



# CATALOG

November 2019

Revised

Learn it. Live it.  
Love it!

[AltoonaBeautySchool.com](http://AltoonaBeautySchool.com)

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# Our School

Altoona Beauty School's fine reputation has been maintained since its establishment in August 1956. It was owned and operated by Virginia Stoudenour until May 1978. In 1978 Mr. Richard Koop purchased the establishment. He operated the school until March 1994. In March 1994 the establishment was purchased by Linzi J. Biesinger. Mrs. Biesinger has vast experience in hairstyling, shop management, teaching, and financial aid services. Mrs. Biesinger incorporated Altoona Beauty School in 1995. She currently is the Chief Executive Officer.

Our objective at Altoona Beauty School is to prepare our students for successful careers in today's modern world of Cosmetology. To achieve these goals, we have a team of instructors, who are licensed by the Pennsylvania State Board of Cosmetology. Our staff has had many years teaching experience as well as salon experience. The staff attends various seminars and workshops throughout the year to stay on top of today's ever changing fashion and hair trends. Some of our many teaching aids here at Altoona Beauty School are Power Point Presentations, electronic textbooks, internet technology, and DVDs comprising of cuts, coloring, perming, styling, make up, skin care, and nail techniques compiled through the years.

Altoona Beauty School practices no discrimination on the basis of race, creed, age, religion, sex, financial status, color, or ethnic origin. We are an equal opportunity educator and employer.

# Facilities and Equipment

Altoona Beauty School is located at 1528 Valley View Blvd., Altoona PA. Our school provides 9000 square feet of floor space, with necessary equipment to provide quality education.

The building consists of reception/retail area, shampoo room, color bar, two laundry areas, dispensary, clinic, and dryer areas. Three theory classrooms, skin care room, nail care room, locker area, student lunch room, staff room and an administrative office. Special facilities for disabled students are as follows: handicapped parking spaces, restrooms, locker, and ramp entrance. Specific disabilities should be discussed with the school Director prior to enrolling in classes to ensure we can accommodate the student.

## **OBJECTIVES – Mission Statement**

Altoona Beauty School strives to offer the best education possible for future stylists. Our objectives for each program are:

1. To educate the students to the highest level in their chosen field of cosmetology.
2. To expose the students to all aspects of clinical and practical procedures their chosen field
3. To impress upon the students the need to keep up with the ever changing field by attending professional educational seminars.
4. To instill upon the students a keen sense of professional ethics to enable them to be competitive and successful.
5. To educate and prepare the students to fulfill all requirements for the state board of cosmetology.

# Our Staff

OWNER/PRESIDENT.....Linzi Biesinger  
DIRECTOR/ SUPERVISOR.....Teresa Madigan  
TITLE IX COORDINATOR

## EDUCATIONAL INSTRUCTORS

Kimberly Smith    Jamie Miller    Jennifer Wilt  
Rebecca Westphal    Tej Love  
FRONT DESK COORDINATOR ..... Missy Johnson /Susan Kephart  
ADMINISTRATIVE ASSISTANT ..... Kimberly Smith

## **RULES AND REGULATIONS:**

Students are to dress appropriately for school. Appearance is crucial as you are training for a position in the image and beauty industry. If you cannot make yourself look good, your clients will wonder how you can service them!

1. Clean uniform jacket must be worn at all times. Black bottoms and black or white tops must be worn under this jacket. Black or white closed toed leather or vinyl shoes must be worn with socks or nylons. No clothes that are ripped, torn, or have holes in will be permitted to be worn in school. Pants and slacks must not extend over the heel of the shoe. All under-garments must be covered at all times including boxers and bra tops. Any clothing, attire, or accessory that lends to disruptive/ distraction of any kind is strictly prohibited. Coats / jackets will not be worn during school unless a heating problem occurs. Clothing apparel, book bags, and jewelry which advertises or promotes drug/ alcohol, tobacco products, sexual messages, hate groups, or racism are not permitted. No shorts are permitted. Skirts must be no shorter than 2” above the knee. Capri pants are acceptable. Underarm hair must be clean shaven. If growing for waxing purposes, no sleeveless shirt may be worn.

2. Personal appearance. Be neat and clean, come to class with hair and makeup done. Body piercing must be discrete and approved by staff so not to offend customers.
3. Personal hygiene is a must when dealing with the public.
4. All books and equipment are necessary for all classes. You will be asked to leave if you do not bring all of your equipment, including charged tablet. Mannequins are to be stored in your locker, not on the clinic floor.
5. The use of unprofessional language will not be tolerated. Cell phone usage is permitted in student break room or outside only.
6. Pay full attention to clinic.
7. Be helpful and courteous at all times.
8. Non-smoking facility. Eating/drinking in breakroom only.
9. No personal phone calls!! Emergency calls only
10. Students must pay for the cost of supplies for their own personal use. Must be paid prior to having service.
11. All clean ups must be done before you leave.
12. No littering on school property.
13. Jacket/purses must be kept in lockers, combination lock
14. The use of alcohol and or drugs is forbidden. If caught you will be terminated.
15. Cyber stalking or cyber bullying is not permitted.
16. Failure to comply with these rules and regulations will result in loss of hours due to dismissal and a write up. Students receiving three write ups during enrollment will be terminated.

17. Any school related problem that you have please contact the school office and it will be handled accordingly.

## **POLICIES: ATTENDANCE POLICY**

Full time students must attend a minimum of 24 hours per week. Classes are Monday through Friday 8:15 am to 4:00pm. Part time students must attend a minimum 16 hours per week. Classes vary by program (Cosmetology= M–F;8:15 am to 12:15 pm Esthetician=M-W-F 8:15am-4pm Nail Technology/Teacher Training M-T-W 8:15am-4pm) or Evenings, Monday through Thursday 5:00 pm to 9:00 pm and Saturday 9-3. Missed classes must be made up Saturdays.

All students based on enrollment status must maintain a 70% attendance average in order to achieve Satisfactory Academic Progress. Attendance is monitored daily. Each week the Director checks individual student's weekly attendance. A student not meeting their weekly requirements are contacted. The following week the student is expected to make up the hours absent. Hours are averaged at the end of each month. All students will be given a contracted completion date. If the student does not complete the required hours of training by the given completion date, the student will be charged the prevailing tuition rate per hour for all uncompleted hours = \$10.69.

Students will be scheduled to attend one Saturday class approximately every third week, after their third month of school. Only students who provide Altoona Beauty School with written documentation will be excused from this policy.

## **TARDINESS**

Any student not physically present at the start of his/her scheduled class will be considered tardy. A student attending Altoona Beauty School must attend all scheduled theory classes on time. All classes begin at 8:15 am. If a student cannot make it at 8:15 they have the option to come late at 10:00am. If the student cannot attend at 10:00am they have the option to come late at 12:00 noon. If the student cannot attend by 12:00 noon, they will not be permitted to class for the day. Evening classes begin at 5:00 pm. If the student cannot make it at 5:00 they have the option to come late at 7:00 pm. If they are not in attendance at 7:00, they will not be permitted to class for that evening. Exceptions will be made for those students attending class late a legitimate reason only. (Such as a job schedule, child care, etc) If a student has a legitimate reason for coming to class late every day, they should speak with the Director/Supervisor about this before enrolling in classes.

This policy was designed to prevent students from coming to class late and disrupting those students who were on time. Excessive tardiness may be cause for discontinuance of training.

## **SNOW DAY CLOSINGS**

Altoona Beauty School is a clock hour school, we must remain open as much as possible. If Altoona Beauty School cannot open due to extreme weather conditions, no hours will be given because the school was not available for training. Please follow us on social media. Our Instagram/ Facebook page will be updated should classes be delayed or cancelled. Also watch WTAJ-TV News or go to [www.wearecentralpa.com](http://www.wearecentralpa.com) for school closings. If Altoona Beauty School closes a day, evening classes are automatically canceled as well. A mass text will be sent to students who give permission to text.



## **LEAVE**

Leave of absence is granted only to students who wish to temporarily interrupt their training and are in good standing with the school, and there is a reasonable expectation they will return. A leave of absence must be requested in writing, in advance to the Director of the school unless unforeseen circumstances prevent the student from doing so. The Altoona Beauty School Request for Leave of Absence form must be signed by the student. Leave of absences will be granted to those students with medical excuses only. The school has the final decision as to permitting the leave of absence. Any Leave of Absence cannot exceed sixty days. Altoona Beauty School will not authorize more than one Leave of Absence during enrollment period. No additional charges will be assessed. The student's contract enrollment period will be extended by the same number of days as taken in the Leave of Absence. Should the student not return as scheduled on Leave of Absence the withdrawal date will be the students last date of attendance. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

## **CLASSCUTS**

Class cuts are not permitted and shall be regarded as unexcused absences.

## **MAKE UP WORK**

Make up work is not permitted for the purpose of receiving Veterans Administration training allowance. Students who fail an exam either in theory or practical studies, will be required to make up that exam. All failed exams must be made up within one month from the scheduled exam. If a student fails to make up the exam in one month a zero will be recorded in the student's progress chart. In order to sit for the Mid Term and/or Final examinations, *all* grades must be above the passing rate of a 70%. If a student is absent the day a scheduled exam is given the students will be

required to make up the exam the next day he/she is present for class. If the exam is not made up at this time a zero will be recorded.

## **EARLY DISMISSAL**

Altoona Beauty School is open during regular business hours. If you the student choose to leave early, your hours stop at the time you leave school. The only requirement to leaving early is that you complete the Early Dismissal Chart prior to 10:00 am.

## **REST PERIOD**

Day students are granted two 10 minutes rest periods. At approximately 10:00am and 2:00pm, and a 45 minute lunch break. Evening students are granted a nightly 15 minute rest period from 7:00 – 7:15.

## **TERMINATION**

Termination will result is a student does not comply with the rules and regulations of the institute. If the student does not maintain the required hours for Title IV Aid or does not maintain Satisfactory Academic Progress.

## **PLACEMENT**

We at Altoona Beauty School are dedicated to assisting our graduates seeking employment. We offer job assistance through our school office, as well as our school website. A job board is located in the student hallway. We do not in any way guarantee employment. We do have numerous local contacts and can aid (refer) the student in employment or who needs career counseling.

## **CONDUCT**

Students may be dismissed for actions or conduct that disrupts the school program or reflects in any way upon the school. Students dismissed because of unsatisfactory progress or misconduct will not be reinstated unless the administration is assured cause for dismissal will be corrected.

## **INTERNAL COMPLAINT PROCEDURE**

If any student, teacher, or interested parties should have a complaint regarding any aspect of the Altoona Beauty School, Inc. they should adhere to the following steps:

Notify Instructor of complaint if at all possible in writing. He/she will help in any way possible. If not satisfied, notify the Director/Supervisor of complaint in writing. He/She will help any way possible. If not satisfied, notify the President of complaint in writing. She will help to correct to the best of her ability. A response will be given to the student within ten days from whichever avenue was attempted. Notify National Accrediting Commission of Career Arts and Sciences (NACCAS) at 703-600-7600, only after complainant has attempted to resolve the problems through the school's complaint process.

## **TITLE IX COORDINATOR**

Altoona Beauty School's Title IX Coordinator is the School Director Teresa Madigan. Her role as Title IX Coordinator are;

- Hear/receive information of alleged crimes that are reported to her in good faith by others, or reported alleged crimes that may personally witness. Under the Cleary Act, a crime is "reported" when it is brought to the attention of an ABS staff member or local law enforcement personnel by the victim, witness, or third party or even the offender. It doesn't matter whether or not the individuals involved

in the crime, or reporting the crime, are associated with ABS.

- Upon receiving information regarding a crime, the Title IX Coordinator will investigate the complaint. She will review Altoona Beauty School security camera footage and document notes of the incident. She will ask pertinent questions to those involved, if warranted she will immediately contact the police and provide all related details to the authorities. Investigation will commence in a timely manner.
- Record information about crimes reported. To record information about a crime reported complete a Campus Security Authority Incident Report Form.
- Promptly report any Cleary-Act related crimes to local and/or state police departments – all crimes MUST be reported.
- Attend required training on the implementation of Violence Against Women Act (VAWA)
- Provide annual training and updated Campus Security information to all ABS employees

## **ENROLLMENT**

Enrollment for any classes can be made at any time during the year. Enrollment applications are available on the school's website. A non refundable \$50.00 application fee will be collected at orientation. Registration must be made two weeks prior to the first day of class. Class start dates vary according to the various programs. Please contact the Admission office for exact dates. Registration fees for all courses are \$100.00. Day and Evening classes are offered. No vaccinations are required to enroll in classes.

## **ENROLLMENT STATUS CHANGE**

A full time student at Altoona Beauty School you must maintain 24 minimum hours a week. Should you need to drop from a full time student to part time student, it must be done with in the first month of enrollment. A change in your enrollment status must be requested to the Director/Supvisor of the school. Enrollment status change will only be granted to those students with legitimate reasons such as; Change in employment, Health reasons, or Child Care Services.

## **RE-ENROLLMENT**

Any student previously withdrawn from the institution and wishes to re-enroll at Altoona Beauty School must meet the following requirements. Wait 180 days to re-enroll (if Title IV recipient), notify Altoona Beauty School of desired start date, enroll full time, and complete payment of application fee. If the student does not meet these requirements, he/she will not be accepted. The Director has the final say in re-enrolling any student.

## **STUDENT FILE ACCESS**

Altoona Beauty School guarantees the student (student is a dependent minor, parents/guardian) the right to gain access to their records by inquiring at the school's office. All files must be reviewed in the office with a staff member present. No documents will be permitted to leave the school. Copies may be requested.

## **RELEASE OF STUDENT INFORMATION**

The Altoona Beauty School has written this policy pertaining to the safeguarding of records which comprises with the "privacy act". The Altoona Beauty School will not release any information on a student unless the Altoona Beauty School has the written permission. (If the student is a dependent minor, parents/guardian written permission will be obtained). Parents/ guardians of dependent minors have the right to access files. For legal or

accreditation purposes, agencies do not have to have written consent in order to access student files.

**The Altoona Beauty School policy is as follows:** When an individual and/or organization wish to gain access to certain information in a student file, a school official will take down necessary questions regarding the student information. Then he/she will inform the individual and/or organization that we will get back to them with the information. The school director will notify the student. The student will be notified as to who called requesting information and as to what information they were requesting. If the student gives the Altoona Beauty School the right to release the information requested, the student will complete and sign a Release of Student Information Form. The school official will also sign this form. The school official will then contact the individual and/or organization that called requesting the information. The school official will only release the information the student gave permission to release. The school official will then keep a copy of the release of information form in the student file. *EACH* time an individual and/or organization calls to request personal information about a particular student, Altoona Beauty School will implement the Release of Student Information Policy.

## **ALTOONA BEAUTY SCHOOL GRADING SYSTEM**

All theory exams given are graded by percentage, calculated by the number of correct questions divided by the total number of questions. Practical requirements vary according to program the student is enrolled in. *Nail Technology* students are graded on practical requirements at 50 hours and a final exam. *Cosmetology* students are graded on practical requirements at 300 hours, a mid term exam and a final exam. *Esthetician* students are graded on practical requirements at 75 hours and a final exam. *Teacher Training* graded on the three evaluations of the complete theory classes they teach. Theory grades and practical grades are averaged together monthly. Students must maintain a minimum 70%

average in academics. All students must complete specific requirements based on the program enrolled in. Students receive an “S” for satisfactorily completing task or a “U” for unsatisfactorily completing the task.

Grading Scale:

100% - 93% = A

92% - 85% = B

84% - 78% = C

77% - 70% = D

69% or below = F

## **REQUIREMENTS FOR GRADUATION**

Upon completion of the designated number of clock hours for the desired course, the student will receive the appropriate award. Students completing the Cosmetology, Nail Technology, Esthetician, and Teacher Training Programs will receive a diploma and be eligible to take the Pennsylvania State Board Examination.

Student completing the Electrology, or Advanced Classes receive a certificate.

- \* All students must complete all written requirements with a 70% or higher.
- \* All students must complete all practical requirements
- \* All students must maintain Satisfactory Academic Progress.
- \* All Students are required to do clinical work experience (unpaid) as part of their education.
- \* All students must have met financial obligations

## **REQUIREMENTS FOR STATE BOARD EXAM:**

**COSMETOLOGY:** Complete 1250 hours, examination fee \$93.00, proof of education, and proof of age.

**NAIL TECHNOLOGY:** Complete 300 hours, Examination fee \$93.00, Proof of education or proof of age.

ESTHETICIAN: Complete 450 hours, examination fee \$93.00, and Proof of education.

TEACHER TRAINING: Complete 600 hours, examination fee \$93.00, Proof of education, and Nail Technology, Cosmetology or Esthetician License.

\*\*Examination fees are governed by the state and may change without notice. All candidates pay \$10.00 to begin board application online. Pennsylvania State Board of Cosmetology complaint number is 1-800-822-2113.

\*\*Pennsylvania Board of Cosmetology requires all candidates to submit an official Criminal History Record Information check with their applications for licensure examinations, reactivation and reciprocity.

Applicants will need to supply official Criminal History Record Information check from the State Police or other state agency for every state in which the candidates has resided during the past 5 years. The reports must be dated within 90 days of the application.

**CURRICULUM**The PA State Board of Cosmetology requires 1250 hours in school training before taking required Cosmetology examination. A full time student must complete 1250 hours in 13 months. A part time student must complete 1250 hours in 20 months. If these hours are not completed within this time period, the student is subject to increased tuition if the school had a tuition increase.

<b>SCHOOL HOURS</b>	<b>HOLIDAYS</b>
8:15AM – 4:00PM	New Years Eve Day
Days Mon. through Fri.	New Years Day
9:00am – 3:00pm	Memorial Day
Saturday (Rotation)	Independence Day
5:00pm – 9:00pm	Labor Day
Mon. through Thurs. Evening	Thanksgiving Day & Day after
	Christmas Eve, Christmas Day, Day after Christmas



## **SATISFACTORY ACADEMIC PROGRESS:**

All students must maintain Satisfactory Academic Progress, whether receiving financial aid or not. Students receiving funding under the Title IV programs must maintain Satisfactory Academic Progress in order to continue eligibility for such funds.

A cumulative grade average 70% or better is required. These grades are measured in theory, practical, and clinic. Students must maintain a 70% attendance average of contracted length of course. Attendance is monitored daily. Students satisfactory academic progress will be determined by their enrollment status whether they are enrolled in Nail Technology, Cosmetology, Esthetician, or Teacher Training. Based on a 35 hour week FULL TIME students can complete the course in 9 months, for 1250 hours Cosmetology course, 6 months for a 600 hour Teacher Training course, and 3 months for a 450 hour Esthetician course. Based on a 16 hour week PART TIME students can complete the course in 20 months, for the 1250 hours Cosmetology course, 9 months for the 600 hour Teacher Training course, 7 months for the 450 hour Esthetician course and 4 months for the 300 hour Nail Technology course.

Any student approved for a temporary leave of absence (approved in advance) within a minimum of 5 days will not have an interruption in training counted against them. They will be in compliance with the Satisfactory Academic Progress Policy if they have given the school documentation from a doctor to justify such a leave. Students making satisfactory academic progress will be considered making satisfactory academic progress until the next scheduled evaluation. A student's contract and maximum time frame will be extended the same number of days taken in the leave of absence.

Reentry from any approved leave of absence will be documented as such and proof from a doctor (if medical) will be required to justify such a leave. Students returning from a leave of absence will return in the same status that was held prior to the leave. Reestablishment of status will require the student make up assignments, tests, etc. To maintain a 70% average, and the minimum hours of probation period.

Student's satisfactory academic progress is evaluated monthly, if a student is not making satisfactory academic progress, he/she will be informed by the Financial Aid Officer. The student will be placed on an Altoona Beauty School probation. The student will have one month from warning to increase attendance and/or academic averages to the required 70%. If the student fails to make Satisfactory Academic Progress the following month, he/she will be terminated. A student who has been placed on Altoona Beauty School probation three times during enrollment will be terminated the following time.

A student must satisfactorily complete a minimum number of hours (percent of work) toward his/her educational goal based on time increments and complete his/her course of study in 143% the normal time frame for completion. The Cosmetology program is 1250 hours and normally takes 36 weeks to complete at 35 hours a week; the maximum time frame is 52 weeks. The school defines its academic year as 900 hours and 26 weeks. Each scheduled payment period of 450 hours must be completed in 19 weeks with an acceptable cumulative GPA. Part time normally takes 78 weeks at 16 hours per week with a maximum time frame of 80 weeks.

Satisfactory progress requires a minimum 70%GPA at all times during the program. If the student falls below a 70% average for theory or competency or has less than a 70% of the scheduled attendance for a payment period. The student will be placed on a warning for the next payment period. Altoona Beauty School evaluates students at equal intervals based on actual hours; Nail Technology at 150 hours, Esthetician at 225 hours, Cosmetology at 450 and 900 hours, and Teacher Training at 300 hours. A student is considered in satisfactory progress while on a warning. If he or she does not bring the average up by the end of the warning period the student will no longer be eligible for Title IV, HEA program funds. The student will be placed on probation and must successfully appeal in order to reinstate Title IV.

**APPEALS:** A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the Director of the school.

The decision of the Director shall be final. Special consideration will be made for mitigating circumstances ( that is illness, death in the family, etc....) The student must include in the appeal, why the student failed to make satisfactory progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation. All decisions of appeal and all paperwork shall be placed in the students file.

After a successful appeal, the student will be placed on academic probation for the following payment period. The student must be in SAP at the end of the probationary period or all Title IV, HEA funds will be terminated.

**RE-ESTABLISHING ELIGIBILITY:** The student whose Title IV, HEA funds have been terminated for unsatisfactory progress will not be paid any additional financial aid until he/she has completed the hours previously paid for with a 70% Cumulative GPA and will be able to complete the program within the maximum time frame.

**COURSE INCOMPLETES, REPETITION, & NON REMEDIAL COURSES:** course incompletes, repetition, & non remedial courses do not normally apply but are considered in the maximum time frame for completion. Course incompletes, repetition, & non remedial courses have no effect upon satisfactory academic progress standards as we have no such items or policies.

**TRANSFER OF CREDIT:** Transfer hours from another institution 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 actual contracted hours at the institution.

## **ADMISSIONS REQUIREMENTS**

### **COSMETOLOGY:**

All students must complete the Altoona Beauty School enrollment application, school visits and a \$50.00 non-refundable application fee. Altoona Beauty School admits as regular students; High school graduates, and holders of high school graduation General Equivalency certificates. Altoona Beauty School does not accept students with the Ability to Benefit. Unfamiliar High School diplomas will be verified by the Altoona Beauty School. Foreign diplomas must be translated.

Require 1250 hours and schooling shall be no less than eight months. In doing this, the program provides the general skills of hairdressing and their practical shop applications. Completion of the course work will prepare the graduate to take the state boards to be licensed.

### **TRANSFERS**

Credit hours will be given up to 800 hours with an official transcript from previously attended school. All students wishing to transfer hours in to Altoona Beauty School will be required to complete the following prior to enrollment:

- Provide an official transcript of hours
- Successfully pass a theory and practical exam
- Student affected by a school closure, hours will be determined on case by case basis.

Upon completion of exams, the student will be notified by the Admissions Department of the results. In order to transfer 800 clock hours the student must have a 70% or higher on both theory and practical exams. Should the results be less than 70%, transfer hours of 400 will be accepted. Hours will be determined by the school Director. Reciprocity will be accepted with proof of current state's license.

## **CURRICULUM**

Your professional Image.....	30 hours
Bacteriology, Sterilization, Sanitation.....	55 hours
Properties of the hair & scalp.....	35 hours
Draping & shampooing.....	40 hours
Haircutting.....	195 hours
Fingerwaving.....	20 hours
Wet hairstyling.....	50 hours
Thermal Hairstyling.....	50 hours
Permanent Waving.....	120 hours
Haircoloring & Hairlightening .....	140 hours
Wigs and Hairpieces .....	15 hours
Manicuring & Nail Disorders.....	100 hour
Skin & Skin Disorders.....	50 hours
Facials & Makeup.....	55 hours
Removing Unwanted Hair.....	20 hours
Cells, Anatomy, Physiology.....	50 hours
Electricity.....	25 hours
Chemistry.....	50 hours
Salon Management.....	50 hours
State Laws.....	50 hours
Rules & Regulations.....	50 hours
Total.....	1250 hour

## **ESTHETICIAN**

The school admits high school graduates or holders of GED. Altoona Beauty School does not accept students with the Ability to Benefit. Unfamiliar High School diplomas will be verified by the Altoona Beauty School. Foreign diplomas must be translated. Required 450 hours of training. The course prepares graduates to work as skin care specialists in spas, salons, medical offices. They may choose to open their own salon. This program impacts general skills of skin care techniques available today. Completion of course

work listed below will prepare the graduate to take a state board examination to become a licensed Esthetician.

## **TRANSFERS**

Credit hours will be given up to 50 hours with an official transcript from previously attended school. All students wishing to transfer hours in to Altoona Beauty School will be required to complete the following prior to enrollment:

- Provide an official transcript of hours
- Student affected by a school closure, hours will be determined on case by case basis

Hours to complete will be determined by the school Director.

Reciprocity will be accepted with proof of current state's license.

## **CURRICULUM**

Professional Practices.....	120 hours
Sciences.....	100 hours
Facial Treatments.....	150 hours
Temporary Hair Removal.....	40 hours
Make up.....	40 hours
Total.....	450 hours

## **TEACHER**

## **TRAINING**

Those enrolling in the Teacher Training Program must be a high school diploma/GED. Altoona Beauty School does not accept students with the Ability to Benefit. Unfamiliar High School diplomas will be verified by the Altoona Beauty School. Foreign diplomas must be translated. They must also hold a PA Nail Technology, Cosmetology, or Esthetician license. Required 600 additional hours after specialized training. The Teacher Training program prepares the graduate to become a licensed teacher in the State of Pennsylvania. The 600 hours will train potential teachers in the tools and knowledge necessary for the development of their specialized area; Nail Technology, Esthetician, or Cosmetology.

Students in this program will learn how to prepare, organize, and present appropriate courses.

Completion of the course work listed below will prepare the graduate to take a state board examination to become a licensed teacher.

## **TRANSFERS**

Credit hours will be given up to 50 hours with an official transcript from previously attended school. All students wishing to transfer hours in to Altoona Beauty School will be required to complete the following prior to enrollment:

- Provide an official transcript of hours
- Students affected by school closure, hours will be determined on a case by case basis.

Hours to complete will be determined by the school Director.

Reciprocity will be accepted with proof of current state's license.

## **CURRICULUM**

Administrative Techniques & Salon Management.....	100 hours
Classroom Management .....	70 hours
Teaching Plans, Methods, Testing .....	65 hours
Lesson Planning .....	100 hours
Teaching & Learning Principles .....	40 hours
Developing a Course of Study .....	35 hours
Professional Conduct .....	50 hours
Teacher Maturity .....	40 hours
Orientation of Instructing, Laws, Rules & Regs.....	100 hours
Total .....	600 hours

## **NAIL TECHNICIAN**

The school admits high school graduates and holders of high school equivalency certificates. Altoona Beauty School does not accept

students with the Ability to Benefit. Unfamiliar High School diplomas will be verified by the Altoona Beauty School. Foreign diplomas must be translated

The nail technician program is designed to prepare the student with knowledge of nail structure, diseases and imperfections, various nail technician techniques, nail wrapping, and sculptured nails.

Completion of this course work is listed below will prepare the graduate to take a State Board Examination to become a licensed Nail Technician.

### **TRANSFERS**

Credit hours will be given up to 50 hours with an official transcript from previously attended school. All students wishing to transfer hours in to Altoona Beauty School will be required to complete the following prior to enrollment:

- Provide an official transcript of hours
- Students affected by school closure, hours will be determined on a case by case basis.

Hours to complete will be determined by the school Director.

Reciprocity will be accepted with proof of current state's license.

### **CURRICULUM**

Hygiene, Bacteriology, Sterilization & Sanitation.....	35 hours
The Nail & Disorders.....	50 hours
Practice of Manicuring & Pedicuring.....	80 hours
Advance Nail Techniques.....	50 hours
Anatomy & Physiology.....	15 hours
Salon Business.....	40 hours
State laws, Rules & Regulations.....	30 hours
Total.....	300 hours

### **ELECTROLOGY**

### **PROGRAM**

This is a non-accredited, non-licensed course. This is a 126 hour course, which leads to a diploma. No State Licensing. This



program is designed to train students in the skill of permanent hair removal. Altoona Beauty School does not accept transfer hours for Electrology Program.

## **EXTRA CURRICULAR ACTIVITIES**

Periodically Guest speakers relating to the field of Cosmetology visit students. That person may be a color technician, a salon owner, a stylist, a member of the state board, etc. They bring the latest techniques in hair styling and beauty trends to our school.

Altoona Beauty School conducts in school competitions. They provide students with the excitement and motivation. Some of our students go on to compete at the State and National levels.

Annually Altoona Beauty School attends the International Hair Show in New York City or Long Beach, CA. Students are encouraged, but not required to attend. We also attend local and state hair shows throughout the year.

Graduation ceremonies are held three times per year. A Christmas party is held during school hours. Monthly achievement awards are presented to the student body. Including the NaB Business Student of the Month Award. The NaB Business Student of the Month will receive a certificate. Certificates of Recognition are given for all other awards such as Top Attendance, A+ advertiser, and Student Vouchers!

We encourage our students to participate in community service projects throughout the year. Some of our activities include; food drives for local food bank, or collections for the humane society.

## **ACADEMIC ADVISING**

Once every quarter students are counseled on attendance, grades, and personal achievements. Students are encouraged to seek help

from the Supervisor if they are having a problem with an instructor or fellow student, at any time.

## TUITION AND FEES

Altoona Beauty School accepts the following methods of payment: cash, credit card, money order, check, Title IV, OVR funds, scholarships, Veterans benefits and 529 plans. All students may purchase kit and books on their own provided obtain exact same as ABS kit & books. Must inform Director at orientation.

**COSMETOLOGY:** Required 1250 hours, attending at least eight months, high school diploma and/or GED equivalency.

\$13362.50	Tuition for hours
\$50.00 *paid at orientation	Application Fee
\$2031.50	Books and Kit
\$93.00	State Board Fee
\$100.00	Registration Fee (Non Refundable after 3 business days)
<b>\$15587.00</b>	
\$3000.00	DownPayment
\$12587.00	8 monthly payments of \$1573.38

**ESTHETICIAN PROGRAM:** Required 450 hours of training, high school diploma and/or GED equivalency.

\$4810.50	Tuition for hour
\$50.00 *paid at orientation	Application Fee
\$657.50	Kit and Books
\$93.00	State Board Fee
\$100.00	Registration fee (Non Refundable after 3 business days)
<b>\$5661.00</b>	
\$1900.00	Down Payment
\$3761.00	2 monthly payments of \$1880.50

**TEACHER TRAINING PROGRAM:** Additional 600 hours after Specialized license such as Nail Technician, Esthetician or Cosmetology are obtained.

\$6414.00 Tuition for hours  
\$50.00 \*paid at orientation Application Fee  
\$655.00 Books and Kit  
\$93.00 State Board Fee  
\$100.00 Registration Fee (non-refundable after 3 days)  
\$7262.00  
\$1800.00 DownPayment  
\$5462.00 Four monthly payments of \$1365.50

**NAIL TECHNICIAN PROGRAM:** 300 hour program high school diploma and/or GED equivalency.

\$3207.00 Tuition for hours  
\$50.00 \*paid at orientation Application Fee  
\$620.00 Kits and Books  
\$93.00 State Board Fee  
\$100.00 Registration Fee (non-refundable after 3 days)  
\$4020.00  
\$1600.00 Down Payment  
\$2420.00 Two monthly payments of \$1210.00

**ELECTROLOGY PROGRAM:** 126 hours minimum training

\$1346.94 Tuition for hours  
\$50.00 \*paid at orientation Application Fee  
\$222.00 Kit and Books  
\$100.00 Registration fee (non refundable after 3 days)  
\$1668.94  
\$834.47 Down Payment  
\$834.47 payment due 1/2 way through

## **COSMETOLOGY REFRESHER PROGRAM: 100 HOURS**

\$1069.00	Tuition
\$50.00 *paid at orientation	Application Fee
**based on individual needs	Kit and books (optional)
\$100.00	Registration Fee
\$1219.00	Due orientation day

## **REFUND POLICY**

Details for institutions own definite established refund policy for cancellations and termination must at a minimum, comply with the following:

1. An applicant rejected by the school shall be entitled to all monies paid. (Excluding a non-refundable \$50.00 application fee).
2. If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her monies back in writing, with in three business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded, (Excluding a non-refundable \$50.00 application fee) regardless of whether student has begun training. If a student cancels enrollment after three business days and has not yet started class, all monies collected by the school shall be returned less the \$100.00 registration fee. (Excluding a non-refundable \$50.00 application fee).The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator. Refunds are based on actual hours.
3. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized.

<b>Percentage of Enrollment Time to Total Time of Course</b>	<b>Amount of Tuition Owed to the School</b>
0.01% to 4.9%.....	20%
5% to 9.9%.....	30%
10% to 14.9%.....	40%
15% to 24.9%.....	45%
25% to 49.9%.....	70%
50% and Over.....	100%

Percentage of enrollment is based on scheduled hours.

4. Enrollment is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in school. Any monies due to the applicant or student shall be refunded within 30 days after cancellation or termination or in the case of a leave of absence, the documented date of return. A student who fails to return from a leave of absence; the withdrawal date will be the earlier of the scheduled date of return or the date the student notifies the institution they will be returning. Formal cancellation will occur no more than thirty days from the last date of physical attendance, or in case of a leave of absence, the documented date of return. Unofficial withdrawals are determined by the school through monitoring clock hour attendance weekly. Any student not in attendance fourteen consecutive days will be withdrawn. A withdrawal/termination of fee of \$150.00 will be charged.

5. Kit and books are 100% refundable if cancellation occurs within three business days of signing contract, or after three days but prior to starting class. If a student withdraws during the first week of school he/she will receive refund, less 10% of kit and books, provided they are in good condition and unmarked. A student who withdraws after the first week of school will not be eligible to return kit and books for a refund.

6. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or
- Participate in a Teach – Out Agreement: or
- Provide a full refund of all monies paid

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 have its option:

- Provide a full refund of all monies paid; or
- Provide completion of the course and/or program

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula. Aid to be returned = (100% of aid that could be disbursed minus the

percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. Student will receive written documentation of balances due and date due. Balances not paid timely, will be turned over to our collection agency with a \$50.00 collection fee added. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal. Any refund due to Title IV HEA programs will be done in the following order:

- 1) Unsubsidized Direct Student Loans
- 2) Subsidized Direct Student Loans
- 3) Federal PLUS Loans
- 4) Federal Pell Grant

## **CAREER OPPORTUNITIES**

OWNER BEAUTY SCHOOL, STATE BOARD MEMBER, COLOR TECHNICIAN, PLATFORM ARTIST, DISTRIBUTOR, SALON OWNER, SUPERVISOR BEAUTY SCHOOL, TEACHER PRIVATE SCHOOL, TEACHER VOCATIONAL SCHOOL, ELECTROLOGIST, ESTHETICIAN, SALON MANAGER, HAIR STYLIST, SPA OWNER, SALON OWNER CHAIN, COMPANY SALES REPRESENTATIVE, NAIL TECHNICIAN, MAKE UP ARTIST, BEAUTY DIRECTOR, PERMANENT WAVE TECHNICIAN, STATE BOARD INSPECTOR.

## **HARASSMENT POLICY**

All complaints of harassment will be properly investigated and if warranted swift appropriate corrective action will be taken. Any student of staff member who harasses another person on Altoona Beauty School property, shall be subject to a hearing before the President and Director of Education and the accuser. Harassment can be based on race, creed, religion, sex, age, financial status or disability. The accuser must complete a “Harassment Complaint Form” and submit it to the President or Director of Altoona Beauty School. After the hearing, Altoona Beauty School will determine whether or not the act qualifies as harassment. Depending on the severity of the action the harasser will receive either; written warning, suspension, expulsion, or local law enforcement agencies will be notified.

## **JUST FOR YOU**

Theory class is a time for hitting the books and participating in class. But upon completion of the theory program, our graduates have a well rounded understanding of beauty salon services from shampooing, haircutting, facials, styling, perming, coloring, ect. These services are first started on manikins and fellow students. Then comes the big day when you get your first client. You will be under the direct supervision of our instructors. It is here you develop your practical skills speed, and confidence enabling you to proceed out of school into a rewarding career as a professional hair stylist, nail technician, or esthetician. If you want a career that can keep you at home in a small salon, or a career that can make you a platform artist. Get started in your professional career today!

## **FINANCIAL AID PROGRAMS**

Approved for Veteran’s Benefits – permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Altoona Beauty School a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans



Affairs” (VA) website e-benefits, or a VAF 28-1905 form chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Altoona Beauty School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, or any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed funding from VA under chapter 31 or 33.

Bureau of Vocational Rehabilitation

Pell Grants

Direct (Student) Loans

## **ALTOONA BEAUTY SCHOOL IS LICENSED BY:**

Commonwealth of Pennsylvania Department Of State Bureau of Professional & Occupational Affairs P.O. Box 1753, Harrisburg, PA 17105-1753 (717)783-7130

## **ACCREDITED BY:**

National Accredited Commission of Career Arts and Sciences (NACCAS) 4401 Ford Ave. Suite 1300, Alexandria, VA 22302 (703) 600-7600



**MEMBER OF:**

American Association of Cosmetology Schools (AACCS)

Nuts and Bolts Member School (NaB)

Cosmetology Educators of America (CEA)

Pennsylvania Association of Private School Administrators  
(PAPSA)

The Blair County Chamber of Commerce

Sassoon Connection School

Wella School Program

Dermalogica Partner School

Makeup Designory Partner School (MUD Makeup)

Kristiina Alexander Eyelash Training Certified School (KA Lashes)

