Table of Contents

Mission Statement/ Facilities - Equipment & Textbooks / Administrative Staff and Faculty / Administration, Ownership 3
State Licensing and State and National Agencies

Biographies/ School Policies / Programs Offered 4

Statement of Non-Discrimination / Facts about the Beauty Industry before enrolling/Industry Requirements / School Performance Statistics / State Licensing Disclaimer / Enrollment Information / Education Goals / Admission Requirements for Cosmetology Program and Esthetics Program

Admission Policy - How to Apply / Applicants with Non-Immigrant Visas / Acceptance of Application Process Re-Entry for Withdrawn Students Policy 6-7

Admission of Transfer Students from Another School/Hours Schedule Transfer Procedure between Programs / Class Start Dates /Hours of Operation/Theory and Clinic Floor Hours / Refresher Course / Official Course Language / Programs Available

Cosmetology Program Course - Course Outline /Description Educational Objective/ Program References/ Grading 8-10

Procedures/ State of SC Requirements/ Syllabi /Instructional Methods Program / Text Books/Program Schedule Program Hours/Program Written Exams Practical and Clinical Work/Final Examination/ Graduation Requirements Testing and Grading Procedure and Measurable Performance Objectives

Esthetics Program Course- Course Outline /Description Educational Objective/ Program References/ Grading 11-13

Procedures/ State of SC Requirements/ Syllabi /Instructional Methods Program Text Books/Program Schedule Program Hours/Program Written Exams Practical and Clinical Work/Final Examination/ Graduation

State Board Licensing Requirements / State Board Licensing Application Process / Continuing Education 14

Education Cost of Tuition and Supplies / Tuition Scholarships/Fee Waivers 15

Payment Terms and Fees 16-21

Payment Plan/Federal Return to Title IV Funds Policy/Students Right to Cancel- Institutional Refund Policy Student Financial Aid Release/Eligibility of Financial Aid after a Drug Conviction/ Credit Balance Policy/Policy for Verification of Title IV Funding/Preferred Lender List and Private/ Education Loan Disclosures

Satisfactory Academic Progress Policy 22-23

Dress Code Policy/Additional Client Safety Precautions / Make Up Work and Hours Policy / Policy on Extra Instructional Charges/Time Clock Policy / Tardiness Policy/ Attendance Policy- Excused and Unexcused Absences 24-25

Leave of Absence Policy 26

Internal Grievance Procedure Policy / Student Records, Privacy and File Access Policy / Drug Free Policy /Campus Safety- The Student Right to Know / OSHA Requirements 26-27

Conduct- Rules & Regulations 28

Student and School Relationship Rules and Regulations Policy / Professionalism / Employment Assistance/ Career Opportunities / Assemblies and Extracurricular Activities 28 - 29

Disciplinary Policy / Dismissal/Termination Disciplinary Policies 30

Student Important Information - Orientation / Smokers and Fire Precautions / Parking / Digital Communication Devices / Social Media / Student Personal Services and Discounts / Student Family Services / Lockers / Child Care / Campus Soliciting / School Calendar / Weather Information / Bulletins / Resource Center / Teach-out Plan / Externship / Distance Education Learning / Students Withdrawal / Transcript Request 30-32

Veterans Education and Training Policies 33-34
Mission Statement

“Our mission is to prepare graduates for employment and licensure by raising the bar on teamwork, leadership and commitment to excel as one. We will unite as a team, not as a group. A group is independent people with a common interest only. A team has a common goal and a common interest both dependent and interdependent. They know each other’s strengths and weaknesses and work toward a common goal. The goal is never compromised and attainment is expected. When attained, the bar is raised to a new level and so is the team.” – Vski Mission and Vision

VskiCosmetology School’s goals are to educate cosmetologists and estheticians with all the skills and training necessary to enter the field of cosmetology and esthetic related fields. Upon acceptance of our students, we take the responsibility to help them be the best they can be. Our goal is to prepare our students to pass the State Board Examination, to become professional licensed cosmetologists and estheticians, and to create a positive difference in our profession.

Facilities - Equipment & Textbooks:
The School is incorporated, owned and operated by Chris Venesky of VskiCosmetology School and is located on Sam Rittenberg Blvd in Charleston, SC and serves as the main and only campus currently. The school consists of 3,000 square feet of classrooms, offices, and student salon. The school is housed in spacious, up-dated facility that includes a large clinic, practical work areas, and classrooms. The School contains modern functional equipment: workstations, hydraulic chairs, dryers, shampoo chairs and sinks, esthetic beds, and skin care stations. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere. There are two wheelchair accessible restrooms.

Administration, Ownership, State Licensing, and State and National Agencies:
Headquarters Administration:
Chris Venesky - President/Owner Charleston, SC location
Don Wyant – CPA Accountant
Jennifer Graffeo – Director of Education
Alexis Venesky – Instructor/Staff
Biographies:

**The School Owner:**
The School Owner is the visionary and developer of the School, the staff, and training. All unresolved problems and requests needing assistance from the Director of Education are taken to the School Owner.

Chris Venesky’s journey starts with always trying to better himself. Continually learning and partnering up with professionals in our industry that can give him an opportunity to grow. Being able to be a part of all aspects of our industry, Chris has been able to relate to each individual on all levels therefore giving greater opportunity to help them reach their maximum potential. His passion will never go away for each day is a blessing to walk the walk with other hairstylists. Chris has experienced all areas of the salon journey through assisting his mentors, building his own clientele in a commission-based salon, owning a booth rental and commission salon, as well as owning a salon. His mission goes beyond just providing quality education to individuals related to the industry of cosmetology and esthetics. Helping those to continue growth and motivation, and determined to always want more to achieve. By the constant sharing of new techniques in coloring and cutting it will equip each student to have the confidence to always build a more loyal and deeper clientele as they journey.

**The School Director of Education:**
The School Director of Education is in complete charge of the School, the staff, and your training. If any problems are related to your theory classes or your practical training, you should see your Instructor or Director of Education. All other problems and requests are taken to the School Director. You may request an appointment at any time.

Jennifer Graefeo, born and raised in the lowcountry, has been in the hair industry for 15+ years having all types of experiences with being a stylist first and foremost, previously owning a salon, being an educator as well as a licensed instructor and becoming a national platform artist. She takes pride in her elite education, communication, and service skills empowering stylists as well as her clients. Jennifer’s resourceful business and managerial skills provide ongoing requests from leading artists in the industry by organizing, planning, and executing their stage events at some of the largest hair shows around the country. She loves every aspect of her career and with every experience, looks to share it with anyone who will listen in the hope to pave an easier and profitable journey for them. As the director of education, an active instructor and program developer, she can testify to the outstanding structure of VskiCosmetology School’s preeminent program setting students up for a lifetime of success, in this very well-rounded industry. She is very grateful and excited to be part of this very promising program having worked alongside of this solid team of instructors.

**The Instructors:**
The instructional staff are professional individuals carefully selected for their ability to convey information, knowledge of the craft, and professionalism to each student. They are trained in a certain method and follow lesson plans. It is important to realize that you are the most important instructor in your education. The staff will teach and train you, but you must concentrate on developing physical dexterity and the development of the ability to see balance and form. This skill is developed through constant study, practice, observation of class demonstrations, repetition and critiquing of skills, etc. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice. Only you can help yourself achieve this by being in daily attendance, observing School regulations, continual practice and observation, following daily assignments, and developing good study/work habits. The staff is here to help you achieve your goals.

**School Policies and Responsibility for Catalog:**

Each student is responsible for knowing the information in this catalog. The School reserves the right to change policies and/or revise curricula. Revisions will include a revised date and may include, but are not limited to student enrollment, tuition fees, program offerings curricula courses and their subsequent requirements. Additional information about VskiCosmetology School may be found on our website at [www.vskicosmetology.com](http://www.vskicosmetology.com).

**Programs Offered:**

- **Course Description (All courses are taught in English)**
  - **Cosmetology Program:** 1500 Hours to satisfy South Carolina State Requirements
  - **Esthetic Program:** 450 Hours to satisfy South Carolina State Requirements

This cosmetology program includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing for cosmetologists.

*The skills learned through this program should prepare an individual for entry-level positions within the field of cosmetology.*

This esthetics program also includes extensive instruction and practical experience in facials, waxing, body skin treatments, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing for estheticians.

*The skills learned through this program should prepare an individual for entry-level positions within the field of esthetics.*

*At this time the school does not have any plans to improve or change its educational programs.*

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.
Statement of Non-Discrimination:
The School admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin. VskiCosmetology School accepts applications from a diverse population. Diversity enhances and enriches the educational experience of the students.

Equal Employment Opportunity
It is the policy of the School to provide equal employment and advancement policies without regard to an employee’s race, color, creed, sex, religion, national origin, age, veteran status, marital status, status with regard to public assistance, membership or activity in a local commission, sexual orientation, or disability, as defined in the Americans With Disabilities Act (ADA). All employment related decisions are based solely upon legitimate, job related factors such as skill, ability, past performance, and company needs. This policy will be carried out by the company in a manner consistent with good business practices and procedures, and in compliance with all applicable state and federal laws.

Pre-Enrollment Information
Facts about the beauty industry before enrolling:
This is a career that allows an individual to become their own boss. If interested in joining the cosmetology and esthetic industry, this field requires standing long hours and dedicating time to build a clientele. For more information about the field of cosmetology and esthetics visit: https://www.beautyschools.org/students/careers

Industry Requirements and Considerations:
Applicants interested in pursuing a career in cosmetology, esthetics or a related field in the industry should consider the following aspects in their decision:

1. Develop finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep aware of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

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

School Performance Statistics:
VskiCosmetology School has gathered data to show performance statistics for the most current reporting year:

**Most Recent Annual Report for Cosmetology**
- **Graduation Rate**: 77.27% (Percentage of students whom enrolled and completed the program in full)
- **Placement Rate**: 100.00% (Percentage of students whom graduated and then passed the state board exam)
- **Licensure Rate**: 100.00% (Percentage of students whom became gainfully employed)

**Upcoming Annual Report for Esthetics 2021**
- **Graduation Rate**: 100.00% (Percentage of students whom enrolled and completed the program in full)
- **Placement Rate**: 100.00% (Percentage of students whom graduated and then passed the state board exam)
- **Licensure Rate**: 100.00% (Percentage of students whom became gainfully employed)

State Licensing Disclaimer:
The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the South Carolina Board of Cosmetology to deny licensure. The South Carolina Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. VskiCosmetology School is not responsible for students denied licensure.

Reciprocity
Licensed cosmetologists and estheticians from South Carolina may apply for licenses in their field of expertise in other states and must comply with each state’s laws and rules to become licensed there.
Enrollment Information:
1. **Enrollment periods:** VskiCosmetology School usually begins a new Cosmetology Program and Esthetics Program class approximately every fourteen (12 to 14) weeks, depending upon space availability. Please refer to the Class Start Dates or contact VskiCosmetology School.
2. **Holidays and school closures:** VskiCosmetology School is closed for the following holidays: New Year’s Day, Independence Day, Thanksgiving Day and day after Thanksgiving, Christmas Eve and Christmas Day. VskiCosmetology School reserves the right to include a fall, winter, spring, and summer break. The anticipated graduation date will be extended accordingly to include these times. The school is open for business unless there is a declared State of Emergency. The school reserves the right to close additional days with posted notice.
3. **Enrollment contract:** VskiCosmetology School clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. **Payment schedule:** VskiCosmetology School offers a variety of in-house financial payment options. See VskiCosmetology School Admissions for details.

Education Goals:
VskiCosmetology School strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:
1. To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
2. To maintain an updated program that provides students with the knowledge to compete in their field of study.
3. To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
5. To prepare students to successfully pass the state licensing exam for entry-level employment.
6. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

Admission Policy and How to Apply for Cosmetology and Esthetics Program:
Schedule a visit and tour. Meet staff and students. Learn about curriculum, books and kits, dress code and payment plans. Submit FAFSA (if applicable). Submit items needed for enrollment, sign enrollment agreement and pay fees if applicable. Meet with the Financial Aid Administrator.

1. **Complete The Application Form:** Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from VskiCosmetology School.
2. **Submit Application Fee:** Submit $100 application fee to VskiCosmetology School. This fee is not included in the cost of tuition.
3. **Optional extension essay:** You will find essay topics you can complete and submit for review as a part of “our getting to know you”.
4. **Personal Interview:** Applicant must complete a personal interview during the “Initial Tour/Interview Checklist” with the Admission’s Team prior to registration.
5. **Provide Verification Documents:**
   a. **Proof of age:** Government issued ID, birth certificate/division of vital record card, signed social security card
   b. **Proof of Education (provide only):** High School Diploma, High School Transcript showing graduation date, GED or HSE Certificate, or College Transcripts.
   For home schooled students a state issued credential is required. Foreign Diplomas - must have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
   c. **Name change documentation (if applicable) – example marriage license**

   *Policy on Evaluating the Validity of High School Diplomas:* - Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma. The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

   **Ability-To-Benefit:** VskiCosmetology School does not admit ability-to-benefit students.

   **Training Agreements:** VskiCosmetology School does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

   * The School limits the class size for all courses, usually ranging from 10 to 20 students depending on availability and time of year. Early enrollment is encouraged. State Ratio 1:20
   **Official transcripts submitted, must be signed, embossed, and sealed for delivery to the School.**

   **Applicants with Non-Immigrant Visas:**
   Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L-series. Someone who has only a “Notice of Approval to Apply for Permanent Residence” cannot receive FSA funds.

   In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months.

   **Acceptance of Application Process:**
   After a prospect has completed the enrollment application process, the director will review his or her required admission materials to determine acceptance. Upon the decision, the applicant receives their enrollment contract to sign for notification of acceptance.

   *All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.*
Re-entry Students for Interruptions/Withdrawn Students Policy:
Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days the student will pay for contracted hours at the current tuition rate. All re-enrolling students will be notified of the school’s re-enrollment process and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. If the student re-enteres the program after 2 years of their last date of attendance they would need to enroll for the entire program as a new student.

Admission of Transfer Students from another school/ hours:
A transfer student may be accepted after careful evaluation of the student’s academic records. Each transfer must be evaluated on an individual basis. No more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning. All transfer hours accepted are applied at the end of training. Certification of transfer hours must be submitted and accepted prior to the completion of the Enrollment Agreement. State required progress, up to 20%, will be accepted and applied as long as it is officially documented and is also submitted prior to enrollment. Acceptance of transfer hours is at the discretion of the school. We do not recruit students already attending or admitted to other schools offering similar programs. Tuition cost may be based on a dollar per hour rate.

If a student wishes to transfer to another School, he/she must submit a written notice prior to departure date. Transfers will not be approved until all financial agreements are current.

With regard to Satisfactory Academic Progress, a student’s transfer hours from another School that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.

Schedule/Program Transfer Procedure between Programs at VskiCosmetology School:
1. When a student requests a transfer to a different program from night today, or day to day, from part-time to full-time, or full-time to part-time, or any change in schedule, there will be no charge for the first change. Each additional change will be a $50.00 charge. Money will be due on effective date of change. To request a transfer, you must use the following steps:
   a. Submit in writing a request for transfer and details of why transfer is being requested.
   b. Schedule an appointment with the director of the School about the transfer after submission.
   c. Schedule an appointment with financial assistance about the transfer.
   d. After receiving approvals from all of the above, you may be allowed to transfer depending on the space available.
2. These fees do not include T-shirts or name tags which are required by the State Board of Cosmetology, nor the fees required by the State Board of Cosmetology for the License Exam. VskiCosmetology School will not be responsible for paying your application fee to take the licensing exam at any time.
3. Each student will be required to sign an enrollment agreement before beginning School. Students who are 18 and over may accept financial responsibility. Students who are under 18 are required to have their parent, guardian, or sponsoring institution’s signed permission. All fees due to the School must be paid in full before the School will release any transcripts or final papers for licensing purposes.
4. Students requesting a transcript of clock hours and academic grades will be given the first one (1) free of charge. Each additional transcript is $10.00.
*Currently we have one location and do not offer transferring between campuses.

Class Start Dates and Student Hours of Operation:

<table>
<thead>
<tr>
<th>2022 CLASS START DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Program</td>
</tr>
<tr>
<td><strong>DAY School: FULL TIME</strong></td>
</tr>
<tr>
<td><strong>NIGHT School: PART TIME</strong></td>
</tr>
</tbody>
</table>

* All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes and student agrees to comply with the assigned schedule for the applicable program of study.

Hours of Operation:
- **COSMETOLOGY PROGRAM**
  - Full Time (37.5 hrs/wk): Tuesday – Saturday from 10am to 6pm / Part Time (27.5 hrs/wk): Tuesday – Saturday from 4pm to 10pm
- **ESTHETICS PROGRAM**
  - Full Time (37.5 hrs/wk): Tuesday – Saturday from 10am to 6pm / Part Time (20 hrs/wk): Tuesday – Friday from 4pm to 9pm

We Celebrate Constitution Day: Constitution Day is celebrated on or near September 17 of each year. More information is found at www.constitutionday.com.

Voter Registration: The school encourages its students to be registered voters and to exercise their right to vote. Students are advised at orientation in catalog review, that they can register to vote at scvotes.org.

Termination Policy: The School may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) After 10 consecutive school days of absence or 7) In the case of a leave of absence on the documented date of return if the student does not return. In the case of termination of the School, the Student will receive a refund, according to the Refund Policy (a part of the enrollment agreement) and this catalog.

Refresher Course: Please note we do not offer a refresher course at this time.

Official Course Language: (Taught in English)
As required per NACCAS and the Department of Education, all courses must be taught only in the official course language, which is the same as the student catalog and enrollment agreement. Any additional material used or needed to assist in learning is at the student’s expense. The school is not able to translate, provide or offer instruction outside of the official course language. Students should also communicate with fellow classmates and staff in the official course language, which encourages a friendly learning environment.

Programs Available:
Minimum required by the State Board of Cosmetology - Cosmetology Program (Taught in English) 1500 Hours / Esthetics Program (Taught in English) 450 Hours
**Cosmetology Program – Course Outline:**

**Cosmetology Program Description** - The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions in Cosmetology or a related career field.

Minimum required by the State Board of Cosmetology

<table>
<thead>
<tr>
<th>Cosmetology Program (Taught in English)</th>
<th>1500 Hours</th>
<th>Full Time – 40 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Part Time – 55 weeks</td>
</tr>
</tbody>
</table>

**Cosmetology Program Educational Objectives**

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas if hairstyling, hair shaping hair coloring texture services, scalp and hair conditioning skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology related fields.

**Cosmetology Program References**

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to instructors and students to support the program of study and supplement student training.

**Grading Procedures – Cosmetology Program**

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 a 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. However, VskiCosmetology encourages that students strive to reach an 85% or above in order to have a well-rounded knowledge of the material. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<table>
<thead>
<tr>
<th>93 - 100 = A</th>
<th>4.0</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 - 92 = B</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>75 - 84 = C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>69 - 74 = D</td>
<td>1.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>0 - 68 = F</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Written work, projects and exams are graded on a 2.0 grading scale, listed above. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. In the event of failing a written test, the student will only be allowed to retest once, and then the grades will be averaged. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

Minimum acceptable level of satisfactory academic progress must reflect a 75% or above. However, VskiCosmetology encourages that students strive to reach an 85% or above to have a well-rounded knowledge of the material. Students who are late, fail or miss Mock Stateboard Practical will receive a zero. If either clinic Mock Stateboard Practical or theory exams fall below 85%, the student will be unable to take clients until 85% or above is obtained through planned coaching. It is the student’s responsibility to prepare for in its entirety; clinic mock stateboard practical and theory tests. Failure to maintain satisfactory academic performance may result in disciplinary actions, can cause loss of or delays in funding, delay in graduation and additional tuition charges.

*For information regarding makeup hours and makeup work please refer to page 25 under Attendance Policy.*
State of South Carolina Requirements and VskiCosmetology School Requirements

The instructional program of VskiCosmetology School meets or exceeds these requirements for theory and practical:

Theory Classroom Instruction limited to orientation and the first 14 weeks of classroom instruction.

Cosmetology Program Course Breakdown (Includes Practical).

<table>
<thead>
<tr>
<th>Units</th>
<th>1500 Clock Hours</th>
<th>State Hours</th>
<th>Vski Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1) Science of Cosmetology:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Sanitation and Sterilization</td>
<td>45</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>(b) Personal Hygiene and Grooming</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>(c) Professionalism--Professional Ethics</td>
<td>35</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>(d) Public Relations, Salesmanship and Psychology</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>(e) Anatomy</td>
<td>45</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>(f) Dermatology</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>(g) Trichology</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>(h) Nail Structure</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(i) Chemistry</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>(j) Safety Precautions (Public Safety)</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>(2) Practice of Cosmetology:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Shampoos and Rinses (Safety)</td>
<td>45</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>(b) Scalp and Hair Care-Treatments (Safety)</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>(c) Hair Shaping (Safety)</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>(d) Hair Styling (Safety)</td>
<td>325</td>
<td>325</td>
<td></td>
</tr>
<tr>
<td>(e) Nail Technology (Safety)</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>(f) Chemical (Cold) Waving, Chemical Relaxing or Straightening (Safety)</td>
<td>225</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>(g) Hair Tinting (Coloring) and Lightening (Bleaching) (Safety)</td>
<td>225</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>(h) Facial--Skin Care and Make-up (Safety)</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>(3) State Law: Rules, Regulations, Code</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(4) Threading</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(5) Unassigned: Specific Needs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1500</strong></td>
<td><strong>1500</strong></td>
<td></td>
</tr>
</tbody>
</table>

In addition to the state requirements listed above, VskiCosmetology School provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

Cosmetology Program Course Syllabi

Your time at VskiCosmetology School for the cosmetology program consists of classroom curriculum instruction, advanced classroom and clinic learning, clinic service learning experience, and where dreams come true found in your syllabus provided in your welcome packet.

Cosmetology Program Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.
However, well rounded release. An overall grade of 75% is required for graduation. However, VskiCosmetology encourages that students strive to reach an 85% or above for both final examinations in order to have a well-rounded knowledge of the material.

Cosmetology Program Text Books
Institution utilizes Rubrics as an additional instructional material.

Cosmetology Program Schedule
The Cosmetology Program curriculum is set up for 1500 hours of instruction. All take place through a combination of theory classes, practical mannequin work, and actual hands on clientele practice.

Cosmetology Program (Full-Time) Weekly Hours - Saturdays are strongly recommended to be in attendance for student's training!
- COSMETOLOGY PROGRAM Full Time (37.5 hrs/wk): Tuesday – Saturday from 10:00am to 6:00pm
- COSMETOLOGY PROGRAM Part Time (27.5 hrs/wk): Tuesday – Saturday from 4:00pm to 10:00pm

Cosmetology Program Written Exams
The number of correct answers is divided by the total number of questions to determine the grade.

Cosmetology Program and Practical and Clinic Work
The following is an outline sample of the four-step assessment used when grading practical and clinic work:
1. **Connect & Establish rapport and build credibility** Student comes to class with necessary classroom and clinic supplies, displays professional attitude, participates, and greets clinic customer.
2. **Consult & Arrange plan for moving ahead** Student consults with instructor and/or client to prepare for practical assignments or client services.
3. **Create & Achieve the desired results** Student summarizes service decisions by explaining to the instructor implements, products, and step-by-step procedures they will use.
4. **Complete & Provide a positive finish**: Student asks questions to make sure client is satisfied, recommends proper products and care for service, completes all record cards and sanitation.

Cosmetology Program Final Examination
The School shall require each candidate for graduation to pass a final examination with 75% or higher proficiency.

**All Aspects of Your Training are Very Important**
We believe your practical clinic experience better prepares you for the salon. The following are the required minimum number of services on the student salon to prepare you for employment.

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Cosmetology Program - Each student is graded on their knowledge of the textbook, classroom theory, and practical/clinic work throughout the program. Written quizzes are given throughout lessons and written exams are given at the end of each chapter of study and each phase completion along with a final course exam. Practical and clinical tasks are evaluated using 4 Phases of Assessment that allow the student to see their progress on each task assignment. State License preparation consists of administration of 2 Mock State Board Licensing examinations covering both State Regulations, and Principles and Practices of Cosmetology.
An overall grade of 75% is required for graduation. However, VskiCosmetology encourages that students strive to reach an 85% or above in order to have a well-rounded knowledge of the material. All students who successfully complete graduation requirements are issued a Certificate of Completion. The School will not release an official transcript until all graduation requirements are met.
A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purpose of transfer or graduation, hours will not be released by the school until all monies owed to the school have been paid and all academic requirements pertaining to those hours have been completed.

Graduation Requirements and Measurable Performance Objectives
In order to graduate and be recommended to the State Board for the licensure examination, the student must satisfy all financial obligations and complete the following requirements:

A. Each student must clock in the specified number of hours of training.
B. Maintain a satisfactory passing average, minimum of 75%
C. Pass a final examination of theory and practical with 75% or higher proficiency
D. Rubrics and projects as additional instructional material to meet and exceed the required state theory and practical requirements (performed on clients/mannequins) in their entirety and with a degree of perfection.
E. Upon completion of all the above, exit interviews, and job counseling a certificate will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the School.
F. Pass the Stateboard Exam (*only a measurable performance objective)

Cosmetology Program Testing and Grading Procedure
The following tests and grading procedures are incorporated during the student’s 1500-hour cosmetology program:
1. Students must receive a grade of 75% or higher on each theory exam.
2. Students must receive a grade of 75% or higher on their final exam

**However, VskiCosmetology encourages that students strive to reach an 85% or above for both final examinations in order to have a well-rounded knowledge of the material.
Esthetics Program - Course Outline:

Esthetics Program Description - The primary objective of the Esthetics Program curriculum is to prepare students for the state licensing examination necessary to become a licensed Esthetician in S.C. The Esthetics Program includes business practices, facial massage, electrical facial treatments, hair removal, make-up, and body wraps and other related subjects.

Minimum required by the State Board of Cosmetology
Esthetics Program (Taught in English)  450 Hours
Full Time – 12 weeks
Part-Time – 22 weeks

Esthetics Program Educational Objectives

Upon completion of the course requirements, the determined graduate will be able to:
1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project a professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas of skin and makeup.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetic related fields.

Esthetics Program References

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to instructors and students to support the program of study and supplement student training.

Grading Procedures - Esthetics Program

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 a 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. However, VskiCosmetology encourages that students strive to reach an 85% or above in order to have a well-rounded knowledge of the material. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:


<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Written work, projects and exams are graded on a 2.0 grading scale, listed above. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. In the event of failing a written test, the student will only be allowed to retest once, and then the grades will be averaged. If you are not with a client, then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Minimum acceptable level of satisfactory academic progress must reflect a 75% or above. However, VskiCosmetology encourages that students strive to reach an 85% or above to have a well-rounded knowledge of the material. Students who are late, fail or miss Mock Stateboard Practical will receive a zero. If either clinic Mock Stateboard Practical or theory exams fall below 85% student will be unable to take clients until 85% or above is obtained through planned coaching. It is the student’s responsibility to prepare for in its entirety; clinic mock stateboard practical and theory tests. Failure to maintain satisfactory academic performance may result in disciplinary actions, can cause loss of or delays in funding, delay in graduation and additional tuition charges.

*For information regarding makeup hours and makeup work please refer to page 25 under Attendance Policy.
State of South Carolina Requirements and VskiCosmetology School Requirements

The instructional program of VskiCosmetology School meets or exceeds these requirements for theory and practical General and Entry-Level Skills.

Theory Classroom Instruction: Limited to orientation and the first 10 weeks of classroom curriculum instruction.

Esthetics Program Course Breakdown (Includes Practical)

<table>
<thead>
<tr>
<th>Units</th>
<th>450 Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1) Professional Practices</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Bacteriology and Sanitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Personal hygiene, Public health, Methods, Procedures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Business Practices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Management practices, Salon development, Insurance, Client records, Salesmanship)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Sciences</th>
<th>120</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Histology of Skin (Cell, Tissue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Dermatology. (Structure of the skin and glands, Functions of the skin and glands, Conditions and disorders of the skin, Characteristics of the skin)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Elasticity, Color, Skin types</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Nutrition)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Nourishment of skin, Healthful diet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Structure and Functions of Human Systems (Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Facial Treatments</th>
<th>125</th>
<th>125</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Facial Massage (Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety measures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Electrical current--facial treatments. (Types of current, Purpose and effects, Procedures, Safety, measures, Equipment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Other kinds of Facial treatments (Purpose and effects, Types and treatments, Types and treatments, Preparation, Procedures, Safety measures)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) Hair Removal</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Depilatories (b) Tweezing (c) Waxing (d) Threading (e) Unassigned: Specific Needs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(5) Makeup</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Purpose and effects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Supplies and implements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Safety measures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(6) Body Wraps</th>
<th>40</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Purpose and effects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Types or treatments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Supplies and instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Procedure (f) Safety measures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(7) State Law: Rules, Regulations, Code</th>
<th>15</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>450</td>
<td>450</td>
</tr>
</tbody>
</table>

In addition to the state requirements listed above, VskiCosmetology School provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

Esthetics Program Course Syllabi

Course Hours: 450 clock hours

Your time at VskiCosmetology School for the esthetics program consists of classroom curriculum instruction, advanced classroom and clinic learning, clinic service learning experience, and where dreams come true found in your syllabus provided in your welcome packet.

Esthetics Program Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.
Esthetics Program Text Books

Esthetics Program Schedules
The Cosmetology Program curriculum is set up for 1500 hours of instruction and the esthetics program is set up for 450 hours. All take place through a combination of theory classes, practical mannequin work, and actual hands on clientele practice.

Esthetics Program (Part-Time) Weekly Hours
- ESTHETICS PROGRAM Full Time (37.5 hrs/wk): Tuesday – Saturday from 10:00am to 6:00pm
- ESTHETICS PROGRAM Part Time (20 hrs/wk): Tuesday – Friday from 4:00pm to 9:00pm

Esthetics Program Written Exams
The number of correct answers is divided by the total number of questions to determine the grade.

Esthetics Program Practical and Clinic Work
The following is an outline sample of the four-step assessment used when grading practical and clinic work:
1. Connect & Establish rapport and build credibility: Student comes to class with necessary classroom and clinic supplies, displays professional attitude, participates, and greets clinic customer.
2. Consult & Arrange plan for moving ahead: Student consults with instructor and/or client to prepare for practical assignments or client services.
3. Create & Achieve the desired results: Student summarizes service decisions by explaining to the instructor implements, products, and step-by-step procedures they will use.
4. Complete & Provide a positive finish: Student asks questions to make sure client is satisfied, recommends proper products and care for service, completes all record cards and sanitation.

Esthetics Program Final Examination
The School shall require each candidate for graduation to pass a final examination with 75% or higher proficiency. However, VskiCosmetology encourages that students strive to reach a 85% or above in order to have a well-rounded knowledge of the material.

All Aspects of Your Training are Very Important
We believe your practical clinic experience better prepares you for the salon. The following are the required minimum number of services on the student salon to prepare you for employment:

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Esthetics Program - Each student is graded on their knowledge of the textbook, classroom theory, and practical/clinic work throughout the program. Written quizzes are given throughout lessons and written exams are given at the end of each chapter of study upon completion along with a final course exam. Practical and clinical tasks are tested allowing students to see their progress on each task assignment. State License preparation consists of administration of 2 Mock State Board Licensing examinations covering both State Regulations, and Principles and Practices of Esthetics. There are also 2 practical, hands-on exams given at this time. An overall grade of 75% is required for graduation.

Graduation Requirements and Measurable Performance Objectives
In order to graduate and be recommended to the State Board for the licensure examination, the student must satisfy all financial obligations and complete the following requirements:

A. Each student must clock in the specified number of hours of training.
B. Maintain a satisfactory passing average, minimum of 75%
C. Pass a final examination of theory and practical with 75% or higher proficiency
D. Rubrics and projects as additional instructional material to meet and exceed the required state theory and practical requirements (performed on clients/mannequins) in their entirety and with a degree of perfection.
E. Upon completion of all the above, exit interviews, and job counseling a certificate will be awarded. Students not completing all required theory and practical work will be candidates for a certificate as determined by the School.
F. Pass the Stateboard Exam (*only a measurable performance objective)

Esthetic Program Testing and Grading Procedure
The following tests and grading procedures are incorporated during the student’s 450-hour esthetic program:

1. Students must receive a grade of 75% or higher on each theory exam.
2. Students must receive a grade of 75% or higher on their final exam

**However, VskiCosmetology encourages that students strive to reach an 85% or above for both final examinations in order to have a well-rounded knowledge of the material.
State Board Licensing Requirements:
The S.C. Department of Labor, Licensing & Regulations requires the following:

1. A license as a cosmetologist shall be issued by the board to any person who:
   a. is at least sixteen years of age and possesses a high School diploma, or at least tenth grade education, or the equivalent
   as established by tests used in public Schools;
   b. has completed 1500 hours of approved training in the Cosmetology Program, pay all tuition and fees, and graduate
      from an approved school;
   c. passes the examination prescribed by the board and pays the required fee.

2. A license as an esthetician shall be issued by the board to any person who:
   a. is at least sixteen years of age and possesses a high School diploma, or at least tenth grade education, or the equivalent
   as established by tests used in public Schools;
   b. has completed 450 hours of approved training in the Esthetics Program, pay all tuition and fees, and graduate from an
      approved school;
   c. passes the examination prescribed by the board and pays the required fee.

Additional information regarding licensure is available by contacting the South Carolina State Board of Cosmetology or by visiting their website
at www.llr.state.sc.us/POL/Cosmetology/

** A cosmetology student is eligible at 1350 hours to submit their paperwork for examination to SC Board of Cosmetology however it is their
responsibility to do so.

** An esthetic student is eligible at 400 hours to submit their paperwork for examination to SC Board of Cosmetology however it is their
responsibility to do so.

State Board Licensing Application Process:
A. The state exam is held in South Carolina and it is the responsibility of the student to make his/her arrangements. The
requirements for S.C. exam are a completed application, one (1) current photo of student, proof of high School education, an
affidavit of completion from the School, and one (1) cashier’s check (or money order) in the amount of $45.00 payable to SC
Board of Cosmetology. Once the completed application has been sent it to SC Board of Cosmetology and SC Board of Cosmetology
has processed it, then you will receive two separate emails with the procedures on how to schedule your theory exam and
practical exam with PSIexams. www.psiexams.com
B. The student’s affidavit of completion, the official transcript and the certificate of completion will be given to student upon their
graduation date.

If a student fails any part of the exam they will be required to pay an additional fee to retake the test.

Continuing Education:
Information regarding continuing education requirements is available through the South Carolina Board of Cosmetology Rules
and Regulations Handbook. Other continuing education opportunities are supplies through the corporate office which has a list
of the locations of the continuing education classes offered in this state for each current year. Students also gain knowledge of
continuing education opportunities through hair shows. A listing of all continuing education classes is also available on our State
Board of Cosmetology website. www.llr.sc.gov
Education Cost of Tuition and Supplies:

Because of inflationary cycles and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

* The Application Fee purpose is to help the institution you are applying to pay for the cost of reviewing your application and making an admissions decision. The Application Fee is non-refundable.
** The Registration Fee supports general operations of the registration process. The Registration Fee is non-refundable.
*** All fees and tuition should be established prior to the first day of the program.

### COSMETOLOGY PROGRAM (1500 HOURS)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FEE</td>
<td>$100.00</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>REGISTRATION FEE</td>
<td>$2400.00</td>
<td>(Non-refundable)</td>
</tr>
<tr>
<td>INCLUDES: ENROLLMENT FEES ($450)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COSMETOLOGY PROGRAM TUITION</td>
<td>$1560.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL (NOT INCLUDING APPLICATION FEE OR REQUIRED STATE BOARD KIT-SEE BELOW)</td>
<td>$1800.00</td>
<td></td>
</tr>
</tbody>
</table>

### ESTHETICS PROGRAM (450 HOURS)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FEE</td>
<td>$100.00</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>REGISTRATION FEE</td>
<td>$1600.00</td>
<td>(Non-refundable)</td>
</tr>
<tr>
<td>ESTHETICS PROGRAM TUITION</td>
<td>$6900.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL (NOT INCLUDING APPLICATION FEE OR REQUIRED STATE BOARD KIT-SEE BELOW)</td>
<td>$8500.00</td>
<td></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS FEES IN ADDITION TO TUITION - All extra costs listed below, non-refundable:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY PROGRAM STUDENT KIT</td>
<td>$1450.00</td>
<td>(If enrolling as a Transfer Student, this fee is applicable as no registration fees are paid which include the kit.)</td>
</tr>
<tr>
<td>COSMETOLOGY PROGRAM BOOKS</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>ESTHETICS PROGRAM BOOKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFER STUDENT TUITION</td>
<td>$1150.00</td>
<td>(Transfer Students Only)</td>
</tr>
<tr>
<td>SCHEDULE/PROGRAM TRANSFER FEE</td>
<td>$10.25 PER HOUR FOR REMAINING PROGRAM HOURS</td>
<td></td>
</tr>
<tr>
<td>WITHDRAWAL/TERMINATION FEE</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>RE-ENROLLMENT FEE</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>TRANSCRIPT FEE/LOCKER LOCK FEE (LOST OR BROKEN)</td>
<td>$100.00</td>
<td>(For re-entry of withdrawn students)</td>
</tr>
<tr>
<td>LATE FEES</td>
<td>$10.00</td>
<td>PER DAY</td>
</tr>
<tr>
<td>FILE DOCUMENTS</td>
<td>$0.15 PER COPY</td>
<td></td>
</tr>
<tr>
<td>EXTRA INSTRUCTIONAL CHARGE</td>
<td>$10.00</td>
<td>PER DAY</td>
</tr>
<tr>
<td>BANK FEES</td>
<td>$25.00 PER WEEK</td>
<td></td>
</tr>
<tr>
<td>T-SHIRT</td>
<td>$50.00</td>
<td>FOR EACH RETURNED CHECK</td>
</tr>
<tr>
<td>REPLACEMENT BADGE FEE OR TEMPORARY BADGE FEE</td>
<td>$15.00/20.00 LS</td>
<td>(One Free in Tuition. Fee is for additional T-Shirt)</td>
</tr>
<tr>
<td>COSMETOLOGY AND ESTHETICS REQUIRED STATE BOARD KIT (NOT INCLUDED IN TUITION)</td>
<td>$5.00/5.00</td>
<td>(Replacement Badge - allow 48 hours)</td>
</tr>
<tr>
<td>LOST OR DAMAGED ITEMS</td>
<td>$15%</td>
<td>AT COST (STUDENT'S RESPONSIBILITY TO PURCHASE FROM ANOTHER RETAILER)</td>
</tr>
<tr>
<td>STATE BOARD FINES INCURRED</td>
<td></td>
<td>AT COST</td>
</tr>
<tr>
<td>INTEREST ON IN-HOUSE FINANCING FEE</td>
<td></td>
<td>AT COST (FINES DIRECTLY RELATED TO STUDENT VIOLATIONS)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25%</td>
</tr>
</tbody>
</table>

### TUITION

For cash pay students, tuition is due per contract. A $10.00 late fee will apply each day thereafter.

*VA does not pay application fee. VA pays for registration fee. VA can purchase their own books, cost comes out of registration fee.

### STUDENT KIT (COSMETOLOGY PROGRAM)

VskiCosmetology Student Cosmetology Program Kit are to be used at all times (not included in tuition). Additional Kit Supplies to be replaced are student's responsibility. There is no esthetic program student kit. Esthetic Students will use the school's supplies while in the program.

Professional Cosmetology Kit

* Kit items subject to change based on discretion of the school, technology, and availability.

### TUITION PAYMENT METHOD & TERMS

Please contact the school's Financial Aid Advisor for payment options. The school accepts cash, credit card, money order, and personal check payments. There is a $50.00 Bank fee for each returned check. *Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.

Competency-based programs with a clock hour component requires notice to the students that should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution if applicable.

### Tuition Scholarships / Fee Waivers:

**Scholarships**

VskiCosmetology School may offer scholarships. Check with Admissions for any scholarships that may be currently available. VskiCosmetology School does not accept Fee Waivers.
Payments Terms and Fees:

**Payment Plan** - The school has Federal Financial Aid for those who qualify. See director for specific criteria on cash payment options.

Any financial arrangements will be implemented and enforced according to the student’s contract. All students are eligible to apply for Financial Aid.

Federal Return to Title IV Funds Policy

The school participates in federal financial aid. The 450-hour Esthetics Program is currently not eligible for Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the school, Financial Aid Liaison. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Liaison must begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals a student’s withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Disbursement will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student’s account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student’s authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student’s last date of attendance.

**Credit Balance:** If a credit balance still exists on the student’s account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan (Parent), and/or Federal Pell Grant.

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination (unless the school uses less days based on a state, accrediting agency or institutional requirement)

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**Overpayment of Title IV, HEA Funds** — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student repays the overpayment in full to the school; enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the student’s determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student’s withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.
Treatment of Title IV Funds when a student withdraws from a clock-hour program:

"Students Right to Cancel" - Institutional Refund Policy

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal based on scheduled hours. Official cancellation or withdrawal shall occur on the earlier of the dates that:
   a. An applicant is not accepted by the school and is entitled to a refund of all monies paid to the school except a non-refundable application fee.
   b. A student or legal guardian (in the case of a student under legal age) cancels the contract and demands his/her money back in writing, within seven (7) business days of signing the enrollment agreement regardless of whether or not the student has actually started training. All monies collected by the school shall be refunded except a non-refundable application fee.
   c. A student who cancels the contract after seven (7) business days of signing the contract, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee of $100.
   d. A student notifies the institution of his/her official withdrawal in writing.
   e. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be 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.
   f. A student is expelled by the school.
   g. Monies for student kits are non-refundable.
   h. For official cancellations as defined in paragraphs a, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: VskiCosmetology School, 2070 Sam Rittenberg Blvd Suite 322 Charleston, South Carolina 29407 or the date said information is delivered to the school in person.

2. You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

3. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance. Any monies due a student, shall be refunded within 45 days of a determination that a student has withdrawn, without notifying the institution.

4. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

5. All extra costs, such as books, equipment, application fee, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.

6. Monies paid for supplies and equipment are non-refundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.

7. If a course and/or program is cancelled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

8. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

9. VskiCosmetology School's collection policy requires that a student becomes responsible for all non-payments that may be sent to a collection agency.

10. If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

11. A student is entitled to a refund of monies not paid from federal student aid program funds.

12. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

13. The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

<table>
<thead>
<tr>
<th>Percentage Length Scheduled to Complete to Total Length of Course and/or Program</th>
<th>Amount of Total Tuition Owed to the School</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% - 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5% - 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10% - 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15% - 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25% - 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

b. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Please be advised the Esthetics Program is not applicable as it is not financially funded through the Department of Education.

Step 1: Identify all amounts paid for instruction less cost of equipment.
Step 2: Subtract Registration/Application fee not to exceed $250.00 The school only charges a application fee of $100.00.
Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

Below is an example of a pro rata refund for the Cosmetology (1500 hr.) Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

<table>
<thead>
<tr>
<th>Tuition amount</th>
<th>$18,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>$1,800</td>
</tr>
<tr>
<td>25%</td>
<td>$4,500</td>
</tr>
<tr>
<td>50%</td>
<td>$9,000</td>
</tr>
<tr>
<td>60%</td>
<td>$10,800</td>
</tr>
<tr>
<td>61% - 100%</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

VsksiCosmetology School does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. If the amount you owe is more than the amount you have already paid, then you will have to make arrangements to pay it.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the South Carolina Department of Education, 1429 Senate St, Columbia, SC 29201 or by calling (803) 734-6500.

STUDENT FINANCIAL AID RELEASE
The undersigned agrees that VsksiCosmetology School does not guarantee the student loan process in any respect. A Federal Parent PLUS loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent PLUS loan does not guarantee that the parent will receive a Federal Parent PLUS loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION
Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(c)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(c)(2) (20 U.S.C. 1091(r)(2)).

CREDIT BALANCE POLICY
If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balances and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

POLICY FOR VERIFICATION OF TITLE IV FUNDING
The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. Financial Aid Services sends to the school a change in EFC (Expected Family Contribution) form for students to sign if their EFC changes. FAS handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

Special provisions for books and supplies
In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

1. Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
2. Disbursement of those funds would have created an FSA credit balance

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES
Our school does not have a list of preferred lenders and we do not offer private education loans.

State Refund:
Not applicable
Cost of Attendance Budgets (COA)
To determine a student’s level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets.

<table>
<thead>
<tr>
<th>Dependent student:</th>
<th>Independent student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room &amp; Board</td>
<td>Room &amp; Board</td>
</tr>
<tr>
<td>Transportation</td>
<td>Transportation</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Other (case by case)</td>
<td>Dependent Care (optional)</td>
</tr>
</tbody>
</table>

**Subject to change based on award year, please check with financial aid office for current amounts**

Federal Assistance Programs
The school is approved as an eligible institution by the U.S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the U.S. Department of Education. Cosmetology (Esthetics not available currently) programs are available for students qualifying for assistance:

**Federal Grants:** Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

**Federal Direct Loan Program:** These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

**Federal Direct Subsidized Loan:** This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent’s education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a “parent” for PLUS Loan eligibility is a student’s biological, adoptive or step-parent in the event that person’s income would have been taken into consideration when calculating the student’s expected family contribution (EFC). Interest is charged during all periods.

Eligibility of Title IV Aid
To be eligible for Title IV Aid, the student must:

- Possess a High School Diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with the Schools Satisfactory Academic Progress Policy
- Not be in default on previous student loans
- Not owe repayment on an adjusted Pell grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR Social Security match successful or comment code indicates successful INS match
- If male, ages 18-25 have registered with the Selective Service Be a citizen or eligible non-citizen
- Have resolved any drug conviction issues
How to Apply for Title IV Federal Financial Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA. To complete a web FAFSA, the student will complete the application on the website www.fafsa.ed.gov. Be sure to follow all instructions when completing the FAFSA. List the School Code #042815 for VskiCosmetology School. This will allow disclosure of information from the FAFSA to the School. In the case of a dependent student, both the student and parents will need to complete and sign the FAFSA application in order to be eligible for financial aid.

2. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.

3. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). The School will be sent an ISIR (Institutional Student Information Record) for all students who list their School Code. All verification and/or corrections must be completed prior to qualifying for aid. The DOE selects one in every three students for verification. If the student is selected, the student will receive the School verification policy and verification worksheet from the School financial aid office that must be completed. The student will also be required to provide copies of most recent signed tax returns and those of the student’s parent, if parent information is listed on the FAFSA. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new EFC (Expected Family Contribution) number which could affect aid in the form of a Pell Grant and unmet need.

4. The Primary EFC provided on the student’s ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student’s Career Investment Costs per academic year. These costs include tuition, applicable fees, textbooks and kit items (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.

5. VskiCosmetology School utilizes the information presented on the student’s ISIR and the NSLDS (National Student Loan Data System) to determine the student’s eligibility and to calculate the students need or unmet need for the student’s grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.

6. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or E-MPN online at www.studentloans.gov.

7. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of the dependent student must complete a Parent Plus loan application.

8. Students will need to accept or decline eligible aid. Accepted aid will be listed on the student’s award letter.

9. Students will complete the process for the 1st academic year and 2nd academic year.

10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov.

11. A student is required to notify VskiCosmetology School’s Financial Aid Administrator if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

Dependency Status

A student is considered independent if they answer yes to at least one of the following questions:

- Are you at least 24 years of age?
- Are you married as of the day submitting the FAFSA?
- Are you currently serving on active duty in the US armed forces?
- Are you a veteran of the US armed forces?
- Do you have children who will receive more than half their support from you during the academic year?
- Do you have legal dependents (other than your children) who live with and you and receive more than half their support from you during the academic year?
- At any time since you turned age 13, were both your parents deceased or were you in foster care or a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?

Dependency Override - Students who do not meet the federal definition of independent status but have extenuating circumstances beyond their control can appeal their dependency status.

Students must provide written documentation explaining their situation and must provide three letters from professional persons other than family substantiating the appeal.
Professional Judgment - Circumstances beyond the student’s control that have affected their (or their family) income during the academic year could result in a reduced EFC. Successful appeals may result in an increase in the student’s eligibility for aid. Students with special situations should contact the financial aid office. Those determined eligible will be required to fill out a Professional Judgment form.

Verification - Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents’ financial & household information to the financial aid office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student’s eligibility for federal student aid has been established.
3. The financial aid office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.

Conflicting Information - The School understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Entrance Loan Counseling - Entrance Loan Counseling for Direct Loans can be found at www.studentloans.gov. Additionally, VsKiCosmetology School discusses Title IV loan counseling with students and/or parents when working with them privately prior to starting classes. Loan counseling and student rights and responsibilities are reviewed again during orientation. Orientation is conducted on the first day of class.

Master Promissory Note - The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years. The MPN can be found on our website at https://www.vskicosmetology.com/master-promissory-note-instructions.

Exit Loan Counseling – All students at the school must complete an Exit Interview. This includes the students review of Exit Loan Counseling for Direct Loans at www.dlenote.ed.gov. All students receive exit loan counseling from the Financial Aid Administrator.

Financial Aid School Code of Conduct
The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees.

Employees assisting students in the financial aid process are required to affirm that they will:
1) be ethical and conduct themselves with integrity,
2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school
3) provide prospective and enrolled students with accurate and complete financial aid and policy information,
4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and
5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.
**Satisfactory Academic Progress Policy:**

**I. SAP - Satisfactory Academic Progress Policy**

Standard of Satisfactory Academic Progress applies to all students enrolled in VskiCosmetology School programs, full and part time, whether receiving Federal Title IV funds, partial funding assistance, or self-pay. 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. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report. This report notifies the students of any evaluation that may impact the student's eligibility for Title IV aid and is kept in the student's file.

**II. SAP Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

- **Cosmetology Program** 500, 1000, 1250 clocked (scheduled) hours AY1 – 0 to 1000 hours AY2 – 1000 to 1500 hours
- **Esthetics Program** 150, 300 clocked (scheduled) hours No academic year established due to no federal funding

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

Evaluations may impact eligibility for financial aid and students will be notified. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**III. SAP Attendance Progress Evaluations**

Students are required to attend a minimum of 67% 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 67% 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.

**IV. SAP Maximum Time Frame**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
<th>WEEKS</th>
<th>SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Program (Full time, 37.5 hrs/wk) - 1500 Hours</td>
<td>1500</td>
<td>60</td>
<td>2250</td>
</tr>
<tr>
<td>Esthetics Program (Part time, 20 hrs/wk) - 450 Hours</td>
<td>450</td>
<td>45</td>
<td>675</td>
</tr>
</tbody>
</table>

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have exceeded the courses maximum timeframe shall be terminated from the program. The student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admission's policy.

**V. SAP 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 2.0 grading scale:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>A</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>85 - 92</td>
<td>B</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>75 - 84</td>
<td>C</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>69 - 74</td>
<td>D</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>0 - 68</td>
<td>F</td>
<td>FAILING</td>
</tr>
</tbody>
</table>

**Reference # M50046-00**

2070 Sam Rittenberg Blvd. Suite 322. Charleston. SC. 29407

843-203-0000 www.vskicosmetology.com
VI. SAP 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 receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining minimum standards is no longer eligible for Title IV unless the student is on warning or has prevailed upon appeal of the determination that has resulted in a status of probation.

VII. SAP Financial Aid Warning
Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status. When a student is placed on warning status, he or she is given a warning notification and it is kept in the student’s file.

VIII. SAP Financial Aid Probation
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if: a) The institution evaluates the student’s progress and determines that the student did not make SAP during the warning period; and b) the student prevails upon appeal of a negative progress determination prior to being placed on probation; and c) The institution determines the SAP standards can be met by the end of the subsequent evaluation period; or d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum time frame established for the individual student.

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, students will not be deemed eligible to receive Title IV funds. At any time during the probationary period if the student fails to improve they may be terminated from the School at any time. The student may request an appeal.

IX. SAP Re-Establishment of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and Title IV, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

X. SAP Intermittence, Course Incompletes, Withdrawals, and Leave of Absences
If enrollment is temporarily interrupted, course incompletes (re-entering), withdrawals, and 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.

XI. SAP Financial Aid Appeal Procedure
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 15 calendar days of the negative determination. 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. 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.

XII. SAP Non-Credit, Remedial Courses, Repetitions
Non-credit and remedial courses do not apply to our School. Therefore, these items have no effect on upon the school’s Satisfactory Academic Progress standards.

XIII. SAP Transfer Hours
With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
**Dress Code Policy:**
Students will look professional and reflect a professional image. With this in mind, we have devised professional guidelines.

1. All students are required to be in proper uniform while on school grounds and clocked in. Students may be asked to clock out and change to return that day or may return the next day if not in compliance.

2. Acceptable school uniform while clocked in is as follows:
   - **Tops:** VskiCosmetology School shirt only. Your apron, during a chemical service, may be worn over your Vski shirt. You may not wear a jacket or any other item over your uniform shirt. We suggest for warmth to wear something underneath your Vski shirt (acceptable color are black, gray, orange or white) or you may purchase a long sleeve VskiCosmetology shirt.
   - **Bottoms:** Black and full leg coverage only. (Skin coverage provides additional safety from chemicals.) No sweatpants, denim (no jeans), or faded pants are permitted. A student’s top must meet his or her bottom. Clothes must be in good condition, clean, unwrinkled and fit properly. Replace lost buttons, repair torn seams and repair hems that are out.
   - **Shoes:** Shoes should be clean, in good condition and all black. Full coverage for health and safety. If you are unable to perform in shoe attire, you may be asked to clock out. Dress for success!
   - **Badges:** It’s a STATE BOARD REQUIREMENT that students are required to wear name badges, must be on your person, and visible at all times. (There is a $5.00 fee for replacement and for temporary badges.) Replacement Badges take 2 days to replace.
   - **Head Coverings:** No head coverings/hats or bandana’s may be worn, in any fashion, on School premises. Students may wear a fashionable headband if most of their hair is shown. All students are encouraged to have a neat, clean, fashionable hairstyle and makeup while clocked in.

3. Nails must be clean and filed. If wearing polish, it must not be chipped. Belts, scarves, jewelry, and accessories of any color are acceptable.

4. Decisions on appropriateness of student’s dress is left to the discretion of the staff.

5. Body and facial jewelry must be removed while on campus if it is excessive, disruptive, or brings undue attention.

6. Any offensive or inappropiate tattoos must be covered at all times, or you may be asked to clock out.

7. Inappropiate hygiene is not an option and could result in getting sent home. You are working with the public, fellow students and staff will be expected to deliver the same respect to you.

* If you are not professionally attired, in properly fitted clothing, and looking your best with a positive attitude and a smile on your face, you may be asked to leave. By attending VskiCosmetology School, you are allowing us to hold you accountable for "looking professional at all times".

**Additional Client Safety Precautions:**
By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- Protect clients' clothing by appropriately draping them.
- Ask clients to remove any jewelry, hair accessories, glasses, etc.
- Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- Wear apron and gloves when dealing with chemicals.
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

**Policy on Extra Instructional (Over Contract) Charges:**

a. Cosmetology Program student can complete the (full-time) 1500 total clock hour course in 200 scheduled days or 40 scheduled weeks, if they attend 7.5 hours per day, 5 days per week for a total of 37.5 hours per week. This School allows you to miss 75 scheduled hours of your contracted time, at no penalty. If you miss these allowed scheduled hours, you must graduate before or by ______________ . If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 75 missed hours.

b. Cosmetology Program student can complete the (part-time) 1500 total clock hour course in 273 scheduled days or 55 scheduled weeks, if they attend 5.5 hours per day, 5 days per week for a total of 27.5 hours per week. This School allows you to miss 75 scheduled hours of your contracted time, at no penalty. If you miss these allowed scheduled hours, you must graduate before or by ______________ . If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 75 missed hours.

c. Esthetics Program student can complete the (full-time) 450 total clock hour course in 60 scheduled days or 12 scheduled weeks, if they attend 7.5 hours per day, 5 days per week for a total of 37.5 scheduled hours per week. This School allows you to miss 20 scheduled hours of your contracted time, at no penalty. If you miss these allowed hours, you must graduate before or by ______ . If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 20 missed hours.

d. Esthetics Program student can complete the (part-time) 450 total clock hour course in 90 scheduled days or 22.5 scheduled weeks, if they attend 5 hours per day, 4 days per week for a total of 20 scheduled hours per week. This School allows you to miss 20 scheduled hours of your contracted time, at no penalty. If you miss these allowed hours, you must graduate before or by ______ . If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 20 missed hours.
**Attendance Policy - Excused and Unexcused Absences:**

VsKiCosmetology School, our experience has taught us that maintaining high standards for attendance and academics helps our students complete the program and achieve their dreams of beginning careers in the beauty industry. For that reason, we encourage every student to strive for 100% in their rate of attendance and academic performance. Attendance is the responsibility of the student and is not taken lightly by the school. Students are expected to attend per their contracted schedule to complete the hours of state-approved training. Students requesting time off, late arrival, or leave early are to complete the Absence Request Form and submit it for approval prior to the date requested. Students abusing their contracted schedule may be terminated from the program.

Abusing contracted schedule is failure to:

- Report an absence or tardy, please dial 843-203-0000 option 2 to leave a voicemail by 9:30am of contracted scheduled start time. It is the student’s responsibility to notify the school of the absence or tardy and will sign documentation upon arrival following absence or late arrival not requested and approved in advance.
- Clock out after leaving school facility. Students should not plan to leave the School once the day has begun except for assigned breaks. Absences are neither excused nor unexcused. Please remember that taking time off may put you over your contracted graduation date.
- Failure to comply with these policies will result in disciplinary action following WARNING: A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. The three strikes policy is as follows: Student will be given a verbal warning on their first offense, a written warning on their second offense of the same issue and another written warning on their third offense of the same issue. Upon receiving a third written warning, the student may be placed on week suspension or may be terminated from the program.
- Permission may be granted for make-up hours and makeup work is at the discretion of the School, within federal and state guidelines and is the student’s responsibility to seek compliance in academic and attendance requirements. Students must complete a Make-Up Request Form indicating the date, time, activity to complete, and the name of the Instructor who will supervise the make-up time and will then need to be pre-approved by the Director of Education. Once all hours have been made-up, the student may no longer be eligible to make-up hours. Make-up hours may be used to complete assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. When absent the day of an exam, a zero will be given until the test has been taken. Missed tests should be made up as soon as possible. Related services and rubrics cannot be performed until the exam has been taken with a 75% or higher grade. Exams can be taken in advance for a planned absence. Failure to maintain satisfactory academic performance may result in disciplinary actions, can cause loss of or delays in funding, delay in graduation and additional tuition charges.
- Based on an average month of 20 school days, a student may be dropped from the program if they have 6 unexcused absences in one month. A student must have a 75% or higher for their cumulative attendance. VsKiCosmetology School will employ a three strikes policy if a student fails to bring up their attendance percentage.

Each student’s contract has a grace period to account for sick days, vacations or other unforeseen events. Exceeding this grace period will result in over-contract fees, being held back and will further delay your progression through the program. An absence, regardless of whether it is requested off, call-in, or suspension, is considered time missed and is part of the grace period.

The rate of attendance is calculated by dividing the cumulative actual clocked hours by the cumulative scheduled hours recorded during a student’s enrollment, rounded to the nearest hundredth.

For Example: a) Student has 350 actual hours and 400 scheduled hours. 350 divided by 400 would be the attendance percentage of 87.5%

Students are expected to be present for class at the time of their scheduled hours and stay through the completion of the day. Failure to do so, or missing school, puts you at risk of a low attendance percentage as well as possibly going over contract. Counseling and other disciplinary actions may be taken if a student continues to miss class. It may also keep you from receiving financial aid if you are not making satisfactory progress. Absences are neither excused nor unexcused. Please remember that taking time off may put you over your contracted graduation date and result in additional charges (see Policy on Extra Instructional (Over Contract) Charges).

**ONLY Excusable Reasons:** Death in Immediate Family, major medical facility (ex. surgery with doctor’s written return date). Proven traffic accident or traffic citation, child school required attendance (ex. parent teach conference) or court. Without any form of viable backup, any other absences will be considered unexcused.

**Tardiness:**

Students must be clocked in (9:55am to 10:00am, 10:01am is tardy) and will sign documentation upon arrival following late arrival not requested and approved in advance. Tardiness inhibits the learning process of you and the students around you as we are actively a team. A student will be suspended for one day after the student has been documented tardy 4 times in one calendar month.

**Clocking Hours:**

The School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The School reserves the right to close with posted notice. Students should arrive for all classes and clinics on time. If you arrive early, does not mean the instructor will allow you to clock in before you designated time. All students are expected to be in their assigned areas “on time” according to assigned schedule.

Student’s hours are recorded digitally by scanning their badge in TIMESTATION. Each student is responsible for scanning their own badge, in at the start of the day, and out at the end of the day, correctly. Failure to do so may result in loss of hours by not following time clock procedures accurately. Lunch breaks are assigned or at the instructor’s discretion. TIMESTATION is set to automatically deduct 30 minutes for time over a 6-hour day. No student may clock in/out for others, this is grounds for immediate termination. Missed punches must fill out a time modificationsheet located near TIMESTATION or failure to do so may result in loss of hours.

All students must comply with the school’s Attendance and SAP Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.
VskiCosmetology Reference # M50046-00

Leave of Absence Policy:

All students must follow the institution’s policy in requesting a Leave of Absence.

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study and may be requested for extreme circumstances. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. There is a Leave of Absence Policy and Form that can be requested from the office. This form must be completed in advance and signed by the student, including the reason for the student's request, as well as the approving staff member, and should note the date of return, as well as any other documentation needed for the student files. In the case of an emergency, the student should contact the school as soon as they become aware that they will be absent for an extended period, citing the reasons, and requesting the leave. Do not wait until your return to school to request that your time out be counted as a Leave.

LOA’s may NOT be used for vacations, work-related, personal time off, breaks or any other reason. LOA’s are ONLY for events that will result in the student being absent for more than 14 consecutive days and must be for medical or nature of emergency.

The institution allows for unforeseen Leave of Absences based on the following examples:

A.  If a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the leave of absences in advance.

B.  An institution may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved leave of absences would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

If granted financial assistance - No Title IV funds will be disbursed to cover a Leave of Absence; however, no penalty will be suffered by the student.

Please note:

1. (1) If a student has been granted a Leave of Absence, the scheduled graduation date would automatically be extended for the same number of days as the Leave of Absence.

2. (2) While there is no penalty for taking a Leave of Absence, the student must understand that the amount of financial aid originally expected to be disbursed may change since he/she will not be clocking the same number of hours first estimated when determining eligibility.

Approval of student’s requests for a Leave of Absence is in accordance with the institution’s policy.

If approved, the official LOA will stop the contracted scheduled hours in place for the time of the LOA and extend the contract for the same number of days/hours as the LOA. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. A student granted a leave of absence who meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution must extend the student’s contract period by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

If the student is not making satisfactory progress before the interruption of training, the student will resume his/her training in the same status as prior to the interruption. LOA's will generally not be accepted while student is in 1st Core of Instruction and may require the student to

The institution may not assess the student any additional institutional charges as a result of the leave of absence. The LOA together with any additional LOAs must not exceed 180 days, in any 12-month period.

VskiCosmetology is an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance. See Institutional Refund Policy for additional terms and/or see school director for leave of absence form.

If a student fails to return on their scheduled return date, the student will be considered to have withdrawn from the school as of the first day of the LOA. The school has thirty days after the last day of an approved, documented leave of absence to calculate and return any funds due.

WARNING: If you fail to return to school on your scheduled return date, your grace period for your financial aid loan payments will start retroactively from the day the LOA began, and repayment will begin sooner than expected.

Internal Grievance Procedure Policy:

In accordance with the institution’s mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.

Complaint procedures will be included in new student orientation via catalog review, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 48 hours of the date that the act, which is the subject of the grievance, occurred.

2. The complaint form will be given to the school Director.

3. The complaint will be reviewed by Director and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the Director, it will be referred to an appropriate organization if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. Students should attempt to resolve the complaint through the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.

7. A written record of all complaints filed will be maintained at the School through two complete accrediting cycles.

**Should further resolution be required please contact S.C. Board of Cosmetology at (803)-896-4588 or email boardinfo@lhr.sc.gov
Student Records, Privacy and File Access Policy:
In compliance with the Family Educational Rights and Privacy Act of 1974 VsKiCosmetology School follows policies that:
A) Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student’s records
B) Requires written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law
C) VsKiCosmetology School does not publish “directory information” about students
D) Provide and permit access to student and other school records as required for any accreditation process or audit initiated by the institution or by the accrediting agency or in response to a directive of the accrediting agency should the school ever become accredited.
E) Student records are kept permanently at the school.

Access to records must be arranged previously and director of education must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of $0.15 per copy. The school will make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of VsKiCosmetology School.

Drug-Free Policy Statement:
VsKiCosmetology School is in compliance with Federal Government Regulations for a drug free workplace for both students and employees. No alcoholic beverages are permitted on school property either in the building or parking area. Students must sign a drug free policy form.

The School supports a Drug Free Environment, as well as a safe environment for students, staff and clients. The possession, use of or intent to distribute drugs, alcohol or weapons is unlawful. Any student or employee who is found to be in possession of or under the influence of illicit drugs or alcohol on school premises or at any school sponsored function, or who has the intention of distributing any illicit drugs, alcohol or weapons will be immediately terminated from any association with the school. That person, whether student or employee, would be immediately prosecuted according to South Carolina and Federal law, and referred to an agency that could counsel them about their actions. The school has established relationships with such agencies and can make referrals as needed, or at the request of any student or staff member.

Campus Safety – The Student Right to Know:
Please be advised the CAMPUS SAFETY & SECURITY REPORT is available online at www.vskicosmetology.com. You may also request a hard copy from our school admissions office. This annual security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the school community.

The statements enclosed in this document address the school’s policies, procedures and programs concerning safety including sexual misconduct, safety awareness, crime prevention and emergency response. Crime statistics reported have occurred on campus, on property owned or controlled by the school or on public property within or immediately adjacent to the campus and are presented in this report for a three year period.

The School maintains a well-lit facility with designated parking area. While every effort is taken to provide a secure learning environment the administration should immediately be informed of any unauthorized people, criminal activity, or action on the premises. The School is a private facility and permits no use of drugs or alcohol anywhere on the property (inside or out), and smoking is not permitted within the building. Firearms are forbidden. In the case of an emergency the local fire or police should be summoned immediately. All employees are responsible for the security of the facilities and grounds. Due to no previous serious criminal activity or actions, no programs designated to inform students and employees about campus security procedures have been needed. The School has no off-campus housing facilities or any formal student organizations, which conduct activities off campus. Therefore, the institution has no authority to request notification of criminal activity engaged in by students at off-campus locations. The School will report any instances to the campus community of crime considered to be a threat to its students and employees. Students will sign a crime report prior to enrollment.

OSHA Requirements:
In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.
Conduct - Rules & Regulations:
The School sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required. Violation of Conduct, Rules and Regulations may result in disciplinary action following WARNING: A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. The three strikes policy is as follows: Student will be given a verbal warning on their first offense, a written warning on their second offense of the same issue and another written warning on their third offense of the same issue. Upon receiving a third written warning, the student may be placed on week suspension or may be terminated from the program.

- Maintain a satisfactory progress of 75% or better. VskiCosmetology School encourages students to strive for an 85% or better as 85% ensures a well-rounded knowledge of the information at hand based on theory and practical.
- Students should not leave the classroom or the building without permission from the instructor and must sign out on designated sheet. If a student becomes ill and takes an early dismissal, student will be required to make up assignments.
- Students are responsible for their own personal items and equipment. The School or its instructors WILL NOT be held responsible for the loss or damage of the student’s personal equipment or items. Lockers are provided and encouraged to be used. All locks must be locked at all times and not left open. Lockers not being used per rules will then be unassigned and locks must be returned. All cabinets are school property and not to be used for personal storage by students.
- Clinic floor station drawers maybe used during contacted hours only. Items brought in daily must leave daily being used student’s equipment or items. Student to do so otherwise it is considered using property that is not yours, which is not allowed.
- No drugs, alcoholic beverages, firearms or lethal weapons will be allowed on School premises.
- Food, gum, or drinks will not be allowed in the classroom or on the clinic floor.
- No cheating or forging of a teacher’s name.
- Proper classroom/clinic floor conduct and professional ethics are expected at all times. Discuss only ethical and professional subject matter during school hours and refrain from using profanity. Conversations with or about clients, fellow students and/or instructors are to be on a professional basis only. Client payments for services will come from the client paid directly to the school for services provided to ensure no price gouging is occurring. If a client chooses to give gratuity, not service payment, that is the only acceptable payment to the student directly. Anything other than this would be considered unethical.
- Respect your instructors, staff personnel and fellow classmates at all times. Staff should be referred to by Mr/Ms followed by their first name.
- Students are not permitted to instruct one another unless given permission from the instructor.
- If you encounter a possible issue, ask your instructor for a private conference. The instructor may utilize the internal grievance policy.
- No solicitation unless approved by the owner.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service. Guests are not permitted in the breakroom.
- Be involved in curriculum related activities at all times when docked in. Excessive time in the student lounge or classroom is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities. Strive to continually upgrade abilities through education and practice.

Student and School Relationship Rules and Regulations Policy:
The Student and School Relationship Policy sets standards for the students and defines the relationship between the School and its students. It affirms values essential to promoting individual educational and professional development and for creating and effective learning happy, fun loving, educational family. VskiCosmetology School expects the students to conduct themselves in a responsible manner that is respectful to the rights, well-being and property of all staff and other students of the School and all those that support the School’s mission.

Our facilities are used extensively and must be constantly kept clean. As a student we expect you to keep it looking neat and tidy. If you are unsure proper cleaning and sanitation of a situation, an instructor must be notified immediately. Nail polish, toilets, etc. Unnotified incidences will be labeled as defacing school property.

It’s not unusual when employed in a salon after graduation, you will be required to keep the floor swept and clean around your chair as well as participate in placing towels in the washer and dryer, folding them and putting them in the cabinets. At VskiCosmetology School you will be expected to do the same.

Salon Management (Dispensary Duties)
South Carolina law requires you have dispensary duty. All students are assigned Salon Management daily by your instructor. This is an excellent opportunity for you to learn about products, supplies and inventory. Your duties are an assignment as part of your training. Students are responsible for the proper upkeep of the clients’ chemical service files and for all supplies. Towels must be clean and ready for use both day and night.

A cleaning sheet is used daily for all classroom/clinic duties. This will be done on a rotating basis for fairness to all students. Each student will be assigned salon management by the instructor that day and checked off by an instructor once complete. If a student fails to do their assigned salon management, it may result in disciplinary action.

Safety Procedure Standards
In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:
- Use caution when curling hair close to the eyes and unplug curling irons when not in use.
- Use extra precaution when using permanent solution so it will not run into the client’s eyes. (Apply cotton rope).
- Wear rubber gloves when applying chemicals and measure chemical mixtures accurately.
- Give a predisposition test before application of an aniline derivative tint.
- Always keep your little finger under the water flow to check for change in water temperature when shampooing.
- Use caution when using a hand dryer so the hair will not be sucked into the intake opening.
- Always read manufacturer’s directions. Label all products accurately.
- Check the scalp for abrasions before application of tint, bleach, permanent wave, or chemical relaxer.
- Sterilize implements to prevent the spreading of disease.
- Cleanse the eyebrow area with eyes closed and/or eye protection on at all times.
• Use the edge of your workstation to remove old blades from the razor cutter and dispose of used blades in designated container.
• Keep all water or liquid material on floor mopped up.
• Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
• Always keep clients off the client under dryer or heat cap to make sure it is not too hot.
• Never leave a client unattended under styling lamps or alone during any service using chemicals.
• Keep shears closed and tucked when not cutting. Also, make sure points are directed away from the client.

Client Service Expectations

- Students who have not received a 75% or higher on a theory examination shall NOT perform related services on clients or complete related rubrics. A transfer student must have the equivalent to a 75% or higher theory examination to be permitted to perform related services on clients or complete related rubrics. A student may never perform a service on a client without a consultation and under the supervision of an instructor.
- Students are never to leave a client unattended and services. Refusing a client will result in being sent home. Consistent refusal of clients may result in disciplinary actions or termination from program. It is the instructor’s responsibility not the student to determine which service goes to which student.
- Each student will receive a service ticket for every client. The ticket is for students to keep track of their own services performed on clients or another student.
- Students are not allowed to perform client services without a completed service ticket and consultation form that has been reviewed with an instructor for accuracy prior to and after the service.
- Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used and if in doubt, ask a member of staff to not mislead a client.
- Keep all student and client analysis and service records up to date per visit.
- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.

Sanitation, as with any profession dealing directly with the public, it is most important to practice safety, decontamination and infection control.

- Students must follow all sanitation codes as published by the Board of Cosmetology, and School rules and policies.
- Always wash hands before and after serving a client and when leaving the restroom.
- Wear gloves and an apron to protect your hands and body during all chemical services. Keep all containers labeled and labeled.
- Each student must clean and disinfect their implements before and after the use of each client, includes combs and brushes after every use.
- Each student must clean his or her work area after each client and must keep their individual work area clean, neat and well-organized. This includes but is not limited to sweeping up hair immediately before beginning another service.
- Keep all hot irons in a safe place to cool and out of the reach of clients.
- Kits must be kept clean, marked and ready for inspection at all times. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected. Keep your kit and other materials locked when not in use.
- The clinic floor is to be kept in a clean and sanitary condition at all times. Any product that is spilled must be cleaned up immediately.
- Students are responsible for cleaning up after themselves in the work area.
- Do not carry shears or other tools in your pockets. In the case of an accident, immediately notify a staff member.

*VskiCosmetology School reserves the right to modify any of the above rules and regulations at its sole discretion without previous notification. Such changes will be posted on the student’s bulletin board.

Professional Assistance Policy - Students can find available Professional Assistance Contact Information on our bulletin board located in the student dispensary/lounge. If a student is unable to find the information they are looking for, please check with the Director for further help. All professional assistance will be documented and signed by the student as being received and given the appropriate contacts necessary.

Professionalism:
In training to be a professional cosmetologist or esthetician you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside, in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients. Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent.

Employment Assistance/Placement:
A vital part to any career training is job placement. The school provides an information board, which includes current job openings from salons contacting our school looking for employees and a link is provided for graduates on our website listing current jobs available. The school has numerous contacts and can aid those graduate students who are interested. Even though every effort will be made to assist in your career search, VskiCosmetology School cannot and does not guarantee placement. However, we do follow-up on graduates to help us prepare new students for future job placement. Successful placement is based not only on educational achievements of each student, but also on his/her desire to succeed, professionalism, and positive attitude.

Our School invites salons/spas owners to share their experiences and provide a means in which the current students can ask the salon/spa managers questions regarding employment opportunities. The U.S. Department of Labor provides current (2020) job information at http://www.bls.gov/. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

Career Opportunities:
There is a future waiting for you if you are dedicated! Upon graduation from VskiCosmetology School as a Cosmetology and Esthetic Professional there are several options waiting for you in this vast profession.

- COSMETOLOGIST: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- ESTHETICIAN: Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist.

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

Assemblies and Extracurricular Activities:
Extra educational events are available for students at the School. All students are encouraged to attend ‘extracurricular’ activities. Certain activities or assemblies may occur during regular class hours and may require student attendance. Certain activities may incur an extra cost to the student and VskiCosmetology School will make every effort to inform you of these prior to the activity should you desire to attend. Any “extra cost” activities will not have mandatory attendance.
**Disciplinary Policy:**
Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions:

**Dismissal Disciplinary Policy:**
Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:
* Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
* Non-compliance with the state laws and regulations governing schools and students
* Non-compliance with the school's Satisfactory Academic Progress Policy
* An action that causes or could cause bodily harm to a client, student or employee of the school
* Theft, Bullying, Improper or improper conduct
* Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
* Willful destruction of school property
* After completion of in-house suspensions with failure to improve; probation, academics etc.
* Dismissals may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. Students are encouraged to voice their grievances with school management or the corporate office by means of the School’s Grievance Procedure. Concerns, which are not made known to the applicable management personnel, cannot be effectively addressed in a timely manner.

**Termination Policy:**
Grounds for termination by the institution and applicable administrative fee (not to exceed $150.00)

WITHDRAWAL/TERMINATION FEE $150.00

**WARNING:**
A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. The three strikes policy is as follows: Student will be given a verbal warning on their first offense, a written warning on their second offense of the same issue and another written warning on their third offense of the same issue. Upon receiving a third written warning, the student may be placed on one week suspension or may be terminated from the program.

**SCHOOL PROBATION:**
A student may be placed on probation for a specified time for any infraction of the Standards of Conduct or Rules and Regulations. If the student does not correct the problem, he/she will be subject to suspension and/or permanent dismissal at the discretion of the school administration.

**SCHOOL SUSPENSION:**
Enrollment may be immediately suspended for up to three (3) days for infraction of the Standards of Conduct, failure to improve attendance or General Policies at the discretion of the school administration. Suspensions while on probation will follow a 1, 2, 3 policy where the first infraction results in a 1 day suspension and so on. If issue is not resolved after a three (3) day suspension, student will be dismissed from program. During School suspension students are not to be on School premises.

**Student Services:**
Orientation, Student Services, Housing, and Counseling and Advising (Academic and Personal) Policy:
All courses have a complete orientation on the first day of classes which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement, or other areas in which the student may need assistance including referral to professional assistance when necessary. All professional assistance will be documented and signed by the student as being reviewed and given the appropriate contacts necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

**Smokers and Fire Precautions**
To reduce the risk of fire no smoking/vaping in the building is allowed for students and staff. Smoking is only allowed in the designated smoking areas at designated times only. There is a smoking container located in the smoking area for proper disposal of cigarette butts. During orientation students should familiarize themselves with all emergency exits and evacuation procedures in the event of an emergency.

**Parking**
Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. VskiCosmetology School will not be responsible for parking violations and/or towing fees. Designated areas for student parking is the extended parking lot between Belk and Dillard’s Department Stores. The school does NOT provide reserved parking for its students.

**Digital Communication Devices**
Using your cell phone, digital watches, ear pods during class and on the clinic, floor not only distracts you, but may cause you to miss valuable material; it also disrupts the classroom, clinic floor, instructors and your fellow classmates which is unfair and unprofessional. Our job is to keep you professional. Cell phones, digital watches, ear pods are permitted in assigned areas of the school only, otherwise may result in disciplinary action. In non-designated areas, students must turn off, silence, and/or put away all digital communication devices. This is a learning environment and requires your undivided attention. At times the instructor may ask you to use your cell phone for activities or training, and would be permitted in this instance. In the event of emergencies, please provide the school main contact number so you may be reached. Communication devices should not be checked outside of designated areas unless approved by staff. Students are not permitted to use administrative business telephones for personal use. We are all adults so there should be no difficulty in adhering to this policy.
VskiCosmetology Reference # M50046-00

Social Media

VskiCosmetology School understands and respects the rights of our students and staff members in using social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, email distribution, blog postings, and/or social networking sites (such as Facebook, Twitter, Instagram, SnapChat, You Tube, etc.). Students are personally responsible for all published social media content.

Students are expected to be respectful of fellow students, staff members, and VskiCosmetology as a business. VskiCosmetology School encourages only employed staff to share and promote the school and a student’s work to ensure positive intent, otherwise are encouraged to refrain from engagement. (As a student in a learning facility, while forums can be helpful, they can also be unprofessional and inaccurate when it comes to client consultations and services. All client consultations and services are at the instructor discretion only at the time of service.)

VskiCosmetology School does not permit engaging in any conduct that would be unbecoming of a and/or misrepresent VskiCosmetology School and reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

**By enrolling in VskiCosmetology School the student provides their consent to VskiCosmetology School using school/student photos, videos, and written documents for marketing and social media advertisement.**

Student School Expectations:

Student Personal Services & Discounts

Having student/personal services are a reward and earned by adhering to school policies and conduct. Student may receive services and academic hours with instructor approval only. Once approved, to receive a service, students must do the following prior to starting the service:

- Ensure you and the student providing the service do not have a client scheduled during that time.
- Notify your instructor you are about to begin the service
- Pay for service supplies including perms, color, lighteners, rinses, conditioning, treatments, manicures, nails, lashes, etc.
- Personal services are considered rewards and scheduled for students who are up to date with all practical’s, exams, and clinic practical work sheets. School assignments and successful learning are priority and you may be denied a student/personal service if you have not earned the reward. An instructor must check student’s hours and grades prior to requesting personal services to be scheduled as Vski encourages a 85% or higher.

- Students are entitled to receive free haircuts and blowouts. Services are $10 each unless considered a specialty service (keratin, install/adjust extensions, lashes, which are at ½ menu price etc.) In addition to service cost, all color services are $10 per bowl (40g color, 40g cheap or total 80g of any other chemical ex. lightener, relaxer is 120g, perm, direct dye). Students will receive a 50% discount off retail items VskiSalon unless products are already discounted. Vski Professional Shears normally $49, student saves $150 for $299 each shears purchased.

- Due to liability issues, students may not bring in their own chemical products to perform services on other students. Students are required to use the products supplied by the School for all services done on students, family, and clients.

Care of Books, Kits (subject to change), and Equipment

The Student will receive appropriate books and supplies used in training from the School at the appropriate time. Students are responsible for their own stationary type supplies. Assignments and homework are given regularly. Student books and kits are provided by the school and each student must bring them to school every day. If a student does not bring their student cosmetology kits. It is up to the instructor whether the unprepared student may be able to clock in that day. Students are responsible for maintaining their equipment and replace broken or damaged articles promptly to practice their work properly. The director may order replacements for the student at cost. Borrowing supplies from another student is not allowed. Lockers are provided for each student so that they may lockup their personal and professional tools and books. All School equipment must remain on school campus at all times.

Esthetics Program kits are not issued as esthetics supplies are provided by the school throughout the course program. All cost, including fees and tuition payments are outlined with the Admissions Representative prior to enrollment.

STATE BOARD KITS (COSMETOLOGY PROGRAM AND ESTHETICS PROGRAM)

To be eligible to participate in MOCK Boards students should purchase a completed VskiCosmetology SC State Board Cosmetology or Esthetics Program Kit (not include in tuition) within 60 days of start date. (List of required SC State Board supplies are provided on Orientation Day, which begins the start of the 60 days).

Lockers

Each student will use a locker to store personal items. Students are provided with a padlock that must be returned in working condition or a $10 fee will be charged. Keep your locker clean and free from food or drinks.

Smokers and Fire Precautions

To reduce the risk of fire, no smoking/vaping in the building is allowed for students and staff and will be subject to suspension and/or permanent dismissal at the discretion of the school administration. Smoking is only allowed in the designated smoking areas at designated times only. There is a smoking container located in the smoking area for proper disposal of cigarette butts. During orientation students should familiarize themselves with all emergency exits and evacuation procedures in the event of an emergency.

Student Family Services:

Immediate family members—children / parents / stepparents / siblings & grandparents may have any clinic service completed at the School for menu price, unless in model week at $10 per service and $10 per bowl. Retail products are not discounted to the student’s family members. It is the responsibility of the student to coordinate with their friend and or family member and with the front desk. **Due to liability issues, students may not bring in their own chemical products to perform services on each other. Students are required to use the products supplied by the School for all services done on students, family, and clients.**

Student Breakroom / Food and Beverages

The student breakroom is provided for student enjoyment and relaxation. Please clean your area after each use, no food or drink to be left out on tables. Food and drinks are only permitted in the breakroom and may not be taken on the clinic floor or classroom for sanitary reasons and may result in disciplinary action. **Breaks, Lunches, Food & Drink:** A refrigerator is made available to students in the student breakroom. It is the student’s responsibility to remove and maintain their own items daily. Periodically the breakroom may be cleaned and any remaining items will be discarded of. It is not the responsibility of the school if a container is discarded.

Child Care

Students are not permitted to have their Children on the campus during regular school hours. Child Care is solely the student’s responsibility. Each student should make arrangements for child-care (as backup services in case of emergency), as absences due to lack of childcare will not be excused.
Campus Soliciting
Students are prohibited from any type of solicitation or canvassing on campus for sales of any type of articles, magazines, or merchandise. Certain charitable events may be permitted on a limited basis and must be approved by the Director/Owner.

School Calendar & Holidays
The School is structured to allow students to enroll in our Program at designated times throughout the year. The program corresponds to the number of clock hours in each program description. Once a student is accepted for admission he/she will be able to start the approved program. The school reserves the right to reschedule, postpone, or cancel classes and student agrees to comply with the assigned schedule for the applicable program of study.

VskiCosmetology School is closed for the following holidays: New Year’s Day, Independence Day, Thanksgiving Day and day after Thanksgiving, Christmas Eve and Christmas Day. VskiCosmetology School reserves the right to include a fall, winter, spring, and summer break. The anticipated graduation date will be extended accordingly.

Weather Information
Classes will be dismissed early or canceled when the administration deems that the weather conditions would threaten the health or safety of the students, faculty, or staff. The anticipated graduation date will be extended accordingly. School closings will be posted on our Facebook page.

Bulletins/Student Announcements / Resource Center
The student bulletin board is located in the student lounge area. It is the student's responsibility to check the boards on a daily basis for notices and announcements. A resource center is provided for your use and is the responsibility of the director. Resources available are educational books, videos, and other informative materials on programs offered by VskiCosmetology School. No resources of any type are permitted to be removed without properly obtaining the director's permission ahead of time. Any such removal will be considered theft and cause for suspension or termination.

Teach-Out Plan and Teach-Out Agreements - VskiCosmetology School is currently implementing a teach out plan as of August 24, 2020 in the event of a state of emergency in which this would be required.

Externship - VskiCosmetology School does not offer this program.

Distance Education Learning - VskiCosmetology School does not offer this program.

Students who Withdraw from the Program
Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of VskiCosmetology School. Students wishing to transfer to another institution must pay all monies owed to VskiCosmetology School, and all applicable academic requirements must be met in order for the student transcripts to be released.

Transcript Requests
The first transcript is included in the enrollment fee. Each additional transcript thereafter will cost $10.00. All tuition fees must be current.
Veterans Education and Training Policies

Standards of Progress:
Academic progress will be measured at the end of each evaluation period. (The evaluation periods are as follows: 450,900, 1200.) Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 75 at the end of the first evaluation period the student will be placed on academic probation for the next evaluation period.

Failure by the student to achieve a GPA of 75 after the probationary period will result in academic suspension (termination of veterans’ benefits) for one month. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 75 during that evaluation period will be placed on academic dismissal for two (2) months. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student’s control. The following are some general categories of mitigating circumstances.

This list is not all inclusive
- Serious illness of the veteran
- Serious illness or death in the veteran’s immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Attendance Policy:
By authority of Title 38, United States Code 3676 © (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits.

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed Twenty (20) percent of class contact hours.

The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the end of the suspension period of 30 days following interruption only when the cause of unsatisfactory attendance has been removed.

Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours.

The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

VA students receiving educational benefits can have their absences excused for extenuating or migrating circumstances. These excused absences will be documented in the student’s file. Documentation of excused absences must be turned into the VA Certifying Official within three (3) scheduled days of your return.

It is recommended that both excused and unexcused absent hour(s) be made up. Failure to make up time may result in a change in your graduation date and your VA benefits.

Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course /program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran’s immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course
- Active-duty military service, including active duty for training.

Institutions having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence”. Note: VA benefits should be decertified for official and unofficial leave.
VA Students’ Policy For Credit of Previous Training at Another Institution

Credit will be given from approved schools for cosmetology work that has been successfully completed. All hours must have been recorded with the school. Credit will depend on the student’s theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing.

Based on the transcript provided, the school will generate a test using a minimum of 10 questions from each area of study from our own school tests. To receive full credit, the student must pass each section of the test with the minimum required grade level as stated in the Satisfactory Academic Progress Policy specific for their program of study. If the student does not meet the minimum grade level, the student may not be awarded any hours for that area of study. Maximum transfer hours accepted will be 750 hours for cosmetology program to receive a Vski Cosmetology School Diploma. Applicants’ approved transfer hours that are more than 750 hours for cosmetology will result in a certificate of completion. Those who receive more than 750 hours respectively may be required to take a practical exam to assess their practical skills. The maximum number of hours that may be accepted for an applicant who obtained cosmetology training while in High School is 1000 hours.

Allowed variance from this policy is for students who are eligible for VA Education Benefits and those who have passed both portions of the licensing exam and only need to receive their remaining hours to become licensed. Because of federal guidelines relating to previous training for Veteran students, students may not receive education benefits for hours that have been previously certified. Students eligible for VA Education Benefits who have had previous training may receive more than the schools allowed transfer hours based on the results of the testing as stated above. Any student transferring from this school, who is requesting a transcript of their credit or academic hours will be charged a $35.00 fee for each transcript after their first initial free transcript. All documentation pertaining to previous training must be kept in the students’ files.