Crevier’s

*Academy of Cosmetology Arts*

*Celebrating over 65 years in Education*

***School Catalog***

***March 2024***

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##

## HISTORY & LOCATION

Crevier’s Academy of Cosmetology Arts is located at 240 West Idaho in Kalispell, MT and has been a debt free family owned and operated corporation, since 1958. The school is one block from Kalispell Center mall and Main Street.

CREVIERS ACADEMY OF COSMETOLOGY ART’S HAS BEEN LICENSED AND BONDED SINCE 1958.

## CORPORATE OWNERS

Martin Crevier

Tausha Crevier

## SCHOOL MANAGERS

Marty Crevier

Tausha Crevier

## STAFF & CREDENTIALS

MARTIN CREVIER – Owner, Instructor, financial aid TAUSHA CREVIER - Owner, Instructor

MADISON CREVIER – Instructor, Manager MORGAN CREVIER – Office Manager, Financial aid LAURA GYER - Instructor

THERESE BRININGER – Esthetics Instructor KASSAUNDRA FLAMMOND – Freshman Instructor

## FACILITIES & EQUIPTMENT

Our 6500-square foot building is very bright and open with 48 cosmetology/barber/manicure stations, 5 esthetic beds, a large classroom, freshman training room, and break room. Our classrooms have access to up-to-date library materials including media, books, and technical on all aspects of Cosmetology, Barbering, Manicuring, and Esthetics.

The school has a great variety of clientele year-round. This gives our students hands-on experience that prepares them with skills needed for future job placement. Our well-established clientele helps keep tuition affordable and provides real-life training for students. If students do not have clients booked, our instructors schedule projects for students on mannequins and other students to further advance their skills.

We utilize educational leaders in Cosmetology and Barbering such as, **Milady** for theory & practical education along with other supplemental sources including **Pivot Point** education systems and **Wahl** clipper training. **Schwarzkopf** is our primary hair color and retail product line. Schwarzkopf provides great up to date advanced **Color & Cutting Education** with Certified Educators throughout the year.

**Young Nails** is primarily used for artificial gel and acrylic nail enhancement education along with other sources for nail art.  **Gel -x and ploygel** are also used for teaching.

We partner with **Biotheraputic** for advanced esthetic machines. **Eva’s Esthetics** (organic natural line) for our facial line & body wraps. Our main body wax line we use for education is **Beriden** by the world famous ‘Wax Queen’.

**Amber** products are also used for waxing, paraffin, body & facial services.

## CLASS STARTING DATES

Student may apply for enrollment at any time in the school calendar year. Cosmetology, Barber and Manicuring classes usually begin the first Tuesday of February, May, September, and November. Esthetics classes start in April and October. Teacher Training and microdermabrasion classes begin when available. Class start dates are subject to change, please contact the school to confirm start dates.

School is not in session during the following holidays: JULY 4th , CHRISTMAS DAY, NEW YEARS DAY, THANKSGIVING, MEMORIAL DAY & LABOR DAY. If Christmas, New Years, or the 4th of July should land on a Tuesday or Thursday, we may be closed on the Monday before or Friday after.

At the school’s discretion, there may be other necessary closure days, such as weather (emergency road travel). Students will be notified.

## MISSION STATEMENT GOALS & OBJECTIVES

IT IS THE MISSION OF CREVIERS ACADEMY OF COSMETOLOGY ARTS TO PROVIDE POST-SECONDARY STUDENTS WITH A POSITIVE LEARNING ENVIRONMENT AND A PATHWAY TO CAREER SUCCESS.

WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, AGE, COLOR OR ETHNIC ORIGIN

## SCHOOL\CLASS SCHEDULE

Hours of educational operation are Monday-Friday 9AM – 4PM. Students have the option to stay until 8:00pm some evenings. This is a free option for students, no extra tuition is charged. Theory class is each day from 9AM-10AM. A 1-hour lunch for cosmetologists, estheticians, and manicurists may be taken, if possible, each day.

Theory is held every morning from 9AM-10AM. Crevier’s Academy of Cosmetology Art’s uses Milady’s textbooks, online CIMA program and other teaching aids for theory education. Multiple choice tests will be taken after each chapter is studied. Extra credit projects may be given.

Scores are calculated for GPA’s monthly & quarterly. Make-up work\tests must be done as soon as a student returns to school and is the responsibility of the student.

Practical scores are evaluated after a student’s first 20% & last 20% of required hours have been

completed. These scores must be evaluated and passed by an instructor. Each task can be performed on a mannequin, a client, or another student.

Students falling below the required minimum will be placed on academic probation. If the student does not bring his\her grade up during this time the student may be terminated.

## ADMISSION REQUIREMENTS

The institution only admits students who provide:

1. Proof that the student is beyond the age of compulsory education.

2. Certificate of completion from a high school or secondary education or equivalent. For students with a foreign high school diploma or equivalent, the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

3. Copy of birth certificate or valid picture ID (DL).

4. Application for admission with $100.00 application fee must be paid.

5. Transfer students must submit a copy of their hours from their previous school and proof of being in

satisfactory progress and in good standing with that school. All verified hours will be accepted.

6. All necessary paperwork must be complete before students will receive notification of acceptance.

7. This school does not recruit students already enrolled in a similar program.

8. Re-entry after withdrawing will be allowed at the discretion of the school. Crevier’s Academy does not admit students under the Ability to Benefit criteria.

**PROGRAM OBJECTIVES**

Upon competition of the course requirements, the determined graduate will be able to:

* Project a positive attitude and a sense of personal integrity and self-confidence.
* Practice proper grooming, poise, and effective communication skills.
* Understand employer/employee relationships and respect the need to deliver worthy service for value received.
* Perform the basic analytical and manipulative skills applicable to the program of study.
* Apply the theory, technical information and related matter to assure sound judgements, decisions, and procedures

## COURSE OF STUDY

### The required curriculum for cosmetology students is as follows:

1. 1500 hours of training, of which at least 200 hours is in theory, distributed as follows:
	1. manicuring, 95 hours to include:
		1. manicures (including hand and arm massage and polish).
		2. pedicures (including foot, ankle, and lower leg massage, and polish);
		3. application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art; and
		4. the use of manicuring implements including the electric nail file.
	2. esthetics, 110 hours to include:
		1. skin care (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes);
		2. skin exfoliation (including manual, chemical, and mechanical exfoliation);
		3. waxing and tweezing; and
		4. electricity and light therapy.
	3. shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting), 195 hours;
	4. chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening), 395 hours;
	5. hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears), 155 hours;
	6. salon management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 115 hours; and
	7. chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails, 60 hours.
2. 375 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

**The required curriculum for barbering students is as follows:**

(a) 1100 hours of training, of which at least 150 hours is in theory, distributed as follows:

(i) haircutting (including proper use of implements, e.g., shears, razors, clippers, thinning shears), 185 hours;

(ii) shampoo, scalp treatment, and hair styling (thermal and air styling, hair pieces to include weaves and extensions), 165 hours;

(iii) skin care (including facial shaving, facials, massage, essential oils, facial masks), 45 hours;

(iv) chemical services (waving, relaxing, hair coloring, and lightening), 295 hours;

(v) chemistry, bacteriology, sanitation, sterilization, safety, skin, hair, and scalp anatomy, physiology, blood spill procedure, and diseases and disorders of skin, hair, and scalp, 60 hours; and

(vi) shop management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, and personal grooming, 75 hours.

(b) 275 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

 **The required curriculum for barbering nonchemical students is as follows:**

(a) 900 hours of training, of which at least 100 hours is in theory, distributed as follows:

(i) haircutting (including proper use of implements, e.g., shears, razors, clippers, and thinning shears), 225 hours;

(ii) shampoo, scalp treatment, and hair styling (thermal and air styling, and hair pieces to include weaves and extensions), 205 hours;

(iii) skin care (including facial shaving, facials, massage, essential oils, and facial masks), 55 hours;

(iv) chemistry, bacteriology, sanitation, sterilization, safety, skin, hair, and scalp anatomy, physiology, blood spill procedure, and diseases and disorders of skin, hair, and scalp, 75 hours; and

(v) shop management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, and personal grooming, 90 hours.

(b) 250 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

**The required curriculum for Supplemental Barbering students is as follows:**

1. shall consist of 150 clock hours with at least 25 hours in theory.
2. 100 hours Hair cutting including the proper use of implements. e.g., shears, razors, clippers, thinning shears
3. 25 hours including facial, neck, and outline shaving
4. 25 hours of basic instruction

### The required curriculum for esthetics students is as follows:

1. 650 hours of training, of which at least 65 hours is in theory, distributed as follows:
	1. bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy, 70 hours;
	2. massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, the chemical curling of the eye lashes, and skin exfoliation (including manual, chemical, and mechanical exfoliation), 300 hours;
	3. waxing (face, neck, hands, and superfluous hair anywhere on the body, including tweezing), 50 hours; and
	4. salon management, general facility sanitation and cleanliness, business methods, appointment book, customer service, professional ethics, and current state board laws and rules, 70 hours.
2. 160 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

### The required curriculum for manicuring students:

includes 400 hours of training, of which at least 40 hours is in theory, distributed as follows:

1. 300 hours of training, distributed as follows:
	1. salon management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 60 hours;
	2. bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity, 55 hours;
	3. manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements, a minimum of 35 hours;
	4. use of the electric nail file, 10 hours; and
	5. application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art, a minimum of 140 hours.
2. 100 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

### The teacher training course shall consist of 650 hours and include the following:

1. teaching methods - 245 hours including:
	1. task analysis;
	2. developing instructional objectives;
	3. visual aids and their construction;
	4. motivational tools;
	5. preparation of instructive materials;
	6. lesson planning including:
		1. practical theory classes; and
		2. practical demonstration classes.
	7. fundamentals of speech and public speaking;
	8. methods of test construction;
	9. methods of evaluation or grading; and
	10. curriculum planning and development.
2. general psychology - 75 hours including:
	1. general principles in relation to teaching and counseling;
	2. conflict resolution;
	3. student counseling;
	4. student and teacher relationships; and
	5. public relations.
3. business methods - 115 hours including:
	1. recruitment;
	2. job analysis;
	3. student registration, withdrawal, and hours (tracking, completing, calculating, and verifying);
	4. ethical employee and employer relationship;
	5. salon/booth rental relationship;
	6. professional ethics; and
	7. current state board laws and rules.
4. advanced theory of cosmetology, esthetics, manicuring, barbering, or electrology, and the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course - 75 hours; and
5. 140 hours of instruction shall be at the discretion of the school.

### The required curriculum for Microdermabrasion students is as follows:

To obtain an endorsement, licensees shall complete an additional 50 hours of continuing education in the field of microdermabrasion as follows:

(i)histology of the skin; (ii)bacteriology;

1. client consultation and protection;
2. client pre-care and post-care;
3. product knowledge;
4. theory of technical application of microdermabrasion;
5. disposal of waste products; and (ix)practical application and observation.

A minimum of 50% of the required hours must be taught in theory.

Licensees shall submit to the board a notarized copy of a certificate of completion of training for each machine or device to be used by the licensee. Each certificate must include:

* 1. Licensee name;
	2. Date training was completed;
	3. Number of hours of training;
	4. Name of manufacturer; and
	5. Model number of the machine

Licensees shall advise clients of the necessity for protection of the skin prior to and following an exfoliation procedure.

## THIS COURSE DOES NOT LEAD TO A LICENSE. IT IS AN ENDORSEMENT PROGRAM.

**STUDENT RECORDS**

A student, parent, or guardian of a dependent minor has a right to gain access to their cumulative records by appointment under the supervision of an instructor or staff member.

Information pertaining to a student’s cumulative record will be release only upon written instructions and/or written permission from the student, parent, or guardian of a dependent minor. Access will be permitted to NACCAS in relation to any accreditation process whether initiated by the school or in response to a directive from the Commission. The school will also release information to the Montana Board of Barbers and Cosmetologists upon request.

## GRADING & ACADEMIC INFORMATION

Each enrolled student will be required to maintain a grade point average of 75% to stay in satisfactory progress. Students being funded through other agencies will also need to maintain satisfactory progress to be eligible for funds.

Each student will be graded in three areas. The following grading scale is used to calculate student scores.

THEORY 92-100 A

PRACTICAL 82-91 B

LAB WORK 75-81 C

0-74 Not Passing

## ATTENDANCE

Students enroll 30 hours per week & must maintain 75% attendance at all times to remain in satisfactory progress.

Special circumstances or needs must be discussed with registrar.

**100% attendance is expected during freshman training** (300 hours for Cosmetology, 110 hours for Manicuring, 150 hours for Esthetics, 225 hours for Barbering Chemical, 150 hours for Barbering Non-Chemical. Teacher Training, Barber Supplemental and Microdermabrasion do not have designated freshman training. An evaluation will be calculated each month to determine each student’s attendance averages.

Students are required to notify the school before 9AM if they are unable to attend school that day. If the school does not receive a call before 9AM the student will receive a no-call (should a student accumulate 4- a week will be given off, no hours will be given and no adjustment to original contract). Should a student accumulate another 4 no calls it may be cause for termination.

Students absent for more than 4 consecutive days may be required to provide a **doctor’s** excuse before returning to

school.

Instructors must know at all times where students are. If there are any special circumstances that need to be

arranged, it must be cleared by an instructor.

Students will use a tamper proof time clock to keep track of their hours. Should a student forget to clock in or out that time may be lost.

## CONDUCT AND TERMINATION

Students’ termination dates will be determined by the postmark on a written letter or 4 consecutive days of no contact by the student. Crevier's Academy of Cosmetology Arts reserves the right to dismiss or terminate a student if that student is in violation of the school's policies, or in violation of the state laws and rules, or is not in satisfactory progress.

A fee of $150.00 may be charged for a student withdrawing before their contract ending date. Policies regarding any breach of the student contract/handbook such as tardiness, unexcused absences, inappropriate conduct, dissent, theft, dishonesty, neglect, etc, will be documented and recorded in the student’s file. If the problem persists the student will be put on a warning. If the problem still persists the student will be given a suspension or terminated. After meeting with the instructor and the problem is corrected the student may be allowed to return upon the discretion of the staff. School policies are reviewed at orientation. The student also understands that the school reserves the right to modify the rules. Students will be notified, and a copy of the new policies will be issued to the student.

## GROOMING AND DRESS CODE

**Professional dress is required**. Clean wrinkle free tops and pants are to be worn. ALL clothing must be clean, modest and in good repair. No holes, rips or see through clothing allowed. ABSOULUTELY NO Logo t-shirts, shorts, miniskirts, sweat cloths, hats or hoodies, or clothing with a blue denim appearance will be allowed. Dresses and skirts must be below the knees when sitting down. When wearing leggings blouses must cover the bottom when bending over. School assigned lab coats\aprons are to be worn at all times. No cleavage, underarms, or midriff will be exposed.

Shoes must be clean and in good repair. No open toe, moccasins or slippers etc. All students will practice good hygiene while in attendance.

Hair must be neat, clean, well-groomed and professional looking before 9am each day. Hands and nails must be clean and manicured. Student will be sent home if any of the above policies are not abided by. The student may return after correcting the problem. Instructors will use their professional judgment to determine compliance to dress code.

## GRADUATION REQUIREMENTS

Upon completion of all graduation requirements the school will issue the student a diploma in their course of study.

COSMETOLOGY-COMPLETE 1500 HOURS OF TRAINING

MANICURING - COMPLETE 400 HOURS OF TRAINING

ESTHETICS- COMPLETE 650 HOURS OF TRAINING

TEACHER TRAINING- COMPLETE 650 HOURS OFTRAINING

BARBERING CHEMICAL – COMPLETE 1100 HOURS OF TRAINING

BARBERING NON-CHEMICAL – COMPLETE 900 HOURS OF TRAINING

BARBERING SUPPLEMENTAL – COMPLETE 150 HOURS OF TRAINING

MICRODERMABRASION – COMLETE 50 HOURS OF TRAINING

All financial obligations to school have been met (tuition, charge accounts, other fees) All final paperwork and testing is complete

Student must be in satisfactory progress

**LICENSING REQUIREMENTS**

1. Birth Certificate or Driver’s License for proof of age

2. High school diploma, GED or equivalent

3. Completed 1500 hours of training -cosmetology course, completed 400 hours of training-manicuring course, Completed 650 hours of training-esthetics course, Completed 1100 hours of training-barbering chemical, or Completed 900 hours of training-barbering non-chemical, 150 hours of training barber supplemental.

4. Receive a diploma verifying graduation

5. Proof of passing the NIC practical test and the state written test.

Note: microderm is an endorsement only course offered to licensed cosmetologists & estheticians

**STATE LICENSING AGENCY**

STATE LICENSING AGENCY MONTANA STATE BOARD OF COSMETOLOGY, 301 SOUTH PARK AVENUE, HELENA, MONTANA 59620. PHONE (406)841-2335

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, 3015 Colvin St, ALEXANDRIA, VA 22314 (703)600-7600.

**PARKING & HOUSING**

Parking for students is within 1-2 blocks of the school. Paid parking is also available through the city for a small fee. Customer/client parking only around the building on school premises. Housing is not available through the school. Crevier’s Academy of Cosmetology Art’s will help students find housing if necessary.

**EMPLOYMENT ASSISTANCE & OPPORTUNITIES**

Employment for graduating students is not guaranteed. However, our instructors do notify students of jobs that are available. Salons call for referrals and drop flyers by to be posted on the bulletin board. We visit other salons throughout the year and have salon owners and workers come into the school to teach new techniques. Salon business and interviewing is taught as well.

In today’s world, cosmetology & spa care is not just a luxury but a necessity for most. This change in society is not a temporary change, but a permanent change for our future. As the world changes and becomes more advanced the needs of men & women change as well. The income generated from these fields varies but is endless for the individual.

The individual can choose their source of compensation. Some jobs offer booth rent, wages with commissions or full commissions, or you might prefer owning your own salon, traveling for a company or being an educator of products and services, perhaps even working in a spa. Estheticians have opportunities in the medical field as a medical esthetician. The boundaries are really up to the individuals.

## COSMETOLOGY/BARBERING AS A PROFESSION

Cosmetology is a “hands on”, people-oriented career. People who like people make wonderful cosmetologists. Often people who have considered social work or the medical field turn to cosmetology because it is such a pleasant vehicle through which one can do a service for others. A cosmetologist is a person who cosmetically and psychologically transforms the self-images, and hence the destinies, of fellow human beings!!!

The cosmetology industry provides entry-level opportunities for anyone 17 years and older and offers an opportunity for women and minorities to move into management positions and ownership of their own business.

A cosmetologist can expect an average yearly salary to begin at approximately $14,000.00. Increases will depend on technical skills, experience, a sense of how to deal with people, and personal style, as well as good communication skills. There are cosmetologists who earn in excess of $40,000.00 per year.

Owners and managers in the field can earn in excess of $25,000.00, with a large percentage making $40,000.00 and more.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

## PHYSICAL DEMANDS/SAFETY

This field of work requires extensive amounts of standing (cosmetology) and sitting (manicuring & Esthetics), also a lot of upper arm, shoulder and hand use. Our training will consist of proper posture and positioning of the body during practical procedures. We also recommend exercising to build strength in these areas.

Along with educating & testing student in safety procedures the facility is inspected by the State Board of Cosmetology once a year to ensure safety standards are met.

## 2022 OUTCOME RATES

Graduation Rate: 92.19%

Licensure Rate: 94.34%

Placement Rate: 64.41%

## FINANCIAL ASSISTANCE FACILITIES

VETERANS ADMINISTRATION Federal Student Aid

1840 HWY 93 S **1-800-4-FED-AID (1-800-433-3243)**

KALISPELL, MT 59901 fafsa.ed.gov

755-3795 School code: 041877

Personal loans through **banks**, **finance companies, cash** or **credit cards** will be accepted for payment if a lower monthly payment is needed through school. Private **Scholarships** will also be accepted at this time. Please contact school Financial Aid Director for more information.

COSMETOLOGY

Tuition Application fee Books

Student kit

## TUITION & FEES

$14800.00

$100.00

$325.00

$975.00

 BARBER CHEMICAL

 Tuition ----------------------------------------------------- $12800.00

 Application fee ------------------------------------------- $100.00

 Books ------------------------------------------------------ $325.00

 Student kit ------------------------------------------------ $1175.00

 BARBER NON-CHEMICAL

 Tuition ---------------------------------------------------- $9500.00

 Application fee ------------------------------------------ $100.00

 Books ----------------------------------------------------- $325.00

 Student kit ----------------------------------------------- $1075.00

 BARBER SUPPLEMENTAL

 Tuition ---------------------------------------------------- $2500.00

 Application fee ------------------------------------------ $100.00

 Books ----------------------------------------------------- $325.00

 Student kit ----------------------------------------------- $575.00

MANICURING

Tuition Application fee Books

Student kit

$ 3500.00

$100.00

$325.00

$675.00

 ESTHETICS

 Tuition ------------------------------------------------- $8500.00

 Application fee --------------------------------------- $100.00

 Books -------------------------------------------------- $325.00

 Student kit --------------------------------------------- $875.00

Optional kit additions: Ofra Pro makeup kit $250 - $600

Young Nails Kit gel or acrylic $110 - $165

TEACHER TRAINING

Tuition Application fee Books

Student kit

$ 8500.00

$100.00

$325.00

$300.00

MICRODERMABRASIOn

 Tuition ---------------------------------------------- $ 500.00

NOTE: If a student must attend longer than the contracted time allotted for the course, he or she must pay an extra instructional charge. This charge is based upon a calculated hourly rate: the tuition cost divided by the number of hours in the course.

If a student completes the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and this may result in liabilities owned by the student and/or institution, if applicable.

## PAYMENT METHODS

Student may pay for the full tuition at registration, the first day of school or monthly. All fees, books & kit costs must be paid up front, by or before the first day of school. Books and supplies become the property of the student upon purchase and are non-refundable. The school accepts cash, checks, debit/credit cards (only in the name of student attending), Job services, VA funds, Vocational Rehabilitation, or Title IV funds. Any other payment types must be discussed with the school.

COSMETOLOGY

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1234 per month for 50 weeks of training starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can also be paid in advance at any time.

BARBER CHEMICAL

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1423 per month for 37 weeks of training starting the student’s first day of school and due each month on the student’s starting date. The remaining balances & monies due must be paid before a graduation certificate is issued. Tuition can also be paid in advance at any time.

BARBER NON-CHEMICAL

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1358 per month for 30 weeks of training starting the student’s first day of school and due each month on the student’s starting date. The remaining balances & monies due must be paid before a graduation certificate is issued. Tuition can also be paid in advance at any time.

BARBER SUPPLEMENTAL

All fees and supplies must be paid in full by the first day of class. Tuition then can be divided into two equal payments of $1250. One payment of $1250 will be due on the student’s start date, and the second payment must be paid before the five weeks of training is over and the student is issued a certificate. Tuition can be paid in advance at any time.

MANICURING

All fees and supplies must be paid in full by the first day of class. Tuition then can be divided in two equal payments of $1750. One payment of $1750 will be due on the student’s start date, and the second payment must be paid before the five weeks of training is over and the student is issued a certificate. Tuition can be paid in advance at any time.

ESTHETICS

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1700 per month for 22 weeks of training starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

TEACHER TRAINING

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1700 per month for 22 weeks of training starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

Transfer students will pay all required fees and costs for supplies. Additional tuition may be pro-rated based on hours needed for licensure.

NOTE: Crevier’s Academy of Cosmetology Art’s reserves the right to wave fees, at their discretion, depending on circumstances.

**CREVIER’S REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a a refund of all monies paid to the school less the application fee in the amount of $100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, 5 or 6 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

|  |  |
| --- | --- |
| **PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM** | **TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN** |
| 0.01% to 04.9% | 20% |
| 5% to 09.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, the school may exceed the minimum tuition adjustment settlement. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
* Students who withdraw or terminate prior to course completion may be charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, $100.00 application fee, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
* Unofficial withdrawals are determined by the school through monitoring clocked hours at a minimum of every 30 days. The date of the refund is determined by the last date of attendance.

**CANCELLATION and/or PROGRAM CANCELLATION POLICY**

* + If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun the school shall provide a full refund of all monies paid OR provide completion of the course and/or program.
	+ If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

a.) Provide completion of the course and/or program

b.) Provide a pro rata refund for all students transferring to another school based on the

 hours accepted by the receiving school

c.) Participate in a Teach-Out Agreement d.) Provide a full refund of all monies paid

* + If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

a.) Proved a pro rata refund

b. Participate in a Teach-Out Agreement

**COLLECTION POLICY**

Collection procedures will reflect ethical business practices. Any collection efforts will recognize this Withdrawal and Settlement Policy.

## RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations stipulate that students may forfeit a portion of their federal student financial

assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who: **received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and** **who withdrew or were terminated from the institution during the first 60% of any payment period or period of Enrollment.**

* Eligible Title IV federal aid recipients who fail to complete more than 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution’s refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans,
* Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U. S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student’s loan.
* In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, the school

will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

**OFFICIAL TERMINATION DATE**

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| --- |
| The official termination date of a student shall be the last date of attendance when withdraw occurs in any of the following manners: |
| a) When the school receives notice of the student's intention to discontinue the training program. |
| b) When the student is terminated for a violation of a published school policy which provides for termination |
| c) When a student, without written notice to the school, fails to attend classes for 14 calendar days. |

**SATISFACTORY ACADEMIC PROGRESS POLICY**

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

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology 450 actual hours and 15 weeks

 900 actual hours and 30 weeks

 1200 actual hours and 40 weeks

Esthetics 325 actual hours and 11 weeks

Teacher Training 325 actual hours and 11 weeks

Manicuring 200 actual hours and 7 weeks

Barber Chemical 450 actual hours and 15 weeks

 900 actual hours and 30 weeks

Barber Non-Chemical 450 actual hours and 15 weeks

Barber Supplemental 75 actual hours and 3 weeks

\*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

**WEEKS SCHEDULED HOURS**

Cosmetology (Full time, 30 hrs/wk) - 1500 Hours 66.5 Weeks 1995

Esthetics (Full time, 30 hrs/wk) – 650 Hours 26.6 Wees 865

Teacher Training (Full time, 30 hrs/wk) – 650 hours 26.6 Weeks 865

Manicuring (Full time, 30 hrs/wk) – 400 hours 17.7 Weeks 532

Barber Chemical (Full time, 30 hrs/wk) – 1100 hours 49.3 Weeks 1466

Barber Non-Chemical (Full time, 30 hrs/wk) – 900 hours 40 Weeks 1200

Barber Supplemental (Full time, 30 hrs/wk) – 150 hours 6.6 Weeks 200

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution’s admission’s policy.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

THEORY 92-100 A

PRACTICAL 82-91 B

LAB WORK 75-81 C

0-74 Not Passing

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified of any evaluation in which the student is not meeting satisfactory academic progress. A copy of the students progress evaluation will be kept in the student and is available to the student at any time.Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**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 withdrawn.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed (if applicable). This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS**

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

**NOTES:**