

Rivertown

School of Beauty

BARBER • SKINCARE • NAILS

2022 Catalog

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"I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY. "

Volume XXV

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www.rivertownschoolofbeauty.com

Policy Statement

This student catalog is the official guide of the programs, requirements, and regulations of Rivertown School of Beauty, Barber, Skin Care & Nails and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of Rivertown School of Beauty, Barber, Skin Care & Nails without prior notice.

Non – Discrimination Policy

It is the policy of Rivertown School of Beauty, Barber, Skin Care & Nails not to discriminate on the basis of age, sex, pregnancy, race, color, religion, national origin, disability or veteran status in its educational programs and activities, areas of admissions, or employment.

As a recipient of Federal Financial Assistance from the Department of Education, Title IX of the Educational Amendment of 1972 (Title IX) requires Rivertown School of Beauty, Barber, Skin Care & Nails not to discriminate in such a manner.

Rivertown School of Beauty, Barber, Skin Care & Nails complies with guidelines and regulations established by all appropriate governmental agencies

FROM THE SCHOOL OWNER

In this world of educational enlightenment, the future belongs to those who strive to be different, those who long for knowledge, and those who insist on being the best they can be.

Rivertown School of Beauty, Barber, Skin Care & Nails strives to provide its students with educational opportunities that are modern and futuristic in concept. In order to prepare our students for today's society, the basics of traditional education have been combined with these innovative concepts. Rivertown School of Beauty, Barber, Skin Care & Nails is a contemporary institution geared to meet the educational needs of the contemporary student.

Only the most up-to-date and progressive teaching methods are utilized, thus encouraging originality and self-expression in our students. Our efforts are directed to serving the student who is inquisitive, eager, and responsive in recognizing the value of a quality education.

Jennifer Jones
School Owner

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Rivertown School of Beauty, Barber, Skin Care & Nails Mission

It is the mission of Rivertown School of Beauty, Barber, Skin Care & Nails to provide quality vocational education and training leading to career development, graduation, state exam licensing and employability.

History

With over 45 years of experience, we are the largest, most modern facility in the Southeast with this location established in July 2012.

Location

RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE & NAILS – 4747 E Hamilton Rd, COLUMBUS, GA 31904 is located on the north side of Columbus, GA. This school is near city bus lines, restaurants, shopping and residential areas. This location has approximately 22,000 square feet of floor space in a one story block and brick building containing the following: 4 clinic areas (Cosmetology, Barber, Nail and Esthetician spa) with work stations, 8 classrooms with audio/visual equipment, that can seat 30 students, 1 break room area, 3 shampoo areas, 1 laboratory for dispensing hair products, laundry area, 2 restrooms, library, and 7 administrative offices.

Accreditation, Licensing, Approvals

Council on Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Fax: 770-396-3790

Georgia Professional Licensing Boards

237 Coliseum Drive
Macon, GA 31217 - 3858
Phone: 478-207-1430

Veteran's Training:

Department of Veterans Service
P.O. Box 100022
Decatur, GA 30031-7022
Phone: 1-800-827-1000

U.S. Department of Education

400 Maryland Avenue SW
Washington, D.C. 20202
1-800-872-5327

Completion, Licensure and Placement Information

Completion: 84% Licensure: 91% Placement: 87%

Administrative and Supervisory Staff:

School Owner.....	Jennifer Jones (Full Time)
Director of Operations	Paul Jones (Full Time)
Director	Linda Barton (Full Time)
Financial Aid Director.....	Kay Carter (Part Time)
Financial Aid Assistant	Jacquelyn Moseley (Full Time)
Admission Representative	Danielle Noble (Full Time)
Receptionists.....	Kherschinda Averett (Full Time)
	Angelica Mallory (Full Time)

Instructional Staff

Cosmetology Instructors

Linda Barton – Full Time – 9 years
Tronda Carnegie – Full Time – 5 years
Virginia Teel – Full Time – 3 years
Tawanda Ray – Part Time – 2 years
Cinnamon Woodyard – Full Time – 1 year

Barber Instructors

Linda Barton – Full Time – 9 years
Dexter Rainer – Part Time – 17 years
Anthony Gates – Full Time – 2 month

Nail Technician Instructor

Natisha Feasel – Part Time – 4 years

Esthetician Instructor

Dani Gladish – Part Time – 2 years
Sheree Guest – Part Time – 1 month

Admissions Requirements

Rivertown School of Beauty, Barber, Skin Care & Nails seeks students who possess the desire and maturity level for success in the beauty industry. The school welcomes applications from any individual who desire careers in cosmetology arts and sciences and/or related fields.

Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility.

Every applicant must also provide a current (non –expired) picture ID, proof of High School diploma/G.E.D., proof of annual income and references. If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

All applicants applying for the Cosmetology, Barber, Esthetics or Nail Technician courses must be beyond the age of compulsory education (17 years of age) and be a high school graduate, or have the equivalency (G.E.D.).

Start Dates

All programs at Rivertown School of Beauty, Barber, Skin Care & Nails begin on Tuesday of every week.

New Student Orientations will be held the Monday before each class start and attendance is mandatory to begin class on the following Tuesday unless special arrangements are made in advance with the school official.

Holidays

1. Below is a list of the days that the school is closed for various holidays.
2. If the school is closed any additional days, you will be notified at least two weeks in advance.
3. The last day the school is open for classes prior to a holiday break takes the place of a "Mandatory Friday" and that day becomes mandatory.
4. If the school is open on a day close to a holiday that you are not in attendance due to traveling (i.e. the Wednesday before Thanksgiving), it will be an unexcused violation for you. You have chosen a career that demands your work schedule to be extremely heavy around the holiday seasons.
5. **This facility is open on days that Muscogee County and the surrounding area schools are closed and have "Early Release Days".** Make sure you have a baby-sitter and back-up baby-sitter for these days because they will not be excused for you.

January – New Year's Day

May – Memorial Day

September – Labor Day

November– Thanksgiving; Day after

January– Martin Luther King, Jr's Birthday

July – Independence day

November – Veterans Day

December – Day after Christmas

**NOTE* Estheticians and Nail Technicians are required to come to class Monday, November 21, 2022*

➤ **(dates subject to change from year to year)**

Student Transfers Out

1. Any student has the right to transfer to another school of their choice at any given point in the program.
2. This request for a transfer must be submitted in writing, accommodated with a reason for the transfer request.
3. At this time the student's file will be reviewed and it will be determined how much the student owes Rivertown School of Beauty, Barber, Skin Care & Nails according to their contract and how much financial aid has been applied towards the student's tuition.
4. An official, notarized copy of the student's transcript will be released once all fees are paid in full.

Transfer Students Policy

1. Transfer students are welcome at Rivertown School of Beauty, Barber, Skin Care & Nails.
2. In order for you to begin classes, we will need an official transcript from your previous school(s).
 - a. On your transcript we will need:
 - i. total clock hours earned,
 - ii. total credit hours earned with the breakdown of what categories they were earned in,
 - iii. all theory chapters completed with grades,
3. Once this paperwork is provided, it will be evaluated and compared to our teaching standards and goals, as well as the standards of the Georgia State Board.
4. We will then make a decision as to how many hours will be accepted, if any.

5. Transfer students must bring in kits issued by the previous school(s) for evaluation.
 - a. If the kit is not comparable to the kits issued by our facility, the student will be advised whether they must purchase a kit supplied by Rivertown School of Beauty, Barber, Skin Care & Nails (which the cost is added to the tuition) or if there are a few items the student must purchase prior to orientation.
6. If the student does not have the same set of books we teach from, they must be purchased as well.
7. Each transfer student must take and pass all Theory chapters here at Rivertown School of Beauty, Barber, Skin Care & Nails after they have begun their program of study here.
8. Also, all requirements (clock and credit hours, written and practical exit exams) must be completed in order to graduate.
9. Transfer students do not have the option of starting as a brand new student until transfer hours are accepted. The start date will be postponed until the transfer hours are approved.
10. If a current student wants to transfer from one program to another offered within the school, the student must withdraw from their present course and follow admission requirements to enroll into the new chosen field of study.
 - a. Credit/Clock hours do not transfer to one program or another
 - b. A refund calculation will be completed by the school for the program the student is leaving;
 - c. A payment plan will be established if a balance owed for program occurs.

Student Advisory Services

The well being of every student is important to the faculty and administrative staff of Rivertown School of Beauty, Barber, Skin Care & Nails. There is a staff member available to provide guidance and assistance to those who need it. Private offices and library are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Documentation of such advice with student will be filed in the main folder.

Housing and Childcare Facilities

This school does not currently provide housing or child care facilities for its students or staff. These areas are the responsibility of the students and staff.

Addresses & Phone Numbers

1. It is very important that the school has accurate means of contacting you at all times.
2. Any time you have an address and/or phone number change, **YOU** are responsible for making sure that you relay this information to your instructor and/or your admissions representative to keep your file updated.
3. When it is time to send out 1098-T forms for taxes, it will be mailed to the address we have in the system.
4. Too many times we need to contact the student for many different reasons and cannot. Please do not fall into this category.

Schedules

Rivertown School of Beauty, Barber, Skin Care & Nails are approved for the following programs:

Course	Hours	per	Total	Hours	Contracted
Week					
Cosmetology/Barber Day			1500	32.5	12months
Cosmetology/Barber Night			1500	25	16 months
Nails			600	22	7 months
Esthetics			1000	22	12months

Instructional Schedules

Day Schedule

Cosmetology/Barber	9am-4pm	Monday-Friday = 32.5hrs/wk	Thirty minutes lunch
Nail Technician	9am-3pm	Tuesday-Friday = 22 hrs/wk	Thirty minutes lunch
Esthetics	9am-3pm	Tuesday-Friday = 22 hrs/wk	Thirty minutes lunch

Evening Schedule

Cosmetology	6pm-11pm	Monday-Friday = 25 hrs/wk	10 min break
Barber	6pm-11pm	Monday-Friday = 25 hrs/wk	10 min break

All programs are full-time and no part-time schedules are available.

Two O'Clock (2:00) Schedule

1. An alternate 2:00 p.m. release schedule is available for daytime students that work and/or have special circumstances with childcare.
2. Verifiable documentation (i.e. a letter on company letterhead with contact information from employer or documentation from the child's school) must be provided in order to be approved for 2:00 release.
3. Students also must sign 2:00 paperwork before this schedule begins.
4. A Student Request Form must be completed and approved by Administration in order to begin the process to be placed on a 2:00 schedule.
5. Also, students on 2:00 schedule will be allowed to switch to a 4:00 schedule if their work or childcare situation changes and permits them to stay in school for the full day. The 4:00 schedule will allow each student to graduate sooner than the 2:00 schedule. A Student Request Form must be submitted for this change as well.
6. All students on the 2:00 p.m. schedule are expected to attend their full schedule daily without any attendance violations.
7. It is mandatory these students provide verifiable medical or legal documentation for all attendance violations.
8. Also, all outside appointments must be scheduled after 2:00.

Schedule Changes

1. Any needed schedule changes must be presented in the form of a written request.
2. These request forms can be obtained from your instructor.
3. This request will be presented to the Director for approval.
4. If approved, you will be given the actual paperwork for your schedule change.
5. Students cannot change their contracted schedules themselves.
6. The proper paperwork must be completed first.

Breaks

1. All daytime 4:00p.m. students' will receive:
 1. one 30 minute lunch (lunch breaks range from 11:30a.m. – 1:00p.m. depending on class schedule),
 2. one 10 minute break in the afternoon (from 2:00p.m. – 2:10p.m.). (at discretion of Instructor)
2. All 2:00p.m. and evening students receive one 10 minute break for the entire day. **You DO NOT get a 30 minute break on these schedules – NO EXCEPTIONS.**
3. Breaks are scheduled at the above listed times, but are not official unless your instructor releases you to go. If a class is still in session, students are not permitted to dismiss themselves from class (your instructor will still allow the full amount of time for that designated break).
4. There is not enough time for you to leave the premises for any reason (such as go to get food, come back, and eat) and be back in class on time during 10 minute breaks!
5. Also, if you are going to order lunch, arrangements must be made so it is delivered at the beginning of your break. If your food arrives late, you will not be given any extra time on your break.
6. Your break begins when your instructor releases you, not when you decide to leave.
7. Please make sure you have transportation or bring your lunch because your break/lunch time will not be changed due to wanting to go with another student.
8. All students must straighten up their workstations before each break is taken. We have clients receiving services and prospective students that tour the building constantly throughout the day. It is imperative all work areas are neat at all times.
9. All students are expected to be in their designated areas at all times, even during breaks. Students caught in other program areas other than the program they are enrolled in will not be tolerated.
10. The reception area is totally off limits to currently enrolled students throughout the day (this is not a hang-out or break area).
11. A student cannot stop performing service on client to go to lunch/break.

Standards of Conduct

Rivertown School of Beauty, Barber, Skin Care & Nails is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth below.

GENERAL:

The students are required to conduct themselves as responsible members of the campus, and in accordance with standards of common decency, with recognition and respect for the personal property rights of others. All students are governed and must adhere to state, federal laws and regulations.

MISCONDUCT:

If a student's behavior is deemed to be incompatible with the school's educational environment and mission statement, a student may be disciplined, up to and including suspension and expulsion.

1. Dishonesty to include cheating, plagiarism or furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.
4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
5. Destruction, damage or misuse of school property.
6. Theft, burglary, accessory to the acts and/or possession of stolen property.
7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
8. The use or possession of alcohol.
9. The participation of gambling.
10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
11. Disorderly conduct in any form.
12. Lewd, indecent, obscene behavior.
13. Unauthorized entry or trespassing on school property.
14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
15. Unauthorized possession of school keys.
16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.

Grounds for Student Dismissal

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 80%; Low Attendance grade – below 80%

General Rules and Regulations

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.
4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Administrative Office.
5. Students are not allowed behind the front desk, or assigned front desk duties unless given permission.
6. The school assumes no responsibility for equipment or personal items.
7. Only emergency phone calls are allowed in designated areas.
8. Students not in proper uniform as described in school's published policies will be sent home.
9. Students must exhibit a professional attitude and appearance while attending school.
10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang or gossiping will not be tolerated.
12. Smoking is permitted outside the building in designated areas only.
13. Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
14. Any student under the influence and/or in possession of drugs or alcohol will be terminated from the school immediately.
15. No cell phones, pagers, radios, headphones will be permitted in school during class time. Cell Phones used for Portfolios can be used under the Instructor's guidance. Safe Zone for usage of cell phones is in the break room or outside.
16. Students are assigned a work station and are responsible for its sanitation and the sanitation of the school.
17. No student or personal beauty services allowed unless approved by the instructor.
18. Fingernails cannot be longer than 1/2" of finger padding.

Satisfactory Progress Policy

Satisfactory Progress Policy in attendance and academic work is a requirement for all students, and is consistently applied to all students enrolled at this institution. The Satisfactory Progress Policy is published in the catalog to ensure all students receive a copy prior to enrollment. This policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations by the US Department of Education and applies to Title IV and non Title IV recipients. The standards measured for determination of making Satisfactory Progress are based on Grades (GPA) and

Attendance (AMA), and a student must meet a minimum of 80% of the cumulative written, practical grades, and attend a minimum of 80% cumulative clock hours. Students are advised of their academic and attendance status via a progress report.

Students receiving financial assistance and/or Veterans Educational Benefits are required to attend classes according to the posted regulations required for the course.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Cosmetology/Barber

450 Hours

900 Hours

1200 Hours

Nail Technician

300 Hours

Esthetics

450 Hours

900 Hours

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period 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. 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 that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time frame is equal to 1.25% times the published length of the course. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation.

During the maximum time frame, a student would have to complete the following hours during the following months to remain in satisfactory academic progress:

Course	Total Hours	Hours per Week	Contracted Length	Maximum Time Frame
F/T Day	1500	32.5	12 months	14 months
F/T Night	1500	25	15 months	19 months
F/T Nails	600	22	7 months	9 months
F/T Skin Care	1000	22	12 months	13 months

The maximum time allowed for transfer students who needs less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

The institution does not offer any part time programs.

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning.

GRADING OBJECTIVES

1. Students must attend classroom instructions in the arts and science of cosmetology, barber, skin care & nails. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
2. Training and the opportunity for the practice of all manipulative skills required in cosmetology, barber, skin care & nails are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.
3. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the fields of Cosmetology, Barber, Esthetics or Nail Technician.

4. Students receive a numeric grade in theory work. An overall average of 80% is required. The following represents the equivalencies of grades assigned:

Practical and Theory:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	Student has consistently demonstrated characteristics that will stand out in the work environment.	94-100%
B	Quality of student's work ethics and performance is that of a good employee in the normal work environment.	87-93%
C	Some standards were not met. Additional training in employability skills is recommended.	80-86%

COURSE REQUIREMENTS: 250, 280, 140 HOUR (ORIENTATION) PROGRAM

1. During the first 250 (Cosmetology & Esthetician) 280 (Barber) and 140 (Nail Technology) hours of your education, you will receive training on the basic fundamentals of the course.
2. This is your foundation for a prosperous career.
3. During this phase of your training, your supplies will be furnished by the school at no additional cost to the student.
4. Once you have completed all necessary Theory and Practical assignments for the orientation program, are in satisfactory progress for attendance and grades, and you pass the Assessment, you will exit onto the clinic floor at your instructor's recommendation.
5. Georgia law does not permit a student to work on the clinic floor prior to completing their orientation hours.
6. Your personal books will be issued to you once you have signed and received your contract and financial package letter.

THEORY

1. Designated chapters are covered in each orientation program (your Instructor can inform you of the chapters taught in your program upon starting).
2. You will complete the remaining Theory chapters once you exit the orientation program onto the Clinic Floor.
3. **The first hour of each day**, classes on one of the Theory chapters will be in session.
4. You will be notified of all assignments due, and the tentative date for testing at the beginning of each chapter.
5. Theory is only one hour each day, and the material is moved through very quickly, so it is very important that you study each night and read over the material for the next day the night before class.
6. Also, each student is responsible for turning in their work and assignments due regardless to their attendance.
7. If you are absent the day before an assignment is due, test or pop-quiz, you are still responsible for that work.
8. Any material covered in Theory is potential pop-quiz material the following day.
9. In order to be prepared for Theory daily, you will need your book, paper, and something to write with (preferably black ink pen), and any other materials your instructor has requested for you to bring. **NO EXCEPTIONS!**
10. If you do not have your materials, you may be dismissed from class.
11. If you do not attend the full hour of Theory, you will not receive unit credit for Theory.
12. Also, any missed work/assignments are your responsibility to make up.
13. Quizzes will not be able to be made-up, but will not be averaged as a (0) zero. Your instructor may or may not allow you to make up this assignment. It is your responsibility to communicate with your instructor to find out how to make up missed assignments.
14. Generally your grade for each chapter consists of your test grade (2/3 of your final grade) and your assigned work for that chapter (Key Terms, Review Questions, Workbook, Quizzes, any assigned Projects, and participation -1/3 of your final grade). Each department may alter grade accumulation and scales per instructor's discretion. Changes will be provided in class syllabi and/or chapter outlines.

TESTING POLICY

1. You must successfully pass each chapter with 80 or higher.
2. If you do not pass your exam with an 80, you will have to retest on the next scheduled re-test day.

3. If you are absent or are suspended on exam day, or fail the exam and have to retest, the highest grade you can receive for that particular chapter is 80.
4. If you are absent for any reason, you must test immediately upon return in order to receive the grade you make on your exam (if it is a passing grade).
5. If you fail to test on the very next re-test date, the highest grade you will receive is 80.
6. There is to be absolutely no talking during testing for any reason. Those that break this rule will be immediately sent out of class, written up, or suspended and given a zero for that test (to be made up as a retest). Repeat offenders may be terminated.
7. ****Retest day is scheduled by your instructor. It is your responsibility to get with your instructor to get your exams completed.**
8. All grades made will be entered into the system and will effect whether or not you are in satisfactory progress.
9. All chapter exams must be completed before your Written Exit Exam Testing begins.
10. Any student that fails three or more exams, and does not make up each exam within a week of failing will be counseled and placed on Academic Probation. If this cycle continues, you may be suspended and/or possibly recommended to be terminated from the program.
11. Credit hours are not given for students to study and/or retest.

PRACTICAL SKILLS

1. After Theory, the remainder of the day is designated to practical assignments.
2. To make your career training realistic, all practical assignments will be completed standing on your feet throughout the entire day (every department with the exception of Nails).
3. When practical classes are taught, students are required to give all attention, regardless if a sign-off is needed in that practical area or not.
4. At the conclusion of these classes, students are to complete practical assignments demonstrating what they learned for credit on their task sheets.
5. Practical hours will not be given when work is done incorrectly, you cheated and did not complete the work yourself, or you rushed through and did not do a good job. All that is asked is that you give a genuine attempt at completing all practical work **correctly for each assignment.**
6. **After Theory, there is no time for bookwork.** Any written work that needs to be completed becomes homework.
7. **Students are not given credit hours for study time.** It is crucial that you stay on task and receive multiple sign offs each day, or your credit hours will not be completed by the time you reach the required clock hours for your program.
8. If you are in the orientation class, and by chance complete your "Student Must Know" sheet prior to receiving the required clock hours, other assignments will be given to you as needed.
9. If you complete all unit hour requirements on the floor before graduation, you are required to fulfill all daily duties until time of graduation.
10. All products that are provided to you from the school are for use on services that you are able to receive credit hours for.
11. **Products are not for personal use, or for "Student Services".** All tasks are to be completed on clients or your mannequin **UNLESS** a class is being taught under the supervision of your immediate instructor.
12. **Students are not to perform services on themselves or another student unless directed in a practical class by your instructor.**
13. If a student is caught performing an unauthorized service on another student or themselves, the service will be stopped at whatever point and handled at the instructor's discretion.

ASSESSMENT EXAM POLICY

1. Assessment exams will be given during the course of study taken:
 - a. Cosmetology – 250; 500; 900 hours + Exit Exams at 1200 hours
 - b. Barber – 280; 500; 900 hours + Exit Exams at 1200 hours
 - c. Nail Technicians – 140; 300 hours + Exit Exams at 500 hours
 - d. Estheticians – 250; 500 hours + Exit Exams at 800 hours
2. Assessment Exams are used as an evaluation of the retention skills of a student in the theoretical material taught
3. The assessment is a 100 question written exam over the chapters taught in the hour requirement for each course.
4. All students must be current in practical hours as well as clock hours in order to be eligible to take assessment exams.
5. All Assessment exam grades will be logged into the student's record on the computer.

6. If you are late or absent on test day, you will not be allowed to test again until the next scheduled exam the following week.
7. At no point during any course should a student possess any copy of any test, to include practice tests; questions on a test, or any other variations of a test.

MOCK STATE BOARD POLICY

1. In order to graduate, you must pass two practical Mock State Board exams.
2. Each student will be required to take Mock State Board when scheduled to do so
 - a. 1200 clock and credit hours in Cosmetology and Barber,
 - b. 800 clock and credit hours in Skin Care and
 - c. 500 clock and credit hours in Nails, NO EXCEPTIONS .
3. You will test every month (as it is scheduled) until you pass two exams.
4. If you are not prepared to test or fail to, you will not be successfully graduated until you have passed two mock exams.
5. Students must purchase all of their own personal products, implements, and tools for mock state board. This includes towels, gel, containers, etc. Students can purchase some items from the school to equip their State Board Kit.
6. It is recommended you begin purchasing and accumulating needed items at approximately 900 (Cosmetology, Barber), 500 (Skin Care) or 300 (Nail Technician) clock hours to ensure you have the necessary materials.
7. The items issued to you in your kits cannot stay in your Mock State Board kit. They must be available for daily use on all practical assignments.
8. All students must attend school daily while completing the Mock State Board exam process. If you do not complete this process prior to your program's required clock and credit hours, you must continue to attend school daily as scheduled.

WRITTEN EXIT EXAM POLICY

1. Each student will begin written exit exam testing
 - 1200 clock and credit hours in Cosmetology and Barber,
 - 800 clock and credit hours in Skin Care and
 - 500 clock and credit hours in Nails.
2. A mandatory requirement for graduation.
3. Students must have completed and successfully passed each Theory chapter with a grade of 80% or higher.
4. Each student will take and pass:
 - four exams in Cosmetology and Barber and
 - three exams in Skin Care and Nails.
5. Students are required to sign up for testing and all exams are given once a week by an Administrator.
6. If you are late or absent on test day, you will not be allowed to test again until the next scheduled exam the following week, unless medical/legal documentation is provided.
7. The first three exams for Cosmetology and Barber and first two exams for Skin Care and Nails breaks all chapters of the book down into three tests (see your instructor for this breakdown). The last exam is cumulative of all information in the book.
8. All students must attend school daily while completing the written exit exam process.
9. If you do not complete this process prior to your program's required clock and credit hours, you must continue to attend school daily as scheduled.
10. At no point during any course should a student possess any copy of any test, to include practice tests; questions on a test, or any other variations of a test.
11. Any student that fails three or more exams, and does not make up each exam within a week of failing will be counseled and placed on Academic Probation. If this cycle continues, you may be suspended and/or possibly recommended to be terminated from the program

DETERMINATION OF PROGRESS POLICY

1. Definition of minimum requirements: accumulative 80% on attendance, 80% theory, and practical grades
2. Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
3. Financial Aid is based on a student being in satisfactory progress at the beginning of said payment period (i.e. 451 scheduled hours - 900 scheduled hours)
4. Students meeting minimum requirements at the evaluation point will be considered to be making satisfactory progress until next scheduled evaluation.

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5. Students failing to meet minimum progress requirements at evaluation point will be placed on Financial Aid Warning – If funds (if student is eligible) are available, a payment could be paid for one (1) payment period but student may lose funds for the next payment period if satisfactory progress is not achieved before next scheduled evaluation point.
 6. If the student is still determined as making unsatisfactory progress on the next evaluation point during a Financial Aid Warning, the student will be placed on probation and all funds for that evaluation period are suspended. At that time the student will be responsible for paying said tuition until they achieve satisfactory progress and financial aid can be resumed.
 7. A student can appeal the negative determination with his/her records. Follow the Appeal Procedure Policy

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 while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, 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. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 80% and
- 2) Increasing cumulative attendance to 80%

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

LEAVE OF ABSENCE POLICY

Leave of absence (LOA) can only be permitted to students with the following conditions:

1. For all Veterans receiving benefits, if granted an LOA your certification for school will be terminated.
2. The leave of absence involves no additional charges by the School to the student.
3. Multiple leaves are permitted, but the total of all LOAs are not to exceed 180 days in a 12-month period.
4. The 12-month period begins the first day of the Leave of Absence.
5. A request for a Leave must be submitted in writing through the Director's office. Documentation for the reason for the leave is required. The Leave will be approved if the reason is determined to be necessary and valid.
6. A reasonable expected return date must be established and approved.
7. The leave will extend the student's contract period and maximum time frame by the same number of days in the LOA.
8. Any payments owed to the school must continue being paid through the LOA.
9. Any action of financial aid and credit/clock hours is put on hold until LOA is over.
10. Students who were maintaining satisfactory progress and were granted a LOA will return in a Satisfactory Progress status. However, they will be evaluated at the next evaluation to determine if they are maintaining this status.
11. Students who were maintaining probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
12. The leave of Absence must be legal or medical unless extenuating circumstances occur.

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13. Students must keep up with all bookwork assignments while out on LOA as notated by Instructor
 14. 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 calculations.

RE-ENTRY STUDENTS/INTERRUPTIONS

1. 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.
2. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration.
3. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved.
4. Re-enrollment is at the discretion of the School Governing Board.
5. Decisions by the School Governing Board regarding re-enrollment are final.
6. Students approved for re-entry will come back to school in the same SAP status as when leaving

OFFICIAL WITHDRAWAL/DROP POLICY

1. Students who are not in attendance for 14 consecutive days (weekends included) will be dropped from the course.
2. If you must be out of school for any amount of time, you must inform your instructor immediately.
3. If you are physically unable to call or come in, please designate someone, (a family member or friend) to notify us of your situation and when you will be able to return. The person you designate must be added to your privacy act form.
4. If you fail to comply with the attendance guidelines and are dropped, you may seek re-entry through the appeal process if interested in completing the course.
5. Also, students may be dropped from the program due to violating the Suspension Policy and/or violating the Zero Tolerance Policy.
6. All students that withdraw or are dropped/ terminated are responsible for coming in to complete official withdrawal paperwork.
7. A \$100 withdrawal fee will be charged in connection with this process.

APPEAL PROCEDURE

If a student is determined NOT making Satisfactory Progress, or suspended, the student may appeal the negative determination within ten (10) calendar days. The student must submit a written appeal to the school administration with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Appeal documents will be reviewed and approved or denied within thirty (30) calendar days. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress. If applicable, financial aid funds will be reinstated to eligible students. All appeal and decision documents will be retained in the student file.

APPEAL WITHDRAWAL PROCESS POLICY

Each student that has officially withdrawn or been terminated/ dropped from the program has an opportunity to re-enter the program. This process is called the Appeal Process.

1. In order to appeal:
 - a. You must submit a letter to the school including the following:
 - i. state the reason you withdrew, were terminated, or dropped
 - ii. state what you have done to correct your situation and how you plan to complete the program
 - iii. updated information on address, phone number, and references
2. All letters of appeal will be reviewed by the Governing Board to include the following:
 - a. Your permanent student file, attendance, grades, and whether you are in satisfactory progress
 - b. The last day of attendance date from your record
 - c. The determination of eligibility of financial aid, tuition costs to re-enter, and payment plans
3. If accepted within a six (6) months period -
 - a. Each student will be re-entering under the same stipulations as their first enrollment
 - b. All money already paid will count toward the tuition costs upon re enrollment
4. If accepted after a six (6) months period –
 - a. The student will be responsible for tuition increase, new enrollment fee, and a possible loss of hours
 - b. Any money already paid will count toward the first enrollment period

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- c. New costs will be established for the second enrollment period, there in
 5. Upon re- entering:
 - a. If the book is updated while you were out, you must purchase the new set of books before your first day back
 - b. If you do not have the items that were issued in the kit, kit costs may be added to your new tuition amount as well
 6. Each and every student that returns to class through the appeal process returns under the same status they left upon. Ex: AMA; GPA
 7. Students are only allowed to return through the appeal process two (2) times.
 8. In the event you officially withdraw, are terminated or dropped three times (in any combination) you will not have the option to return.
 9. The general time frame a student must be officially withdrawn from school before their appeal letter will be reviewed is thirty (30) days.
 10. Extenuating circumstances may apply to differentiate from this said policy. Only the Appeal Board can allow the decision of extenuating circumstances.
 11. Each student's situation will be addresses on an individual basis.
 12. Letters of Appeals should be addressed to the Appeal Board and submitted to the Admissions Office for preparation of the board review.
 13. All decisions made by the Appeals Board are valid for a period of three (3) months.

REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Progress Policy.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted

Attendance Policy

1. All students are required to be in class and seated promptly at 9:00 a.m. daytime/6:00 p.m. evening. If you are not sitting in your seat at 9:00a.m./6:00 p.m., you are late for the day.
2. If you arrive between 9:01 a.m. and 9:15a.m./6:01 p.m. and 6:15 p.m., you are considered tardy and must go directly to your Theory class and receive instruction in class. You will not receive a full credit hour sign-off for Theory due to the fact that you were tardy for your class.
3. Tardies are based on a quarter hour system of the clock time. (Ex: 9:00am until 9:15am is .25 (15 minutes)clock time missed)
4. If you arrive to school after 9:15 am/6:15 pm without a medical or legal excuse, you are considered absent for that day/night class and are expected to return on time the next scheduled class day.
5. Please use the restroom and take care of all other personal business before class begins.
6. Once Theory begins, no one is to exit and/or re-enter the room (Unless an emergency).
7. Exam days are mandatory. Students will not be permitted to come in, take an exam, and leave for the day unless there is a medical or legal documented excuse turned in.
8. All Out of School Suspensions (OSS) will count against the attendance percentage which may affect the financial standings.
9. Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation.
10. All students are expected to be in attendance as specified in their enrollment contract. All absences are recorded and made a part of the school permanent record.
11. All students are required to bring in excuses for time out of school.
12. The student is responsible for class material and/or tests missed while absent.
13. Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school. Any action of termination is to be determined by the school administration.
14. Students must attend a minimum of 80% of the cumulative scheduled clock hours to maintain Satisfactory progress and complete the course within time allowed.

Excused or Unexcused Absences

The school reserves the right to require documentation for any and all absences, tardies, and/or early outs. Students unable/unwilling to provide documentation of the need for the absence shall have that absence treated as unexcused; Documented Excused absences that are acceptable to prevent unexcused absences are:

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- Personal Sickness for immediate family. (Dentist or Doctor's excuse required).
 - Death in immediate family.
 - Jury Duty.
 - Documentation of court appearances.
 - Documentation of Social Service appointments;
 - Military reserve service/military job duties.

In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

***Immediate family members consist of: mother, father, children, paternal and maternal grandparents, spouse's mother, father, children & grandparents ***

Attendance Violations

1. Any time a student is absent, tardy, or early out, this counts against your scheduled hours versus actual attendance hours percentage, as well as extends your graduation date.
2. Every minute you are not clocked in attending class properly counts against you.
3. You should make all possible arrangements to attend as you have scheduled yourself and signed a legally binding contract with Rivertown School of Beauty, Barber, Skin Care & Nails stating your hours.
4. If you have ill family members, every effort should be made for someone else to assist them when you are scheduled to be in school.
5. Baby-sitters and back-up baby-sitters are necessary and mandatory arrangements that should take place before your scheduled start date.
6. Three days are permitted for death and bereavement in the family to include mother, father, children, paternal and maternal grandparents, spouse's mother, father, children and grand parents .
7. The day of the funeral services will be permitted for other family members.
8. You will be allowed time only to attend the actual funeral service for non-family members and close friends.

Some examples of **unacceptable** reasons to miss school are as follows:

-no babysitter -need to go pay bills -no transportation -slept late

* Children may not attend class with you, nor are they allowed past the reception area (unless they are on tour with prospective students and our Admissions Representative). *

Scheduled versus Actual Attendance (SCH vs ACT) AMA %

1. All students' attendance is monitored in our computer system.
2. Your scheduled versus actual attendance is calculated by the computer averaging how much time a student was scheduled to be in school by how much time the student actually attended.
3. All students must maintain a minimum of 80% to remain in satisfactory progress.
4. If you fall below satisfactory progress and fail to correct the deficiency with grades and/or attendance, you will lose financial aid funding, as well as any other funding/assistance you may be receiving due to being enrolled in school.

Mandatory days

1. **Fridays are MANDATORY for the entire day for all students.**
2. All necessary appointments are to be made Monday through Thursday.
3. If you have a situation that is out of your control and you absolutely have to be tardy, absent, and/or leave early on a Friday, you must notify your instructor in advance and ***bring in proper legal/medical documentation.***
4. Too many Friday violations are not acceptable and will be handled as deemed appropriate to include Out of School Suspension (OSS) for one (1) to thirteen (13) days of suspension.
5. The suspended day(s) is at the discretion of the Instructor.
6. A total of one (1) unexcused Friday will result in a one day out of school (OSS) suspension.
7. A total of two (2) unexcused Fridays will result in a three days out of school (OSS) suspension.
8. A total of three (3) unexcused Fridays will result in a thirteen (13) out of school (OSS) suspension
9. The last school day before a holiday break is mandatory for all students to be in attendance until 3:00pm for Nail Technicians & Estheticians; 4:00pm for Day Cosmetology and Barber; and 11:00pm for Evening Cosmetology and Barber students.
10. All test days are mandatory for the full scheduled day. Students are not permitted to come in only to test, and early out for the remainder of the day unless proper medical/legal documentation has been turned in.

Double Scheduled/Make up hours Programs Policy

1. Students will only be considered to attend the day and evening programs in Cosmetology and Barber after 1300 clock and credit hours, accompanied by a need due to medical, legal, or military (exceptions to this are optional, but extremely rare).
2. These students must be on schedule with all aspects of their training (satisfactory progress for attendance, theory, practical, and behavior).
3. Students that have multiple attendance violations will not be considered.
4. If you are allowed to attend the double program, constant and uninterrupted attendance is mandatory.
5. The first attendance violation the student has will automatically pull that student off the double program.
6. Before any student is approved for the double program, we must evaluate if there is space available.
7. Military students have priority for the double program with verifiable military documentation.

End of day dismissal

1. Students will be dismissed by the instructor at the end of the day and are not permitted to dismiss themselves.
2. Dismissal will be given once all necessary paperwork and sanitation have been completed and it is time to go according to the time clock.
3. Students are not permitted to line up before time to leave.
4. You must remain in your classroom until your instructor calls time to leave for the day. This applies to all students, all schedules.

Timesheets

1. This document keeps track of unit hours.
2. This is your responsibility.
3. Your timesheet is to be filled out by you at the completion of each day.
4. STUDENTS ON THE FLOOR MAY ONLY PLACE UNIT TIME UNDER THE APPROPRIATE CATEGORY. (Unit time cannot be moved according to what you do not have closed out.)
5. If you have a category that is not closed out, you must complete those specific tasks. (For example, you are closed out in haircuts, but not in cold waves. You will no longer complete mannequin work in haircuts, but you may roll permanent waves all day. Your mannequin work is going to be services you don't get a lot of clients in.)
6. Students still may never refuse a client service. Unit time for client services in a closed category is the only time that it may be transferred to a relevant category with permission from your instructor.
7. Study time is not given during the day, therefore you will not receive any credit hours for studying. Any work not completed during Theory turns into homework, regardless of each individual's personal situation.
8. Your timesheet is a legal document and can be audited at any time.
9. Only black ink is to be used on these sheets, no highlighter or white-out.
10. If not filled out and signed by an instructor on that day, you will not receive credit on the next day.
11. If you arrive late for school, take an extended break, leave early, or refuse to complete tasks, you will not receive the maximum amount of unit credit possible in one day.
12. Timesheets are to be kept in designated instructor's binders.

Sign In/Out Sheets

1. This document keeps track of the time you arrive, your breaks and lunch, and the time you leave for the day.
2. It is required to be filled out during the course of the day by State Board and all times must be accurate (if you clock in at 9:07, your sign in time for that day should say 9:07).
3. Any time you leave the room for any reason for an extended amount of time, it needs to be documented on this sheet.
4. You are not permitted to fill this sheet out for the whole day in the morning, or fill in the time you plan to be back from lunch or break when you leave. You must sign out each time you leave, and sign back in upon each arrival.
5. Similar to the timesheet, the sign in/out sheet is also a legal document and must be filled out daily only by you.
6. You are required to use only black ink (**no white-out or highlighters**).
7. State Board requires copies of all sign in/out sheets when visiting the school.
8. Failure to keep an accurate sign in/out sheet can result in a disciplinary write-up. Suspension is an option for repeat

offenders.

9. Sign In/Out Sheets are located on your instructor's clipboard or on the back of your timesheet.

Task Sheets

1. On your first day of attendance, you will be given a "Student Must Know Sheet" to complete in the Orientation Program.
2. This sheet has a list of assignments that each student must complete to exit onto the clinic floor.
3. After a task is completed, you must report to your instructor in order to receive a sign-off for completing the task, as well as any constructive criticisms to help improve your individual quality of work.
4. Each student is required to give 100% effort and ability on all tasks performed throughout your program.
5. Tasks completed "just to receive a sign-off" or completed incorrectly will not be signed off.
6. All techniques required on the "Student Must Know" sheet are explained before you perform the service and are taught during practical classes.
7. Once you have completed your Orientation hours, you will transition to the clinic floor. This task sheet is a little different in that it allows you to receive sign-offs for clients and mannequin work.
8. From the time you are released to the clinic floor until it is time for you to start Mock State Board and Written Exit Exam testing, it is the timeframe for you to perfect your craft. While perfecting your craft, you will work on fine-tuning all practical skills and increasing your speed.
9. Students are not permitted to allow anyone else to fill out any of their paperwork. As stated before, these documents are legal and binding. All documents must be filled out by yourself and signed by your instructor daily.

TIMESHEETS, SIGN IN/OUT SHEETS, AND TASK SHEETS ARE TO REMAIN IN THE BUILDING AT ALL TIMES! IF ANY OF YOUR SHEETS LEAVE THE BUILDING FOR ANY REASON, THOSE SIGN-OFFS CANNOT BE ACCEPTED AND YOU WILL LOSE ALL CREDIT ON THOSE DOCUMENTS.

Evaluations/Progress Reports

1. At the end of each month, you will review a print out that will tell you all of your Theory grades, Practical grades, how many clock and credit hours you have received with your instructor.
2. Evaluations are also used as an assessment tool to ensure that you remain in satisfactory progress. (Satisfactory progress is to insure that there is no disruption in your VA/Financial Aid.)
3. This evaluation becomes part of your permanent academic file, so it is very important for you do your best at all times.
4. This evaluation covers areas that you may be excelling in, as well as areas that may require some development or improvement.
5. If a student is placed on probation due to lack of performance in any area, it will be addressed and documented at this time. Remember, if you are placed on probation and those necessary areas of development have not improved, you may be recommended to be terminated from the program.
6. Also, this is the time that you will be notified if you are not in satisfactory progress, so please make sure you are present to receive your evaluation.

Diploma

- Students are issued a diploma from Rivertown School of Beauty, Barber, Skin Care & Nails upon satisfactorily completion of the graduation requirements.
- There is a \$25.00 fee for each request for a duplicate diploma or transcript.
- Student records are only kept by the School for 5 years.

Graduation Requirements

1. Upon a complete academic folder being turned into Director, the Director will package a students' graduation information to include: diploma, final transcript and paperwork to sit for State Board licensure. A phone call is made to the graduate student for the day of picking up their papers.
2. The following must be completed before graduation from all programs:
 - a. Required clock hours. (Cosmetology/Barber = 1500 hours and Cosmetology/Barber Instructors = 750 hours, Nail Technician = 600 hours and Esthetics = 1000 hours).
 - b. Required practical/clinical services (unit/credit hours).(Cosmetology/Barber = 1500 hours and Cosmetology/Barber Instructors = 750 hours, Nail Technician = 600 hours and Esthetics = 1000 hours).

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- c. Demonstration of theory competency with final grade of 80% or above to include Exit Exams as follows per Course:
 - i. Cosmetology – four (4) Theoretical written Exit Exams
 - ii. Barber – four (4) Theoretical written Exit Exams
 - iii. Nail Technician – three (3) Theoretical written Exit Exams
 - iv. Esthetics – three (3) Theoretical written Exit Exams
 - d. Demonstration of practical competency with final grade of 80% or above to include two (2) Mock State Board practical tests
 - e. 80% or above in attendance of said course.
 - f. All financial obligations met unless other arrangements are made with the approval of the Owner of the schools.
3. If you do not complete all necessary criteria (successfully pass all Theory chapters, pass both Mock State Board exams and all written exams) in all areas before you reach your required clock and credit hour goal, you must attend daily and complete all assignments as any other student in the building.
 4. Constant and uninterrupted attendance, clients and mannequin services, theory and practical classes, sanitation, sign in/out sheets, timesheets, and task sheets must be completed daily until post-graduation.

Time Clock Policy

1. On your first day of school, your finger will be scanned so you will be able to clock in/out daily.
2. Do not clock out/in for breaks, including lunch.
3. **You are responsible for your clock hours!**
4. **If for any reason you forget to clock in or out on any given day, you will only receive 30 minutes for the entire day.**
5. Clock time can only be amended on the day of the offense. Once the time has been validated, Administration cannot make any changes for any reason. If you fail to notify someone and time has been validated, you have just lost that time.
6. If you arrive late for school, take an extended break, or leave early, you will not receive the maximum clock hours for that day.
7. Students are not allowed to pull up to the front of the school, clock in, and then park their car.
8. You are to clock in only when you are on your way to Theory.
9. Cars are not to be pulled to the front of the building before end of the day dismissal either.
10. Federal financial aid is requested by the amount of clock hours a student has.

Locker Policy

1. Each student is required to bring in a lock on your first day.
2. You will be assigned a locker when you bring in the lock.
3. No personal changes will be made on locker assignments unless it is approved by your instructor.
4. Students are not to pick a locker or move/switch lockers at any time.
5. Combinations or spare key should be given to the instructor. This will prevent having to cut your lock if you forget the combination or lose the key.
6. At the conclusion of Theory, all personal items, including books, are to be placed in your locker.
7. Large amounts of money, credit cards, checkbooks, jewelry, and any other items of monetary value are not to be brought into the building.
8. If for any reason you have something to come up missing, the school is not responsible in any way. **IT IS YOUR RESPONSIBILITY TO KEEP UP WITH YOUR BELONGINGS.**
9. We, Rivertown School of Beauty, Barber, Skin care & Nails reserve the right to inspect any locker in the building at any time.
10. Any student that has not been in contact with the school for 14 days and/or has been dropped or withdrawn from the program has given up all rights for all items in their assigned locker. The locker will be immediately cut and Rivertown is not responsible for any items that were stored in the locker.

Kits, Implements, & Supplies

1. Your tuition must be current.
2. All financial aid information and paperwork must be current.
3. If any paperwork has been given to you by financial aid and it has not been completed and returned to that department, your kit will be delayed.

4. If you fail to complete all assignments given (theory and practical) on time, you may be recommended to drop the program.
5. Each student must also successfully pass all assessments in order to receive their kits.
6. Kit checks will be conducted at random to ensure all items are present and sanitary.
7. Items that have been issued to you will not be at your discretion to sign out. If you have items that were issued to you by the school that you do not have (for whatever reason), it is your responsibility to replace them as soon as possible. During kit checks, your instructor will give you a time limit to replace those missing items.
8. All needed products, supplies, and equipment that are not issued to you are provided for your use. You will find these items in the lab or the instructor's office.
9. Kits and/or any other bulky items are not to be on the clinic floor at any time.
10. Students are not allowed to use any larger stacking drawers or containers that take up a larger amount of space on top of or under the stations.
11. Clear backpacks can be purchased from the school at \$10.00.
12. If all requirements are met, you will receive kits per the following schedule:

PROGRAM	CLOCK & CREDIT HOURS
Cosmetology	250/250
Barber	280/280
Nail Technician	140/140
Esthetics	250/250

Uniform Policy

Rivertown is committed to providing a safe, studious, hygienic and sanitized learning and customer service environment. All students shall observe the uniform mode of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in the both the educational and customer service environment.

- a. Uniforms must be worn appropriately the entire time you are on the clock.
- b. **PANTS – Black, Blue, or Gray Scrubs Only -**
 1. No jogger scrubs
 2. No jogger yoga scrubs
 3. No holes. Rips or tears
 4. No sagging of the pants
- c. **PERSONAL JACKETS -**
 - i. No hoodies allowed;
 - ii. Must be solid colored; no logos
 - iii. Are not to be worn while on the clinic floor areas
 - iv. Can be worn in classroom areas, or break room;
 - v. If you are cold, there are long sleeve shirts available for purchase, or
 - vi. Allowed to wear an under shirt below the Rivertown School T-shirt
- d. **SHIRT:**
 - i. RIVERTOWN T-SHIRT
 1. If there are stains and/or holes in your shirt, YOU WILL BE REQUIRED TO PURCHASE ANOTHER SHIRT IN ORDER TO ATTEND CLASS
- e. **FULLY CLOSED-IN SHOES**
 - i. with rubber soles;
 - ii. heels must be one inch(1")or less.
 - iii. No open toe shoes that expose heels, toes, or sides of foot are permitted
 - iv. If boots are worn – pants must fit over the top of boots
- f. **STUDENTS ARE NOT TO HAVE BARE LEGS OR FEET PER STATE BOARD.**
- g. **SOCKS:**
 - i. Black or White at least ankle length
 - ii. Black, White or Nude – tone Solid Stockings
 - iii. No Fishnets or Designs are to be worn
- h. **SMOCKS –**
 - i. Black in color

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- ii. Only worn for Mock State Board practical
 - iii. Only worn performing a service on a client on the clinical floor
 - i. **HEAD DRESSINGS –**
 - i. No caps, hats, scarves or bandannas; sunglasses included
 - ii. Headdresses of one inch (1”) or less permissible
 - j. **Excellent personal hygiene is a must!**
 - k. Piercings located on the tongue, nasal septum, or lip, as well as jewelry that connects one part of the body to another, is an excessive amount of piercing, or that poses a safety concern for the students or clients, shall be at the discretion of the institution.
 - l. Tattoos that are extremist, indecent, sexist or racist are prohibited from being exposed at any time on Rivertown property.
 - m. If you would like to be successful in the industry, it is imperative that you start making sure your hair is decent and makeup neatly applied before you arrive for class.
 - n. Violations on the Uniform Policy will result in disciplinary action. Suspensions will be given to multiple offenders.
 - o. If you believe you need an accommodation to the uniform policy because of your religious beliefs or practices, you should request an accommodation from the Administration. You must initiate the request in writing and include relevant information, such as: (1) a description of the accommodation you are requesting. (2) reason you need an accommodation, and (3) how the accommodation will help resolve the conflict between your religious beliefs and practices of one or more of the uniform requirements. Rivertown School of Beauty, Barber, Skin Care & Nails encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. Rivertown School of Beauty, Barber, Skin Care & Nails is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on Rivertown School of Beauty, Barber, Skin Care & Nails.
 - p. Working students may change clothes the last 5 minutes of the day, after sanitation and all other requirements have been performed.

Cell Phones, iPods, Cameras, & other Electronic Devices Policy

1. iPods, laptops, **cameras**, ear buds, **radios** and other electronic devices are not permitted in the building.
2. If your cell phone or any other electronics are visible or heard, you will be written up and suspended.
3. If this rule is purposefully violated (it is taken out or goes off intentionally and it is obvious you are trying to be sent home), you will be terminated from the program.
4. If in fact there is someone that needs to get in contact with you for emergency reasons (family, child's school and/or daycare, etc.), please give them the school number **(706) 653-9223**, and the receptionist will get the message to you as soon as possible. Please limit these calls to emergencies only.

Guest Speakers & Visitors

1. All guest speakers will be scheduled by your Administration before they are able to speak.
2. Students do not schedule speakers to come in, but you may recommend a speaker to your instructor to get it approved.
3. Students are not allowed to have personal visitors in the building (clinic floor, theory/practical classrooms/floor, break rooms) during school hours while in attendance.
4. Should you have a visitor come by; the receptionist will notify you and your instructor.
5. If you are servicing a client, you will not be pulled away from that client unless it is for emergency purposes.
6. Only clients (or their caretaker/parent) that are being serviced are allowed on the clinic floor.

Smoking Policy

1. Smoking is not permitted in the school or directly in front of the school, all the way to the end of the building.
2. The designated smoking area is behind the wooden gate, at the end of the parking lot or your vehicle.
3. All cigarettes are to be disposed of in the cigarette disposal stand.
4. Cigarette butts should not be extinguished on the sidewalk, building, or the gravel pit.
5. Smoke breaks are to be taken during the designated break times.
6. Extra time on break is not allowed for smoking purposes.
7. Also, there should be no smoking paraphernalia visible in the school building, in front of the school area, or in areas other than the designated smoking area.
8. If you smoke, no one should know unless they see you on break.
9. If there are butts on the ground and we get any complaints from the landlord, the smoking area will no longer be in

Food & Drinks Policy

1. Gum, food, and drinks (including bottled water) of any kind are not to be in the classrooms, lockers, hallways, clinic floor, or reception area under ANY circumstances.
2. The break room is located on the left of the end of the main hall for food and drink purposes.
3. Gum is not permitted in the building at all.
4. Violations in this category will result in write-ups and/or dismissal for the day.
5. Clients are not allowed to have food/drinks on the clinic floor as well. If a client needs to eat/drink, please allow them a short break during their service and escort them to the break room.
6. Parties for any reason (graduation, birthdays, etc.) must be approved by Administration.
7. Breaks are not extended on these days for any reason.

Professionalism Policy

1. It is required by this school that all enrollees maintain a professional and ethical attitude at all times.
2. Students are not permitted to furnish any client that enters this building with any personal contact or salon information.
3. All clients that enter the building are clients of Rivertown School of Beauty, Barber, Skin Care & Nails.
4. Any student that solicits a client to receive services outside of this school for personal benefit, or advertises for any other businesses while in this building will be suspended for a maximum of 13 days or possibly terminated from enrollment.
5. Students are not permitted to solicit any food, products, or services while in the building to other students, clients, or staff.
6. Violations of this policy will result in a write-up, probation, or suspension if necessary

Zero Tolerance And Behavior Policy

1. Loud, abusive or vulgar language will not be tolerated.
2. No inappropriate behavior will be tolerated, (i.e. comments and conversation not conducive to a healthy learning environment, unprofessional conversations, gossip, inappropriate language, conversation concerning drugs, sexual comments, any forms of harassment, threats of any kind, belligerent, or disruptive behavior).
3. Please be considerate of your fellow students and Instructors at all times.
4. Each and every student has the right to have all concerns pertaining to their education, financial aid, attendance, rules and regulation as well as school activities answered.
5. This school has a ZERO TOLERANCE POLICY that is strictly enforced.
6. Any negative behavior, such as listed above, are considered insubordinate, resulting in suspension or permanent termination from the program.
7. Our desire is for all students to train in a comfortable and professional environment.
8. All rules and regulations that apply to this school apply to all enrolled students regardless of tuition funding.

Suspension Policy

1. If students are suspended on test or quiz days, or assignments are due, you will receive a zero for that test, quiz, or assignment. When you make up the work, the highest grade you will receive is an 80. All exams and any other assignments must be made up immediately upon return.
2. Students that are suspended are not allowed to be in the building. This includes receiving services, talking to students, or meeting with instructors. Also, students that are suspended do not get any paperwork signed for any reason (i.e. DFACS, unemployment, school verification, etc.).
3. Students must return from suspensions on the scheduled date of return. If a suspended student does not return from the suspension as scheduled and is absent from school fourteen (14) days including weekends or more, they will be automatically dropped from the program.

Student Request Forms

1. If there are any questions/concerns with your program, financial aid, attendance, etc., you can fill out a “Student Request Form” to get an answer and/or guidance on what should be done to help resolve the situation.
2. This form can be obtained from your instructor.
3. First, you will notify your instructor of the situation.
4. If it indeed is a situation that warrants the form, you will fill it out, sign, and date the document.
5. Next, you will get your instructor to sign and date as well.
6. You will then submit it to the School Director’s office for an answer to be given or a decision to be made on the situation within five (5) to seven (7) business days.
7. Once the answer/decision has been decided, the student will receive a copy of the form with the answer/decision notated.
8. If the answer is not sufficient or if necessary, a meeting may be held.
9. The chain of command will be followed if necessary as listed below in the “Student Concerns” section of this handbook.

Student Concerns

1. All student concerns are very important to us.
2. If a concern arises at any time, there is a proper way to handle it.
3. All concerns must be presented in writing in the form of a Student Request Form and given to your main instructor. After your main instructor has acknowledged your concern, if your concern has not been or cannot be resolved on this level, it’s time to take the next step.
4. It is then presented to the Director’s Office.
5. At this point, if a student feels as though they need to speak to anyone in Administration, they must inform the Director, whom will inform and set up a meeting if necessary with that Administrative representative.
6. Students are not to go to any Administrative Representative on their own, without the proper paperwork being in place, and without an appointment. They each have specific job duties they must perform on a daily basis.
7. All concerns will be addressed in a timely fashion (within seven (7) school days) according to need and on an appointment basis with all parties involved present.
8. Your main instructor will attend any and all meetings if necessary.

Corrective Action(s)

1. Disciplinary actions that may be utilized as corrective actions include:
 - a. **First Offense - Verbal Warning:** A student will be verbally informed of the violation he/she committed. Immediate improvement is required.
 - b. **Second Offense – Written Warning:** A student will receive counseling and a written warning for a second offense. Immediate improvement is required.
 - c. **Third Offense – In/Out of School Suspension:** An out of school suspension (OSS) of the student from Rivertown School of Beauty, Barber, Skin Care & Nails can range from 1 day to 13 days. The days of suspension are assigned through the Instructor based on poor performance of standards or violations of policies.

Pregnancy & Child Birth Policy

Rivertown School of Beauty, Barber, Skin Care & Nails is committed to the equal treatment of all students, regardless of their pregnancy or parenting status. As a recipient of federal financial assistance Title IX of the Education Amendments of 1972, Rivertown School of Beauty, Barber, Skin Care & Nails is prohibited from discrimination on the basis of sex. Prohibited sex discrimination covers discrimination against pregnancy, childbirth, and false pregnancy, termination of pregnancy or recovery from any of these conditions and for any reason related to parental status. Inquiries concerning the application of Title IX should be referred to Jennifer Jones – School Owner; or Linda Barton – School Director at 4747 E Hamilton Rd Columbus, GA 31904; 706/653-6561; jjones@rivertownschoolofbeauty.com or lbarton@rivertownschoolofbeauty.com.

Disability and Student Accommodations Policy

The Institution has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. Appropriate documentation is required by a written report prepared by an appropriate licensed professional that clearly diagnoses a disability and/or records showing the history of the disability. The student with a disability who requires accommodations must initiate the request for services with the School Director. Students are encouraged to

establish documentation at least two weeks prior to the first day of the program. Rivertown School of Beauty, Barber, Skin Care & Nails is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on the Institution

Anti Sexual Harassment Policy

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. When a student sexually harasses another student, the harassing conduct may create a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. Rivertown School of Beauty, Barber, Skin Care & Nails is committed to providing all students with an educational environment free from discrimination. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. Inquiries concerning the application of Title IX should be referred to Jennifer Jones – School Owner; or Linda Barton – School Director at 4747 E Hamilton Rd Columbus, GA 31904; 706/653-6561; jjones@rivertownschoolofbeauty.com or lbarton@rivertownschoolofbeauty.com.

Student Complaint/Grievance Policy

Where a complaint involves allegations of sexual assault, criminal investigation by a law enforcement agency will not relieve Rivertown School of Beauty, Barber, Skin Care & Nails of its duty under Title IX to investigate and resolve complaints promptly and equitably. In cases of sexual assault, a complainant has the right to file a criminal complaint with a local law enforcement agency. Nothing in these policies is intended to discourage a complainant from filing a criminal complaint.

Rivertown School of Beauty, Barber, Skin Care & Nails takes allegations of discrimination or harassment seriously. All complaints of harassment will be investigated seriously. All students will cooperate fully with any investigation regarding such allegations. Any student who makes a false allegation of harassment, or who fails to honestly participate in the investigation of a complaint will be subject to disciplinary action. .

Rivertown School of Beauty, Barber, Skin Care & Nails is aware that complaints of sexual harassment or violence may be followed by retaliation by the alleged perpetrator or his or her associates. Rivertown School of Beauty, Barber, Skin Care & Nails prohibits and will not tolerate any intimidation, retaliation, coercion, interference or discrimination against a student for reporting harassment, for filing a complaint of harassment or for assisting in any investigation of a harassment claim.

1. If you believe you are being harassed by a fellow student (OR AN INSTRUCTOR), you should immediately report the conduct to THE OWNER or THE DIRECTOR.
2. Prompt reporting of the incident or activity is imperative to the prompt and equitable resolution of sex discrimination complaints.
3. Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/ school director.
4. The complaint must outline the allegation or nature of the complaint.
5. A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant.
6. If the complaint cannot be resolved it will be referred to the school's Governing Board.
7. The school's governing Board's three members are selected and made from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest.
8. The Governing Board will meet within 21 calendar days of the school receiving the complaint to review the allegations.
9. If the governing board after reviewing the allegation needs more information a letter will be written to outline the additional information needed.
10. If the additional information is not received by the committees within 15 calendar days, the committee can take any action to include dismissing of the complaint.
11. If no further information is needed, the governing board should act on the allegation and a letter be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
12. All complaints will be promptly and thoroughly be investigated and disciplinary action will be taken where appropriate.

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13. Although the time for completing an investigation depends on the nature of the complaint, a typical investigation may be concluded by Rivertown School of Beauty, Barber, Skin Care & Nails approximately 60 calendar days following receipt of the complaint.
 14. Resolution of some types of sexual harassment complaints may include voluntary informal mechanisms, such as mediation.
 15. In cases where an informal process is used, complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.
 16. In no case will mediation be used to resolve complaints of sexual assault. It is your right and responsibility to bring such matters to the Owner and/or Director's attention.
 17. Any such reporting will be held by Rivertown School of Beauty, Barber, Skin Care & Nails' in confidence, until the investigation is carried out.
 18. Rivertown School of Beauty, Barber, Skin Care & Nails will provide an adequate, reliable and impartial investigation of the complaint, including the opportunity for both parties to present witnesses and other evidence.
 19. Rivertown School of Beauty, Barber, Skin Care & Nails will use a "preponderance of the evidence" standard in investigating allegations of sexual harassment or violence.
 20. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
 21. Rivertown School of Beauty, Barber, Skin Care & Nails will maintain written documentation of all proceedings, including written findings of fact, transcripts or audio recordings.
 22. The complainant may contact the following agencies if the complainant wishes to pursue the complaint any further:

Council on Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Fax: 770-396-3790

Georgia Professional Licensing Boards

237 Coliseum Drive
Macon, Georgia 31217-3858

Phone: 478-207-1430

Student Rights and Privacy/Release of Information

1. Academic and financial records will be kept in the School's Administrative Office in locked, file cabinets at all times and are backed up off site for further protection.
2. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel.
3. Request for an appointment for access to their file will be honored within seven (7) business days of the request.
4. During the review a member of the staff will be present.
5. Student records are maintained by the school for five years after the student completes or withdraws from the program.
6. Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Georgia State Board Representatives, Administrative Staff of Rivertown School of Beauty, Barber, Skin Care & Nails, Accrediting Agencies, and persons provided by the student to the school in the enrollment process. Third party access to student records must have a written request from the student (parent, or guardian).

Emergency School Closure Policy

In the event of the schools needing to be closed due to an emergency, i.e. tornado, flooding, fire, snow, death, etc., the school will publicize on WTVM, Channel 54, facebook page along with several radio stations for closure giving students and customers full information for reopening dates.

Emergency Response

The following procedure will be used to notify students and staff of a dangerous situation on the school campus.

- | | |
|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| <u>Code 1</u> | A lock down situation. Students and staff are to remain calm and not leave the classrooms and/or clinic floors. |
| <u>Code 2</u> | Indicates the need to evacuate the classrooms and clinic floors immediately and exit through a back exit only. |
| <u>Code 3</u> | Indicates the need to evacuate the classrooms and clinic floors immediately and exit through the front entrance/exit only. |
| <u>Code 4</u> | Indicates a dangerous situation outside the campus (such as a gas leak). No one is allowed to leave the building. |
- The instructor will make sure all students follow instructions.
 - Any director, instructor, or senior staff member can initiate the alert.
 - The Director or senior staff member in authority will notify the police who will notify the neighboring community of the impending danger.

Timely Warning

The Director or person in charge will be responsible to send out a timely warning to the campus community by email or text regarding any health or safety situations.

Emergency Evacuation Plans

In the event the school must be evacuated, the following procedure will be followed:

- A. **FIRE:** In the event of fire, the School Director, instructors, and/or receptionist/student receptionist will give continuous blasts of altering whistle retained at these locations: front desk and instructors' office. Upon this alert, the building will be evacuated forthwith. All personnel will proceed to rear fire exits or front door. Instructors will ensure that all of their students are out of the building by head count before they exit the building. Student records will be locked in their cabinets if possible before the offices are evacuated. Fire drills will be held periodically for evacuating the building.
- B. **HURRICANE WARNING:** In the event that a weather warning (i.e. tornado, etc.) is announced, the students and any clients will quickly proceed to the labeled main Cosmetology and Barber Classrooms. Classrooms are without windows or mirrors. It is located in the center of the school.
- C. **ARMED ROBBERY OR THREATENING INVADER:** Receptionist/student receptionist will try to remain calm and do as directed. No action will be taken to place her/himself, any other student, client or guest in a position of danger.

Physical Demands

The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:

1. Standing – is a large part of these professions; may cause varicose veins in years to come;
2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.
4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.
5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

Safety Requirements

Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession.

You will find yourself aware of safety, not only for yourself, but also for your clientele.

The following procedures will be part of your education and will be emphasized in your orientation.

- A) Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
- B) The rubber gloves will be used while handling chemicals, etc...
- C) Loose hair on the floor is unsanitary and could cause slipping.
- D) Containers must be properly labeled and closed.

E) Improperly dressed – can cause damage to clothing.

Sanitation

1. *This is a very crucial part of the curriculum that some do not take as seriously as needed.*
2. *Safety and sanitation can make or break an individual in this business.*
3. *Each student is required to maintain their work area. Work stations should be properly disinfected before, during, and after each and every service provided to clients, as well as mannequins.*
4. *Any spillage from any type of liquid, trash, or debris is to be cleaned up immediately.*
5. *Hair and/or other items cannot be left on the floor, as it is unsanitary and dangerous to you and all other people that may come in contact with it.*
6. *After completing a haircut (on a mannequin or client), the hair must be swept up and properly disposed of in a covered waste receptacle immediately BEFORE proceeding with the next step of the service.*
7. *You will also be designated an extra duty to complete at the end of the day to ensure that our “School Salon and Spa” is in great working order at all times in addition to disinfecting your workstation (countertop, mirror, chair, base of chair, floor under countertop, station drawers, mat in front of station, aisle, manicure/pedicure table/tub and chairs, treatment rooms, etc.).*
8. *All equipment is to be left neat and systematically set up and the end of the day.*
9. *If chairs must be moved, you must get an instructor’s permission beforehand. When moving them, you must lower the chair and lock the pump. You then must move the chair using the locked pump, so that the hydraulic pump is not destroyed in the process. Chairs etc. are not to be pulled across the clinic floor. Please get someone to assist you in picking the object up to move it.*
10. *All tools, implements, supplies, etc. will be returned to the lab or instructor’s office to be put in its proper place immediately after use.*
11. *Refer to your instructor to find out what your daily sanitation contribution is.*
12. *Penalties for poor sanitation will be reflected in monthly evaluations and practical grades, possible write-ups and/or suspension.*
13. *End of day sign-offs will not be given until all of these requirements have been completed satisfactorily.*

Proper Disposal of Products

1. *Proper disposal of all chemicals is essential in this industry.*
2. *All products should be disposed of properly to be in compliance with State Board rules and regulations, as well as OSHA.*
3. *All products that have been contaminated (come in contact with any pathogens) cannot be used again and must be discarded properly.*
4. *Products strictly for mannequin use can be saved for use on another day.*
5. *Please keep in mind that minimal use of all products is crucial to keep product costs as low as possible. (The less money is spent on products, the more money can be spent for other useful teaching tools).*
6. *Please be advised by your Instructor as to how to properly discard of products.*

Lab/Dispensary Duties

1. *Each week a student will be designated as the Lab/Dispensary worker.*
2. *This job is to be taken very seriously, and each student will be graded according to the service provided.*
3. *If a student is going to be absent while assigned to lab, they should call and ensure their duties are taken care of by a reassigned student.*
4. *Absolutely no mannequin or bookwork, magazines, chilling, lounging, sleeping, or hiding students will be tolerated while in lab.*
5. *If lab duties are done correctly, there is no time for any other activities.*
6. *Lab assignment is designated by the instructors and duties are posted in the lab.*

Clinic Floor Policy

1. *The clinic floor is to be taken very seriously and treated as a professional salon.*
2. *Your work area should be sanitized before and after each service.*

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3. Shampoo bowls must be properly sanitized before you leave the shampoo area.
 4. Your chair is at a position for doing services, do not push chairs under stations.
 5. These and all other safety, sanitation, and health regulations must be practiced at all times.
 6. To ensure client/student safety and so there is no liability on the student or the school, clients are not to bring in ANY personal products. If the client does in fact bring in their own products, those products are not to be used.
 7. Client tickets must be signed at the station a student has completed the service by an Instructor.

Station Assignments & Decorations

1. You will be assigned a work station by your instructor
2. You are responsible for the cleanliness of your personal assigned area.
3. Your assigned station may not be personally decorated with anything, except your name.
4. Any time a student must leave the clinic floor, they are to inform an instructor before you leave.
5. For customer service purposes, a student is not to leave their client for any reason unless it is an extreme emergency (in this case, your absence from your station must be coordinated with your instructor).
6. If you are receiving assistance with a service, you are to remain there with your client for it to be a training/learning experience.
7. Students are never to team up on a client's service unless directed by your instructor. Otherwise, there should be one student servicing one client at all times, and all assistance is to come from your instructor.
8. Instructors are not to complete services in their entirety for a student. They are to assist and **instruct** you on how to complete areas that you are weak in. Once given instruction, this should be the next service you perform on your mannequin.
9. It is our goal for the clinic floor to be as quiet and relaxing for our clients as possible.
10. In order to aid in assuring this happens, students are not to yell for sign-offs or any other reason at an instructor or fellow student.
11. The break room area must be kept at a professional noise level (inside voices). Remember clients are still being serviced in clinical areas, as well as tours with potential students.

Client Rotation

1. All walk-in clients are assigned to students on a rotation basis.
2. Walk-ins (clients that do not request a particular student as soon as they come in) will be placed with the next available student on rotation.
3. This process ensures that each student has an equal chance to experience a variety of services. Also, this system allows all students a fair opportunity to build a clientele base while in school.
4. Clients may request any student on the clinic floor except for Fridays.
5. Students may not schedule appointments themselves.
6. Requests must be made immediately upon the client's arrival during the sign in process. If the client fails to request a student while signing in, they will be assigned to the next student on rotation and may not "switch" students after being called from the waiting area.
7. When assigned to perform a client service, students may not refuse to perform services or ask for the client to be passed on to another student FOR ANY REASON unless extenuating circumstances apply and approved through Instructor.
8. Students are not to gather around any student that has a client. If another student is performing a service that you feel you may benefit from observing, you must get permission from your instructor to watch the service.
9. Conversations should be kept to a minimum volume and should pertain to hair or other topics relating to the program.
10. Profanity, vulgarity, relationships, religion, politics, nightlife, and other inappropriate topics will not be discussed on the clinic floor at any time.

Accident Policy

1. The rules and regulations that apply to proper sanitation, as well as the dress code are in place to aid in preventing as many accidents as possible.
2. We are a fluid business, so safety for all is necessary.
3. Rivertown School of Beauty, Barber, Skin Care & Nails is not responsible for any accidents.

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4. We do not carry insurance on students for personal injuries.
 5. Should you desire personal coverage, while attending school, please contact your personal insurance agent.
 6. We assume NO responsibility or liability for any medical costs for any accidents while you are in attendance.

Incident Report Policy

1. Every effort should be made to prevent any incidents in the building.
2. Students are encouraged to report any dangerous and/or hazardous situations immediately.
3. It is our desire to provide a safe environment for all that enter this building.
4. If any incidents should take place in the building amongst students or clients, an instructor or staff member should be notified immediately.
5. An incident report will be completed and placed on file.

Drug Policy

1. Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Rivertown School of Beauty, Barber, Skin Care & Nails requires of students.
2. Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.
3. Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.
4. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted.
5. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.
6. Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.
7. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction-Information and Treatment.
8. There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

• DISCIPLINARY SANCTIONS

Rivertown School of Beauty, Barber, Skin Care & Nails will impose disciplinary sanctions for any violations of drug abuse as follows:

- Rivertown School of Beauty, Barber Skin Care and Nails' reserves the right to drug test any student at random.
- Any suspicion of alcohol, substance and/or drug use and/or abuse, and/or distribution of any type (pills, prescription drugs, Meth, X, Marijuana, etc.) will be immediately addressed and may include one of the following:
 - a.) the expulsion or termination of enrollment/employment.
 - b.) the completion of an appropriate rehabilitation program.

Weapons Policy

1. Rivertown School of Beauty, Barber, Skin Care & Nails ("RSOB") is taking many steps to work toward our mission of providing a safe and secure environment for the entire campus community. As a part of this mission we promote safety on campus by enforcing the Georgia weapons on [School Safety Zones](#) laws as found on [O.C.G.A. 16-11-127.1](#).
2. Employees/Students are prohibited from carrying a handgun, firearm, or dangerous weapon of any kind onto the premises, whether or not the person is licensed or permitted to carry the weapon. Possession of a weapon of any kind on Rivertown

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- School of Beauty, Barber, Skin Care & Nails property is grounds for immediate termination and expulsion from the school.
3. Rivertown School of Beauty, Barber, Skin Care & Nails is designated as a school safety zone. To safeguard the property of the company, and the property and safety of its employees, students and customers, Rivertown School of Beauty, Barber, Skin Care & Nails reserves the right to question employees/students and all other persons entering and leaving the premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, vehicles or any other possessions, belongings, or articles located within the school premises, including the parking lot.
 4. In addition, Rivertown School of Beauty, Barber, Skin Care & Nails reserves the right to search any employee's/student's classroom office, furniture, desk, drawers, files, locker, vehicle, or any other area or article on the company's premises. All offices, furniture, desks, drawers, files, lockers, and similar items are the property of the company and may be used by employees only in connection with their work for Rivertown School of Beauty, Barber, Skin Care & Nails. Inspections may be conducted at any time at the discretion of the company
 5. Weapons come in many forms, and simply possessing one these objects can be considered a violation of the law. Unless an exception is expressly granted in [O.C.G.A 16-11-127.1](#), the following items are prohibited on campus:
 - Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices)
 - Knife having a blade of two or more inches
 - Straight-edge razor or razor blade (other than implements required by the State of Georgia Board of Cosmetology/Barber)
 - Spring stick
 - Bat, club, or other bludgeon-type weapon
 - Nun chahka, nun chuck, nunchaku, shuriken
 - Throwing star or oriental dart
 - Stun gun, taser or Mace
 6. Please remember that these are only a few examples of weapons that can be considered illegal on campus. For the complete list see [OCGA 16-11-127.1](#).
 7. If you know of anyone who is in violation of this law while on campus please let the Columbus Police Department know immediately.

Police Protection Policy

Law enforcement on and around the campus is provided by the Columbus Police Department. Should a situation arise where the presence is required on campus, the school management should be informed of the situation first and then summon the police assistance using the emergency number 911.

Parking

- Student parking is located to the right side of the school if you are looking out of the front door.
- Students may also park in the lower level of the parking row directly in front of the building below the light post.
- See parking lot diagram on the last page of this catalog.
- If you are in violation of the designated parking areas, you will be required to move your vehicle.
- The school has no accountability for incidents that occur in the parking lot. Therefore, please make sure all valuables are out of view and that your car is locked.
- Please do not put any valuables in your car while others may be watching. (Ladies, please have your purse in the trunk when you arrive so no one sees you place it there.)
- Motorcycles must be parked in the parking lot. They are not permitted to be parked on the walkway.
- Loud music is strictly prohibited in the parking lot. It is to be played where only you and/or the people in your car can hear.
- Adequate parking is available for all students and staff.

Student Parking
Customer Parking

Handicap Parking
NO PARKING

LIGHT POLE

Wooden Fence									
RT 01	RT 01	RT 21	RT 01	RT 20	1	1	19	1	18
RT 02	RT 02	RT 22	RT 02	RT 21	2	2	20	2	19
RT 03	RT 03	RT 23	RT 03	RT 22	3	3	21	3	20
RT 04	RT 04	RT 24	RT 04	RT 23	4	4	22	4	20
RT 05	RT 05	RT 25	RT 05	RT 24	5	5	23	5	21
RT 06	RT 06	RT 26	RT 06	RT 25	6	6	24	6	22
RT 07	RT 07	RT 27	RT 07	RT 26				7	23
RT 08	RT 08	RT 28	RT 08	RT 27				8	24
RT 09	RT 09	RT 29	RT 09	RT 28				9	25
RT 10	RT 10	RT 30	RT 10	RT 29				10	26
RT 11	RT 11	RT 31	RT 11	RT 30				11	27
RT 12	RT 12	RT 32	RT 12	RT 31	11	11	28	12	28
RT 13	RT 13	RT 33	RT 13	RT 32	12	12	29	13	29
RT 14	RT 14	RT 34	RT 14	RT 33	13	13	30	14	30
RT 15	RT 15	RT 35	RT 15	RT 34	14	14	31	15	31
RT 16	RT 16	RT 36	RT 16	RT 35					
RT 17	RT 17	RT 37	RT 17	RT 36					
RT 18	RT 18	RT 38	RT 18	RT 37					
RT 19	RT 19	RT 39	RT 19	RT 38					
RT 20	RT 20	RT 40							
No Parking									

Rivertown School Of Beauty	McDonalds Training	Mail 'N More	E & E Plumbing
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Tuition And Expenses

COURSE	ENROLLMENT	KIT/BOOKS	TUITION	TOTAL	HOURS
Cosmetology	\$100.00	\$1,100.00	\$16,500.00	\$17,700.00	1500
Barber	\$100.00	\$1,100.00	\$16,500.00	\$17,700.00	1500
Nail Technician	\$100.00	\$1,000.00	\$6,600.00	\$7,700.00	600
Esthetics	\$100.00	\$1,000.00	\$11,000.00	\$12,100.00	1000

Terms of Payment

1. In addition to Financial Aid Assistance available for students who qualify, individual financing is available.
2. If collection agency is used, the student is responsible for all debts incurred from collecting said debt.
3. For students who self pay , the following schedule will be followed:

Day \$17,700.00	10% Down	10 Installments	Final Installment
	\$1,770.00	\$1,450.00	\$1,430.00

Night \$17,700.00	10% Down	12 Installments	Final Installment
	\$1,770.00	\$1,225.00	\$1,230.00

Nail \$7,700.00	15% Down	5 Installments	Final Installment
	\$1,155.00	\$1090.00	\$1095.00

Esthetics \$12,100.00	15% Down	10 Installments	Final Installment
	\$1,815.00	\$950.00	\$785.00

Extra Institutional Charges

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$11.00 per hour until completed.

Scholarships

Scholarships are not awarded at this time for persons applying for entrance to Rivertown School of Beauty, Barber, Skin Care & Nails.

180-Day Re-Entry

1. Re-entry within 180 days refers to students who withdrew from the course at one time and returned to school within 180 days of that withdrawal date.
2. This student is considered to be in the same payment period he/she was in at time of withdrawal.
3. The student retains his/her original eligibility for that payment period, and is treated as though he/she did not cease attendance.
4. The School reserves the right to refuse re-entering of 180 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

Date of Determination (DOD) & Last Day of Attendance (LDA)

1. The actual last date of attendance (LDA) would be the last day the student was physically in attendance which would be determined by the time clocked in and out for that particular student on that day.
2. A date of determination on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance.

Official Withdrawal/Drop Policy

8. Students who are not in attendance for 14 consecutive days (weekends included) will be dropped from the course.
9. If you must be out of school for any amount of time, you must inform your instructor immediately.
10. If you are physically unable to call or come in, please designate someone, (a family member or friend) to notify us of your situation and when you will be able to return. The person you designate must be added to your privacy act form.
11. If you fail to comply with the attendance guidelines and are dropped, you may seek re-entry through the appeal process if interested in completing the course.
12. Also, students may be dropped from the program due to violating the Suspension Policy and/or violating the Zero Tolerance Policy.
13. All students that withdraw or are dropped/terminated are responsible for coming in to complete official withdrawal paperwork.
14. A \$100 withdrawal fee will be charged in connection with this process.

Appeal Withdrawal Process Policy

Each student that has officially withdrawn or been terminated/ dropped from the program has an opportunity to re-enter the program. This process is called the Appeal Process.

14. In order to appeal:
 - a. You must submit a letter to the school including the following:
 - i. state the reason you withdrew, were terminated, or dropped
 - ii. state what you have done to correct your situation and how you plan to complete the program
 - iii. updated information on address, phone number, and references
15. All letters of appeal will be reviewed by the Governing Board to include the following:
 - a. Your permanent student file, attendance, grades, and whether you are in satisfactory progress
 - b. The last day of attendance date from your record
 - c. The determination of eligibility of financial aid, tuition costs to re-enter, and payment plans
16. If accepted within a six (6) months period -
 - a. Each student will be re-entering under the same stipulations as their first enrollment
 - b. All money already paid will count toward the tuition costs upon re enrollment
17. If accepted after a six (6) months period -
 - a. The student will be responsible for tuition increase, new enrollment fee, and a possible loss of hours
 - b. Any money already paid will count toward the first enrollment period
 - c. New costs will be established for the second enrollment period, there in
18. Upon re- entering:
 - a. If the book is updated while you were out, you must purchase the new set of books before your first day back
 - b. If you do not have the items that were issued in the kit, kit costs may be added to your new tuition amount as well
19. Each and every student that returns to class through the appeal process returns under the same status they left upon.
Ex: AMA; GPA
20. Students are only allowed to return through the appeal process two (2) times.
21. In the event you officially withdraw, are terminated or dropped three times (in any combination) you will not have the option to return.
22. The general time frame a student must be officially withdrawn from school before their appeal letter will be reviewed is thirty (30) days.
23. Extenuating circumstances may apply to differentiate from this said policy. Only the Appeal Board can allow the decision of extenuating circumstances.
24. Each student's situation will be addresses on an individual basis.
25. Letters of Appeals should be addressed to the Appeal Board and submitted to the Admissions Office for preparation of the board review.
26. All decisions made by the Appeals Board are valid for a period of three (3) months.

Cancellation and Refund Policy

1. Official Cancellation/Withdrawal - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant not accepted by the school, shall be entitled to a refund of all monies paid.
- b. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels the student's contract and demands the students' money back in writing, within three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or

not the student has actually started training.

- c. If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school less an enrollment fee of \$100.00.
- d. A student notifies the institution of his/her withdrawal.
- e. A student on an approved leave of absence notifies the school that he or 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; or
- f. A student is expelled by the school.
- g. Official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- h. A withdrawal fee of \$100.00 will be charged when applicable.

2. **Unofficial Cancellation/Withdrawal** - Any monies due a student who unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy.

- a. When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.
- b. All extra costs, such as books, equipment, etc., which are not included in the tuition price are non refundable items.
- c. A withdrawal fee of \$100.00 will be charged.

COURSE CANCELLATION POLICY

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

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

SCHOOL CLOSURE POLICY

If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students participating in Title IV financial assistance programs must comply with the following requirements:

- a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.
- b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
- c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
- d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise each availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
- e. The teach-out plan is approved by the US Secretary of Education.
- f. Students who are not recipients of Title IV Federal Financial Aid shall be entitled to a pro-rata refund of tuition.
- g. This school shall dispose of school records in accordance with state laws.

TITLE IV TUITION ADJUSTMENT GUIDELINES

For students who enroll in and begin classes using Title IV aid but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Completed	Percentage of Tuition Owed to the school
0.01% to 10%	10%
10.01% to 25%	50%
25.01% to 50%	75%
50.01% and Over	100%

TUITION ASSISTANCE TUITION ADJUSTMENT GUIDELINES

For students who enroll in and begin classes using Tuition Assistance aid, but withdraw prior to course completion, the following schedule of tuition adjustment will be considered to meet minimum standards:

1500 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 157 Hours	90%
158 – 382 Hours	75%
383 – 757 Hours	50%
758 – 906Hours	10%
907 – 1500 Hours	0% (60% of course completed)

1000 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 104 Hours	90%
105 – 254 Hours	75%
255 – 504 Hours	50%
505 – 594 Hours	10%
596 – 1000 Hours	0% (60% of course completed)

600 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 151 Hours	90%
152 - 300 Hours	75%
301 – 356 Hours	50%
357 – 600Hours	0% (60% of course completed)

VETERANS BENEFITS TUITION ADJUSTMENT GUIDELINES

Cosmetology & Barber Program

<u>Scheduled Hours</u>	<u>Percentage of VA Retained</u>	<u>Percentage of Max Charges</u>	<u>Amount Retained</u>
0.01% - 10%	15%	\$2,150.00	\$2,655.00
10.01% - 25%	35%	\$5,425.00	\$6,195.00
25.01 – 40%	50%	\$7,900.00	\$8,850.00
40.01 – 60%	65%	\$11,199.00	\$11,505.00
60.01% - 100%	100%	\$17,700.00	\$17,700.00

Nail Program

0.01% - 10%	20%	\$1,160.00	\$1,540.00
10.01% - 25%	40%	\$2,850.00	\$3,080.00
25.01 – 40%	55%	\$3,840.00	\$4,235.00
40.01 – 60%	70%	\$5,094.00	\$5,390.00
60.01% - 100%	100%	\$7,700.00	\$7,700.00

Esthetics Program

0.01% - 10%	15%	\$1,600.00	\$1,815.00
10.01% - 25%	35%	\$3,950.00	\$4,235.00
25.01 – 40%	50%	\$5,600.00	\$6,050.00
40.01 – 60%	65%	\$7,800.00	\$7,865.00
60.01% - 100%	100%	\$12,100.00	\$12,100.00

REFUNDS DUE TO TITLE IV PROGRAMS

The school will determine the amount of a refund in accordance with its own refund policy. After the school has determined the amount of the refund, if any, that portion of the refund will be returned to Title IV Programs and will be calculated according to Federal guidelines. When the amounts have been determined which must be returned, the school will return all sums due in the following order:

-
1. Direct Loan Program
 2. Pell Grant Programs
 3. State/Vocational Rehabilitation Programs
 4. Student

Financial Assistance

Consumer Information: Financial Aid Applicants Eligibility

In general, you are eligible for Federal Aid if you meet the following requirements:

- Must have a high school diploma or a General Education Development (GED) certificate
- Must be enrolled full time in this institution.
- Are a U.S. Citizen or an eligible non-citizen.
- Show that you have a financial need.
- Make satisfactory progress in your program of study.
- You do not owe a refund on a Pell Grant.
- Are not in default on a government student loan.
- Have not earned a baccalaureate or first professional degree.
- Must sign statement of educational purpose saying that you will use your Federal Student funds for only your expenses related to Rivertown School of Beauty, Barber, Skin Care & Nails.
- Have registered with the Selective Service, if you are required to do so.

Application Procedure

Students apply for Title IV Financial Assistance electronically through the school or on their own through computer use. The website is www.fafsa.ed.gov. To determine if you qualify, you will have to supply some basic information about yourself at the time of application. The school requires that you submit proof of education, age and income. If you are an eligible non-citizen, you must have an alien registration card. You must also have a Social Security number when you apply or your application will not be processed.

Criteria for Selection of Eligible Applicants

The academic year for Rivertown School of Beauty, Barber, Skin Care & Nails consists of 900 clock hours. How much the student will actually receive depends on the following factors:

1. Your student aid index number;
2. The cost of education at your school;
3. How long you will be enrolled in the academic year.

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the school.

Academic Year

Rivertown School of Beauty, Barber, Skin Care & Nails operates on the academic year beginning July 1 and ending on June 30 each year. Cosmetology and Barber programs consist of 1500 clock/credit total hours. Nail Technician program consist of 600 clock/credit total hours and Esthetician program consists of 1000 clock/credit total hours.

The programs are divided into pay periods for Financial Aid purposes. These pay periods are as follows:

Cosmetology/Barber

0-450 Hours
451-900 Hours
901-1200 Hours
1201-1500 Hours

Nail Technician

0-300 Hours
301-600 Hours

Esthetics

0-450 Hours
451-900 Hours
900-1000 Hours

Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Progress Policy.

Re-Establishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 80% and
- 2) Increasing cumulative attendance to 80%

Re-Entry Students/Interruptions

7. *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.*
8. *Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration.*
9. *Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved.*
10. *Re-enrollment is at the discretion of the School Governing Board.*
11. *Decisions by the School Governing Board regarding re-enrollment are final.*
12. *Students approved for re-entry will come back to school in the same SAP status as when leaving*

Appeal Procedure

If a student is determined NOT making Satisfactory Progress, or suspended, the student may appeal the negative determination. The student must submit a written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress. If applicable, financial aid funds will be reinstated to eligible students.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress.

Determining the Amount of your Financial Aid

To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants. The school will then process the information electronically to determine eligibility. Once eligibility is determined, the student's account is paid and the student receipted accordingly. The student will receive the award in two payments, one at the beginning of school and the second after one-half of the academic year.

Verification

If an applicant is selected for verification through central processing center, the Financial Aid Officer will counsel with the student and the student will provide the proper documentation for verification procedures. The verification documents will be maintained in the students financial aid file.

Financial Need

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution. The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

FINANCIAL AID PROGRAMS

The schools administer federal programs of student assistance. Included are the Pell Grant Program, and the William D. Ford Direct Student Loan Program. If you are enrolled or accepted for enrollment and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs.

Pell Grants

Unlike loans, grants do not have to be repaid but the student has to maintain satisfactory progress in order to maintain eligibility for the grant. The student must submit the completed Application for Federal Student Aid (FAFSA) to the school. The school will then process the information electronically to determine eligibility.

William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan Program enables students to borrow money from the government at a low interest rate to meet educational expenses. A student may not borrow more than the cost of education at your school, less any other

financial aid you may receive and your expected family contribution. To be eligible for a Direct loan, the student's financial need must be evaluated. To apply for the Direct Loan, the student must first be accepted by the school, then obtain an application and complete the student or borrower section. After completing the school's portion of the loan application, the school will electronically process the information given. Once eligibility has been established, the student will sign a promissory note to be processed before funds are released for disbursement to the student. All Direct Loans will be disbursed in two (2) installments for any enrollment period that ends nine months after the start date. The first disbursement is made thirty (30) days after the start date and the second disbursement after one half of the academic year. No disbursement may exceed one half of the loan amount.

Undergraduate students may borrow up to \$3,500.00 a year. There are no application deadlines for Direct Loan program. Repayment begins six (6) months after the student graduates or withdraws from attendance of school. When a student leaves school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and the Federal Government can sue to collect, and the student will be ineligible for any further financial aid.

School Verification Paperwork Policy

1. Any student needing paperwork signed or a document stating they are in school, attending as scheduled, and/or in satisfactory progress must see the School Director.
2. You must be in attendance as scheduled and in your uniform to receive your paperwork, or get it signed.
3. Any documents not filled out and signed by the School Director are null and void.
4. Your instructor, Admissions representative, etc. cannot provide nor sign-off on these documents for you for any reason.
5. Documentation will not be provided if you are not in satisfactory progress. If your attendance, theory grades, or practical grades are unsatisfactory, it is reported unsatisfactory.
6. Documents provided and/or signed for verification include, but are not limited to:
 - DFACS
 - Public Housing
 - Food Stamps
 - Unemployment
 - Car Insurance
 - Bus Passes

Veteran Administration Benefits/ Post 911 Payments

It is Rivertown School of Beauty, Barber, Skin Care & Nails' policy that if the student withdraws, student understands that the Veterans Administration may bill said student for not completing the course. If this happens, it is not the school's responsibility; it is the student's responsibility to cure said debt. The only funds to be given to student are if student's Post 9/11 payment creates a student overpayment, said overpayment shall be refunded to the student within 14 Fourteen days of withdrawal. Rivertown School of Beauty, Barber, Skin Care & Nails' policy complies with the Veterans Administration's School Debt Fact Sheet which states whose responsibility a debt is, whether it is school or student.

VA Funding Protocol

The VA only pays for what they call "seat time" – time you are physically scheduled to be in school. Following are the amount of weeks they will pay for:

Barber/Cosmetology (day) – $1500/32.5=46$ weeks
Barber/Cosmetology (2:00 schedule) – $1500/26.5=56$ weeks
Barber/Cosmetology (evening) – $1500/25=60$ weeks
Nails – $600/22=27$ weeks
Esthetics – $1000/22=45$ weeks

When you are certified, holidays the school will be closed are added on to the amount of weeks you are approved for.

They are expecting you to miss no time of school, however they are aware many of you have VA appointments. The VA will not extend your time. If you are still in school past seat time (what they will pay for), you will not be paid for being in school and may create a VA debt of all funds student received while enrolled.

If an eligible Service Member decides to use Tuition Assistance (TA), this school will enroll him/her "only" after the TA is approved by the individual's ESO, Military Counselor or Service".

Department of Veterans Service – Title 38 U.S. Code Section 3679(e) School Compliance

Purpose: To ensure eligible veterans utilizing Chapter 31, Vocational Rehabilitation & Employment and Chapter 33, Post 9/11 GI Bill ® benefits are not being imposed a penalty due to the delayed disbursement of funds from the Department of Veterans Affairs (DVA).

- a) Covered Individual: any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits
1. Any covered individual may attend or participate in the course of education of their choice provided by Rivertown School of Beauty, Barber, Skin Care & Nails in which the individual provides to the school no later than the first day of their chosen course start date, the following:
 - a. Certificate of Eligibility (can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website)
 - b. Picture ID (State or Federal)
 - c. High School Diploma or GED
 2. Rivertown School of Beauty, Barber, Skin Care and Nails will not impose any penalty, including the assessment of late fees, the denial of access to classes or the requirement that an eligible individual borrow additional funds because of the individual's inability to meet his/her financial obligations to the Institution due to the delayed disbursement funding from VA under Chapters 31 or 33.
 3. If an eligible veteran or eligible person fails to enroll in or pursue a course for which an educational assistance or subsistence allowance payment is made, the amount of such payment and any amount of subsequent payments which, in whole or in part shall become an overpayment and shall constitute a liability of such veteran or person to the United States and may be recovered from any benefit otherwise due such veteran or person under any law administered by the Department of Veterans Affairs or may be recovered in the same manner as any other debt due the United States.
 4. Payment of educational assistance or subsistence allowances to eligible veterans pursuing the program of education or training shall be paid only for the period of such veterans' enrollment in, and pursuit of, such program.
 5. No amount shall be paid to any eligible veteran for any period when such veteran is not pursuing such veteran's course in accordance with the regularly established policies and regulations of Rivertown School of Beauty, Barber, Skin Care & Nails to include:
 - a. 80% (AMA) attendance average
 - b. 80% GPA average

Career Planning

How much does a Barber make in the United States? The average Barber salary in the United States is **\$31,918** as of November 25, 2020, but the range typically falls between **\$25,695** and **\$38,438**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.

How much does a Cosmetologist make in the United States? The average Cosmetologist salary in the United States is **\$27,201** as of November 25, 2020, but the range typically falls between **\$22,601** and **\$33,301**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.

How much does a Esthetician make in the United States? From anti-aging and rejuvenation skin care services for the face and body to waxing and makeup artistry, the skin care services industry is more popular than ever and growing at an impressive clip. According to the BLS, there were 71,800 estheticians in 2018; by 2028, this number is projected to increase by 11% to 79,600. The median salary for these skincare experts is **\$31,290 (\$15.05)**, with the top 10% earning **\$59,790 (\$28.75)**. But among those whose job is focused on the beautification of the skin, these salary stats don't often tell the whole story

How much does a Nail Technician make in the United States? The average Nail Technician salary in the United States is **\$20,631** as of November 25, 2020, but the range typically falls between **\$18,227** and **\$23,783**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.

Career Opportunities

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Barber, Nail Technician or Esthetics. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Cosmetology or Barber, Nail Technician or Esthetician.

Job Placement

Rivertown School of Beauty, Barber, Skin Care & Nails assists with job placement for all currently enrolled students, as well as graduates. Rivertown School of Beauty, Barber, Skin Care & Nails does not guarantee any student a job after completion of the course; however we will assist in any way possible to ensure our graduates are able to practice in their prospective field. Local salons/shops continuously contact the school to recruit new employees and/or inform us of openings. This information can be retained by speaking with the School Director.

Prospective employers do call to check prospective employees' school status (i.e. attendance, theory grades, practical grades, professionalism, behavior, write-ups, etc.). This information is released provided the student authorizes the release of those records in writing. Failure to permit Rivertown School of Beauty, Barber, Skin Care & Nails to release information regarding your performance while in school may hinder you from obtaining a position within the company inquiring. Rivertown School of Beauty, Barber, Skin Care & Nails will not release any false information as to keep a good rapport with all businesses within this industry.

Basic Cosmetology Program Educational Objective

The objective of the Cosmetology program is to train students in the basic skills required by the State Board of Cosmetology. After a Cosmetology student passes the examination given in Macon, Georgia he/she must apply to the state for a Master license and may become available for employment in Georgia in the beauty industry.

Basic Cosmetology Curriculum

The curriculum for students enrolled in a school of cosmetology for a complete course of fifteen hundred (1,500) credit hours for training shall be as follows:

(a) Level 1 instruction shall be provided by a licensed master cosmetology instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client/patron. Of these two hundred fifty (250) hours, two hundred twenty five (225) shall be theory and training on mannequins, and of the final twenty five (25) hours, fifteen (15) hours shall be on skin care and ten (10) hours shall be on nail care. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Theory = (40) - (40 theory hours/40 clock hours);

- (i) chemistry;
- (ii) cleansing and disinfection;
- (iii) EPA; OSHA, infection control standards; blood spill procedures; and
- (iv) AIDS; HIV; and communicable diseases.

2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours);

- (i) the chemistry of permanent wave solution and its reaction;
- (ii) the chemistry of relaxers and their reactions; and
- (iii) the principles of permanent wave rod placement.

3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours);

- (i) the chemistry of color;
- (ii) principles of color application; and
- (iii) the chemical reaction of hair color.

4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours);

- (i) hair analysis;
- (ii) scalp condition; and
- (iii) treatments.

5. Theory of Hair Cutting = (25) - (25 theory hours/25 clock hours);

- (i) proper handling and care of instruments.

6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours);

- (i) proper procedure of shampooing;
- (ii) knowledge of shampooing formulas; and
- (iii) water temperature.

7. Theory of Hairdressing/Hairstyling = (35) - (35 theory hours/35 clock hours);

- (i) 20 hours training on mannequins; and
- (ii) 15 hours training on live models (without compensation).

8. Theory of Nail Care and Skin Care = (25) - (25 theory hours/25 clock hours);

- (i) concepts and principles of nail care procedures and correct handling of instruments - (10 theory hours/10 clock hours); and
- (ii) concepts and principles of skin care procedures and techniques - (15 theory hours/15 clock hours).

(b) Level 2 theory and service application hours on patrons may begin when a student has completed two hundred fifty (250)

theory hours in the above curriculum, with a minimum passing score of eighty percent (80%). The student may then progress to Level 2 theory, practical training, and service application hours on live subjects. The Level 2 curriculum shall be as follows:

1. Theory = (100) - (100 theory hours/100 clock hours);

(i) cleansing and disinfecting;

(ii) physiology;

(iii) electricity;

(iv) safety precautions;

(v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;

(vi) salesmanship;

(vii) telephone etiquette; and

(viii) salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours).

3. Laboratory = (50) - (50 service application hours/50 clock hours); shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out = (255) - (170 service application hours/170 applications); shall include shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.

5. Hair Cutting and Shaping = (124.5) - (124.5 service application hours/166 applications).

6. Permanent Waving = (150) - (150 service credit hours/50 applications).

7. Chemical Hair Relaxing = (139) - (139 service application hours);

(i) virgin application - (82 service application hours/42 applications); and

(ii) chemical retouch - (57 service application hours/38 applications).

8. Hair Coloring and Hair Lightening = (155) - (155 service application hours);

(i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);

(ii) virgin color - (40 service application hours/20 applications);

(iii) color retouches - (20 service application hours/10 applications);

(iv) hair bleaching and lightening - (80 service applications hours/40 applications);

(I) virgin hair lightening (32 service application hours/16 applications);

(II) retouch hair lightening (20 service application hours/10 applications); and

(III) foiling techniques and placement - (28 service application hours/14 applications).

(v) predisposition tests - (3 service application hours); and

(vi) color removal - (3 service application hours).

9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications); shall include brushing and manipulations, corrective treatments, and reconditioning treatments.

10. Facial Treatment, Make-up, and Hair Removal = (52.5) - (52.5 service application hours):

(i) facial treatments - (30 service application hours/30 applications);

(ii) make-up applications - (20 service application hours/20 applications); and

(iii) brow and lash tint - (2.5 service application hours/5 applications).

11. Hair Removal = (30) - (30 service application hours):

(i) lip, chin, and face (tweezing, waxing, threading) - (10 service application hours/20 applications);

(ii) brow tweezing - (10 service application hours/20 applications); and

(iii) brow waxing - (10 service application hours/20 applications).

12. Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

(i) implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);

(ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications);

(iii) pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);

(iv) hair removal and waxing stations - (1 service application hour/2 applications); and

(v) manicure stations - (1 service application hour/2 applications).

13. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours):

(i) manicures with hand and forearm massage - (25 service credit hours/25 applications);

(ii) pedicures with foot and leg massage - (20 service application hours/20 applications); and

(iii) nail sculpting - (45 service application hours/15 applications).

Total Hours: 1,500 credit hours/1,500 clock hours.

Basic Cosmetology Program Student Books

1. *Milady Standard Textbook of Cosmetology*

2. *Milady Practical Theory Workbook for Cosmetology*

Basic Cosmetology Program Student Kit:

Mannequins	Mannequin Stand	Pack of Duckbill Clips	Razor
All Purpose/Single Prong Clips	Acrylic Nail Set	Shampoo Capes	Manicure Bowl
Manicure implements	Pair of Shears	Manicure Kit	Curling Irons
Pair of Thinning Shears	Blow Dryer	Spray Bottle	Styling & Round Brushes
Rollers	Color Applicator Bottle	Butterfly Clips	Gloves
Permanent Wave Rods	Tint Bowl/Brushes	All Purpose & Rattail Combs	

Note: Curriculum content and equipment is subject to review and change at any time.

Barber Program Educational Objectives

The objective of the Barber program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Barbers. After a barber student passes the examination held in Macon, Georgia he/she must apply to the state for a Master license and may become available for employment in Georgia in the barber industry.

Barber Curriculum

The curriculum for students in Rivertown School of Beauty, Barber Skin care & Nails for a complete course in barbering is fifteen hundred (1500) credit/clock hours for training shall be as follows:

Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

- (i) chemistry (the basics of physical and chemical changes);
- (ii) cleansing and disinfection;
- (iii) hygiene and good grooming;
- (iv) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp condition;
- (iii) treatments;
- (iv) proper procedure of shampooing (towel application, draping);
- (v) knowledge of shampoo formulas;
- (vi) water temperatures.

3. Shaving - 25 hours:

- (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process).

4. Coloring of Hair - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) bleaching;
- (ii) high and low lighting;
- (iii) permanent color;
- (iv) semi permanent color; and
- (v) temporary rinse.

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

- (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
- (ii) 35 hours of training on mannequins.

6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

- (i) theory of facial massage;
- (ii) equipment; and
- (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of permanent wave solution;
- (ii) technique of placing wave rods on client heads; and

When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After

completion of the first 280 hours of training, the curriculum shall be as follows:

1. Theory - 200 hours;

2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

- (i) proper handling of instruments;
- (ii) improper handling of instruments;
- (iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

- (i) proper handling of instruments;
- (ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, et seq., and the Rules for Solid Waste Management, Chapter 391-3-4-.15 (e) applicable to razor blade disposal in solid waste.
- (iii) improper handling of instruments;
- (iv) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

- (i) proper procedure of shampooing;
- (ii) knowledge of shampoo formulas;
- (iii) water temperature.

5. Facial Hair Design and Waxing - 10 hours = 30 applications

6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp conditions;
- (iii) treatments.

7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of cold wave solution relaxers and reaction;
- (ii) techniques of placing cold wave rods on client's head;
- (iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor - 200 hours.

Total Hours: 1500

Barber Program Student Books:

1. Milady Standard Textbook of Barber Stylists
2. Milady Practical Workbook for Barber Stylists

Barber Program Student Kit:

Rattail Combs	Mannequins	All Purpose Combs
Mannequin Stand	Cloth Cape	Thinning Shears
Barber Shears	Neck duster	Clippers
Edgers	Razor with blades	Club Brush
¾" Curling Iron	Clipper Oil	Blade Wash
Shampoo Cape	Talcum Powder	Blow Dryer
Round Styling Brushes	Tint Bowl/Brush	Nick Relief

Note: Curriculum content and equipment is subject to review and change at any time.

Esthetician Program Educational Objectives

The objective of the Esthetic program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Cosmetology. After a student passes the examination held in Macon, Georgia or Atlanta, Georgia, he/she must apply to the state for a Master license and may become available for employment in Georgia in the esthetic industry.

Esthetics Curriculum

The curriculum for students enrolled in a school of cosmetology for a complete course of one thousand (1,000) credit hours for training shall be as follows:

(a) Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one hundred fifty (150) shall be

Professional Practices, twenty (20) shall Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Professional Practices = (150) - (150 theory hours/150 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) bacteriology, cleansing and disinfection;
- (ii) personal hygiene;
- (iii) public health and safety;
- (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;
- (v) AIDS, HIV, and communicable diseases;
- (vi) methods; and
- (vii) facility hygiene, clean-up applications and procedures.

2. Professional Ethics = (20) - (20 theory hours/20 application/clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) professional attitude; and
- (ii) personal image.

3. Business Practices = (80) - (80 theory hours/80 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) State Board Rules and Laws;
- (ii) esthetician salon development;
- (iii) business insurance;
- (iv) client records;
- (v) confidential ethics;
- (vi) medical record keeping;
- (vii) write your resume; and
- (viii) the job interview.

(b) Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of eighty percent (80%). After completing two hundred fifty hours of Level 1 training, the student may progress to the clinic floor to perform 750 required Level 2 service application hours on a live subject. The Level 2 service application curriculum shall be as follows:

1. Sciences = (320) - (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) histology of the skin:
 - (I) cell; and
 - (II) tissue.
- (ii) dermatology and physiology:
 - (I) structure of the skin and glands;
 - (II) functions of the skin and glands;
 - (III) conditions and disorders of the skin;
 - (IV) physiology of color; and
 - (V) morphology.
- (iii) Theory:
 - (I) medical terminology;
 - (II) medical charting;
 - (III) clinical cleansing and disinfection;
 - (IV) patient psychology;
 - (V) customer service;
 - (VI) advanced skin analysis/diseases; and
 - (VII) camouflage make-up.

2. Cleansing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

- (i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications);
- (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and
- (iii) hair removal and waxing stations - (1 service application hour/2 applications).

3. Body Treatments = (70) - (70 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) massage - (25 service application hours/25 applications);
- (ii) wraps - (15 service application hours/15 applications);
- (iii) cellulite - (10 service application hours/10 applications);

- (iv) aromatherapy - (10 service application hours/10 applications); and
- (v) reflexology - (10 service application hours/10 applications).

4. Facials = (115) - (115 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) spa facials - (75 service application hours/75 applications);
- (ii) machine facials - (30 service application hours/30 applications); shall include the following:
 - (I) client consultation and skin analysis;
 - (II) cleansing;
 - (III) manipulations;
 - (IV) toning;
- (iii) pre-op therapy - 5 service application hours/10 applications); and
- (iv) post-op therapy - 5 service application hours/10 applications).

5. Make-up = (90) = (90 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) client consultation and skin analysis - (20 service application hours/40 applications);
- (ii) application - (30 service application hours/30 applications);
- (iii) contouring - (10 service application hours/20 applications);
- (iv) color accent - (10 service application hours/20 applications);
- (v) camouflage make-up - (10 service application hours/10 applications); and
- (vi) eye lash tabbing and strips - (10 service application hours/20 applications).

6. Hair removal = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications);
- (ii) leg waxing - (20 service application hours/20 applications);
- (iii) bikini waxing - (10 service application hours/20 applications);
- (iv) torso, back, and arm waxing - (10 service application hours/20 applications); and
- (v) brow arching and shaping - (25 service application hours);
- (I) brow tweezing and threading - (10 service application hours/20 applications);
- (II) brow waxing - (10 service application hours/20 applications); and
- (III) brow lashing and tinting - (5 service application hours/10 applications).

7. Spa/salon management = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) front desk;
- (ii) marketing: business, client, product;
- (iii) managerial responsibilities;
- (iv) client retention and tracking;
- (v) business management;
- (vi) business record management; and
- (vii) profit and loss statement management.

Total hours – 1,000 credit hours.

Esthetician Program Student Books:

1. Milady Standard Textbook of Esthetics
2. Milady Practical Workbook for Esthetics

Esthetician Program Student Kit:

10 Well Makeup palette	3" Slanted tweezer	Comedone Extractor
Cool Mist Astringent	Body Brush Set	Eye Applicators
Eyelash Curler	Pencil Sharpener	Spatulas
Facial Mixing Bowl	Lip Brushes	Mascara Wands
Gloves	Facial Kit	Disposable Round Sponges
Cosmetic Make up	Non Woven Wax Strips	Cotton Rounds/Swabs/Balls/Roll

Note: Curriculum content and equipment is subject to review and change at any time.

Nail Technician Program Educational Objectives

The objective of the Nail Technician program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Cosmetology. After a student passes the examination held in Macon, Georgia or

Atlanta, Georgia, He/she must apply to the state for a Master license and may become available for employment in Georgia in the nail technician industry.

Nail Technician Curriculum

The curriculum for students enrolled in a school of cosmetology for a complete course of six hundred (600) credit hours for training in the nail technician course shall be as follows:

(a) Level 1 Instruction shall be provided by a licensed master cosmetology instructor or licensed nail technician instructor. Each school or licensed instructor shall require each student to successfully complete one hundred forty (140) hours of Level 1 training before the student performs clinical services on a client/patron. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first one hundred forty (140) hours of training, which are intended to be theoretical in nature.

(1) Theory = (140) - (140 theory hours/140 clock hours):

- (i) personal hygiene, professional ethics, and customer relations;
- (ii) cleansing and disinfection, public health and safety, infection control and bacteriology;
- (iii) AIDS, HIV, and other communicable diseases;
- (iv) EPA, OSHA, other government standards, blood spill procedure;
- (v) physiology and anatomy, including that of the hands, arms, feet, and legs;
- (vi) the art of massage and massage techniques, introduction to reflexology;
- (vii) nail composition and structure, nail disorders and nail diseases;
- (viii) chemistry, including product knowledge, composition, usage, safety, and hazardous materials;
- (ix) methods and procedures and implements, including their usage and safety;
- (x) salon business;
- (I) salon development and business operations;
- (II) client consultations;
- (III) business development;
- (IV) marketing, advertising, and retailing;
- (V) career/business planning, including preparation for interviews, resume writing, and goal setting; and
- (xi) Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students.

(b) Level 2 service application hours on live subject may begin when a student has completed the one hundred forty (140) required theory hours in the Level 1 curriculum, with a minimum passing score of eighty percent (80%). The student may then progress to the clinic floor to perform 460 service application hours on live subjects (hours and applications apply to a full set only). The Level 2 service application curriculum shall be as follows:

(1) Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

- (i) implements (brushes, tools, and nail care implements) - (3 service application hours/6 applications); and
- (ii) manicure stations, pedicure spas, beds and equipment - (2 service application hours/4 applications).

(2) Manicure with hand and forearm massage (basic, hot oil, and various spa manicures) = (70) - 70 service application hours/70 applications);

(3) Pedicure with foot and leg massage (basic and various spa pedicures) = (60) - 60 service application hours/60 applications);

(4) Nail Sculpting = (60) - 60 service application hours/30 applications);

(5) Artificial tip application with overlay = (60) - 60 service application hours/30 applications);

(6) Nail wrapping (silk, linen, etc. on natural nails only) = (20) - 20 service application hours/20 applications);

(7) UV Gel Nails = (20 service application hours/20 applications);

(8) Fill-in application = (40) - (40 service application hours/40 applications);

(9) Artificial nail removal/nail repair = (10) - (10 service application hours/20 applications);

(10) Professional nail drill usage with professional drill designed for fingernails only = (5) - (5 service application hours/10 applications);

(11) Nail art techniques = (5) - (5 service application hours/5 applications);

(12) Airbrush nail art = (5) - (service application hours/5 applications);

(13) Paraffin treatments on hands and feet = (5) - (5 service application hours/10 applications); and

(14) Student competition: advanced techniques and related subjects = (20) - (20 service application hours/20 applications).

TOTAL HOURS -600 credit/clock hours.

Nail Technician Program Student Books:

1. Milady Standard Textbook of Nails
2. Milady Practical Workbook for Nails

Nail Technician Program Student Kit:

Finger Bowl	Towelette Squares	Natural Square Nail Tips	Foot File	Gloves
Cuticle remover/oil	Odorless Nail Liquid	Exfoliating Scrub	Nail Polishes	Drill Bits
Brush/Surface Cleaner	Fingernail Clipper	Nail Files	Gel Nail Kit	Spatulas,
Q-tips	Pedicure Slippers	Tweezers	Top & base coat polishes	

Note: Curriculum content and equipment is subject to review and change at any time.

Student Appreciation

We appreciate you choosing to attend this institution to further your education, as well as your cooperation in allowing this program to run smoothly. All of the above information is for the steady flow of productivity daily, and health and safety of all while in this building. A school is only as productive as the successful students it graduates. We truly want to train prosperous, professional individuals that can kick the doors off the hinges in this industry. Our expectations are high, but with them, your success is limitless. Please take each and every directive as a teaching tool to make you that much better than what you were when you started. Take advantage of every ounce of information from every licensed individual in this building. Your success is truly our product.

Program & Handbook Changes

The contents of this handbook are for informational purposes on how the program is run only and are not to be considered as an enrollment contract between a student and Rivertown School of Beauty, Barber, Skin Care & Nails. Rivertown reserves the right to change any provision listed in this handbook without furnishing actual notice to individual students. Information changes will be given during school assemblies/meetings. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements, written and verbal.

Catalog Addendums

Tuition And Expenses

COURSE	ENROLLMENT	KIT/BOOKS	TUITION	TOTAL	HOURS
Cosmetology	\$100.00	\$1,300.00	\$18,000.00	\$19,400.00	1500
Barber	\$100.00	\$1,300.00	\$18,000.00	\$19,400.00	1500
Nail Technician	\$100.00	\$1,200.00	\$7,200.00	\$8,500.00	600
Esthetics	\$100.00	\$1,200.00	\$12,000.00	\$13,300.00	1000

Terms of Payment

1. In addition to Financial Aid Assistance available for students who qualify, individual financing is available.
2. If collection agency is used, the student is responsible for all debts incurred from collecting said debt.
3. For students who self pay , the following schedule will be followed:

Cosmetology & Barber \$19,400.00	10% Down	11 Installments
	\$1,800.00	\$1,600.00
Nail \$8,500.00	10% Down	6 Installments
	\$850.00	\$1,275.00
Esthetics \$13,300.00	10% Down	11 Installments
	\$1,200.00	\$1,100.00

Extra Institutional Charges

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$12.00 per hour until completed.

Updated: August 1, 2022

Uniform Policy

Rivertown is committed to providing a safe, studious, hygienic and sanitized learning and customer service environment. All students shall observe the uniform mode of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in both the educational and customer service environment.

Uniforms must be worn appropriately the entire time you are on the clock.

- a) **PANTS –**
 - i. Scrub pants – any color
 - ii. No sagging pants or oversized pants below waist line
 - iii. No holes, rips or tears
- b) **PERSONAL JACKETS –**
 - i. Are not to be worn while on the clinic floor areas
 - ii. If you are cold, there are long sleeve shirts available for purchase, or
 - iii. Allowed to wear as an under shirt below the Rivertown School T-shirt
- c) **SHIRT:**
 - i. RIVERTOWN T-SHIRT
 - 1. If there are stains and/or holes in your shirt, YOU WILL BE REQUIRED TO PURCHASE ANOTHER SHIRT IN ORDER TO ATTEND CLASS
- d) **SHOES**
 - i. Clean, comfortable closed toe sneakers, loafers and similar shoes
 - ii. No open toe shoes that expose heels, toes, or sides of foot are permitted
 - iii. No slides, sandals, crocs or lookalikes with holes, shoes resembling house wear/slippers
- e) **STUDENTS ARE NOT TO HAVE BARE LEGS OR FEET PER STATE BOARD.**
 - i. No bare skin showing at ankle; must have socks or stockings on
- f) **SMOCKS –**
 - i. Black (white for Estheticians) in color
 - ii. Only worn performing a service on a client on the clinical floor
- g) **HEAD DRESSINGS –**
 - i. No caps, hats, or bandanas are to be worn in building
- h) **ACCESSORIES –**
 - i. Tattoos that are extremist, indecent, sexist or racist are prohibited from being exposed
- i) **RELIGIOUS ACCOMMODATION –**
 - i. Request an accommodation from the Administration
 - ii. Initiate request in writing and include relevant information:
 - 1. A description of the accommodation you are requesting
 - 2. Reason you need an accommodation
 - 3. How the accommodation will help resolve the conflict between your religious beliefs and practices of one or more of the uniform requirements
 - 4. Suggest specific reasonable accommodations that would resolve any such conflict
 - 5. Rivertown School of Beauty, Barber, Skin Care & Nails is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on Rivertown School of Beauty, Barber, Skin Care & Nails.
- j) **Excellent personal hygiene is a must!**
- k) Working students may change clothes the last 5 minutes of the day, after sanitation and all other requirements have been performed.
- l) Violations on the Uniform Policy will result in disciplinary action. Suspensions will be given to multiple offenders.

Revised: August 2022

