

# HOHA

HAIR ON HUDSON ACADEMY

# COSMETOLOGY SCHOOL

# THE STANDARD OF EXCELLENCE



### SUPPORT SYSTEM

One benefit of a small school is smaller class sizes. More **opportunities to ask questions and individual attention to each student.**



### IT STARTS HERE

Our proven model well prepares students through the certification **process and lands them in the cosmetology field with in-demand skills.**



### OFFICE HEADQUARTER

21 MARKET STREET  
POUGHKEEPSIE, NY 12601

VOLUME 4

WEB: HOHA.ACADEMY

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21 MARKET STREET  
POUGHKEEPSIE, NY 12601



## CALL US NOW! (845) 452-HOHA

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## **HAIR ON HUDSON CATALOG ADDENDUMS**

A-Administrative Officers and School Faculty

B-Tuition and Payment Methods

C-Weekly Tuition Liability Worksheets

D-Information for Students- Disclosure Pamphlets

E- Distance Education Verification

### ***Disclosure of Catalog Changes***

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered.

Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## **HAIR ON HUDSON PHILOSOPHY AND WELCOME**

Welcome to Hair on Hudson Academy (HOHA), a place where insightful knowledge is the foundation to creating brighter futures in the Cosmetology Field, We take pride in the fact that our student pool includes people from diverse ethnic backgrounds and experiences, Some students are seeking to re-establish themselves in this challenging labor forces, and others are high school graduated who wish to gain a special skill and achieve more than a high school diploma, and others who simply decide they need a change in their lives and careers.

Our school motto is “Standard of Excellence”. With such dedication as our objective, our teachers embark on a journey to ensure a standard of excellence across a wide range of topics in the cosmetology field. The program offered is taught with high distinction and provides students with foundational knowledge at each step of the way.

Our program includes written and practical communication skills, confidence building, development and refinement of one’s skills, profitable business, and personal marketing strategies, as well as short- and long-term professional development.

Our goal is to deliver a career-development elite program that will produce graduates with unique and marketable skills who not only achieve their career goals, but who can also transform new knowledge into novel application techniques in the field.

As part of our training program trajectory, we are committed to helping our students actively seek many opportunities to successfully build a diverse, experience-rich professional resume. Our commitment is grounded in our belief that classroom learning, and assimilation of theoretical knowledge are cultivated and further enhanced when they are actively practiced and applied in a profession that takes place in the real world.

A practical and professional development structure allows our students to gain valuable work experience, network with other professionals and entrepreneurs who share similar ideas and visions and promote their talents to potential employers who may evaluate them for future consideration.

We are committed to ensuring that our students receive excellent training opportunities.

We hope our program will be a good fit for aspiring and achieving your goals. And remember HOHA’s motto: “STANDARD OF EXCELLENCE”.

## **LICENSURE AND AFFILIATIONS**

Hair on Hudson Academy is licensed by the Bureau of Proprietary School Supervision, New York State Education Department. The New York office location is – 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001- (21) 643-4760. The Albany office location is- 89 Washington Street, Room 560, Albany, New York, 12234- (518) 474-3969. – <http://www.acces.nysed.gov/bpps>

Hair on Hudson is a proud partner with NYS ACCES- VR- Workforce and Workforce Investment

## **ADMINISTRATIVE OFFICERS AND FACULTY**

**Tanisha Kemble-Reynolds-** Financial Administrator – Ms. Kemble-Reynolds is the Director of Finance and holds an international degree in business administration and accounting.

**Angelline Smalls-** School Owner, Director, and Financial Advisor- Ms. Smalls has extensive experience in the Cosmetology Industry as both a salon owner and business owner. Ms. Smalls has received numerous awards and Angelline’s success has granted her the opportunity to utilize her personal brand and talents to help motivate and inspire others. Ms. Smalls is a Licensed NYS Private School teacher and is committed to help and inspire others to develop and reach their full potential.

**Alina Zainab-** Licensed Agent- Ms. Zainab has several years of experience in customer service and sales and marketing. Alina attended Dutchess Community College and is currently also pursuing a degree in Business Administration.

**Christal Bennermon-** Ms. Bennermon is NYS Licensed Private School teacher and has previous administrative experience post-secondary school experience working in New York. Christal has been actively involved in the Cosmetology Industry for over 10 plus years and brings a vast amount of experience to the school. Christal’s positive outlook is infectious. Her focus is on helpful feedback for her students and keeping them focused on the possibilities, not the obstacles.

**Shashana McNeil –** Ms. McNeil is a NYS Licensed Private School teacher that brings a wealth of experience to the HOHA faculty. Shashana has traveled extensively sharing her skills in styling and fashion both in the United States and abroad. Shashana is trained in Paul Mitchell cutting and styling and has attended numerous advanced education classes. Shashana’s teaching philosophy is all about adding value for students by creating a positive educational environment with high energy, praise, persistence, and consistency.

**Dorothy McKinley-Soressi-** Ms. McKinley-Soressi has been actively involved in the post-secondary beauty industry for over 40 years. Dorothy has a BS in Physiology from Boston State Teacher College and a master’s degree in education from the University of Massachusetts. Dorothy also holds Cosmetology Instructor licenses in New York and Massachusetts. Dorothy has been responsible for developing curricula, instructor training and advanced programs and has a strong focus on education.

## **GENERAL SCHOOL INFORMATION**

### ***MISSION STATEMENT:***

The mission of Hair on Hudson Academy is to deliver a career development elite program that will produce graduates with unique and marketable skills. The campus goal is for graduates to not only achieve their career goals but can transform new knowledge into novel applications and techniques in the field.

Hair on Hudson Academy’s mission includes providing a quality, professional education that enables students to successfully pass the state licensing examination and provide entry-level skills to become competitive in the industry.

In addition, the goal is to create an environment of trust and mutual respect, promote personal and professional growth, inspire a continuous desire for knowledge and prepare students for successful careers that enables them to provide excellent customer service.

***LOCATION:***

Hair on Hudson Academy's main campus is located at 21 Market Street, Poughkeepsie, NY in the beautiful Hudson Valley. The school is located in a historically converted bank building that reflects a grand entrance associated within the financial district and the vibrant business community of the City of Poughkeepsie. The school is centrally located in the downtown area and convenient to several modes of public transportation. The school has a private parking area located in the back of the building and additional public parking areas within walking distance.

The school is conveniently located one block away from several Dutchess County bus lines, and is within a short walking distance to the City of Poughkeepsie train station. The school is located across the street from the Department of Motor Vehicles, also a few blocks away from the Hudson River, the Chamber of Commerce, and the most amazing restaurants located in the greater Poughkeepsie area. Situated in the heart of the business area of the City of Poughkeepsie, Hair on Hudson provides a welcoming atmosphere for students and guests.

The school has a satellite location at 381 Main Street. This location is located between Academy Street and Hamilton Street within walking distance of Market Street.

***PHYSICAL FACILITIES:***

The school has three spacious floors and encompasses approximately 7,000 square feet. The space consists of a reception area, several student salon training areas, office facilities, multiple classrooms, a product dispensary area, facial and skin-care rooms, break areas and supply storage. Hair on Hudson classroom settings are tailored to meet the needs of individual students and programs.

The classroom settings and student salon training facilities are suited to promote the personalized attention and the learning environment needed for students to succeed. We believe that students can be more efficient and prolific learners when they interact with classmates and instructors. These classroom settings provide a safe environment to practice what students learn, provide the opportunity to hone the craft, experience with new ideas, and network and collaborate with peers on novel perspectives.

***HOURS OF OPERATION:***

The school is open from Monday – Thursday 8:30 AM- 10:00 PM and Friday from 8:30 AM- 5:00 PM. The school may be open on Saturday for special demonstrations, events, or additional make-up hour classes. Students will be notified in advance of schedule options.

***CLASS START DATES: (DAY/EVE)***

Hair on Hudson offers several program schedules to accommodate the adult student. Day and Evening classes are scheduled monthly. The full-time day schedule for all program offerings is Monday- Friday from 9:00 AM- 5:00 PM, thirty-five (35) scheduled hours per week. The part-time evening program is Monday- Thursday from 5:45 PM- 9:45 PM sixteen (16) scheduled hours per week. The Esthetics Program has a part-time day/afternoon schedule of seventeen and a half-hours (17.5) per week. Prospective students should inquire about schedule availability as schedule availability may change.

An anticipated graduation date may be extended due to Holiday and/or unscheduled closings. Failure to progress in the program as scheduled may result in additional charges.

<b>Start Date</b>	<b>Full-Time (35 Hours)</b>	<b>Part-Time (16 Hours)</b>	<b>Part- Time (17.5 Hours- Esthetics Only)</b>
01/04/2021	07/26/2021	03/04/2022	08/20/2021
02/01/2021	08/20/2021	04/22/2021	09/30/2021
03/01/2021	09/17/2021	05/17/2022	10/30/2021
04/05/2021	10/25/2021	06/23/2022	12/01/2021
05/03/2021	11/22/2021	07/21/2022	01/04/2022
06/07/2021	12/ 28/ 2021	08/30/2022	02/01/2022
07/06/2021*	01/20/2022	09/28/2022	03/02/2022
08/02/2021	02 /23/2022	10 /27/2022	04/02/2022
09/07/2021*	03 /31/2022	12/0 1/2022	05/03/2022
10/04/2021	04 /27/2022	01/04/2023	06/01/2022
11/01/2021	05/23/ 2022	02/06/2023	07/01/2022
12/ 06/2021	06/24/2022	03/07/2023	08/03/2022

**Hairdressing and Cosmetology (Full-time) 1,000 hours- 35 hours per week- 9:00 AM- 5:00 PM**

3 Quarters Total- 10 Weeks Each Quarter- Tuition - \$ 5,000.00 – Tuition Each Quarter \$ 1666.00

Hairdressing and Cosmetology- (Part-time) 1,000 hours- 16 hours per week- 5:45 PM- 9:45 PM

4 Terms Total – 3 Terms at 16 Weeks Each and 1 Term at 15 Weeks- Tuition- \$ 5,000.00-

Tuition Each Term \$ 1250.00

**Esthetics (Full time) 600 Hours- 35 hour per week schedule - 9:00 AM – 5:00 PM**

2 Quarters Total – 18 Weeks Total - 9 Weeks Each -Tuition: \$5000.00 -

Tuition Each Quarter: \$ 2500.00

**Esthetics (Part time Days -) 600 Hours- 17.5 hour per week schedule**

9:00 AM – 12:30 PM OR 1:30 PM- 5:00 PM -

2 Quarters- 35 Weeks Total- 1 Quarter at 18 Weeks - 1 Quarter 17 Weeks - Tuition: \$5000.00 - Tuition Each Quarter: \$ 2500.00.

**Esthetics- (Part time Eve) 600 Hours - 16 hour per week schedule - 5:45 PM- 9:45 PM**

4 Quarters- 38 Weeks Total - 2 Quarters 10 Weeks- 2 Quarters 9 Weeks

Tuition: \$5000.00 - Tuition Each Quarter: \$ 1250.00

**Barber (Full time) 600 Hours- 35 hour per week schedule - 9:00 AM- 5:00 PM**

2 Quarters Total – 9 Weeks Each Quarter - Tuition: \$5000.00 - Tuition Each Quarter: \$ 2500.00

**Barber (Part time) 600 Hours - 16 hour per week schedule - 5:45 PM- 9:45 PM**

4 Quarters Total - 4 Quarters - 2 Quarters 10 weeks each and 2 Quarters at 9 weeks each

Tuition: \$5000.00 - Tuition Each Quarter: \$ 1250.00

***SCHOOL CALENDAR AND HOLIDAY SCHEDULE:***

Days off due to legal holidays are recorded as such and extend the enrollment contract. Hair on Hudson observes the following holidays: New Year’s Day, Birthday of Martin Luther King, Jr., President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

The holiday schedule is subject to change. If there are changes to the holiday schedule, the Administration will announce the change.

***UNEXPECTED CLOSINGS:***

In the case of a weather or school related emergency, the School Director makes the decision to open the school late or close. Students are encouraged to check for text messages, Facebook postings, and local TV and / or radio announcements.

In the event of a weather emergency or disaster, a faculty member will monitor all possible weather conditions announcements to determine whether the school should close. Decisions will be made based on the “on the ground” assessments at the campus.

Should the school be closed due to emergencies or other unscheduled events the students’ graduation date will be extended for the time the school was closed.

**ADMISSIONS**

***ENROLLMENT:***

Prospective students may enroll at any time of the year. The school recommends enrollment well in advance of the students’ start date. Enrollment procedures for day and evening students and all program offerings are identical.

***ADMISSIONS PROCEDURE:***

All prospective students are required to schedule an interview and tour the facility with the Admissions Department. Prospective students will be provided an overview of the training program by an Admissions team member. The interview will be a direct and useful way to understand the educational program, policies and procedures and

outcomes. In determining whether to grant or deny admission, the school will consider information about the applicant's prior post-secondary educational experiences, employment record, credit record and any criminal record.

The school, in its admission, administration, instruction and graduation policies does not discriminate based on race, creed, sex, color, age, religion, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

***ADMISSIONS REQUIREMENTS:***

Are you ready to begin?

If you are excited about the prospect of training at Hair on Hudson Academy, here is all you must do to get started.

Complete an enrollment agreement with a non-refundable \$ 100 application fee.

Submit a copy of a valid driver's license, government issued identification, birth certificate or passport.

Provide a copy of a valid high school diploma or equivalent or a state issued credential of secondary school completion if homeschooled.

Have the Ability-to-Benefit\* (ATB) from the training program.

In addition to satisfying the requirements for a valid high school diploma or equivalent, an applicant must demonstrate the character readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation (s) for which the program provided training, A parent or legal guardian must be present to co-sign all enrollment documents for any student under the age of eighteen (18).

All incoming students must attend an Orientation session held prior to the start of a program. During Orientation, the student will learn about student responsibilities, academic and attendance standards, the format of the program, progression of the program, and how performances will be measured.

***ABILITY-TO-BENEFIT POLICY:***

A possibility for admission for prospective students who do not have a high school diploma or equivalent diploma is to take and pass an approved ability-to-benefit test that demonstrates the student can benefit from the education being offered.

\*Ability-to-Benefit: (ATB) is defined as a student that is beyond the age of compulsory education that lacks a high school diploma or its equivalent and has the ability-to-benefit from the training provided. Prior to admission applicants are required to complete a nationally recognized test that recognizes the applicant's ability to successfully complete the program or course. Prospective students meeting the ATB criteria must contact the School Director for information on testing procedures and additional charges.

The approved ability-to-benefit test is the Wonderlic Basic Skills Test (WBST), Verbal Forms VS-1 and VS-2 and Quantitative Forms QS-1 and QS-2. Verbal -200 and Quantitative- 210 scores are required. Prospective ATB students are required to contact the Director for information on the fee, schedule, and availability of testing dates.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR FOREIGN STUDENTS:**

If an applicant has a foreign high school diploma, the applicant must provide evidence that verification of his or her high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services.

**DISABILITY POLICY:**

Students with disabilities who would like to request academic accommodations are responsible for initiating the process. Hair on Hudson Academy strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. In conformance with the law, Hair on Hudson will provide academic accommodations to qualified students with diagnosed disabilities to ensure that they have equal access and are not discriminated against because of disability.

**NON-DISCRIMINATION POLICY:**

Hair in Hudson Academy, in its admission, administrative, instruction and graduation policies, does not discriminate based on race, creed, sex, color, age, religion, ancestry, disability, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school Director.

**TRANSFER OF HOURS/CREDIT FOR PREVIOUS TRAINING POLICY:**

Students applying to transfer hours from another program must meet the institution's admission requirements. Students must submit an official school transcript documenting proof of hours. Transfer students are required to complete both a written and practical evaluation. The student must pass both the written test and practical evaluation with a minimum passing grade of 80%. Additionally, the transfer process must be approved by the School Director. Transfer students are required to pay an evaluation fee of \$100. Transfer students may be accepted only if there is availability.

All transfer credits must be approved and applied to the student file prior to commencement of the course. Credit hours will **NOT** be accepted after any student has started a course.

Course requirements will be shortened accordingly, and all records of previous education will become a part of the student's permanent record file. Tuition will be charged at the current rate for the hours needed for completion of the course in which the student is enrolling.

**STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY:**

Student records will be maintained and monitored by the administration and staff. Only administration personnel will have access to specific student records. Any student wishing to review their file, may do so in the presence of an administrative staff member.

The policy of Hair on Hudson Academy is to maintain confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors. For students who are dependent minors, their parents may also have access to their file. In this event, a school administrator will assist the parent in interpreting the contents of the file. The policy of Hair on Hudson Academy is to maintain confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors.

Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file and presented/delivered to the School Director. No information will be released to any third party without an official written request from the student, except when under subpoena or in accordance with state and federal laws.

Student records will be held on school premises for 7 years before moving to an offsite storage site and stored per NY State requirements of twenty (20) years. Files will contain all documentation regarding but not limited to pre-enrollment, financial aid packaging, academic & practical paperwork, and graduation documentation.

#### ***AMENDMENT TO STUDENT RECORDS:***

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school Director and bring any supporting documentation to show that the record is incorrect.

#### ***COLLEGE CREDIT DISCLAIMER:***

As a licensed private school, we offer a curriculum measured in clock hours, not credit hours. Certificates of completion (i.e., school certificates) are issued to students that meet the clock hour requirements. The granting of any college credit to students who have participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## **FINANCIAL COSTS**

#### ***TUITION/PAYMENT TERMS AND PAYMENT METHODS:***

Any payment due the school for tuition and/or related fees are accepted with cash, checks, money order or electronic bank/wire transfer. Processing fees for bounced checks (\$35.) will be applied. Students cannot be billed when each payment is due and are expected to keep track of their payments. A receipt is available for each payment. A statement of account is available upon request.

**Delinquent Tuition:** Any student who is delinquent 30 days in payment (s) to the school may be terminated.

Currently the school does **not** participate in any Federal Title IV funding. Payment plans are available and discussed during the enrollment process.

#### ***TUITION PAYMENT SCHEDULES:***

During the enrollment process, the student will select the payment schedule based on their schedule. The student pays the school tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

***COSTS FOR TUITION AND SUPPLIES:***

<b>Program</b>	<b>Registration</b>	<b>Student Kit</b>	<b>Textbooks</b>	<b>Uniforms</b>	<b>Total Cost*</b>
Cosmetology	\$ 100	\$ 1,819.30	\$ 458.02	\$ 380.00	\$ 7,757.32
Esthetics	\$ 100	\$ 1228.68	\$ 355.22	\$ 380.00	\$ 7063.90
Barber	\$ 100	\$ 723.56	\$ 351.79	\$ 380.00	\$ 6555.35

- Tax NOT included in total cost.
- Payment terms are available. Check with the school Director/Financial Administrator for additional information on extended payment terms.
- Payment for the student kit and applicable sales tax must be paid prior to the first day of class unless additional payment terms have been approved in advance by the School Director/Financial Administrator.
- Financial officers assist in completing a payment agreement during enrollment. The School Director/Financial Administrator assists by offering payment plans to defray tuition costs over the length of courses.

**Program: Cosmetology – 1000 Clock Hours**

<b>Session</b>	<b>Down Payment</b>	<b>Number of Payments</b>	<b>Amount</b>
Full- Time Day	\$ 1,050.00	6	\$ 1,117.89
Part-Time Eve	\$ 975.25	12	\$ 565.17

**Program: Esthetics- 600 Clock Hours**

<b>Session</b>	<b>Down Payment</b>	<b>Number of Payments</b>	<b>Amount</b>
Full-Time Day	\$ 1,050.00	6	\$ 1,002.31
Part-Time Day (17.5)	\$ 975.25	9	\$ 676.52
Part-Time Eve	\$ 975.25	10	\$ 608.88

**Program: Barber- 600 Clock Hours**

<b>Session</b>	<b>Down Payment</b>	<b>Number of Payments</b>	<b>Amount</b>
Full- Time Day	\$ 1,050.00	6	\$ 917.55
Part-Time Eve	\$ 975.25	12	\$ 465.00

***ADDITIONAL CHARGES:***

Throughout the training, students may have to replace products that were supplied in their equipment kit due to usage, loss, wear, and tear. Additional charges vary depending upon the amount of practice, and students are responsible for covering such expenses.

***STUDENT KIT AND SUPPLY OVERVIEW:***

Students are issued a kit that contains specific tools, equipment and textbooks that are required for the duration of their training program. When the student kit is issued the student will inventory the supplies and check off acceptance on the student kit checklist by their signature and date. The signed and dated kit list becomes part of the student's permanent academic file.

Students are required to possess all items of the student kit on the first day of class. The items may be purchased individually by the student or from the school. The student kit and book charges are non-refundable after they have been issued to and accepted by the student.

Students are responsible for their own equipment. All equipment, tools and personal items must be secured in their assigned locker. The school is not responsible for any lost or stolen articles. Students are responsible for following school posted guidelines on the proper disinfection and storing of all tools and supplies.

***NON-CREDIT REMEDIAL COURSES AND REPETITIONS:***

Noncredit, remedial courses, and repetitions do not apply to this school.

***STUDENTS WHO WITHDRAW:***

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind will be stored for 60 days, at which time the items become the property of the school.

***REENTRY STUDENTS:***

Outstanding tuition, fees and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the school Director. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable, including a registration fee.

Readmissions are reserved to the sole discretion of school administration and may require special conditions. Readmission for a student requires a personal interview with the school Director. The reentering student will be placed on a 30-day evaluation period.

During the 30-day evaluation period, the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

## STUDENT SERVICES

### ***STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES:***

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Hair on Hudson Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Students are always expected to conduct themselves in a professional manner. The school has established guidelines to ensure fairness, understanding and positive work habits among our students.

### ***STUDENT ACADEMIC ADVISING:***

**Academic Advising:** A student's academic progress is reviewed periodically during the program. The school provides tutoring and additional assistance if a student experiences challenges in meeting the minimum performance standards and course requirements. If a student needs academic assistance, they should request help from the Administrative Staff or School Director.

**Individual Counseling:** If a student experiences personal challenges, they should contact the School Director who will help the student resolve the problem or direct them to a professional or organization that can. The administrative staff is deeply knowledgeable about community resources and will advise students of organizations and agencies that can assist them and their families.

Students are encouraged to seek both academic and personal assistance from faculty and/or staff. The school has an open-door policy.

### ***EMPLOYMENT ASSISTANCE:***

A staff member will meet with each student prior to graduation to make appropriate job recommendations. Although the school cannot guarantee employment, every effort is made to place our students. The school meets with the student to arrange interviews in area salons or related fields. We stress the value of additional education. Professional Appearance and Resume development are included in our Professional Development Unit as part of the curriculum.

### ***CAREER OPPORTUNITIES:***

Career opportunities for Cosmetologists include but are not limited to: Master Stylist or a Colorist, Salon or Spa Manager, Business Owner, Editorial Stylist, Make-Up Artist, Customer Service Representative and Sales. Employment of hairdressers, hair stylists, and cosmetologists is projected to grow 16 percent, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming decade.

Career opportunities for Estheticians include, but are not limited to: Skin care specialist, Make-up artist, Esthetician, Product representative, Waxing specialist, Brow specialist, Sales manager, Beauty editor. Esthetics is an exciting, ever-expanding field. Esthetics has evolved from a minor part of the beauty industry into an array of specialized services offered in elegant, full-service salons, day spas and wellness centers

Career opportunities for Barber/Stylist include, but are not limited to: Barber/Stylist, manufacturer's representative, hair replacement specialist, product demonstrator, media-barber-stylists or platform artist. The Barber industry has seen many changes and technological advances in the last several years. Barber skills today require the barber to

adapt to trends and advanced techniques in face, scalp and hair treatments.

The school offers employment assistance and an active placement service to graduates. Throughout the program students also receive assistance in developing resumes and are provided with fundamental job interview skills. An up-to-date log of employment opportunities is available. Hair on Hudson Academy is committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided.

## **PROGRAM OF STUDY**

### ***PROGRAM OVERVIEW:***

**Instructional Methods:** Hair on Hudson Academy strives to deliver a student-centered classroom that allows students to develop skills and achieve competency. Instructional strategies are incorporated that enable students to focus interests, attention and organizational skills in a strategic platform that allows students to accomplish their goals.

The courses offered encompass several types of student-centered learning: Theoretical knowledge, the foundation of the education. Practical experience, the application of the knowledge and professional business-building skills, vital for student success. Each phase of the education emphasizes a different combination of learning approaches. The staff both supports and coaches students with guided and independent practice, modelling and handling real-life situations. The school provides students with a platform to display their skills and ideas.

All courses are taught in English. Textbooks, course materials, additional supporting educational handouts and learning aids are also only offered in the English Language.

Hair on Hudson Academy maintains the following Student-Teacher Ratio of Theory – 30:1 and Skill Development – 20:1. - Students are never excused from mandatory theory class to work in the clinic.

### ***CURRICULA- GOALS AND OBJECTIVES:***

**Goals and Objectives-** Upon completion/graduation, students will demonstrate knowledge of the many job opportunities in the industry and have the basic skills required in content areas.

**Cosmetology** content areas include Hair Cutting and Shaping, Hair Coloring and Lightening, Hair Styling, Chemical Restructuring, Nail and Skin Care Procedures.

**Esthetics** content areas include skilled use of Cosmetics, importance of Skin Analysis, Facial Massage, Facial Treatments, Technology and Devices, Advanced Topics and Treatments.

**Barber** content areas include Hair Cutting and Styling, Mustache and Beard Design, Shaving and Treatments for Skin and Scalp.

Students will study and implement generally accepted practices that include general safety, sanitation, disinfection, sterilization, and universal precaution in all topics with an emphasis on client protection. This includes, but is not limited to: Involving a step-by-step learning process with several innovative approaches.

As students' progress through the program, they will practice skill development and master advanced techniques. Continued focus will be on assessing theoretical and practical knowledge to ensure students are ready to pass their State Board examinations and become successful. The school encourages students to self-monitor progress and assess their learning.

**INDUSTRY STANDARDS:**

Students interested in pursuing a career in Cosmetology, Esthetics or Barbering are required to develop finger dexterity and a sense of form and artistry. Industry professionals must enjoy dealing with the public and be aware of the latest fashions and beauty techniques. Students entering the training program are encouraged to make a strong commitment to their education and be aware that the work can be arduous and physically demanding because of long hours standing, using your hands and arms extensively.

**SAFETY PRECAUTIONS:**

Students are required to follow specific safety, sanitary and disinfection requirements that contribute to the health and well-being of themselves and the community. Students are required to practice good hygiene and follow safety guidelines. Safety and sanitary precautions should be followed with each client. All supplies and equipment should be thoroughly disinfected after each use and stored per state regulations.

**EDUCATIONAL CLASS SCHEDULES:**

The school offers several schedules based on availability of program offerings. Schedules include Cosmetology, Esthetics and Barbering full-time day schedules, a part-time day Esthetics schedule and part-time Cosmetology, Esthetics and Barbering evening schedules. During the enrollment process students are encouraged to enroll in a schedule that fits their current personal and family life. Classes begin the first Monday of each month for full and part time sessions, unless otherwise noted.

Schedule	Days	Times	Instructional Credit
Full Time Day	Monday-Friday	9:00 AM- 5:00 PM	35 Hrs. Week /7 per Day
Part-Time Day	Monday-Friday	9:00 AM- 12:30 PM	17.5 Hrs. Week/3.5 per Day
		1:30 PM- 5:00 PM	17.5 Hrs. Week/3.5 per Day
Part-Time Eve.	Monday-Thursday	5:45 PM- 9:45 PM	16 Hrs. Week /4 per Eve

**(Esthetics Program ONLY)**

Full-time students receive an hour lunch break and two 10-minute breaks. Part-time students have one 10-minute break. The staff will schedule breaks at their discretion. Lunch and breaks cannot be combined.

**SCOPE OF CURRICULUMS:**

New York State requirements and Industry Standards are woven within course content areas. The New York hourly requirements are distributed throughout the stages in the related subjects, allowing for better understanding and retention.

**COURSE CONTENT AND PROGRAM ADVANCEMENT:**

In addition to the state requirements listed, the school provides training in the areas of communication skills, professional ethics, salesmanship, decorum, resume writing, record keeping, and customer service. The hour requirements in each category are required to be met by students.

***COSMETOLOGY COURSE OUTLINE:***

**Professional Requirements: 24 Hours**

State and Federal Payroll Requirements; New York State Sales Tax Requirements; Career Opportunities and Placement; Professional Ethics, Conduct, and Attitude; Professional Organizations, Trade Shows, and Publications, View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course.

**Safety and Health 26 Hours**

New York State Laws, Rules, and Regulations; OSHA Regulations Concerning Hazardous Materials Communications; Types and Classification of Infectious Organisms; Growth and Reproduction of Infectious Organisms; Immunity and Body Defenses; Decontamination and Infection Control; Physical and Chemical Agents

**Anatomy and Physiology 15 Hours**

Cells, Tissues, and Organs; Body Systems; Basic Principles of Nutrition; Overview of Bones and Muscles of the Head, Arms, Hands, Legs, and Feet

**Hair Analysis 10 Hours**

Structure; Growth Patterns; Texture; Porosity, Elasticity

**Hair and Scalp Disorders and Diseases 10 Hours**

Dandruff; Alopecia; Fungal Infections; Infestations; Infections

**Chemistry as Applied to Cosmetology 5 Hours**

Forms and Properties of Matter; Elements, Compounds, and Mixtures; Chemical Reactions and Solutions; the pH Scale; FDA Laws Governing Hair Care Products and Product Safety

**Shampoos, Rinses, Conditioners and Treatments 30 Hours**

Client Preparation, Analysis, and Consultation; Hair Analysis Instruments and Equipment; Shampooing Products, Composition and Procedures; Rinsing Products, Composition, and Procedures; Conditioning Products, Composition and Procedures; Procedures for Hair and Scalp Disorders; Scalp Manipulations.

**Hair Cutting and Shaping 175 Hours**

Fundamentals, Principles and Concepts of Design; Scissor Haircutting; Razor Haircutting; Clipper Haircutting; Removal/Trim of Superfluous Hair; Contemporary and Specialized Haircutting; Mustache and Beard Shaping; Shaving

**Hairstyling 245 Hours**

Finger Waving, Pin Curling, Skip Waving, Roller Styling, Patterns in Hairstyling, finishing techniques, Twisting, Wrapping, Weaving, Extending, Locking and Braiding, Traditional Weaving and Styling, Services in Hairstyling (tools and implements) Blow-drying, Thermal Curling, hair pressing, Hair pieces.

**Chemical Restructuring: 180 Hours**

Chemistry; Chemical Restructuring Products; Client Consultation; Preliminary Procedure of Chemical Restructuring; Procedure of Chemical Restructuring; Corrective Chemical Restructuring.

**Hair Coloring and Lightening 180 Hours**

Color Theory; Chemistry; Preliminary Procedures of Hair coloring; Client Consultation; Hair Coloring Procedures; Hair Lightening; Special Effects; Corrective Procedures

**Nail Care and Procedures 40 Hours**

Nail Structure; Nail Disorders and Diseases; Nail Shape and Color Analysis; Basic manicuring and Pedicuring; Manipulations of the Hand, Arm, Leg and Foot; Nail Tip Application; Nail Wrap Application; Liquid and Powder Nail Enhancements

**Skin Care and Procedures 60 Hours**

Structure and Function of the Skin; Skin Conditions and Disorders; Facial and Body Procedures; Wet and Dry Exfoliation and Applications; Use of Various Products to Enhance the Appearance of the Skin; Discussion for future Training Required for Advanced Techniques such as Aromatherapy and Water Therapies; Make-Up Application.

**Total Hours 1,000**

***PROGRESSION and ADVANCEMENT:***

**Cosmetology**

The Cosmetology course content is divided into four (4) stages of instruction. The Preclinical Classroom Instruction includes Stage One and Stage Two. The Clinical Instruction includes Stage Three and Stage Four where the student practices skills, gains personal confidence and experience with exposure to a variety of clients.

**Full-Time:** The 1000-hour full time program lasts for 30 weeks. It is split into 4 stages. Stages one, two, and three last for 8 weeks; stage 4 lasts for 6 weeks.

**Part Time:** The 1000-hour part time program lasts for 63 weeks. It is split into 4 stages. Stages one, two, and three last for 17.5 weeks; stage four lasts for 10 weeks.

**Stage One: Introduction to Fundamentals**

In this stage, the student is introduced to the fundamentals. Instruction and practice are devoted to classroom instruction and practice where students learn design principles, technical information, and professional practices. Phase one instills the fundamentals including general sciences, basic styling techniques and introduction to NY State Board techniques and procedures. The focus is building manual dexterity and coordination.

**Stage Two: Cut, Color and Chemical Techniques**

In this stage, the cooperative classroom experience is devoted to five specific content areas. These include cutting, texture, services, nails, make-up, and hair coloring. This phase introduces challenging practical workshops and experiences that allow students to acquire the knowledge and understanding of the Cosmetology Industry, and important information to keep both the client and the stylist safe.

### **Stage Three: Apply Your Knowledge**

In this stage, the student will apply skills developed on models and clients. The focus will be on perfecting skill as students continue to evolve in the program. This stage encompasses classroom and clinical workshops coupled with challenging practical services. This stage is designed to continue building student skills.

### **Stage Four: Perfect your Skills**

In this stage the student will practice and master skills. In this stage, the student will be assigned to the clinic area where practical experience is gained. Individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on clients in the clinic floor area.

#### ***ESTHETICS COURSE OUTLINE:***

#### **Orientation      5 Hours**

School rules and regulations, history of Esthetics, Role of the Esthetician, Qualities of the professional Esthetician, Code of Ethics, NYS and Federal laws, View and Discuss mandatory Domestic Violence and Sexual Awareness course.

#### **Safety and Health      8 Hours**

Local, state and federal safety codes, Classroom/Study Salon rules and regulations, Hazardous Material Communications (HAZMAT)

#### **Infection Control      18 Hours**

Types and classifications of bacteria, Viral, bacterial and fungal infections, Physical and chemical agents for infection control.

#### **Anatomy and Physiology      30 Hours**

Cells, tissues and organs, Body systems

#### **Structure and Functions of the Skin      18 Hours**

Physiology and histology of the skin, Structure and functions of the skin, Appendages of the Skin

#### **Nutrition for Healthy Skin and Longevity      5 Hours**

Understand nutrition, proper nutrition, free radicals, antioxidants and benefits of vitamins

#### **Skin Disorders and Diseases      12 Hours**

Skin disorders, lesions, Sebaceous gland disorders, Inflammations of the skin, Pigmentation Disorders, Contagious vs non-contagious diseases

#### **Skin Analysis      18 Hours**

Skin types, Skin Conditions, Client consultations, Product selection and treatments based on Skin Analysis

**Superfluous hair                      60 Hours**

Theoretical Overview of permanent methods, Temporary methods: Manual tweezing and Waxing (Strip and Non Strip)

**Chemistry            3 Hours**

Chemistry related to Esthetics, Acidity and Alkalinity

**Chemistry as Applied to Esthetics            21 Hours**

Cosmetics and skin care products, Massage creams and oils, New product technology, FDA Laws governing cosmetics and skin care, Skin sensitivity and allergic reactions

**Electricity and Equipment            18 Hours**

Electricity as related to Esthetics equipment, Electrical Equipment and safety, Galvanic current for Iontophoresis and Desincrustation, High frequency current, Esthetic equipment, paraffin Unit, Emerging technologies

**Facial and Body Procedures            240 Hours**

Client consultation, Skin analysis and recommendations, Facial and Body procedure, Overview of various products, Facial procedures with electrical equipment, Wet and dry exfoliation, Overview advanced techniques

**Make- Up Techniques    70 Hours**

Color theory, Morphology of the face, Eyebrow contouring, Make-up application, Artificial lashes, Advanced make-up techniques

**Business Practices            30 Hours**

Business operations, Accounting and Inventory, Payroll regulations, Ethics and Professional conduct, Retailing techniques, Marketing, Customer relations

**Career Skills            12 Hours**

Resume, Cover letter, Licensing regulations, Employment Application, Employment interview

**Introduction to Advanced Esthetics            9 Hours**

Paramedical procedures, Discuss scope of licensing, Overview medical procedures, Pre and post-operative care

**Unassigned and State Board Examination Preparation    23 Hours**

Instruction and practice is given to provide information on written and practical examination procedures.

**Total Hours            600**

***PROGRESSION and ADVANCEMENT:***

**Esthetics:**

The Esthetics course content is divided into three (3) stages. The Preclinical Instruction includes Stage One. Clinical instruction includes Stages two (2) and Three (3) where students practice skills, gain personal confidence and experience with exposure to a variety of clients.

**Full-Time:** The 600 hour full time day program lasts for 18 weeks and is split into 3 stages.

**Part-Time Day:** The 600 hour part-time day program lasts for 35 weeks and is split into 3 stages.

**Part-Time Evening:** The 600 hour part-time day program lasts for 38 weeks and is split into 3 stages.

**Stage One: Introduction to Esthetics Foundations**

In this stage, the student is introduced to the fundamentals. Instruction and practice are devoted to Skin Care Treatments career opportunities, anatomy and physiology and the histology of the skin. Stage one instills the fundamentals including skin analysis, skin care products, ingredients and selection. The focus is also on building manual dexterity and coordination.

**Stage Two: Skin Care Treatments, Supplies and Implements**

In this stage, the cooperative classroom experience is devoted to the protocols required in a treatment room, including challenging workshops and treatments. The focus is on technology of facilities and services within the skin care industry with an emphasis on advancements.

**Stage Three: Perfecting Your Skills**

In this stage, the student will practice and master practical skills .In this stage the student will be assigned to the student training area where practical experience is gained. Individual attention and group learning experiences using worksheets and periodic tests developed specifically for this monitoring process.

***BARBER COURSE OUTLINE:***

**Course Overview and Contents                    7 Hours**

School rules and regulations, Professionalism and Ethics, Career opportunities, NYS and Federal las, rules and regulations,

**Workplace Safety and Health                    14 Hours**

Local, state and federal safety codes, OSHA regulations, First aid, General safety classroom and clinic

**Bacteriology, Decontamination and Infection Control   20 Hours**

Bacteriology, Decontamination, Infection control

**Anatomy and Physiology 20 Hours**

Cells, Tissues and Organs

Body systems, Principles of Nutrition

**Chemistry as Applied to Barbering 10 Hours**

Forms and properties of matter, Elements, compounds and mixtures, Chemical reactions and solutions, pH Scale, FDA Laws

**Properties and Disorders of Skin, Scalp and Hair 22 Hours**

Histology of the hair and skin, study of skin, main divisions of the skin, properties of hair with relation to multicultural and interracial clients with relation to analysis, porosity and density

**Shampoo, Rinse, Conditioners and Treatments 28 Hours**

Client consultation, Client analysis and preparation, Scalp treatments and manipulations, Chemistry, Safety and disinfection, retail and communication skills related to proper client consultation for the multicultural client for product selection and home maintenance procedures

**Haircutting and Shaping 200 Hours**

Fundamentals and principles of haircutting, Scissor and razor haircutting, Hair texturizing, Clipper cutting, Contemporary and specialized haircutting, precision haircutting technique and principles related to trends, trimmer attachments, related theory and practice with disinfection control and procedures related to virus transmission. Incorporating beard and mustache designs and shaping.

**Shaving and Facial Massage 62 Hours**

Fundamentals of Shaving, Preparation and Procedures, Facial Massage, Steaming techniques, Safety protocols with razor and skin irritations, product knowledge and theory on chemical composition of shaving products, additional review of safety and disinfection procedure with respect to virus transmission

**Hairstyling 55 Hours**

Basic principles of Hairstyling, Quick services, Tools and implements, Blow-dry styling techniques, Free-form styling, design styling using a variety of implements and tools for contemporary trends and styles. Incorporating braids into contemporary styling designs.

**Hair coloring- Temporary & Semi-Permanent 50 Hours**

Law of color, Classification of color, Product knowledge, Chemistry, PH Scale, Developers strengths, Safety and disinfection procedures

**Artificial Hair Procedures 30 Hours**

Hairpieces, Human and synthetic hair, Measuring for hairpieces, Care of hairpieces, Cutting and styling hairpieces, Wigs, Hair replacement techniques

**Business Practices                      50 Hours**

NY State Licensing requirements, Business management and operations, Accounting and inventor, Payroll deductions, Ethics, Professional conduct and client relations, Career Skills, Marketing and retailing, Professional organizations and trade shows

**State Board Exam Review and Practice 30 Hours**

Review skill needed for examination preparation, Preparation of work and client area, Haircutting techniques, Shaving techniques and procedures, Facial massage, Exam review

***PROGRESSION and ADVANCEMENT:***

**Barber:**

This course is divided into three (3) stages of instruction. The Preclinical instruction includes Stage One in which the student is introduced to the history of Barbering and the personal skills needed to become successful. Stage one instills the fundamentals. Stages two (2) and three (3) incorporate procedures and essential technical knowledge with proficient skill development. Required scientific information of services that Barbers are qualified to offer to clients is provided. In stage three (3) the students are provided various methods to prepare for employment, licensure and general business principles.

**Full-Time:** The 600 hour full time day program lasts for 18 weeks and is split into 3 stages.

**Part-Time Evening:** The 600 hour part-time day program lasts for 38 weeks and is split into 3 stages.

**Stage One:** The Science of Barbering

In this stage the student explores the science of barbering with an emphasis on implements, tools and equipment. The properties and disorders of the skin and hair and chemistry of products. This stage stresses the importance of safety, infection control and the scientific information on how to work with clients and products.

**Stage Two:** Professional Barbering

In this stage students focus on the mastering clippers and trimmers and the versatility and utility of Barber tools. Emphasis is focused on position of blades, precision design and fine finish work on haircuts and facial hair trims.

**Stage Three:** Advanced Barbering and Business Management

This stage is devoted to finger and shear precision cutting, shaving and facial hair design incorporating a variety of hair textures and design patterns. Students are provided information on State Board preparation and licensing laws, barbershop management.

***TESTING AND GRADING PROCEDURE:***

Testing and grading procedures are incorporated within each course. This includes, but not limited to theory tests, mid-term practical and written final examinations. Students are also required to complete practical worksheets throughout the course.

To meet the measurable performance objectives, students are required to achieve passing grades on all practical

graduation requirements, projects, and theory examinations. Students are required to achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.

Students are required to satisfactorily pass final written and practical exams. In written/theory exams or quizzes, the student must receive an 80% or higher grade. The written mid-term examination is an evaluation of both theoretical and practical skills. This test covers an overview of all related subjects.

The final written examination covers an overview of all theory instruction, New York state law, and other items covered on the state licensing examinations.

**GRADING SYSTEM:**

All assigned practical, academic, and written assessments are assessed throughout the course. Teachers sign off on all theory and practical assignments. Practical assignments and skill development tasks are evaluated using textbook criteria, industry standards, NY State Board requirements and standards and written evaluation criteria developed by the school.

Practical and clinical work is graded by a signature on the student’s practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade, which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor.

Theory test, quizzes and additional academic assignments are graded on the following scale:

A = Excellent	90 % - 100%
B= Good	80 % - 89%
C= Pass	75 % – 79%
D= Fail	below 75 %

The state of New York requires that a student have an accumulative Grade Point Average (GPA) of 2 .00:

A = 90 – 100% = 4.00      B = 80 – 89%=3.00      C = 75 – 79% =2.00      Failing = below 75% = 1.5

**GRADUATION AND LICENSING REQUIREMENTS:**

**Graduation Requirements:** The School will issue a certificate of graduation for the course when the student has successfully completed all examinations, completed the hours and academic requirements of the program of study according to state requirements. Cleared all debts owed to the school (If the last payment is made by check, the student must wait ten (10) business days before receiving his/her paperwork.

**Licensing Requirements:** Upon completion of the entire course requirements for Cosmetology, Esthetics or Barbering, the student will receive a Certificate of Completion, if applicable. The New York State Department of State Division of Licensing Services will issue the Cosmetology and Esthetics graduate a temporary license upon submission of the New York State Appearance Enhancement License Application.

Barber students upon completion can submit an application for licensure. The application notifies the Board that you are ready to take the licensing examination. Barber applicants submit the Barber Operator Application online, submit affirmation form from the school with the required health certification. Also required is the \$ 40 application fee and two (2) recent photographs. In order to obtain a NY Master Barber License, all individuals must complete an Infection Control course known as HIV and Transmission of Contagious Diseases prevention. Proof of completion must be submitted with application for a Barber License.

A temporary license will not permit the holder to operate a salon. A separate salon license must be obtained. New York State has an online application process for licensure and the school will assist students with this process.

All additional fees for the licensing process are the responsibility of the student. There are two fees that must be paid to New York State during the application process: \$40 application fee and \$10 temporary license fee. A temporary license is a six-month temporary license available to applicants desiring to work while completing the examination process.

In addition to the regular license fee, applicants must pay for each practical and written examination taken. The fee for each exam is \$15 and must be paid for the examinations to be scheduled. All fees can be paid during the initial license application process.

A license is issued for a four-year term, automatically expiring four years after the effective date. Any renewal requires applicants to disclose any prior or currently pending misdemeanor or felony charges. Proof of disposition may be required.

Licensing guidelines, testing dates and requirements are issued by the NYS Department of State (NYSDOS) and are subject to change. The contact information is- NYS Department of State- Division of Licensing Services- One Commerce Plaza -99 Washington Avenue, 6th Floor, Albany N.Y. 12231 518-474-4429 or the NYC Office- 123 Williams Street, New York, NY 10038-3804. [www.dos.ny.gov](http://www.dos.ny.gov).

Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examinations. Hair on Hudson Academy is not responsible for students denied licensure.

## **POLICIES AND PROCEDURES**

### ***STANDARDS OF CONDUCT:***

Hair on Hudson Academy (HOHA) believes in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience. The entire staff appreciates the students' respect for these guidelines.

Unprofessional or disruptive behavior includes, but is not limited to, the following:

Vulgar or inappropriate language

Any violent behavior or threat of violent behavior toward staff, fellow students, or clients

Failure to maintain high standards of personal hygiene.

Attending the school under the influence of drugs and/or alcohol (Disciplinary sanctions consistent with local, state, and federal law, as well as school suspension and/or expulsion may occur in addition to

referral for prosecution for violations of these standards of conduct.)

Behavior which disrupts the educational process in the classroom

Disrespectful behavior toward other students, faculty, or staff

Refusal to work on another student or salon guest based on any discriminatory grounds.

Smoking in the school or the building;

Cheating on an examination

Cell phone use in class

Hair on Hudson Academy reserves the right to place on probation, suspend or expel, at any time and without a hearing, any student who: Fails to comply with the rules, regulations, and policies of this institution, willfully damages or steals school property, or engage in unprofessional or disruptive behavior.

***DRESS CODE POLICY:***

All students must meet the standard of professionalism that has been instilled throughout the beauty industry. Approved aprons will be given to all students and can be worn at the appropriate time. Uniforms must always be clean and tidy. Students are to arrive at school groomed, in full uniform, and in compliance with all appearance standards. The dress code is required if a student is clocked in and accruing hours.

All students are required to follow the school approved dress code with no exceptions:

All black attire is required.

Black denim is allowed (not faded) leggings.

Hair must be styled.

Shirts with writing or designs are strictly prohibited.

No gym clothing allowed.

Tights with sheer material cannot be worn as bottoms.

Shoes must be black with closed toed & heeled.

No flip flops or sandals are permitted.

No workman style boots.

No hats are allowed (Religious exceptions with documented approval)

Underarms and chests must always be covered.

Hair on Hudson Academy apparel is acceptable.

HOHA aprons are approved.

***SANITATION AND PERSONAL SERVICES POLICY:***

Students must keep workstations and classroom areas clean, sanitary, and clutter free always.

Students must clean their stations, including the floor, after each service.

Hair must be swept up immediately after a service is completed before blow drying.

Workstations must be cleaned at the end of the day, prior to clocking out for the day.

Students may have their hair or other services done with teacher approval.

**To receive a service, students must do the following prior to starting the service.**

Notify an instructor.

Be scheduled off the service books by a teacher.

Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc. If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the guest, then the students must reschedule their personal service and complete the assigned service guest appointment.

Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are the priority.

***ATTENDANCE POLICIES:***

Attendance is an important part of the education process. Students are expected to be set up, on time and in class every Day. Hair on Hudson Academy is a clock hour institution, and as a result tracking students' time at school is especially important. Students are required to attend classes according to the schedule on their enrollment agreement.

Instructors take attendance in class each day and record the number of hours students earn in an attendance book. Attendance is taken at the beginning and end of each session. Any student who is not in class at the start of class is considered late. Late arrival is recorded to the next quarter hour. Early departure from class is recorded to the previous quarter hour. Clock hours are measured to the nearest 1/4 hour- (for example- 9:10 am will be clocked in at 9:15 am).

Attendance for day students must be taken at the beginning and conclusion of EACH morning/afternoon session. Attendance should be taken at 9:00 AM, and again before lunch dismissal. Attendance is taken again at the beginning of the afternoon (PM) session and prior to afternoon dismissal.

Attendance for part-time evening students is taken at the beginning of the evening session at 5:45 PM and again prior to dismissal. The attendance register is always kept at the school. The classroom instructor maintains the attendance register. In the event of a substitute instructor, the substitute instructor will be responsible for the day's attendance and will initial the attendance register.

***LATENESS/TARDY POLICY:***

Students are expected to report to class on time. Late arrival for any reason must be communicated and explained to the Educator and /or School Director. Tardiness will be clocked at the nearest ¼ hour. Repeated tardiness/lateness may result in disciplinary action up to any including suspension.

***MAKE-UP WORK/HOUR POLICY:***

Students can progress through the program satisfactorily with a minimum of 80%, however, this would **NOT** allow any student to graduate without completing the required 1,000 actual clock hours for Cosmetology, 600 actual clock hours for Esthetics and Barber and complete graduation requirements to be issued a certificate of completion.

If a student is absent, make-up hours are permitted. However, all make-up work tickets are assigned based on the actual theory/practical assignment missed. To attend a make-up session, students must have a work ticket that identifies the missed assignment based on the actual theory/practical assignment missed. When assignments are successfully completed and the teacher documents, the make-up work ticket becomes part of the student's permanent record. To achieve the minimum standards, students are encouraged to make up work/hours. The school staff will inform students when make-up time is available.

Make-up work does not cancel absences. Hours missed and not made up by the scheduled completion date will be charged at the hourly rate payable at the time make-up is scheduled. Rate to be determined by the student's enrollment agreement. Students are not allowed to exceed 100% attendance or "Bank Hours" in advance of, or in anticipation of an absence.

Students are not allowed to attend make-up hours in place of their regular scheduled days and will not be allowed to make-up hours on days that they are tardy. Any additional overtime hours required to complete the program after reaching their scheduled graduation date will be charged at an overtime charge fee.

Charges due to exceeding the contract completion date and/ or course required hours, failing to complete required academic work, and failing to maintain attendance rate, will be based on scheduled hours only. Makeup schedules are managed and only approved by the HOHA Faculty. The current rate for overtime charges is \$13.00 per hour. Overtime hours are set at a maximum of 35 hours.

***LEAVE OF ABSENCE (LOA) POLICY:***

A leave of absence (LOA) is a temporary interruption that extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. In cases of extenuating circumstances, a student may receive a leave of absence at the discretion of the Director. Students requesting a leave of absence must provide a written, signed and dated request prior to the leave.

A student will not receive credit for attendance or achievement for this leave of absence, nor will they be charged with the absence. A student's graduation date will be extended by the amount of the leave of absence. Upon return the student will be evaluated for retention for proper placement in the program.

A student returning to school after an interruption in their education or after being dropped must return to school in the same satisfactory progress as prior to their departure. Reasonable provisions are made for students' re-entry based on individual circumstances.

Students on a leave of absence are not considered to have withdrawn and no refund calculation will be performed at that time. However, for students who do not return from their leave, their withdrawal date, for purposes of calculating a refund, will be the student's last day of attendance.

Leaves of absence extend the student's contract end date by the same number of days in the leave. Changes to the contract period are included as an addendum to the student's enrollment agreement on the Leave of Absence Request form. Students in attendance for less than 30 days are not entitled to a leave of absence.

**SATISFACTORY ACADEMIC PROGRESS POLICY:**

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy is also reviewed with students during the Orientation Session. The school monitors student progress in both academics and attendance periodically. However, the school has two (2) formal evaluation periods/marketing periods which are at 450 and 900 scheduled hours for Cosmetology, 300 and 600 scheduled hours for Esthetics and Barber.

**Academic Progress Evaluations** - Students are required to maintain a cumulative grade point average (GPA) of 80% or higher to be considered maintaining SAP. The qualitative element used to determine academic progress is a reasonable system of grades as determined and assigned per curriculum stage. Students are assigned academic learning and several practical experiences throughout the course. Academic learning is evaluated and reviewed after each assignment. The academic grade consists of written and practical tests, homework, and any assigned projects. Practical skills are evaluated according to written assessment criteria adopted by the school and reviewed with the student. Any incomplete projects, examinations or practical work not completed as assigned will be recorded as a zero ("0") and averaged into the final grade of each evaluation.

**Attendance Progress:** Students are required to maintain a cumulative attendance average of 80% or higher. However; this would **NOT** allow the student to graduate without completing 1,000 actual hours for Cosmetology, 600 actual hours for Esthetics and Barber and graduation requirements to be issued a certificate of completion.

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to satisfy the attendance policy. Evaluations are conducted to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

**NY Academic Standing:** Any student who is absent more than 15 % of the total number of instructional hours offered during each marking period and who has not maintained academic progress shall be placed on academic probation. Any student who fails to meet academic progress at the end of any marking period, regardless of attendance will also be placed on academic probation. For students, including transfers with more than 900 hours remaining in a program, the first marking period will end at 450 scheduled clock hours. The second marking period will be completed at 900 scheduled clock hours.

**Probation:** The school may, in its discretion, place a student on academic probation for one marking period if the student would otherwise be dismissed. The school shall dismiss any student who at the end of such academic probation fails to raise his or her cumulative average to 1.5 and who fails to maintain attendance for at least 85 percent of the instructional hours offered during the probationary period. During a student's academic probation, a school shall make available to the student appropriate counseling and remediation to assist in achieving satisfactory progress standards. Students are encouraged to participate in academic remediation sessions available to assist.

**INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS:**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

**INSTITUTIONAL REFUND AND CANCELLATION POLICY:**

Per Section 5002 of Education Law

**Institutional Refund:** The institutional refund policy applies to all withdrawals and terminations for any reason by either party who signs the enrollment contract. To terminate the enrollment contract, either party must send written notice to the other through the mail, postage prepaid, either registered or certified mail, or return receipt requested to the Director.

The failure of a student to immediately notify the Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the New York Education Law.

**The institutional refund policy is as follows:**

1. The school will keep the nonrefundable application fee of all students who apply but are denied admission.
2. If a program is canceled prior to or after a student's enrollment, the school will provide a refund of all money paid.
3. If the school is permanently closed and is no longer offering instruction prior to or after a student has enrolled, the student is entitled to a full refund of all money paid.

A student who cancels within 7 days after midnight of the day on which the agreement was signed, but before instruction begins, receives all money returned except for the nonrefundable application fee. Thereafter, a student will be liable for:

- A. the nonrefundable application fee plus;
- B. the cost of the kit; plus
- C. the tuition liability as of the student's last date of physical attendance determined by the below charts. Tuition liability is determined by the number of quarters or terms in the program. Total tuition liability is limited to the quarter or term during which the student withdrew or was terminated, and any previous quarters or terms completed.

Any moneys due to the applicant or student shall be refunded within 45 calendar days of (1) the postmark date on the written notification or the date the notice is delivered to the Director in person; or (2) the date which the student is deemed to have withdrawn pursuant to section 5002(3) (g) of the New York Education Law.

That section states that if a student has failed to attend classes for a period of 30 calendar days, the institute shall send by regular mail a notice to the student that the student shall be deemed to have withdrawn from the program if the student does not notify the institute to the contrary within 12 days from the date on which the letter is sent. If the student fails to respond within such 12-day period, the student shall be deemed to have withdrawn.

The school shall maintain evidence that the refund is received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with the applicable regulations.

**NEW YORK STATE REFUND POLICIES- TUITION LIABILITY:**

**TERM REFUND POLICY: (See addendum for details)**

**Term Refund** - Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to

the term during which the student withdrew or was terminated, and any previous terms completed.

**First Term**

<b>If Termination Occurs</b>	<b>School May Keep</b>
Prior to or during the First Week	0%
During the Second Week	20%
During the Third Week	35%
During the Fourth Week	50%
During the Fifth Week	70%
After the Fifth Week	100%

**Subsequent Terms**

<b>If Termination Occurs</b>	<b>School May Keep</b>
During the First Week	20%
During the Second Week	35%
During the Third Week	50%
During the Fourth Week	70%
After the Fourth Week	100%

**QUARTERS REFUND POLICY:**

**Quarter Refund** - Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

**First Quarter**

<b>If Termination Occurs</b>	<b>School May Keep</b>
Prior to or during the First Week	0%
During the Second Week	25%
During the Third Week	50%
During the Fourth Week	75%
After the Fourth Week	100%

**COMPLAINT PROCEDURE:**

Any student who has a complaint should contact the School Director. Every effort will be made to resolve the problem. Students or employees also have the right to file a complaint with the New York State Education Department. Write to the New York State Education Department at 116 West 32nd Street, 5th floor, New York, NY 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint.

All relevant documents should be brought to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with the student and go through the complaint in detail. This process is described in a pamphlet entitled *"What You Should Know About Licensed Private Schools and Registered Business Schools in New York State"* which is given to each enrolled student and is available from the school on request. This pamphlet also describes the "Tuition Reimbursement Fund" which returns monies owed if a school closes during a course of study or if there is a violation of the New York State Education Law.

**TRANSCRIPT FEES:**

Any student wishing an official copy of their transcript, they must submit a written request to Hair on Hudson Academy. Unofficial copies are provided one time free of charge. All transcript requests must include the following information: Student's legal name when attending, Current address, email, and phone number, program dates attended. Additional transcripts will be given at a fee of \$20.

The twenty (\$20) dollar transcript fee must be payable to: Hair on Hudson Academy payable by debit, check, money order, or in cash. Official transcripts will be withheld if tuition and/or fees are outstanding.

**GRIEVANCE POLICY:**

In the event a student has a concern or grievance that cannot be resolved with the student's immediate teacher, the student must file the concern in written form. The complaint will then be referred to the school's Director. The Director will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the Director will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Hair on Hudson Academy will maintain records of the complaint and response in accordance with the published record retention policy.

HOHA will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are included in new student orientation, thereby ensuring that all students know the steps to follow should they desire to register a complaint at any time. Contact the administration office to obtain the designated form to properly register a grievance.

The student should register the complaint in writing using the official Student Grievance Form provided in your H.O.H.A. student enrollment folder within 60 days of the date that the act which is the subject of the grievance occurred. The complaint form will be given to the school Owner/Director. The complaint will be reviewed, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

If the complaint is of such nature that it cannot be resolved by the institution, it will be referred to an appropriate

agency if applicable. 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.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, H.O.H.A. will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School owners shall consider the report and either accept, reject, or modify the recommendations of the committee. Hair on Hudson Academy will maintain records of the complaint and response in accordance with the published record retention policy.

***HARASSMENT POLICY:***

HOHA is committed to maintaining a working and learning environment that provides fair and reasonable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any form. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in HOHA. Administration will take prompt and remedial action on all reports and complaints that come to the attention of school personnel, whether formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. The school will respect the confidentiality of all parties involved in the complaint as much as possible and as consistent with the school's legal obligations.

***ALCOHOL AND DRUG FREE POLICY:***

HOHA prohibits the possession, use, or intoxication of alcohol or illegal substances on school premises. This prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. HOHA reserves the right to search all school premises including classrooms, administrative offices, storage rooms, and parking lots. HOHA also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including school expulsion for students.

***NON-SMOKING POLICY:***

HOHA provides a smoking-free environment for all students, staff, and clients. Students may not congregate or loiter in front of H.O.H.A. premises or in front of or near surrounding businesses at any time. Students can smoke in designated smoking areas at appointed times.

***STUDENT RIGHT of ACCESS POLICY- FERPA:***

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to: Review their education records, seek to amend inaccurate information in their records, and provide consent for the disclosure of their records. Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request.

General Release of Information Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education

records. The written consent must: State the purpose of the disclosure, Specify the records that may be disclosed, Identify the party or class of parties to whom the disclosure may be made, and request must be signed and dated.

***FEPA DISCLOSURES to PARENTS:***

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student. A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. A school official may share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

***RELEASE of INFORMATION to REGULATORY AGENCIES:***

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

***DISCLOSURES in RESPONSE to SUBPOENAS or COURT ORDERS:***

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

***DISCLOSURES FOR OTHER REASONS:***

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99 .31[a] [13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99 .