

# KCK



**Beauty**  

**& Barber**

**ACADEMY INC.**

## School Catalog

Published March, 2017

Volume III

Licensed By The Commission For Independent Education #5309

10592 Balmoral Circle East

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Jacksonville, FL. 32218

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[www.KCKBBACADEMY.org](http://www.KCKBBACADEMY.org)

**Jump Start your career in**

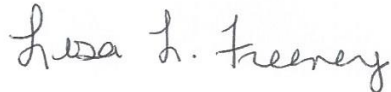
*Barbering, Cosmetology,*

*Manicuring and Skin Care Specialist*

This is the current catalog of KCK Beauty & Barber Academy Inc. (KCK) It is certified, true and correct in content and policy.

**Publication Date** **March, 2017, Volume III**

**Academic Year 2017**



Signed \_\_\_\_\_ Date: January 2, 2017

Lisa L. Freeney, Chief Executive Officer

# WELCOME

FROM

**LISA L FREENEY**

*Chief Executive Officer*

At KCK Beauty & Barber Academy Inc., we recognize that the demand for creative and well trained professionals in the beauty and barber industry is growing daily. We offer dynamic programs in a modern facility to successfully train and prepare you for a limitless career. Our students not only learn technical skills needed in their chosen field of study but interpersonal, professional and business fundamentals as well. Our Instructors are well versed in the use of innovative equipment and effective techniques to present and enhance the school's state approved curriculum.

KCK Beauty & Barber Academy Inc. is the place where students are able to pursue their passion, unleash their skills, creativity and be equipped with the tools and knowledge required to succeed.

If you are looking to unleash your artistic and creativity side while taking charge of your professional career in the Beauty Industry look no further, Enroll today at KCK Beauty & Barber Academy Inc.

## **KCK BEAUTY & BARBER ACADEMY INC. MISSION**

Our Mission at KCK Beauty & Barber Academy Inc. is to potentially train the best leaders of tomorrow for a career in the Beauty and Barber Industry through quality education, committed instructors and continuous encouragement of knowledge and growth in our students.

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This Addendum becomes a part of the Catalog for all intents and purposes

## ADMINISTRATION, FACULTY and STAFF

<b>Administration</b>	<b>Faculty</b>	<b>Staff</b>
<p>Lisa Freaney Chief Executive Officer/Owner School Director Bachelor of Science Computer Information Sys. Florida A&amp;M University Tallahassee, FL.</p>	<p>Ranita Brooks Cosmetology Instructor License Number- CL1244053 Jacksonville Beauty Institute Bachelor of Arts Edward Waters College Jacksonville, FL.</p>	<p>Neisha Butler Admission Director Bethune Cookman University Daytona Beach, FL.</p>
<p>James Long Finance Director/Owner Bachelor of Science Marketing and Management Southern University Baton Rouge, LA.</p>	<p>Michael Holt Assistant Education Director Barber Instructor License Number- BB53116 Florida Community College Instructor Certificate KCK Beauty &amp; Barber Academy Inc. Jacksonville, FL. Cosmetology Instructor License Number-CL1260277 KCK Beauty &amp; Barber Academy Inc. Jacksonville, FL.</p>	<p>Nashira Butler Education Director Bachelor of Science Communications Edward Waters College Jacksonville, FL.</p>
<p>Maggie Long Student Affairs Accountant Bachelor of Science/Bachelor of Arts Accounting &amp; Mathematics Alabama State University Montgomery, AL</p>	<p>Ayesha Martin Facial Specialist License Number FB9730981 North Florida Institute Jacksonville FL Nail Specialist License Number FV9596400 KCK Beauty &amp; Barber Academy Inc. Jacksonville, FL.</p> <hr/> <p>Neisha Butler Nail Specialist License Number FV9592296 KCK Beauty &amp; Barber Academy Inc. Jacksonville, FL.</p>	<p>James A. Long Computer Technician Bachelor of Science Detroit Institute of Technology Mathematics and Physics MBA Wayne State University Business Administration Detroit, MI.</p>

## **ABOUT KCK BEAUTY & BARBER ACADEMY INC.**

### **Language**

KCK Beauty & Barber Academy Inc. will teach all programs in English only.

KCK Beauty & Barber Academy Inc. 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 Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684.

KCK Beauty & Barber Academy Inc. is located on the Northside of Jacksonville, FL. at 10592 Balmoral Circle East Suite #1. The school occupies 5,000 square feet and is a smoke-free building.

### **School Facilities and Equipment**

Lobby area seats 6 guests comfortably and is equipped with reception station, TV and magazines.

Classrooms and clinical floor areas are equipped to house students safely during instruction and comply with the State and Federal student/teacher ratio. KCK is accessible for those with physical disabilities and meets all fire and safety standards required by the city and state. Student Classrooms have been set up to provide the proper environment for different types of learning and activities. Classrooms use whiteboard, lecture demonstration and video projector teaching formats and computer and monitor. Classrooms provide seating with tables and chairs to meet the school 10:1 student/teacher ratio. The Clinical Floor is a unisex area which mimics a realistic salon environment with client reception area, (8) individual stations for hair styling and hair cutting, (4) shampoo bowl and (4) hood dryers and (2) manicure stations, A private pedicure and skin rooms. The Resource Library room has 4 computers, 1 printer, books on styling, health & wellness and motivation, current information relating to Barber and Cosmetology Laws and Board Prep materials available for student reference.

### **Client Services**

All students enrolled at KCK Beauty & Barber Academy Inc. have the opportunity to perform a variety of hair and spa services to clients in a salon/spa setting, under the supervision of instructors.

### **Administrative Offices**

Student Affairs, Education Director, Admissions and finance offices are open from 8:30am-4:30pm Monday-Friday to address student questions and concerns.

### **Contact Information**

<b>Phone: (904) 516-9280</b>	<b>School Fax Line (904) 551-2361</b>	<b>Email:</b> <a href="mailto:kckbeautybarberacademy@yahoo.com">kckbeautybarberacademy@yahoo.com</a>
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Phone call and email messages are retrieved and returned with 24hours.

### **Training Programs**

<b>Barber</b>	<b>Cosmetology</b>	<b>Full Specialist</b>
<b>Instructor</b>	<b>Manicure</b>	<b>Skin Care Specialist</b>

Types of learning acquired during training:

- Theory training is the foundation for your education
- Practical training is the application of what you have learned
- Building Skills and Professional Business is vital to your Industry success

### **Career Opportunities**

The licensed professional may choose from a variety of jobs in the salon industry, education or other fields listed below upon graduation:

### **Barber, Cosmetologist, Instructor, Full Specialist, Manicure, Skin Care Specialist**

<b>BARBER</b>	<b>COSMETOLOGY</b>	<b>INSTRUCTOR</b>	<b>FULL SPECIALIST</b>	<b>MANICURE</b>	<b>SKIN CARE SPECIALIST</b>
Master Barber	Hair Stylist	Instructor	Facial Specialist	Manicurist	Facial Specialist
Barber/Stylist	Hair Color Specialist	Director of Education	Product Representative	Nail Technician	Retail Specialist
Men's Hairstylist	Salon Owner or Manager	Sales Consultant	Make Up Artist	Nail & Pedicure Artist	Make Up Artist
State Board Member or Examiner	State Board Member or Examiner	Manufacturer Sales Representative	Retail Specialist	Nail Shop Owner	SPA Owner
Barber Shop Manager/Director	Esthetician or Manicurist		SPA Owner	Product Representative	Product Representative
Barber Shop Owner/Operator	Instructor		Massage Therapists		Personal Care Service
Manufacturer Sales Representative	Salon Sales Consultant		Health Care Service		Office of Physician
Instructor	Make Up Artist		Personal Care Service		Mobile Facials
Product Representative	Platform Artist				Massage Therapists
	Manufacturer Sales Representative				Health Care Service

### **Additional Disclosures**

Reporting Period July 1, 2015 – June 30, 2016:

Placement Rate 100%
Retention Rate 91.67%

# BARBER PROGRAM

## BARBER PROGRAM OUTLINE

### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309	
Program Title: BARBER					
Credential Issued: Diploma					
Program Completion Time		Months: 8 14		Weeks: 35 Full Time 60 Part-Time	
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	1200	Theory Hours	500	Application Fee (non- refundable)	\$ 50.00
				Registration Fee (non- refundable)	\$ 100.00
SOC CODE:	39-5011	Lab Hours	700	Tuition	\$ 11,500.00
				Books / Kit/School Shirt (non- refundable)	\$ 950.00
		Total Hours	1200	State Fee	\$ 255.00
				HIV Fees (non-refundable)	\$ 20.00
				Total Program Cost	\$ 12,875.00
<p>Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.</p> <p>The required down payment for the Barbering Program is \$6,437.52 with seven monthly payments of \$919.64</p> <p>Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.</p>					



<b>PROGRAM OBJECTIVE:</b>								
The 1200 hour Barber/Styling course prepares all graduates for the Florida State Board of Barbering Examination to become licensed barbers. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, and professional ethics and to take and pass the state licensing examination. Upon completion of the Barber Program, the student will receive a diploma and be prepared to obtain entry-level employment in the barbering industry.								
<b>PROGRAM DESCRIPTION:</b>								
The Barber Program (BARP) is taught in English. The course includes study in sterilization and sanitation, hair cutting, shaving & Mustache trim, facial, shampooing, styling, hair coloring, permanent waving, scalp and hair treatments, hair straightening, wigs and hairpieces, and regular toupee hair cutting. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.								
<b>INSTRUCTIONAL METHODS:</b>								
The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.								
<b>GRADING PROCEDURES:</b>								
<p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">93 - 100</td> <td style="text-align: center;">A</td> </tr> <tr> <td style="text-align: center;">85 - 92</td> <td style="text-align: center;">B</td> </tr> <tr> <td style="text-align: center;">75 - 84</td> <td style="text-align: center;">C</td> </tr> <tr> <td style="text-align: center;">74 and Below</td> <td style="text-align: center;">UNSATISFACTORY</td> </tr> </table> <p>Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).</p> <p style="text-align: center;"><u>Grading Scale</u></p> <p style="text-align: center;">All YES Results = Satisfactory 1 or more NO results = Unsatisfactory</p> <p>If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.</p>	93 - 100	A	85 - 92	B	75 - 84	C	74 and Below	UNSATISFACTORY
93 - 100	A							
85 - 92	B							
75 - 84	C							
74 and Below	UNSATISFACTORY							
<b>BARBER STUDENT KITS:</b>								
Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 900 hours in the Barber program.								
<b>BARBER TEXTBOOKS:</b>								
<p>Milady's Standard Professional Barbering Bundle(Textbook, workbook); 2011 5<sup>th</sup> Edition ISBN: 13: 9780538457675; \$226.95</p> <p>Milady's Standard Professional Barbering Student CD ISBN-13: 978-1-4354-9709-2; \$82.95</p> <p>Milady's Haircutting DVD Series ISBN 9781439058817; \$399.95</p> <p>Milady's Hair coloring DVD Series ISBN 9781439058831; \$399.95</p>								

PROGRAM TITLE: **BARBER**

Course Number	Course Title	Theory Clock Hours	Services
BARP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
BARP102	PROFESSIONAL & PERSONAL DEVELOPMENT-Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
BARP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
BARP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barbering field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
BARP105	STERILIZATION and SANITATION (Includes Bacteriology)-Demonstrate sanitation, sterilization, safety, the rules and regulations, patron protection, and the spread of disease.	200	0
BARP106	CHEMISTRY-Identify the terminology related to chemicals; demonstrate the proper application and safety of chemicals.	25	0
BARP107	SHAMPOOS and RINSES- Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	80	50
BARP108	HAIR CUTTING-Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application.	300	300
BARP109	SHAVE - MUSTACHE AND BEARD TRIMS-Instruction in artistry, elements and principles of beard and mustache shaving and trimming. Topics include theory, techniques and application of beard and mustache shaving and trimming.	250	30
BARP110	FACIAL-In-depth theory and practice of skin care and facials. Demonstrate proper applications of skin care.	25	15
BARP111	SCALP TREATMENT and COLOR RINSE-Recognize various scalp conditions and how to treat them; also, how to properly rinse hair color.	50	30
BARP112	HAIR STYLING-Identify the terminology related to hair design and demonstrate the proper techniques in hair design.	25	25
BARP113	HAIRPIECES-Identify the terminology related to hair pieces; demonstrate the proper techniques related to wigs and toupees.	10	0
BARP114	PERMING, HAIR RELAXING-Identify the terminology related to hair color and bleaching; demonstrates the proper application of hair color.Presents fundamental guidelines for using professional chemicals and implements in relaxing the hair. The student will be able to identify terminology related to chemical reformation services and demonstrate the proper application of relaxing products and be able to exhibit workplace competencies.	125	50
BARP115	HAIR COLORING & BLEACHING-Provides fundamental guidelines for changing the client's hair color through the use of semi-permanent, permanent and lightening products, following proper steps to safeguard the client in providing the desired service.	75	25
BARP116	CAREER DEVELOPMENT & SHOP MANAGEMENT- demonstrate an understanding of barber shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	N/A

	Total	1200	
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## **COSMETOLOGY PROGRAM**

### **COSMETOLOGY PROGRAM OUTLINE**

#### **THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY**

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309	
Program Title: COSMETOLOGY					
Credential Issued: Diploma					
Program Completion Time		Months:8 14		Weeks: 35 Full Time 60 Part-Time	
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	1200	Theory Hours	575	Application Fee (non- refundable)	\$ 50.00
				Registration Fee (non- refundable)	\$ 100.00
SOC Code:	39-5012	Lab Hours	625	Tuition	\$ 11,500.00
				Books /Kit/school shirt (non- refundable)	\$ 950.00
		Total Hours	1200	State Fee	\$ 255.00
				HIV Fees (non-refundable)	\$ 20.00
				Total Program Cost	\$12,875.00
<p>Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Cosmetology Program is \$6,437.52 with seven monthly payments of \$919.64. Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.</p>					

**PROGRAM OBJECTIVE:**

The 1200 hour Cosmetology course prepares all graduates for the Florida State Board of Cosmetology Examination to become licensed cosmetologist. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, and professional ethics and to take and pass the state licensing examination. Upon completion of the Cosmetology Program, the student will receive a Diploma and be prepared to obtain entry-level employment in the cosmetology industry.

**PROGRAM DESCRIPTION:**

The Cosmetology Program (COSP) is taught in English. The course includes study in sterilization & Sanitation, hair cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.

**INSTRUCTIONAL METHODS:**

The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 – 100    A

85 – 92     B

75 – 84     C

74 and Below    UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

**COSMETOLOGY STUDENT KITS:**

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 900 hours in the Cosmetology program.

**COSMETOLOGY TEXTBOOKS:**

Milady's Standard Cosmetology Bundle(Standard Hardcover, Exam Review, Theory Workbook, & Practical Workbook) 2012

ISBN-13: 9781133023975 \$248.95

Milady's Standard Professional Cosmetology Student CD

ISBN-13: 978-1-4390-5928-9; \$82.95

Milady's Haircutting DVD Series

ISBN 9781439058817; \$399.95

Milady's Haircoloring DVD Series

ISBN 9781439058831; \$399.95

PROGRAM TITLE: **COSMETOLOGY**

Course Number	Course Title	Theory Clock Hours	Services
COSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
COSP102	PROFESSIONAL & PERSONAL DEVELOPMENT-Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
COSP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
COSP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barbering field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
COSP105	SANITATION and STERILIZATION/PRODUCT SAFETY (includes Bacteriology).-Provides the student with sanitation procedures and explains the rules and regulations of the institution, department and the state. The student will gain an understanding in infection control and recognize the relationship that bacteria have with the spread of disease.	150	10
COSP106	SKIN STRUCTURE, SKIN DISORDERS,FACIAL MAKEUP and HAIR REMOVAL -In depth theory and practice of skin care, facials, waxing and cosmetics; students will demonstrate the proper application related to skin care and exhibit workplace competencies in skin care and cosmetics.	50	25
COSP107	MANICURING, PEDICURING and NAIL EXTENTIONS-Presents three main concepts: nail theory, natural nail care and artificial nail care. It provides fundamental guidelines for knowing the theory of nails plus the procedures for natural and artificial nail care in order to meet the client's total image needs. The student will identify proper terminology related to nail technology and exhibit salon competencies in nail technology.	50	10
COSP108	SCALP TREATMENT- PROPERTIES OF HAIR & SCALP INCLUDES CHEMISTRY, ELECTRICITY- SCALP TREATMENT- PROPERTIES OF HAIR & SCALP INCLUDES CHEMISTRY, ELECTRICITY- Provides fundamental guidelines for providing a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair, following proper safety precautions in the application procedure.	25	45
COSP109	SHAMPOOS, CONDITIONS and RINSES-Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	100	50
COSP110	HAIR STYLING (includes Arranging, Marcel Curling, and Finger Waving).- Identify the terminology related to hair design and demonstrate the proper techniques related to hair design and exhibit workplace competencies related to hair design.	200	200
COSP111	HAIR ADDITIONS- HAIR ADDITIONS- proper techniques related to braiding, braids, weave sew ins.	50	100

COSP112	HAIR CUTTING-Presents two main concepts: haircutting theory and haircutting procedures. It provides fundamental guidelines for knowing and understanding the theory of cutting and performing cutting procedures. Seven procedures are presented to lay the foundation for other services.	50	75
COSP113	CHEMICAL TEXTURIZING (includes Permanent Waving and Relaxing/Straightening). – This course presents fundamental guidelines for using professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client. The student will also be able to identify terminology related to chemical reformation services and demonstrate the proper application of waving and relaxing products and be able to exhibit workplace competencies.	250	65
COSP114	HAIR COLORING and BLEACHING (includes Chemistry)-Provides fundamental guidelines for changing the client’s hair color through the use of semi-permanent, permanent and lightening products, following the proper steps to safeguard the client when giving the desired service.	240	45
COSP115	CAREER DEVELOPMENT & SALON BUSINESS- Demonstrate an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	Total	1200	

# **FULL SPECIALIST PROGRAM**

## FULL SPECIALIST PROGRAM OUTLINE

### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309	
Program Title: FULL SPECIALIST					
Credential Issued: Diploma					
Program Completion Time		Months: 4  7	Weeks: 17.5 Full Time  30 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	600	Theory Hours	350	Application Fee (non- refundable)	\$ 50.00
				Registration Fee (non- refundable)	\$ 100.00
SOC CODES:	39-5092 39-5094	Lab Hours	250	Tuition	\$ 5,750.00
				Books /Kit/T-shirt (non- refundable)	\$ 880.00
		Total Hours	600	State Fee	\$ 180.00
				HIV Fee (non-refundable)	\$ 20.00
				Total Program Cost	\$ 6,980.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Full Specialist Program is \$3,490.00 with 4 monthly payments of \$872.50. Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.

**PROGRAM OBJECTIVE:**

The 600 Hour Full Specialist Program is designed to instruct and train students in sterilization and sanitation, the theory and practical skills of manicure and skin care. The program prepares students with the foundation necessary to become Certified Full Specialist. Upon completion of the Full Specialist program, the student will receive a diploma, will apply to State of Florida for licensing and obtain entry-level employment in the nail and skin care industry.

**PROGRAM DESCRIPTION:**

The Full Specialist Program (FUSP) is taught in English. The course includes study in manicuring, makeup & facials, hand & arm massage. Completion of this course prepares graduates to become a licensed full specialist.

**INSTRUCTIONAL METHODS:**

The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100    A  
85 - 92     B  
75 - 84     C

74 and Below    UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

**FULL SPECIALIST STUDENT KITS:**

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 500 hours in the Full Specialist program.

**FULL SPECIALIST TEXTBOOKS:**



Milady's Standard Esthetics Fundamental (Standard Hardcover, Exam review & workbook)11<sup>th</sup> Edition 2013; ISBN-13: 9781285042336 \$255.95  
 Milady's Standard Nail Technology (Standard Softcover)7<sup>th</sup> Edition 2015; ISBN-13: 9781285080475 \$117.95  
 Milady's Standard Nail Technology Student Workbook ;ISBN-13: 9781285080512 \$61.95  
 Milady's Standard Nail Technology Student CD ISBN-13: 978-1-4354-9760-3; \$82.95  
 Milady's Standard Fundamentals Esthetics Student CD ISBN-13: 978-1-111-30694-6; \$82.95

**PROGRAM TITLE: FULL SPECIALIST**

Course Number	Course Title	Theory Clock Hours	Services
FUSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
FUSP102	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	9	0
FUSP103	HIV / AIDS Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	5	0
FUSP104	FLORIDA LAW (includes License Requirement and Regulations). Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
FUSP105	Facial Specialist -Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0
FUSP106	Facial Specialist - Anatomy Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	120	0
FUSP107	Facial Specialist –Skin Care, Waxing, Hair Removal & Facial Makeup Develop a thorough knowledge of hair growth as well as various types of removal options. Covers three main concepts: skin care, hair removal, facial makeup, and skin disorders. Understand color theory, and face shape and features as they relate to make-up design and application.	110	70
FUSP108	Manicure Specialist- Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0

FUSP109	Manicure Specialist Manicuring-Ability to perform all manicuring services on the hands.	90	60
FUSP110	Manicure Specialist Pedicuring- Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	90	55
FUSP111	Manicure Specialist- Nail Tips- Techniques for applying artificial nail tips with an overlay.	100	65
FUSP112	Manicure & Facial Specialist- Client Care & Business Practices Defines the essentials of client consultation and service before, during and after manicure & skin care service. Instruct the student in the operational, financial and management needs of the manicure & skincare industry.	10	0
FUSP113	CAREER DEVELOPMENT & SALON BUSINESS- Demonstrate an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	20	0
	Total	600	

## **INSTRUCTOR PROGRAM**

### INSTRUCTOR PROGRAM OUTLINE

#### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA						
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309		
Program Title: INSTRUCTOR						
Credential Issued: Diploma						
Program Completion Time		Months: 4  7		Weeks: 17.5 Full Time  30 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PROGRAM LENGTH:		TOTAL CONTACT HOURS:			PROGRAM COST:	
Clock Hours	600	Theory Hours	350	Application Fee (non- refundable)	\$ 50.00	
				Registration Fee (non- refundable)	\$ 100.00	

SOC CODE:	25-2032	Lab Hours	250	Tuition	\$ 3,900.00
				Books /Kit/T-shirt (non- refundable)	\$ 700.00
		Total Hours	600		
				Total Program Cost	\$4,750.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.  
The required down payment for the Instructor Program is \$2500.00 with 4 monthly payments of \$562.50. Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.

**PROGRAM OBJECTIVE:**

The 600 Hour Instructor Program is designed to instruct and train students on how to become effective Instructors. The student will become skilled in using their professional knowledge already obtained to teach students interested in the beauty & barber industry using teaching techniques learned from this program. The program prepares students with the foundation necessary to become a Barber, Cosmetology, Full Specialist, Skin Care Specialist or Manicure Instructor. Upon completion of the course, student will receive a diploma and be prepared to obtain entry-level employment in the beauty industry as an Instructor.

**PROGRAM DESCRIPTION:**

The Instructor Program (INSP) is taught in English. The course includes learning about common student problems & issues, good teaching techniques and practices and how to handle & prevent potential school problems. Completion of this course prepares graduates to become an Instructor in the State of Florida. It is not a requirement in the State of Florida to have completed an Instructor Program to become an Instructor. The State of Florida requires Instructors to hold a current Florida license in related field.

**INSTRUCTIONAL METHODS:**

The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100    A  
85 - 92     B  
75 - 84     C

74 and Below    UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

<b>INSTRUCTOR STUDENT KITS:</b>
No Student Kit is provided for the Instructor Program
<b>INSTRUCTOR TEXTBOOKS:</b>
Milady's Master's Educator (Standard Hardcover)3rd Edition 2014; ISBN-13: 9781133693697 \$161.95

PROGRAM TITLE: **INSTRUCTOR**

Course Number	Course Title	Theory Clock Hours	Services
INSP101	Orientation- Educator profile and classroom management	35	N/A
INSP102	Psychology of Student Training-Utilizing knowledge and experience to inspire students.	30	N/A
INSP103	Introduction to Teaching-Hands on training, how to communicate clear expectations, student interaction and positive learning environment.	40	N/A
INSP104	Personality & Professional Conduct- Maintain professionalism and cleanliness in classroom.	30	N/A
INSP105	Course Outling, Development & Lesson Planning-classroom assignments, projects, teach basic skills for writing lesson plans, course outline and scheduling	136	25
INSP106	Teaching Techniques & Methods-Presentations, effective teaching and learning methods.	95	25
INSP107	How to Seek Employment- career development, Professional Ethics, Effective Communication Skills and Public Relations, Compensation Package and Fundamentals of Business Management, Including professionalism, resume development, interview preparation and job search skills.	25	N/A
INSP108	Teaching Aids-How to identify auditory, hands on and visual learners	40	25
INSP109	Demonstration Techniques-Interaction with students. Identify characteristics of different types of learners.	30	N/A
INSP110	Test & Measurements-How to prepare students for exams, evaluations and grading methods.	50	25
INSP111	Record Keeping and Classroom Management- Time management, record keeping, maintaining a calm and professional learning environment.	45	N/A
INSP112	Teaching Observation- Student will observe Instructor teaching methods in classroom and on clinical floor.	30	N/A
INSP113	Teaching Assistant- Student will shadow instructor as an assistant applying all teaching methods and technique in classroom and on clinical floor.	0	50

INSP114	Student Training (Practice Teaching)- Student will apply Hands on training in classroom and on clinical floor.	0	100
INSP115	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	10	N/A
INSP116	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the beauty and barber field in the state of Florida and the requirements necessary to be licensed by the state.	4	N/A
	Total	600	

## **MANICURE PROGRAM**

### MANICURE PROGRAM OUTLINE

#### THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309	
Program Title: MANICURE					
Credential Issued: Diploma					
Program Completion Time		Months:1.5 3	Weeks: 7 Full Time 12 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	240	Theory Hours	140	Application Fee (non- refundable)	\$ 50.00
				Registration Fee (non- refundable)	\$ 100.00

SOC CODE:	39-5092	Lab Hours	100	Tuition	\$ 2,500.00
				Books /Kit/school shirt (non- refundable)	\$ 425.00
		Total Hours	240	State Fee HIV Fee (non-refundable)	\$ 80.00 \$ 20.00
				Total Program Cost	\$3,175.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.  
The required down payment for the Manicure Program is \$1500.00 with two bi-weekly payments of \$837.50. Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.

**PROGRAM OBJECTIVE:**

The 240 hour Manicure course teaches theory and practical skills in all phases of manicuring. The program prepares the student with the basic foundation necessary in sterilization and sanitation, manipulative skills, safety judgment, proper work habits, business skills, professional ethics, applying to state board for licensing, continue education requirements. Upon completion of the manicure program, the student will receive a diploma and be prepared to obtain entry-level employment entry level employment as a Nail Technology Specialist.

**PROGRAM DESCRIPTION:**

The Manicure Program (MANP) is taught in English. The course includes study in nail structure, manicuring techniques, as well as artificial nail application and nail tips. The program instructs the student in the state laws and provides the foundation and skills necessary to become a Certified Nail Technology Specialist.

**INSTRUCTIONAL METHODS:**

The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

**GRADING PROCEDURE:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100    A  
85 - 92     B  
75 - 84     C

74 and Below    UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

**MANICURE STUDENT KITS:**

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 140 hours in the Manicure program.

**MANICURE TEXTBOOKS:**

Milady's Standard Nail Technology (Standard Softcover)7<sup>th</sup> Edition 2015; ISBN-13: 9781285080475 \$117.95

Milady's Standard Nail Technology Student Workbook ;ISBN-13: 9781285080512 \$61.95

Milady's Standard Nail Technology Student CD ISBN-13: 978-1-4354-9760-3; \$82.95

**PROGRAM TITLE: MANICURE**

Course Number	Course Title	Theory Clock Hours	Services
MANP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
MANP102	PERSONAL & PROFESSIONAL DEVELOPMENT-Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	4	0
MANP103	FLORIDA LAWS and RULES (includes Salon Business, Management, Taxes and Payroll).Proper understanding and knowledge of The Florida Statutes regarding working, operating and owning a cosmetology business in Florida.	5	0
MANP104	HIV/AIDS (includes Bacteriology, Biology and Anatomy)-Understanding of disease control and the way diseases are spread; how HIV/AIDS is contacted and techniques to prevent the spread of the virus.	5	0
MANP105	SANITATION (includes Bacteriology, Biology, Product Use and Safety). Instruction in use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon which promotes good health and protects patrons. Rules of protection are examined.	5	0
MANP106	NAIL THEORY, PRACTICE, DISORDERS & DISEASES-Identify the structure adjoining and affecting the nails and recognize nail diseases that should not be treated in the salon.	60	0
MANP107	MANICURING-Ability to perform all manicuring services on the hands.	25	20
MANP108	PEDICURING -Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	15	10

MANP109	TIPS with OVERLAY -Techniques for applying artificial nail tips with an overlay.	30	15
MANP110	SCULPTING (using form)-Techniques for applying sculptured nails using form.	30	15
MANP111	NAIL WRAPS & MENDING -Techniques for mending nails.	15	10
MANP112	NAIL FILLS-Perform maintenance on artificial nails in the form of a "fill-in".	15	10
MANP113	ARTIFICIAL NAIL REMOVAL-Techniques in safely removing artificial nails.	10	5
MANP114	POLISHING and NAIL ART-Polish all nails and apply nail art in the form of adhesive pre-manufactured art as well as demonstrate knowledge of the use of specialty brushes.	10	15
MANP115	CAREER DEVELOPMENT & SALON BUSINESS- Demonstrate an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
Total		240	

## **SKIN CARE SPECIALIST PROGRAM**

### **SKIN CARE SPECIALIST PROGRAM OUTLINE**

#### **THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY**

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy Inc.				Identification No.: 5309	
Program Title: SKIN CARE SPECIALIST					
Credential Issued: Diploma					
Program Completion Time		Months: 2 3		Weeks: 7.5 Full Time 13 Part-Time	
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	260	Theory Hours	160	Application Fee (non- refundable)	\$ 50.00
				Registration Fee	\$ 100.00



				(non- refundable)	
SOC CODE:	39-5094	Lab Hours	100	Tuition	\$ 2,800.00
				Books /Kit/T-Shirt (non- refundable)	\$ 480.00
		Total Hours	260	State Fee HIV Fee (non-refundable)	\$ 80.00 \$ 20.00
				Total Program Cost	\$3,530.00

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Skin Care Specialist Program is \$1500.00 with two bi-weekly payments of \$1,015.00. Payments may be made by cash, check, money order or credit card. A charge of \$35.00 will be assessed for a returned check.

**PROGRAM OBJECTIVE:**

The 260 hour Skin Care Specialist course teaches theory and practical skills in all phases of skin care. The Skin Care Specialist program prepares students with the basic foundation necessary in sterilization and Sanitation, manipulative skills, safety judgment, proper work habits, business skills, and professional ethnics. Upon completion of the Skin Care Specialist program, the student will receive a diploma and be prepared to obtain entry-level employment entry level employment as a Certified Skin Care Specialist.

**PROGRAM DESCRIPTION:**

The Skin Care Specialist Program (SKSP) is taught in English. The course will train students in skin care, facial treatments, make-up application, and hair removal. Completion of this course prepares to become a licensed skin care specialist.

**INSTRUCTIONAL METHODS:**

The course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

**GRADING PROCEDURES:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100    A  
85 - 92     B  
75 - 84     C

74 and Below    UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

**SKIN CARE SPECIALIST STUDENT KITS:**

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 160 hours in the Skin Care Specialist program.

**SKIN CARE SPECIALIST TEXTBOOKS:**

Milady's Standard Esthetics Fundamental (Standard Hardcover, Exam review & workbook) 11<sup>th</sup> Edition 2013; ISBN-13: 9781285042336 \$255.95  
 Milady's Standard Fundamentals Esthetics Student CD ISBN-13: 978-1-111-30694-6; \$82.95

**PROGRAM TITLE: SKIN CARE SPECIALIST**

Course Number	Course Title	Theory Clock Hours	Services
SKSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
SKSP102	PERSONAL & PROFESSIONAL DEVELOPMENT-Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	9	0
SKSP103	HIV / AIDS-Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	5	0
SKSP104	FLORIDA LAW (includes License Requirement and Regulations)-Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
SKSP105	SANITATION AND STERILIZATION (Bacteriology, Product Use and Safety) Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	15	0
SKSP106	ANATOMY-Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	5	0
SKSP107	CHEMISTRY-Presents three main concepts: Matter, PH scale and Chemistry of Cosmetics, It provides fundamental guideline for using a variety of products, and providing chemical services safety.	15	0
SKSP108	ELECTRICITY-Provides information on the principle of electricity, including safety precaution for using electrical currents to treat client, and the workings of specialized electrical appliances.	10	0

SKSP109	SKIN PHYSIOLOGY TREATMENT AND SERVICES-Operational understanding of skin physiology, especially the structure and functions of the skin.	45	0
SKSP110	SCIENCE OF SKINCARE ECOLOGY-Covers three main concepts: skin care, hair removal, facial makeup, and skin disorders.	10	0
SKSP111	FACIALS-Explains the process of skin-care analysis and identifies the basic skin-care types and main skin conditions. Describes the four basic steps of a regular daily skin-care regimen to maintain healthy skin.	45	50
SKSP112	HAIR REMOVAL-Develop a thorough knowledge of hair growth as well as various types of removal options.	20	25
SKSP113	EYEBROWS (includes Tinting and Shaping)-proper shaping of eyebrows and correct safety procedures to use when tweezing and tinting with non-permanent dyes.	10	10
SKSP114	MICRODERMABRASION :PEELS-Advance treatment course will give the student a specialized knowledge of the anatomy and a thorough understanding of the products and ingredients used to perform these treatments and techniques.	40	10
SKSP115	MAKE-UP-Understand color theory, and face shape and features as they relate to make-up design and application.	15	5
SKSP116	CAREER DEVELOPMENT & SALON BUSINESS- Demonstrate an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	TOTAL	260	

## FINANCIAL ASSISTANCE

Currently KCK Beauty & Barber Academy Inc. does not participate in Title IV Funding. However we do offer quality education that is affordable. Our financial director will sit down with students and explain a monthly payment plan option. This option allows students to make a down payment at time of enrollment and make monthly payments until balance is paid in full. The student also has the option to seek outside help from financial institutions to cover tuition cost.

## ADMISSIONS

### Admissions Policy for Barber, Cosmetology, Full Specialist, Manicure and Skin Care Specialist

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100
- have a high school diploma or GED
- have a parent or legal guardian with them if they are under the age of 18 and **both** must fill out and sign all enrollment consent forms,
- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- provide verification of attendance to another cosmetology or barbering institution
- Attend Orientation and sign an Enrollment Agreement

### Admissions Policy for Instructor

Students must:

- have a high school diploma or GED
- Must be a licensed Barber, Cosmetology, Full Specialist, Manicure or Skin Care Specialist
- Must bring proof of current license
- Complete the Admission Application and pay **nonrefundable** application fee of \$50, and a **nonrefundable** registration fee of \$100

- present a valid Florida I.D., U.S. passport or birth certificate at time of enrollment,
- Attend Orientation and sign an Enrollment Agreement

### **Admissions Procedures**

Inquiries and applications for admission should be made to:

Admissions Office  
KCK Beauty & Barber Academy Inc.  
10592 Balmoral Circle East Suite #1  
Jacksonville, FL. 32218  
Admissions (904) 516-9277  
Fax (904) 551-2361  
Email: kckbeautybarberacademy@yahoo.com  
Website:www.KCKBBACADEMY.org

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write the Admissions Office to schedule an appointment. The office is open Monday through Friday, from 8:30 AM to 4:30 PM. Applicants who cannot visit the school are urged to call the Admissions Office for a telephone interview. At time the applicant inquiries about the school, the School will provide the applicant with a link to access a copy of the KCK catalog and a copy of the Student handbook which gives information about completion, licensure and placement percentage rates. At the time the applicant completes the application, a copy of the catalog will be given prior to enrollment.

### **Notice of Admissions and Confirmation**

Upon receipt of each application and registration fee, the Admissions Office will confirm a space on the condition that all admission requirements have been met. Should a class become full prior to confirmation, the applicant will be contacted by telephone or mail and placed on the waiting list with the start date for the next available class.

### **Application Deadline**

The recommended deadline for submitting an application for admission is Monday of each week. Applications received after Monday will be honored on a day-by-day basis as long as classroom space is available. At the orientation session, applicants are to sign and return the Statement of Receipt found in the information packet. In all cases, early application is encouraged because, to some extent, class space dictates the number of new students who can be admitted at each enrollment period.

### **Policy for Denying Admission**

KCK Beauty & Barber Academy Inc. will not admit applicants who do not present a high school diploma or GED. Recommendations will be provided, as needed, on adult learning centers available within the Jacksonville community. KCK reserves the right to deny admission to any student whose record of behavior indicates that he or she would disrupt the orderly processes of the programs or would interfere with the rights and privileges of other students.

### **Evaluating the Validity of High School Diplomas**

The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student's self-certification is not considered sufficient proof of validity.

### **Vaccination**

KCK Beauty and Barber Academy Inc. requires no information regarding vaccinations from potential students to attend school.

## **Re-Entry**

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedure. A student who was terminated for any reason must have an interview with the School Director and show cause why he/she should be re-instated. The decision of the School Director is final.

Students who have been terminated or withdrew from school and re-enroll (if determined by the School Director to be eligible) within 30 days will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 30 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-entry Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-entering students may be required to purchase the current school kit.

Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence.

That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## **Definition of Clock Hour**

One clock hour is the equivalent of 50 minutes of direct instruction and a 10-minute break.

## **Credit for Previous Training**

KCK Beauty & Barber Academy Inc. makes no promises of acceptance of credit from any other institution. Credit may be granted for training in another in- state or out-of-state school. Proof of official transcript must be submitted prior to enrollment. After evaluating the official transcript from the previous institution attended, an evaluation exam may be conducted by the program Instructor and may include both written and practical.

Based upon the recommendation of the Instructor, KCK may accept a transfer students hours and services from another licensed institution. The student's tuition will be adjusted accordingly to reflect the reduced hours of training.

The school does not recruit students attending an institution with a similar course of study.

**VETERAN STUDENTS: Please see Veteran's Policies for the Credit for Previous Training policies for Veteran Students who attend KCK Beauty & Barber Academy Inc.**

## **Transfer of Credit**

Decisions concerning the acceptance of credits earned and credit hours by any institution other than the granting institution are made at the sole discretion of the receiving institution.

No representation is made concerning the transferability of any credits to any institution.

Students must contact the admissions office of the receiving institution to determine what credits, if any that institution will accept.

### **Transcript of Transfer of Hours**

Students requesting transcripts or copies of their records must provide a written request to KCK Beauty & Barber Academy Inc. Admissions Office. The School will not give official transcripts to students; however, transcripts will be forwarded to the institution to be attended. All financial obligations to KCK must be cleared up prior to submitting transcript requests.

### **School Class Start Dates, Hours and Holiday Closures**

#### **Class Starting Dates**

New Applicants are enrolled at KCK Beauty & Barber Academy Inc. on the first Monday of each month.

#### **Hours of Operation**

Class Hours: Monday-Friday 8:30-4:30pm. Night classes will be conducted based on enrollment and at the Education Director's discretion.

Resource Library is open during Class Hours

### **Holiday Closures**

The following holidays are observed at KCK Beauty & Barber Academy Inc.

New Year's Day	Memorial Day	Veterans Day
Dr. Martin Luther King's Birthday	Fourth of July	Thanksgiving Day and Day after Thanksgiving
President's Day	Labor Day	Christmas Eve Through New Year's Eve
Monday after Easter		

Holidays are subject to change without prior notification

## **GRADUATION & LICENSING REQUIREMENTS**

### **Graduation Requirements**

The school will grant diploma of graduation and an Official Transcript of Hours for the applicable program when the student has successfully completed all phases of study, required test, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

### **Licensing Requirements**

To receive a license in the State of Florida, a Barber, Cosmetology, Full Specialist, Instructor, Manicure or Skin Care Specialist student is required to:

1. Complete the hours in the course of instruction
2. Successfully demonstrate competency in all areas of required curriculum
3. Submit State required exam fees and application

Successfully complete written theory and practical examination conducted by the Florida Board of Barber and Cosmetology at local testing facilities.

It is not a requirement in the State of Florida to have completed an Instructor Program to become an Instructor.

## **ACADEMICS**

## Classification of Students

Students are classified by the number of hours completed and the grade average. If a student does not have the minimum 75% average, the student will not be allowed to advance to the next level. The following phases apply to all students who have maintained satisfactory progress by program.

### **Barber and Cosmetology Program**

<b>By Phase</b>	<b>Hours Completed</b>
1 <sup>st</sup> phase	0 - 300 Hours
2 <sup>nd</sup> phase	301 - 600 Hours
3 <sup>rd</sup> phase	601 - 900 Hours
4 <sup>th</sup> phase	901 - 1200 Hours

### **Full Specialist and Instructor Program**

<b>By Phase</b>	<b>Hours Completed</b>
1 <sup>st</sup> phase	0 - 150 Hours
2 <sup>nd</sup> phase	151 - 300 Hours
3 <sup>rd</sup> phase	301 - 450 Hours
4 <sup>th</sup> phase	451 - 600 Hours

### **Manicure Program**

<b>By Phase</b>	<b>Hours Completed</b>
1 <sup>st</sup> phase	0 - 60 Hours
2 <sup>nd</sup> phase	61 - 120 Hours
3 <sup>rd</sup> phase	121 - 180 Hours
4 <sup>th</sup> phase	181 - 240 Hours

### **Skin Care Specialist Program**

<b>By Phase</b>	<b>Hours Completed</b>
1 <sup>st</sup> phase	0 - 65 Hours
2 <sup>nd</sup> phase	66 - 130 Hours
3 <sup>rd</sup> phase	131 - 195 Hours
4 <sup>th</sup> phase	196 - 260 Hours

## Student Progress

KCK Beauty & Barber Academy Inc. maintains records of progress on all students. Progress reports are given and reviewed with students at the end of each month. Copies of these reports are distributed to each student and a copy is placed in their permanent file.

## Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is consistently applied to all Full time or Part time Students enrolled in Barber, Cosmetology, Full specialist, Instructor, Manicure or Skin Care Specialist programs and is a graduation requirement. It is printed in the catalog to ensure that all students have access prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education. Satisfactory Academic Progress evaluations are maintained in the student file. **VETERAN STUDENTS: Please see Veteran's Policies for the academic policies for Veteran Students who attend KCK Beauty & Barber Academy Inc.**

## Attendance Progress Evaluations

Students are required to attend at least 80% at each scheduled evaluation in order to be considered making satisfactory attendance progress. Evaluations are done at the end of each evaluation period to determine if the student has met the minimum requirements. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates at the same attendance rate, the student will graduate within the maximum time frame allowed.

## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100    A

85 - 92 B

75 - 84 C

74 and Below UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

**Maximum Time Frame**

The maximum time frame a student has to complete the course is 125% of scheduled attendance. Transfer hours from another institution that are accepted toward the students educational program are counted as both attempted and completed for the purpose of determining maximum time frame. The maximum time allowed for students to complete each course at satisfactory progress is stated below:

**Maximum Time Frame Allowed**

<b>Course</b>	<b>Scheduled Attendance</b>	<b>Weeks</b>
Barber (1200 Hours)	1500 hours	Full time 43 Weeks; Part time 86 Weeks
Cosmetology (1200 Hours)	1500 hours	Full time 43 Weeks; Part time 86 Weeks
Full Specialist (600 Hours)	750 hours	Full time 21 Weeks; Part time 42 Weeks
Instructor (600 Hours)	750 hours	Full time 21 Weeks; Part time 42 Weeks
Manicure (240 Hours)	300 hours	Full time 9 Weeks; Part time 18 Weeks
Skin Care Specialist (260 Hours)	325 hours	Full time 10 Weeks; Part time 20 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled hours or 1.25 x the number of the scheduled hours contracted.

**Extra Instructional Charges**

The school will charge additional tuition for hours remaining after the contract ending date at the rate of \$200 per week, or any part thereof payable in advance until graduation.

**Interruptions, Course Incompletes, Withdrawals Policy**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence.

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

**Noncredit, Remedial Courses and Repetitions**

Noncredit, remedial courses and repetitions do not apply to KCK Beauty & Barber Academy Inc. Therefore, these items have no effect upon the school's satisfactory academic progress standards.



## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at KCK Beauty & Barber Academy Inc.

## **Determination of Progress Status**

Students are evaluated for Satisfactory Attendance and Academic Progress within seven business days after reaching the following actual hourly increments:

Barber (1200):	450, 900, 1200	Cosmetology (1200):	450, 900, 1200
Full Specialist (600):	300, 600	Instructor (600):	300, 600
Manicure (240):	120, 240	Skin Care Specialist (260):	130, 260

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

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

## **Satisfactory**

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.

## **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. Students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. At the end of the warning period, the student will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. If the student has failed to achieve minimum requirements, the student is placed on probation.

## **Probation**

Students who fail to meet minimum requirements for attendance or academic progress during the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probation period, if the student appeals the decision, and prevails upon appeal. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she may be terminated.

## **Appeal Policy**

Students who are dropped after failing to achieve minimum requirements may appeal this determination. The reasons a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special circumstances. The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The student must submit a written appeal to the Administrator, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation. Should a student fail to appeal this decision, the decision to terminate will stand. The Administrator, within five (5) business days of termination, must receive this appeal. Students are allowed one appeal process. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

### **Re-Establishing of Satisfactory Academic Progress**

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

## **STUDENT SERVICES**

### **Placement**

KCK Beauty & Barber Academy Inc. does not guarantee job placement after graduating from any of the courses offered. However, the School maintains contacts in all areas of the barber, cosmetology, full specialist, instructor, manicure and skin care specialist industry. Information pertaining to possible employment is made available to all students by the posting of job openings and employment possibilities on the information bulletin board. This is done to assist students with finding suitable employment upon passing the State Examination and/or being licensed in the chosen field. The curriculum places a great deal of emphasis on how to obtain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Under the FERPA Policy the student's rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the school receiving the completed Release of Information Authorization Form
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the students privacy rights under FERPA
3. The right to provide written consent before the school discloses personal identifiable information from the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. All complaints should be addressed to the following:

Family Policy Compliance Office

## **Student Records**

Prior to beginning classes, each student must provide a copy of his/her high school diploma, or GED, documentation for transferred credits or hours, a social security card, photo identification and/or a birth certificate, all of which will become a part of the student's permanent record at the School.

Each student has academic and financial folder which contains attendance, grades, clock hours accrued, monthly progress reports and satisfactory progress reports which will be kept as permanent records on file at the School. Grades, practical hours, and attendance are maintained in a computer database.

Student information at KCK Beauty & Barber Academy Inc. is confidential; therefore, records are safeguarded in cabinets that are labeled, locked and accessible only to the administrative staff. Parents and eligible students or guardians of dependent minors are permitted to access their cumulative records by appointment and under the supervision of an Admissions Office staff member. KCK is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students or guardians to review the records. Information pertaining to the cumulative records of a student will be released only when the release of information authorization form is completed by the student and parent, or guardians of dependent minors. Student records or information to third parties will not be released without consent (release of information authorization form) from the student and parents or guardians of dependent minors.

KCK Beauty & Barber Academy Inc. may also 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, we must tell parents and eligible students or guardians of dependent minors about directory information and allow parents and eligible students or guardians of dependent minors a reasonable amount of time to request that we not disclose directory information about them.

Generally, schools must have written permission from the parent or eligible student or guardian of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose these records without consent, to the following parties:

- 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.

## **Policy for Safeguarding Student Records**

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant

area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled or terminated students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

### **Housing**

Housing services is not available at KCK Beauty & Barber Academy Inc. A list of reliable realtors and or rental properties in close proximity to the school will be provided to students who request housing assistance at the time of enrollment.

### **Advising**

The Admissions Officer or a designee advises students who seek counseling. This opportunity is offered to students to encourage them to ask questions, discuss problems related to needs or concerns with educational, career, social, personal or emotional issues during their enrollment at the school.

### **Food Services**

KCK Beauty & Barber Academy Inc. is surrounded by a variety of restaurants and fast food chains, which provides food services at reasonable costs.

### **Voter Registration**

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Florida at [www.election.dos.state.fl.us/voter-registration](http://www.election.dos.state.fl.us/voter-registration), at [www.londistancevoter.org](http://www.londistancevoter.org), or at [www.registration.elections.myflorida.com](http://www.registration.elections.myflorida.com).

## **STANDARDS & POLICIES**

### **Dress Code Policy**

KCK Beauty & Barber Academy Inc. personalized KCK T-Shirt, black scrub bottoms with close toed black shoes. Two (2) T-shirts is included in the supplies cost of tuition. Additional T-shirts may be purchased in the administrative office. Other required uniform is supplied at the student's personal cost. All students are required to conform to the schools dress code. If you are not in the proper dress code, you will be asked to clock out to go home and change. Name tags must be worn at all times. The cost for a replacement ID badge will be \$15.00. Students will not be allowed to attend school without an ID badge. Hair, make up must be clean, neat and professional. No hats or other head coverings are to be worn to classes or clinic floor.

### **Essential Career Considerations/Requirements**

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.

5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Skin Care Specialist will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

### **Services on Family Friends or Students**

The goal of KCK is that each student is productive the majority of their scheduled time. The school recognizes that there will be slow times in which other task may be performed and feel this is the time to service family, friends and other students. Immediate family members receive student prices only. Students performing services or receiving services must first have a ticket approved by an instructor and pay student service cost. Students may receive services on Tuesday and Wednesday ONLY. Cash and Credit card is accepted as payment for client services.

### **Changes to Programs, Equipment, ETC.**

KCK Beauty & Barber Academy Inc. reserves the right to make changes to equipment, textbooks, supplies and curriculum to reflect the latest advancement in a program of study and technology.

### **Course Numbering System**

The course numbering system uses a 7 digit alpha numeric identifier. The prefixes represent the program area of study. The suffixes represent the sequence of content. The prefixes are as follows: BARP- Barber Program; COSP- Cosmetology Program; FUSP- Full Specialist program; INSP- Instructor program; MANP- Manicure Program; SKSP- Skin Care Specialist Program.

### **Financial Obligations**

Students who have not made a satisfactory settlement of all financial obligations to the school will not receive a diploma or transcript. Tuition is due on the first (1<sup>st</sup>) day of each month. Students will be charged a late fee of ten dollars (\$10.00) after the 10<sup>th</sup> of the each month.

### **Change of Name and Address Policy**

Students must notify the admissions office of any change in name or address to ensure that official records are updated. Failure to do so may result in a delay in processing student's grades and other records.

### **Drug Policy**

The School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. KCK Beauty & Barber Academy Inc. prohibits the manufacture, distribution, dispensation, possession, unlawful use of a controlled substance and/or abuse of alcohol on the school premises. Students and faculty are subject to corrective action which includes suspension and termination for any of the indicated actions. As a condition of enrollment students are required to adhere to the guidelines indicated in the Drug-Free Workplace Policy, This policy is implemented pursuant to the Drug-Free Workplace requirements under F>S> 440.102, Florida

Administrative Code, 38F-9 and Drug-Free Workplace Act of 1998. Any individual associated with KCK who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may obtain a list of agencies from the Office.

### **Campus Crime Statistics & Security Policy**

All employees and students are required to file a written incident report for all crimes and unsafe incidents occurring on campus to the Director of Education within 24 hours of the incident. All employees and students will be notified via memo if Management considers any incident to be a threat to campus safety. A detailed campus crime report is created annually and the report is provided to KCK Beauty & Barber Academy Inc. students at time of enrollment. The campus crime report will also be handed out as a memo to staff and instructors annually and additional copies will be kept in the office and made available upon request.

### **OSHA Requirements**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply.

A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **Attendance Policy**

All full-time students are scheduled to be in attendance seven (7) hours per day, thirty-five (35) hours per week according to the agreed upon contract. In order to meet satisfactory progress, students must maintain a 75% grade point average and be in attendance at least 80% of the scheduled attendance time. Students having 35-hour weeks must accrue 90–102 hours each month. All part-time students are scheduled to be in attendance four (4) hours per day, twenty (20) hours per week. In order to meet satisfactory progress, students must accrue at least 60 hours each month. **VETERAN STUDENTS: Please see Veteran’s Policies for the attendance policies for Veteran Students who attend KCK Beauty & Barber Academy Inc.**

### **Time Record Policy**

KCK Beauty & Barber Academy Inc. is a clock hour school. Clocking in and out is the manner in which students hours are accumulated towards course goals. At time of arrival, all students must use your finger to clock in using the time clock and clock out using your finger at the end of your scheduled day. It is the student’s responsibility to clock in and out every day to ensure you are credited with attendance hours. Any student who does not clock out at the end of the day will not receive hours for that day.

### **Attendance/Class Cuts Policy**

#### **Tardy Policy**

Students are required to be on time. Class begins promptly at 8:30 a.m. or 4:30 p.m. To avoid class interruptions, students not clocked in by 8:45 a.m. for day classes or 4:45 p.m. for night classes will not be allowed to enter the classroom until the 1<sup>st</sup> class break.

Students not allowed into the class room must set up in the Resource Library or the Clinical Floor until the 1<sup>st</sup> class break. Excessive tardiness will be cause for disciplinary action. The Education Director or a designee will consider each case based on the facts presented.

### **Excused and Unexcused Absences**

A student with three (3) Tardies in one week will be considered to have one unexcused absence. Students with three (3) unexcused absences in a month will receive written notification of academic probation for a period of two (2) weeks. Any unexcused absences during such probationary period will result in interruption of the student's training program.

### **Make-Up Policy**

Any student who have been absent for any reason is required to make up any missed assignments on your own. It is KCK Beauty & Barber Academy Inc. policy for students to be in school daily doing your scheduled hours. NOTE: The contracted time for each course provides students with extra time for absences and holidays, for which they will not be charged.

### **Student Conduct Policy**

Students enrolled at KCK Beauty & Barber Academy Inc. are expected to exhibit standards of behavior and integrity that reflect favorably upon them, their families and the School. They are expected to abide by all rules and regulations of the School as well as the laws of the City, State and Nation. Consequently, any student who demonstrates an unwillingness to adhere to the prescribed, or that may be prescribed, rules and regulations governing the student body will be suspended or expelled from KCK. Students wishing to petition a suspension or termination must follow the same appeal process as previously outlined in the Appeal Process.

### **Termination Policy**

A student will be terminated for the following reasons: not obeying the conduct rules, not making satisfactory progress for attendance and academic, not returning from a leave of absence and not meeting financial obligations to the school.

### **Leave of Absence Policy**

For those students who find it necessary to be out of school for an extended period of time a leave of absence (LOA) is available. KCK Beauty & Barber Academy Inc. LOA Policy is as follows:

- A Leave of Absence must be requested in writing in advance to include reason for request, signed and dated. The form is available in the Business Office.
- If a student is unable to provide written request in advance due to unforeseen circumstances, the school will document its reason for the leave of absence, if granted and collect the request from the student at a later date. The beginning date of the approved LOA will be the first date the student was unable to attend class due to the unforeseen circumstance.
- Leave of Absences are reviewed for approval, all requests for LOA will be considered on a student by student basis with a reasonable expectation that the student will return after the LOA.
- Leaves of Absence requests will only be approved for 6 or more consecutive school days.
- Leave of Absence requests are strongly discouraged during the "Beginning" phase of training.
- Leaves of Absence may not exceed 180 calendar days within a 12 month period.
- No additional cost will be incurred when a student takes a leave of absence from school.
- Students returning from leave of absence will return to school in the same progress status prior to the LOA and resume their level of study at the same point in which they left.
- Students contract will be extended by the same number of days taken in the LOA. The Enrollment agreement addendum form will be completed, signed and dated by the student and designated school official.
- Students granted a LOA that meet these criteria are not considered as withdrawn, no refund calculation is required at this time.
- Students who fail to return to KCK Beauty & Barber Academy Inc. after a leave of absence will be terminated. The date of termination for the purpose of calculating a refund is the students last day of attendance. Tuition and fees charged will be in accordance with the schools cancellation and refund policy published in this catalog and in the student's enrollment agreement.

- **VETERAN STUDENTS:** Please see **Veteran's Policies for the Leave of absence policies for Veteran Students who attend KCK Beauty & Barber Academy Inc.**

### **Determination Date/Withdrawal Date (Official/Unofficial Withdrawal) Policy**

The actual last date of attendance would be the last day the student was physically in attendance. An active student officially withdraws when they notify the school's administrative office in writing of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The administrative staff notifies the financial director of official and unofficial withdrawals thru email. The financial director reviews the financial status of the student, completes status change and meets with student to discuss financial obligations if applicable.

### **Discrimination Policy**

KCK Beauty & Barber Academy Inc. is committed to providing an equal educational opportunity for its applicants and does not discriminate against students or its employees based on sex, race, age, color, ethnic origin, religion, or disability. KCK is open to everyone and actively seeks to promote racial harmony through the recruitment, enrollment and integration of students of different ethnicities.

### **Administrative Policy**

School Policies have been created in the best interest of both the students and the school. KCK Beauty & Barber Academy Inc. reserves the following rights to:

1. Change any requirement, including fees, contained in the catalog prior to student signing the Enrollment Agreement.
2. Require a student to withdraw at any time under appropriate procedures
3. Impose probation on any student whose conduct, attendance or academic standing is unsatisfactory.
4. Terminate students if fraud is discovered on the basis false statement or documentation. The student may not be entitled to any credit for any work that he/she may have completed at the school.
5. Cancel any classes which do not have a minimum number of students enrolled.

### **CANCELLATION AND REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration and application fee in the amount of \$150.
- A student notifies the institution of his/her withdrawal in writing.



- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In bullet 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 39.9%	70%
40% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## **INTERNAL COMPLAINT POLICY**

1. A student, instructor or any interested party may file a complaint against the school, in writing, to KCK Beauty & Barber Academy Inc. Administrator outlining the allegation or the nature of the complaint within 60 days.
2. The complaint form will be given to the Chief Executive Officer
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. This will notify the student of continued investigation and/ or action being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Prior to filing any complaint with an outside agency, the complainant is required to make every attempt to resolve the problem through the School's complaint process,
7. KCK Beauty & Barber Academy Inc. will maintain written records of all complaints filed for up to six (6) years.
8. Appeals that cannot be resolved by the school may be referred to The Commission for Independent Education, 325 W. Gaines Street, #1414 Tallahassee, FL 32399-0400. Toll Free; (888-224-6684) or (850-245-3200) or website [www.fldoe.org/cie](http://www.fldoe.org/cie)

## **AFFILIATIONS**

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 Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888-224-6684).

## **VETERAN POLICIES**

The following information pertains to students attending KCK Beauty & Barber Academy Inc. using benefits due to their eligibility through the Veterans Administration. These policies are applied only to those students and do not apply to the general student population of KCK Beauty & Barber Academy Inc.

### **Attendance Policy for VA Students**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

Students approved for VA benefits may not be approved for a leave of absence due to VA pay purposes. Education benefits will be terminated during periods of absence as defined in the Veterans Policies.

Student exceeding 10% total absences in a calendar year will be terminated from their VA benefits for unsatisfactory attendance.

In order 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 VA benefits.

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

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% for each evaluation period. All students enrolled are evaluated as follows:

Barber (1200):	450, 900, 1200	Cosmetology (1200):	450, 900, 1200
Full Specialist (600):	300, 600	Instructor (600):	300, 600
Manicure (240):	120, 240	Skin Care Specialist (260):	130, 260

All students are required to achieve a minimum CGPA average of 75% by midpoint of training. VA student whose CGPA fall below 75% at the end of any evaluation period will be placed on an academic probation until the next evaluation period. If the VA student's CPGA is still below 75% at the end of the probation period, the student's VA educational benefits will be terminated. A VA student terminated from the VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a minimum CPGA of 75% by the next evaluation period.

KCK Beauty & Barber Academy Inc. maintains records of progress on all students. Progress reports are given and reviewed with students at the end of each month. Copies of these reports are distributed to each student and a copy is placed in their permanent file.

### **Refund Policy for VA Students**

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 will be determined on 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. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed- 38 CFR 21.4255

### **Credit for Previous Education or Training for VA Students**

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 student notified.