integrity, supported by a dedicated staff of professionals committed to your success.

Our institution prides itself on providing solid career training, and we are enthusiastic about the determination and desire to succeed that you bring with you. Together, we will build a reputation for competency, integrity, and empowerment.

Your success is our success. As you begin training with us, we trust the information provided will be invaluable to your journey. We encourage you to ask questions and discuss your work and plans with us. We are here to support you every step of the way.

Warm regards,

Nassandra Corbitt

Nassandra Corbitt
Owner/Certified Trainer

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Schedule/Hours

Monday – Friday 5p.m.- 9p.m.

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Mission Statement

Our mission is to empower students with the education and practical experience needed to thrive in the cosmetology industry. We strive to foster creativity, professionalism, and a commitment to excellence.

Holidays and school closings

We are closed all major holidays. We are closed November 28th and 29th for Thanksgiving, December 23rd to January 1st tentatively.

Note: Dates are subject to change.

Non-discrimination Policy

Per federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Accrediting and Licensing Agencies

Alabama Board of Cosmetology and Barbering

Uniforms/Dress Code

Professional image is a part of our training program. The professional image includes dress, personal hygiene, and how we conduct ourselves. Students must arrive in class dressed appropriately in approved black scrubs with no objectionable odors. Students may be sent home to change into dress code attire. The approved black scrub uniform is available for purchase at Hairoglyphics Academy.

Shoes

Each Student must wear solid black leather or leather-type rubber-soled shoes that do not expose the foot/feet in any way. No suede, canvas, multicolor, or any other variations will be accepted. No heels, boots, high tops, flip flops or sandals are accepted as school shoes/footwear.

Hair

Students must arrive in class with their hair styled appropriately for our Clinic Clientele. Students are not permitted to groom their hair at school, nor may they do another student's hair during class time unless approved by the instructor as a current training activity.

Makeup

Students must arrive in class ready for class. Students aren't required to wear makeup. Students are not permitted to put on their makeup in class, nor do another student's makeup during class time. This includes lashes and eyebrows.

Program Structure

Our cosmetology program is designed to provide comprehensive training in barbering and natural hair. We will expand our program as time and opportunities permit to include multiple aspects of beauty and self-care.

Cost of Programs

Natural hair and Barber programs are \$5,000 each. The breakdown of costs is located in the contract section.

Admission Requirements

To enroll in school, a student must:

1. (a) Be at least sixteen (16) years old, documented by birth certificate, school records, driver's license, or insurance policy at least 5 years old.
(b) Furnish proof of having completed 10 grades in school or the equivalent

Course Requirements

- ❖ Students who complete 70% of their training may receive a permit to work in a licensed shop in the appropriate field when school is not in session. All other training must be physically conducted at a properly licensed school.
- ❖ Hours earned in a shop by students may not be credited toward required training hours.
- ❖ Permits for students who work in shops will expire six months after the date of issue. Students may not be issued an apprentice permit to work in a shop.
- ❖ Candidates for licensure must meet this chapter's requirements, apply, pay the appropriate examination fee, and pass the examination.
- ❖ Candidates furnishing proof of eligibility for licensure examination must receive a temporary work permit before performing services for the public.

- ❖ Candidates failing the prescribed written or practical examination shall be entitled to two additional attempts.
- ❖ Candidates failing an exam on the third attempt shall take the following action:
- ❖ Barbers, cosmetologists, estheticians, manicurists, and instructors shall complete 375 hours of training in school before reapplying for examination.
- ❖ Natural hair stylists and waxers shall complete 75 hours of training in school before reapplying for examination.
- ❖ Candidates for licensure must furnish their supplies and implements for any practical examination.
- ❖ A grade of at least 70% is required to pass licensure examinations, except for instructor examinations which require a grade of at least 80% to pass.
- ❖ Candidates, who cancel or fail to appear for a scheduled examination, must pay a rescheduling fee that will be determined on a case-by-case basis unless the occurrence was caused by an emergency or act of God.
- ❖ No board member may attend rater training for candidate examinations or actively participate in rating candidates.

Instructional Techniques and Curriculum

The curriculum has theoretical and practical components to ensure students gain knowledge and hands-on experience.

Grading System

- ✓ 90 – 100 = A
- ✓ 80-89 = B
- ✓ 70-79 = C
- ✓ 60 – 69 = D
- ✓ 59 and below = F

Assessments

Students will be assessed through practical exams, written tests, and project work. Regular evaluations will help track progress and identify areas for improvement.

School Policies and Expectations

➤ **Attendance/Tardiness Policy**

Regular attendance is crucial for your success in our program. Students are expected to attend all scheduled classes and notify the school in advance of any absences. Students will be expected to produce an appropriate written excuse for class days missed, i.e. a doctor's note, etc. Students will have 5 days to complete missed assignments.

➤ **Code of Conduct**

Students are expected to maintain a high standard of professionalism, including:

- Respectful behavior towards peers and instructors
- Adherence to school policies and procedures
- Commitment to academic integrity

➤ **Health and Safety**

Maintaining a safe and healthy environment is a top priority. Students must follow all safety protocols, including the proper use of tools and equipment, and adhere to sanitation guidelines.

➤ **Readmission and Discontinuation**

1. **Eligibility for Readmission**

- Students who have previously withdrawn or been dismissed from the cosmetology program may apply for readmission.
- Readmission is contingent upon the availability of space in the program.
- Applicants must meet all current admission requirements and may be subject to additional criteria as determined by the director.

2. **Application Process**

- Submit a completed readmission application form to the admissions office.
- Provide a written statement explaining the reasons for withdrawal or dismissal and why readmission is being sought.
- Include any supporting documentation that demonstrates readiness to return to the program, such as transcripts, certificates, or letters of recommendation.

3. **Review and Decision**

- The admissions committee will review the application, considering the student's previous academic performance, conduct, and any extenuating circumstances.
- An interview with the admissions committee may be required.
- The decision will be communicated in writing within 30 days of the application submission.

4. **Conditions of Readmission**

- Students may be readmitted under probationary status, with specific academic and behavioral expectations outlined.
- Failure to meet these conditions may result in permanent dismissal from the program.

Discontinuation Policy

1. **Voluntary Withdrawal**

- Students wishing to voluntarily withdraw from the program must submit a written request to the administration office.

- An exit interview with a school administrator is required to discuss reasons for withdrawal and potential readmission options.

2. Involuntary Discontinuation

- The school reserves the right to discontinue a student's enrollment for reasons including, but not limited to, academic failure, violation of school policies, or conduct detrimental to the school community.

- Written notice of discontinuation will be provided, stating the reasons for the decision.

3. Reapplication after Discontinuation

- Students who have been discontinued may reapply for admission after a minimum period of two (2) academic terms, subject to the readmission policy.

- A new application and supporting documents must be submitted, and the admissions committee will review the reapplication under the same criteria as initial readmission applications.

General Provisions

Confidentiality

All readmission and discontinuation processes will be handled with strict confidentiality to protect the student's privacy.

Support Services

Counseling and support services are available to assist students throughout the readmission and discontinuation processes.

Continuous Improvement

The school regularly reviews and updates its readmission and discontinuation policies to ensure fairness, transparency, and alignment with educational best practices.

➤ **Completion**

Upon completion of the program, a small formal ceremony will be held. Cap and gown rental, location, and other details will be provided one month prior to graduation.

➤ **Privacy and File Access Policy**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third-party request. A school form may be used for this purpose. It is the school's policy that no information is released without the written authorization of the student, except a parent who claims the student on their

Federal Tax Return. The school will release information to any federal, state, or local office, auditor, or accrediting body having the authority to request such information. Upon written request for an appointment with the school administrator, a student may review or permit an outside individual to review his or her student records. These records may include academic, financial aid, and counseling records. A student may not review income and asset information on parents in the file without the written consent of the parents. Cumulative education records are maintained for each student for at least three years after graduation or termination.

➤ **Grievance Policy**

The academy's goal is to offer a friendly, enjoyable, and pleasant learning environment. All grievances must be in Written Form and filed with the director. All student grievances will be taken seriously, and every effort will be made to resolve the grievance. Discussion of the grievance will be held in private with the student, instructor, and/or director in attendance. The discussion may be recorded, and the director may request others to be present. If the grievance involves other students, additional people may be called in after the initial attempt at resolution. If a grievance is not resolved to the satisfaction of the student, the director's decision is final.

Rules and Regulations

1. Students are required to attend 25-30 hours per week. Students must maintain a minimum of 75% of the required attendance.
2. Students are not permitted to sit in dryer chairs or at the stations unless the instructor has given permission.
3. The students must work on a mannequin or study assignment when not working on a guest or fellow student.
4. Excessive incoming calls for students (unless it is an emergency) will not be tolerated.
5. Children **are prohibited** from coming to class. If you do not have child care or your arrangements fall through call out.
6. There will be **no visitors allowed** at the school, while class is in session or during breaks.
7. Smoking nor vaping **IS NOT** allowed. Automatic suspension if caught smoking or vaping.
8. Students are not allowed on the computer unless they are studying or using the media service, and only then with the permission of the instructor.

9. Guests come here for your benefit. Anyone refusing service to a guest will be suspended or terminated immediately.
10. Students must wash hands before and after servicing each guest.
11. All students must inform the office of absences or tardiness. If prior approval has not been given for your absence or late arrival, you must call in no later than one-half hours before class has started. In some instances, a doctor's note may be required. Excessive tardiness and/or absences may result in termination from school.
12. Students clocking under 8-hours per day are allowed a 20-minute lunch break and two 5-minute breaks.
13. Students who leave the building for any reason must sign out. Failure to comply with result in a loss of time that cannot be accounted for because you failed to follow the rules.
14. Students are responsible for cleaning up after themselves after they eat. Do not leave your mess for someone else to clean up.
15. You may be asked to bring additional supplies to school to supplement the supplies you now have. You will be given a designated time to have these supplies. Failure to do so may result in a written warning.
16. If you need assistance with any service or checked, find an instructor quietly. Yelling across the school will not be tolerated.
17. Be courteous to fellow students, staff members, and above all, to your guests.
18. You must follow all sanitation rules and regulations as outlined. Your instructor will inform you of these. Practice cleanliness.
19. Daily jobs are assigned to each student, and we will rotate these jobs so that no individual feels that they are being taken advantage of. Students to assist in the cleaning of the school, for health, sanitation, and learning reasons. Anyone who consistently avoids his or her job will receive a written warning only twice. After that you are subject to suspension or termination.
20. Always keep your station neat and clean. Sweep up all hair after each haircut and before performing the next service, even if it is on the same guest. Loose hair is not only unsightly, but also dangerous. You or someone else could slip and fall because of it.
21. Check your station between guests. Do not seat your guests at a dirty shampoo chair, dryer, or styling station.
22. When a student is given a guest or fellow student to work on, he or she will be instructed as to what service(s) to give, and the supplies to be used.
23. If a guest requests additional service(s) other than they have been assigned for, the student will notify the person in charge and also make sure the additional service(s) are then added to the guest's service ticket.
24. If you fail to do so, and the guest fails to pay, you will be responsible for paying for those specific charges. No salon wants an employee who gives away service.

25. School uniforms consist of solid black scrubs, with armpits covered and mid-drift covered. No writing or symbols on the top with solid black pants. Blue jeans are not acceptable. Black smocks may be worn.
26. Shoes will be black or white, with no heels. Tennis shoes are preferred. Anyone not complying with the dress code will be sent home to change. After the third time of being sent home because of noncompliance by the student, the student may be suspended or terminated from school.
27. All students must park only in designated areas as required by the school director or owner.
28. Alcoholic beverages or drugs will not be permitted or tolerated, EVER. Any person caught violating this rule will be terminated immediately.
29. Students will not argue with instructors or student instructors at any time. You must do as you are instructed immediately. Failure to do so will result in suspension or termination.
30. No food, drinks, or gum is allowed in any area other than the break area. You will not consume any product unless you are on break and in the proper break area.
31. All students must maintain a grade average of 80% or higher at all times in theory and practical work. All students must maintain a minimum of 75% attendance to remain in satisfactory status. ALL TUITION DUE MUST BE PAID TO REMAIN IN SCHOOL.
Tuition is due by the first (1st) day of each month.
32. All students are required to set up a final interview before permanently leaving the school. Any changes (address, income, phone number, email, etc.) must be reported at all times.
33. Failure to comply with all rules set forth (or any augmented by the school in the future) will result in suspension and/or termination.
34. Students will not leave the building without informing an instructor and ‘signing out’.
35. Students who decide they want to leave early but have not made prior arrangements with the instructor will be suspended for one day. Continuous tardiness, absence, and leaving early may lead to termination.
36. If you forget to clock in or out, you will lose the time you were in school on that day. No one can override the rules regarding the timecards. Anyone tampering with another student’s card will be suspended or terminated immediately.
37. Sanitation duties are assigned daily and are to be done daily. Failure to follow instructions may result in suspension or termination.
38. If you would like to receive a service check with an instructor first. They will set up the day, time, and student to perform the service. Students pay half the price if school products are used. Service may not be performed until all guests and sanitation duties are completed.
39. Hairglyphics Academy is not responsible for any lost, stolen or left behind property in the lockers, in classes, the breakroom, in the facility, outside the facility or on this property.

Hairoglyphics Academy Inventory of Equipment

School Equipment

- ❖ A wet sanitizer at each student workstation.
- ❖ Lockers for student use.
- ❖ School restrooms may not be used for storage.
- ❖ Adequate office equipment for maintaining student records.
- ❖ Three (3) shampoo bowls
- ❖ Three (3) barber chairs or all-purpose chairs, 3 mirrors, 3 stations
- ❖ One sink
- ❖ Two stationary hair dryers
- ❖ A dispensing room with the following:
 - Lavatory or sink, bottles and containers distinctly and correctly labeled
 - A large wet sterilizer,
 - Adequate supplies of clean towels, and linens.

A separate room for demonstration and study equipped with adequate visual teaching aids, chairs and/or desks for student use.

Reference books, charts, supplies, and equipment necessary for the required curriculum.

A reference library stocked with up-to-date books and materials recommended by the Board for instruction.

A copy of the most recent version of the Board's law and regulations with any amendments must also be included in the library.

We are delighted to have you join Hairoglyphics Academy and look forward to supporting you throughout your educational journey. Please do not hesitate to reach out to any of the contacts listed above for assistance or more information.

Hairoglyphics Academy

2246 Montgomery Hwy Suite 4 | Dothan, AL 36303 | 334-333-1756

Hairoglyphicsdothan@gmail.com

ENROLLMENT AGREEMENT

Student Name: _____

Program of Study (circle one): Natural Hair Styling or Barbering

Present Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone (home): _____ (Cell): _____

Telephone Employer: _____

Employer: _____

Date of Birth: _____

Student Driver's License /I.D. No.: _____

Student Social Security Number: _____

Student E-mail: _____

Must Provide Copies of Identification (Driver's license/ID)

Must Provide Copies of Social Security Card

PROGRAM: NATURAL HAIRSTYLING

Program Length: 210 Hours (Specified in clock hours)

TUITION:

Tuition:	\$3945.00
Administration/Registration	\$100.00
Books/Supplies	\$750.00
State Board Fees	\$205.00
Total Program Costs	<u>\$5,000.00</u>

*Deposit (\$1,500) and registration fee (\$100) required at time of registration **\$1,600.00**

I, (Print) _____, understand and agree to the terms of tuition as listed.

Student Signature: _____ Date: _____

*The registration fee & deposit must accompany the enrollment agreement to secure a space in the program.

PROGRAM: BARBERING

Program Length: 210 Hours (Specified in clock hours)

TUITION:

Tuition:	\$3945.00
Administration/Registration	\$100.00
Books/Supplies	\$750.00
State Board Fees	\$205.00
Total Program Costs	<u>\$5,000.00</u>

*Deposit (\$1,500) and registration fee (\$100) required at time of registration **\$1,600.00**

I, (Print) _____, understand and agree to the terms of tuition as listed.

Student Signature: _____ Date: _____

*The registration fee & deposit must accompany the enrollment agreement to secure a space in the program.

TUITION PAYMENTS

1. A payment of \$100 for registration and a deposit of \$1,500.00 is due with the signing of the enrollment agreement.
2. Balance of tuition options:
 - A. A down payment equal to one-fourth to the total cost of tuition is due on or before the first day of class attendance for all new students approved for the installment agreement tuition plan. Otherwise, tuition and all associated fees are due in full before or on the student's first day of class (a deposit, contingent on the program in which the student is enrolled; will be required for kits/textbooks or equipment ordered through the Hairoglyphics Academy).
 - B. Monthly payments are due on the first of every month, as long as the student is enrolled in Hairoglyphics Academy Academy. All monthly payments are due on the first of the month and have a final due date of the 5th of every month; a \$50 late fee will be charged after the 5th. Cash, money order, credit card, or debit card payments may be made.
 - C. Students can apply for a loan from a financial institution; students may also apply for scholarships to assist with tuition and fees. All debt must be paid in full.

CANCELLATION AND REFUND POLICY

If for any reason an applicant is not accepted by the Hairoglyphics Academy, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the Hairoglyphics Academy shall provide a 100% refund.

Other Cancellations

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but before entering the Hairoglyphics Academy, is entitled to a refund of all monies paid, minus the registration fee of \$100.

Refund after Classes Begin

- A student choosing to withdraw from the Hairoglyphics Academy after the commencement of classes is to provide written notice to the Director of the Hairoglyphics Academy. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

- A student will be determined to be withdrawn from the institution if the student has not attended any class for 5 consecutive days. All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges/refunds

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$100.
- B. After the commencement of classes, the tuition refund, minus the registration fee of \$100 will be determined as follows:

% of the clock hours attempted:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is given

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Refunds will be issued within 30 days of the date of student notification, or date of Hairoglyphics Academy determination (withdrawn due to absences or other criteria as specified in the Hairoglyphics Academy catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Hairoglyphics Academy

The student understands the following with his/her initials:

_____ The Hairoglyphics Academy does not accept credit for previous education, training, work experience (experimental learning).

_____ The Hairoglyphics Academy does not guarantee job placement to graduates upon program/course completion or upon graduation.

_____ The Hairoglyphics Academy reserves the right to reschedule the program start date when the number of students scheduled is too small.

_____ The Hairoglyphics Academy will not be responsible for any statement of policy or procedure that does not appear in the catalog.

_____ The Hairoglyphics Academy reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by Hairoglyphics Academy rules

_____ Information concerning other schools that may accept the Hairoglyphics Academy's credits toward their programs can be obtained by contacting the office of the Director. It should not be assumed that any programs described in the Hairoglyphics Academy catalog could be transferred to another institution. The Hairoglyphics Academy does not guarantee the transferability of credits to a college or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

_____ This document does not constitute a binding agreement until accepted in writing by all parties.

STUDENT ACKNOWLEDGEMENTS: (Initial each statement)

1. _____ I hereby acknowledge receipt of the Hairoglyphics Academy's catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The Hairoglyphics Academy's catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
2. _____ Also, I have carefully read and received an exact copy of this enrollment agreement.
3. _____ I understand that the Hairoglyphics Academy may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I disrupt the normal activities of the Hairoglyphics Academy while enrolled in the Hairoglyphics Academy. I understand that I must maintain Satisfactory Academic Progress as described in the Hairoglyphics Academy catalog and that my financial obligation to the Hairoglyphics Academy must be paid in full before a certificate may be awarded.
4. _____ I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

Hairoglyphics Academy

CONTRACT ACCEPTANCE

I, (Please print) _____ have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the Hairoglyphics Academy Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Hairoglyphics Academy. My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20_____

Signature of Student _____

I, _____ hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing in this agreement

Signature

Date

Hairoglyphics Academy

Please print.

Student name _____

When we have events or special occasions, we want to be aware of any foods or beverages that cause reactions.

Allergies:

Medical conditions:

Emergency contacts:

Name	Relationship	Phone