

CATALOG

Updated October 2011

THE HORNSBY GROUP

WESTERN HILLS SCHOOL OF BEAUTY & HAIR DESIGN

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Cincinnati, Ohio 45211
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EASTERN HILLS ACADEMY OF HAIR DESIGN

7681 Beechmont Avenue
Cincinnati, Ohio 45255
(513) 231 – 8621
Fax (513) 231 – 8213
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TRI COUNTY BEAUTY COLLEGE

155 Northland Blvd.
Cincinnati, Ohio 45246
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WE HELP YOU
CREATE
THE FUTURE

CATALOG
(Updated October 2011)

Welcome to:
THE HORNSBY GROUP
Western Hills School of Beauty & Hair Design,
Eastern Hills Academy of Hair Design
Tri County Beauty College.

Visit our Web Site At: <http://www.schoolsofcosmetology.com>

MISSION STATEMENT

Our mission is to graduate students with the knowledge and skills necessary to pass the Ohio State Board of Cosmetology Examination and enter the profession of any branch of Cosmetology.

GOALS

Our goal is to educate students in hair design, nail technology, and esthetics by encompassing science, art, marketing and business as well as providing practical, hands-on experience.

We believe that your educational experience should include enough time for each student to get to know each instructor as well as to form meaningful friendships with fellow classmates. It should be a time for academic achievement and the beginning of a successful future in the world of cosmetology, beauty, and fashion. Our aim is to fully prepare our students to pass the State Board of Cosmetology Examination and to step into the challenges and careers of tomorrow with the confidence that they can succeed.

NON-DISCRIMINATION POLICY

These institutions in their admission, instruction and graduation policies practice non- discrimination on the basis of race, color, creed, religion, sex, age, financial status or ethnic origin.

Western Hills School of Beauty and Hair Design, Eastern Hills Academy of Hair Design and Tri County Beauty College does not recruit students already attending another cosmetology institution.

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OUR STAFF

The staff includes qualified and experienced licensed instructors. Each brings with him/her a special contribution in technical skills and professional presentation.

PERSONNEL – WESTERN HILLS SCHOOL OF BEAUTY & HAIR DESIGN

Carlo Hornsby	President/Owner
Rose Hornsby	Vice President/Owner
Stella Niffenegger	Executive Administrator
Tim Hornsby	Executive Administrator
Caycie Seig	Administrator/Instructor
Judy James	Assistant Administrator/Instructor
Angel Harper	Office Assistant
Sandy Hansert	Instructor
Kathleen Peak	Instructor
Donna Schneider	Instructor
Lisa Madden	Instructor
Ebony Collins	Instructor
Mindy Schaller	Instructor
Tasha Collier	Instructor
Regina Richardson	Instructor
Natashua Thomas	Instructor
Jamie Lee	Instructor
Dawn Esz	Apprentice Instructor
Ramona Ferguson	Apprentice Instructor
Angela Hodges	Substitute Instructor
Kathleen Grady	Substitute Instructor
Sharon Phelps	Substitute Instructor

PERSONNEL – EASTERN HILLS ACADEMY OF HAIR DESIGN

Carlo Hornsby	President/Owner
Rose Hornsby	Vice President/Owner
Stella Niffenegger	Executive Administrator
Tim Hornsby	Executive Administrator
Angela Hodges	Administrator/Instructor
Dee Winkler	Assistant Administrator/Instructor
Wanda Duncan	Instructor
Stephanie Parker	Instructor
Joy Orme	Instructor
Tammy Sherwood	Instructor
Melissa Barber	Instructor
Latoya Greenlee	Instructor
Connie Pottorf	Instructor
Krista Bitzer	Instructor
Tim Hornsby	Substitute Instructor
Maria Penn	Substitute Instructor

PERSONNEL – TRI COUNTY BEAUTY COLLEGE

Carlo Hornsby	President/Owner
Rose Hornsby	Vice President/Owner
Stella Niffenegger	Executive Administrator
Tim Hornsby	Executive Administrator
Jesse Miller	Administrator/Instructor
Mildred Hampton	Administrative Assistant/Instructor
Linda Newman	Instructor
Nikki Betz	Instructor
Darleen Tucker	Instructor
Chavonn Dale	Instructor
Dawn Dearwester	Apprentice Instructor
Caycie Seig	Substitute Instructor
Mindy Schaller	Substitute Instructor
Tim Hornsby	Substitute Instructor

ORGANIZATION AFFILIATIONS

Association of Accredited Cosmetology Schools

Ohio Association of Cosmetology Schools

SCHOOL FACILITIES

The schools have ample free parking around the buildings. All classrooms are air conditioned and well lighted for the comfort and convenience of the students and staff.

WHY ACCREDITATION?

An accredited school must meet the following standards.

1. It is operated as a school.
2. It has a well-organized curriculum.
3. It has a well-supervised clinic for teaching and practice.
4. It has a competent faculty.
5. It provides high quality instructional materials.
6. It is adequately equipped.
7. It offers advising and placement services at no extra charge.
8. It is honest in its relationships with students and patrons
9. Cost of attendance is clearly stated.
10. It is financially sound.

VETERANS EDUCATION

Approved by the Ohio Department of Education, state-approving agency for Veterans Education. We can help Veterans, National Guard, Reservist and eligible dependants.

STATE REQUIREMENTS FOR LICENSING

Minimum of tenth grade education

At least 16 years of age

Applicants must provide:

- a. Educational Record or ATB test passed with at least completion of 10th grade education level (ATB has to read 11th grade to show completion of the 10th) Home Schooled completers must have a state issued credential for secondary school completion or have the Ability to Benefit under ATB Policy.
- b. Picture identification (drivers license, state I.D. card)

Completion of state required hours for the program student has been contracted for

Admission Requirements

- Written application for admission
- Personal interview
- The school admits as students
 - high school graduates or students with a GED.
persons who are above the age of compulsory school attendance, 16 years of age, before they sit for the State Board of Cosmetology, who have the ability to benefit from the training offered. Ability to Benefit is determined on the basis of a passing score on an independently administered, federally approved entrance exam. This test is given to all prospective students who do not have a high school diploma or a GED. This test must be passed with completion of the 10th grade (test must read 11th grade education level). Home schooled completers must have a state issued credential for secondary school completion or have the Ability to Benefit under ATB Policy.
 -
- A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a guardian must sign the Enrollment Agreement.

ENROLLMENT/CLASS STARTS

***Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design** – Full-time and part time students begin class on the first or third Monday of each month.

***Tri County Beauty College** – Full time students begin class on the first or third Monday, and Part time students begin class on the first or third Tuesday of each month.

ACCREDITING AND LICENSING AGENCY

The schools are accredited by the: **National Accrediting Commission of Career Arts and Sciences** located at **4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302-1432 Phone: 703-600-7600.**

The Department of Education recognizes the National Accrediting Commission of Cosmetology, Arts, and Sciences as a national accrediting agency for post secondary schools and programs of cosmetology, arts and sciences.

The **Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, OH 43123** licenses the schools.
PHONE: 614-466-3834.

PRIVACY ACT POLICY

Students and or Parents/Legal Guardians of minor students have the right to review Financial Aid and Academic records. See enrollment document for procedure.

TRANSFER POLICY to these institutions:

Persons furnishing satisfactory transcripts of credits earned in other schools and on securing a transfer permit from the Ohio State Board of Cosmetology, may enter the school and receive credit for work done elsewhere. Such credit allowances will shorten the course accordingly; however, transfer students will follow the same admissions requirement as new students.

TRANSFER POLICY from these institutions:

Hours and credits will be transferred to the Ohio State Board of Cosmetology with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Upon discontinuance from a program hours will be submitted to the Ohio State Board of Cosmetology. Hours cannot be transferred to another school until all financial obligations have been met.

ATTENDANCE POLICY

Policy is applied uniformly and fairly. The institution records attendance in clock hours, gives appropriate credit for all hours attended. The institution does not deduct or add hours as a penalty; and does not round hours to no more than the nearest quarter hour. These institutions are English teaching facilities only and are taught as such.

(See Documents)

PAYMENT PLAN

All tuition and fees are due and payable upon starting school, however, students without resources can work out a payment plan.

TEXTBOOK AND EQUIPMENT

To participate in class, each student must have a complete kit of supplies and books. They are purchased through the school.

MANAGING COSMETOLOGY – 1800 HOURS

Occupations available for graduates are as follows:

Hair Designer – Nail Technician – Esthetician – Salon Owner – Hair Color Specialist – Publishing

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design – Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Full time students begin class on the first or third Monday, and Part time students begin class on the first or third Tuesday of each month.

The course takes approximately 60 weeks full time and 120 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course are to thoroughly train all cosmetology students in all phases of hairstyling, cutting, permanent waving, tinting, relaxing, manicuring, facials, makeup, and thermal waving and body massage. Also, to train students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1800 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Daily Work Sheet. Managing Cosmetology is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

- 95% - 100% A Excellent
- 85% - 94% B Above average
- 75% - 84% C Average
- 74% and below D Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Sanitation/Bacteriology	24	36
❖ Sanitation, Bacteriology, Sterilization, ❖ Dispensary, Requirements & Operations		
Scalp Care	40	60
❖ Anatomy Head, Hair & Scalp ❖ Shampoo, Rinses & Massage ❖ Scalp Treatments, Disorders & Diseases		
HAIR I	160	240
❖ Marcel-Iron Curls ❖ Finger Wave-Pin Curls ❖ Basic Styling & Techniques ❖ Haircutting, Hair Trimming ❖ Care of Wigs, Postiches & Pressing		
HAIR II	200	300
❖ Permanent Waves ❖ Chemical Relaxing ❖ Tinting, Bleaching & Foiling		
MANICURING	44	66
❖ Basic Water, Oil & Electric Nail Treatments ❖ Hand and Arm Massage ❖ Hand and Arm Bleach ❖ Anatomy of Bones, Nails, Skin & Muscles		
SKIN CARE	32	46
❖ Facial and Make Up ❖ Mask and Packs ❖ Eyebrow Arching		

❖ Microdermabrasion		
❖ Anatomy of the Body		
❖ Body Massage & Client Health Issues		
SALON OPERATIONS & COMMUNICATION SKILLS	60	90
❖ Human Relations		
❖ Personality/Presentation		
❖ Career Development		
❖ Sales/Interpersonal Skills		
❖ Salon Operations/Management		
COSMETOLOGY LAWS & RULES	10	10
❖ Ohio Cosmetology Statutes & rules		
❖ Inspection and Enforcement		
ELECTIVE WORK	50	50
BUSINESS MANAGEMENT	16	12
❖ Banking		
❖ Basic Bookkeeping		
❖ Payroll		
❖ Salaries and Commissions		
❖ Appointment Scheduling		
❖ Inventory		
❖ Control		
❖ Purchasing		
❖ Merchandising		
❖ Advertising		
❖ Insurance		
❖ Laws and Permits		
❖ Telephone Techniques		
❖ Salon Floor Planning		
HEALTH AND PUBLIC SAFETY	8	5
❖ First Aid		
❖ Accident Prevention		
❖ Fire Codes		
ADVANCED HAIR COLORING	22	80
❖ In-depth Hair Coloring		
❖ Corrective Hair Coloring		
❖ Advanced Color Formulas		
ADVANCED RESTRUCTURING	13	34.5
❖ Advanced Wave Techniques		
❖ Advanced Straightening Techniques		
❖ Advanced Relaxing Techniques		
ADVANCED COSMETOLOGY	20	31
❖ Advanced Hair Analysis		
❖ Advanced Hair Shaping		
❖ Advanced Thermal Techniques		
❖ Advanced Blow Waving		
ELECTIVE WORK	20	20.5
TOTALS	719	1081

COSMETOLOGY – 1500 HOURS

Occupations available for graduates are as follows:

Hair Designer – Nail Technician – Esthetician – Hair Color Specialist – Publishing

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design – Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Full time students begin class on the first or third Monday, and Part time students begin class on the first or third Tuesday of each month.

The course takes approximately 50 weeks full time and 100 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course are to thoroughly train all cosmetology students in all phases of hairstyling, cutting, permanent waving, tinting, relaxing, manicuring, facials, makeup, and thermal waving and body massage.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1500 hours of training to qualify graduates to apply for the Ohio State licensing examination for Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Daily Work Sheet. Cosmetology is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
Sanitation/Bacteriology	16	24
❖ Sanitation, Bacteriology, Sterilization, ❖ Dispensary, Requirements & Operations		
Scalp Care	40	60
❖ Anatomy Head, Hair & Scalp ❖ Shampoo, Rinses & Massage ❖ Scalp Treatments, Disorders & Diseases		
HAIR I	180	220
❖ Marcel-Iron Curls ❖ Finger Wave-Pin Curls ❖ Basic Styling & Techniques ❖ Haircutting, Hair Trimming ❖ Care of Wigs, Postiches & Pressing		
HAIR II	180	280
❖ Permanent Waves ❖ Chemical Relaxing ❖ Tinting, Bleaching & Foiling		
MANICURING	66	44
❖ Basic Water, Oil & Electric Nail Treatments ❖ Hand and Arm Massage ❖ Hand and Arm Bleach ❖ Anatomy of Bones, Nails, Skin & Muscles		
SKIN CARE	60	60
❖ Facial and Make Up ❖ Mask and Packs ❖ Eyebrow Arching ❖ Microdermabrasion ❖ Anatomy of the Body ❖ Body Massage & Client Health Issues		
SALON OPERATIONS & COMMUNICATION SKILLS	60	90

❖ Human Relations		
❖ Personality/Presentation		
❖ Career Development		
❖ Sales/Interpersonal Skills		
❖ Salon Operations/Management		
COSMETOLOGY LAWS & RULES	8	12
❖ Ohio Cosmetology Statutes & rules		
❖ Inspection and Enforcement		
ELECTIVE WORK	40	60
TOTALS	650	850

COSMETOLOGY MANAGEMENT 300 HOURS

Occupations available for graduates are as follows:

Hair Designer – Nail Technician – Esthetician – Salon Owner – Hair Color Specialist – Publishing
Retail Specialist – Education Specialist – Competition Champion

A copy of a current Cosmetology License is required to enroll in this program.

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design – Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Full time students begin class on the first or third Monday, and Part time students begin class on the first or third Tuesday of each month.

The course takes approximately 12 weeks full time and 20 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objectives of this course are to thoroughly train all graduated cosmetology students in various areas of salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring and training, public relations and health and public safety. After completion of this course, and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Cosmetology MANAGERS. Students begin with theory and advanced practical sessions. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SUPERVIAORY RESPONSIBILITIES	9	51.5
❖ Hiring and Training		
❖ Public Relations		
❖ Employee Discipline		
BUSINESS MANAGEMENT	16	12
❖ Banking		
❖ Basic Bookkeeping		
❖ Payroll		
❖ Salaries and Commission		
❖ Appointment Scheduling		
❖ Inventory		
➤ Control		

> Purchasing		
> Merchandising		
❖ Advertising		
❖ Insurance		
❖ Laws and Permits		
❖ Telephone Techniques		
❖ Salon Floor Planning		
HEALTH and PUBLIC SAFETY	8	5
❖ First Aid		
❖ Accident Prevention		
❖ Fire Codes		
ADVANCED HAIR COLORING	20	80
❖ In-depth Hair Coloring		
> Corrective Hair Coloring		
❖ Advanced Color Formulas		
ADVANCED RESTRUCTURING	13	34.5
❖ Advanced Wave Techniques		
❖ Advanced Straightening Techniques		
❖ Advanced Relaxing Techniques		
ADVANCED COSMETOLOGY	20	31
❖ Advanced Hair Analysis		
❖ Advanced Hair Shaping		
❖ Advanced Thermal Techniques		
❖ Advanced Air Waving		
TOTALS	86	214

NAIL TECHNICIAN MANAGEMENT 100 HOURS

Occupations available for graduates are as follows:

Salon Employed Nail Technician – Manufacturer Representative

Write, edit and consult for Nail Technology Books and Magazines – Salon Owner

A copy of a current Ohio Manicuring License is required to enroll in this course.

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design – Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Part time students will begin the first and third Tuesday of each month.

The course takes approximately 4 weeks full time and 6 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

This course is in addition to the 200-hour Nail Technician course for students who desire to obtain a Managing Nail Technician license. The objective of this course is to teach Nail Technicians various areas of sales management, including basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of this course, and passing the State Board Exam, the student will be qualified to manage a nail salon, supervise employees or open up their own salon. Ohio State Law requires a person with a Managing Nail Technician license to be on duty when a nail salon is open for business.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 100 hours of training to qualify graduates to apply for the Ohio State licensing examination for Nail Technician Managers. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100% A Excellent

85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	9	6
❖ Personnel Management		
❖ Salon Maintenance		
❖ Business Ethics		
❖ Law – Ohio		
BUSINESS MANAGEMENT	23	17
❖ Profit and Loss		
❖ Insurance		
❖ Retail		
❖ Math		
❖ Advertising		
BASIC BOOKKEEPING		
❖ Payroll		
❖ Appointments		
TAXES		
❖ Social Security		
❖ Tips		
❖ Withholding		
ADVANCED NAILS	6.5	12
❖ Artificial Nails		
❖ Other Services		
➢ Overlays		
➢ Tips		
➢ Wrapping		
CHEMISTRY	2.5	4
❖ Ingredients		
❖ Mixtures		
❖ Removal		
HEALTH and PUBLIC SAFETY	9	11
❖ Diseases and Disorders		
❖ Sanitation		
❖ First Aid		
TOTALS	50	50

MANAGING NAIL TECHNICIAN 200 HOURS

Occupations available for graduates are as follows:
 Salon Employed Nail Technician – Manufacturer Representatives, Write, edit and/or consult for Nail Technology Books and Magazine

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design - Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Part time students will begin the first and third Tuesday of each month.

The course takes approximately 10 weeks full time and 20 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the

course, and passing the State Board of Cosmetology examination, the student will be qualified to work in a nail salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 200 hours of training to qualify graduates to apply for the Ohio State licensing examination for Nail Technician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	4	6
PERSONNEL MANAGEMENT		
❖ Salon Maintenance		
❖ Business Ethics		
❖ Laws – Ohio		
ADVANCED NAILS	8.5	
❖ Artificial Nails		
OTHER SERVICES		
❖ Overlays		
❖ Tips		
❖ Wrapping		
CHEMISTRY	2.5	4
❖ Ingredients		
❖ Mixtures		
❖ Removal		
HEALTH and PUBLIC SAFETY	9	11
❖ Diseases and Disorders		
❖ Sanitation		
❖ First Aid		
SANITATION /STERILIZATION/ BACTERIOLOGY	5	
DISEASES and DISORDERS	6	
❖ Hand and Arm		
DISEASES and DISORDERS	6	
❖ Nails		
ANATOMY of the HAND and ARM	5	
EQUIPMENT / TOOLS	9	
GENERAL PROCEDURE	40	56
❖ Theory of Massage		
❖ Use of Implements		
❖ Preparation		
❖ Nail Styling		
❖ Artificial Nails		
CHEMISTRY	1	
SAFETY	5	
GERNERAL PRACTICE	9	13
❖ Desk		
❖ Dispensary		
TOTAL	110	90

MANAGING NAIL TECHNICIAN 300 HOURS

Occupations available for graduates are as follows:

Salon Employed Nail Technician – Manufacturer Representatives – Salon Owner
 Write, edit and/or consult for Nail Technology Books and Magazine, Nail Technician Educator

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design - Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Part time students will begin the first and third Tuesday of each month.

The course takes approximately 10 weeks full time and 20 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the course, and passing the State Board of Cosmetology examination, the student will be qualified to work in, manage or own a nail salon.

COURSE FORMAT and GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Nail Technician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

- 95% - 100% A Excellent
- 85% - 94% B Above average
- 75% - 84% C Average
- 74% and below D Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SUPERVISORY RESPONSIBILITIES	9	6
PERSONNEL MANAGEMENT		
❖ Salon Maintenance		
❖ Business Ethics		
❖ Laws – Ohio		
BUSINESS MANAGEMENT	23	17
❖ Profit and Loss		
❖ Insurance		
RETAIL		
❖ Math		
❖ Advertising		
BASIC BOOKKEEPING		
❖ Payroll		
❖ Appointments		
TAXES		
❖ Social Security		
❖ Tips		
❖ Withholding		
ADVANCED NAILS	6.5	12
❖ Artificial Nails		
OTHER SERVICES		
❖ Overlays		
❖ Tips		
❖ Wrapping		
CHEMISTRY	2.5	4
❖ Ingredients		
❖ Mixtures		

❖ Removal		
HEALTH and PUBLIC SAFETY	9	11
❖ Diseases and Disorders		
❖ Sanitation		
❖ First Aid		
SANITATION /STERILIZATION/ BACTERIOLOGY	10	
DISEASES and DISORDERS	6	
❖ Hand and Arm		
DISEASES and DISORDERS	6	
❖ Nails		
ANATOMY of the HAND and ARM	10	
EQUIPMENT / TOOLS	9	
GENERAL PROCEDURE	40	86
❖ Theory of Massage		
❖ Use of Implements		
❖ Preparation		
❖ Nail Styling		
❖ Artificial Nails		
CHEMISTRY	1	
SAFETY	10	
GERNERAL PRACTICE	9	13
❖ Desk		
❖ Dispensary		
TOTAL	151	149

MANAGING ESTHETICIAN 750 HOURS

Occupations available for graduates are as follows:

Salon Employed Skin Care Specialist – Manufacturer Representative – Esthetic Instructor/Educator – Platform Artist – Salon Owner – Work under the auspices of Dermatologist and Plastic Surgeons

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design - Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Full time students will begin on the first and third Monday of each month. Part time students will begin the first and third Tuesday of each month.

The course takes approximately 30 weeks full time and 60 weeks part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objective of this course is to thoroughly train students in all phases of skin care, facials and makeup, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management and advanced skin care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT AND GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 750 hours of training to qualify graduates to apply for the Ohio State licensing examination for Managing Esthetician. Students begin with classroom theory and advanced practical. Laboratory/Clinic and Practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

95% - 100%	A	Excellent
85% - 94%	B	Above average
75% - 84%	C	Average
74% and below	D	Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SANITATION & BACTERIOLOGY	30	45
❖ Sanitation / Sterilization / Bacteriology		
❖ Dispensary Requirements & Operations		
ANATOMY	43	27
❖ Head		
❖ Bones (full body)		
❖ Muscles, Nerves, Cells, & Tissues (full body)		
SPECIALIZED EQUIPMENT / TREATMENTS	20	20
❖ Electricity, Light Therapy		
❖ Safety and Effects		
❖ Brow Tinting / Waxing		
❖ Artificial Lashes		
MASSAGE	35	35
❖ Client Health Issues (Pre-Screening)		
❖ Preparation		
❖ Manipulations		
CHEMISTRY	20	20
❖ Compounds and Mixtures		
❖ Water, Chemistry and Effects		
❖ Ingredients		
❖ Cosmetics		
FACIAL	40	40
❖ Preparation		
❖ Equipment		
❖ Treatments		
SKIN	40	30
❖ Skin Types, Textures, Nerves		
❖ Histology		
❖ Elasticity, Nourishment		
❖ Disorders & Diseases		
MAKEUP	45	50
❖ Equipment, Implements, and Products		
❖ Color Coordination & Contouring		
❖ Corrective Makeup		
❖ Eye Makeup		
SALON OPERATIONS & COMMUNICATION SKILLS	10	10
❖ Human Relations		
❖ Personality / Presentation		
❖ Salon Operation & Management		
❖ Sales / Interpersonal Skills		
❖ Career Development		
COSMETOLOGY LAWS & RULES	10	10
❖ Ohio Cosmetology Statutes & rules		
❖ Inspection & Enforcement		
SALON MANAGEMENT	7	13
❖ Desk		
❖ Dispensary		
❖ Records and Sales		
RULES & REGULATIONS	10	10
❖ Ohio Law		
❖ Taxes and Federal Regulations		

SUPERVISORY RESPONSIBILITY	10	10
❖ Personnel Management		
❖ Salon Maintenance		
❖ Business Ethics		
❖ Law – Ohio		
BUSINESS MANAGEMENT	6	
❖ Profit & Loss		
❖ Insurance		
RETAIL	5	10
❖ Math		
❖ Advertising		
BASIC BOOKKEEPING	3	7
❖ Payroll		
❖ Appointments		
TAXES	9	
❖ Social Security		
❖ Tips		
❖ Withholding		
Advanced Esthetics	8	10.5
❖ Lamps		
❖ Machines		
❖ Microdermabrasion		
PROCEDURES	5	9
CHEMISTRY	3	4.5
HEALTH and PUBLIC SAFETY	13	17
❖ Diseases and Disorders		
➢ treatable		
➢ Non-treatable		
❖ Sanitation		
TOTALS	372	378

COMBINATION MANAGING ESTHETIC & MANAGING NAIL TECHNOLOGY 1050 HOURS

Occupations available for graduates are as follows:

- Salon Employed Skin Care Specialist – Manufacturer Representative – Esthetic Instructor/Educator – Platform Artist – Salon Owner – Work under the auspices of Dermatologist and Plastic Surgeons
- Salon Employed Nail Technician – Write, edit and/or consult for Nail Technology Books and Magazine
- Nail Technician Educator

CLASS STARTS AND LENGTH OF COURSE

Western Hills School of Beauty and Hair Design and Eastern Hills Academy of Hair Design - Full time and part time students begin the first and third Monday of each month.

Tri County Beauty College – Full time students will begin the first and third Monday of each month. Part time students will begin the first and third Tuesday of each month.

The course takes approximately 42 weeks, 10.5 months full time and 70 weeks, 17 months part time. All information and policies listed in this catalog apply to this course.

OBJECTIVES

The objective of this course is to thoroughly train students in all phases of skin care, facials and makeup, nail care, manicures, pedicures, including sanitation, anatomy, massage, chemistry, how to seek and obtain employment, applicable laws and regulations, state and federal taxes, salon management, advanced skin care, advanced nail care. After completion of this course and passing the State Board Exam, the student will be qualified to manage a salon, supervise employees, or open their own salon.

COURSE FORMAT AND GRADING PROCEDURES

The Ohio State Board of Cosmetology requires the completion of 1050 hours of training to qualify graduates to apply for the Ohio State licensing examination for Combination Managing Esthetic/Managing Nail Technician

Course. Students begin with classroom theory and advanced practical. Laboratory/Clinic and Practical assignments are graded using a daily worksheet. Written testing is both multiple choice and essay.

GRADING SCALE

Theory work will be graded according to the following scale:

- 95% - 100% A Excellent
- 85% - 94% B Above average
- 75% - 84% C Average
- 74% and below D Unsatisfactory

SUBJECT	NON CLINIC	CLINIC
SCIENTIFIC CONCEPTS		
NAIL & SKIN COMPOSITION	15	15
❖ Structure		
❖ Disorder & Diseases		
❖ Anatomy & Physiology		
CHEMISTRY	20	20
❖ Product Composition		
❖ Lotions, Oils, and Creams		
❖ Hair Removal Products		
❖ Hazardous Chemicals		
❖ MSDS		
DISINFECTING & STERILIZING	20	26
❖ Bacteria		
❖ Parasites		
❖ Viruses		
❖ Infection Control		
❖ Immunity		
❖ Methods		
❖ MSDS		
❖ Disposing of Dirty Materials		
PROCEDURES		
MANICURING & PEDICURING	40	48
❖ Water		
❖ Oil		
❖ Paraffin		
❖ Massage		
❖ Cuticle Care		
❖ Use of Tools		
❖ Client Consultation & Assessment		
❖ Sanitation		
❖ Shaping and Buffing Nails		
❖ Applying Polish		
❖ The Spa Setting		
❖ Skin Exfoliating		
❖ Final Cleanup & Disposing of Soiled Materials		
FACIALS & AHA/BHA TREATMENTS	75	83
❖ Client Consultation & Assessment		
❖ Cleansing		
❖ Steaming		
❖ Massage		
❖ Application of Mask		
❖ Types of Mask		
❖ Sanitation		
❖ Final Cleanup & Disposing of Soiled Materials		
BODY CARE & STONE THERAPY	50	53.5
❖ Wrap		
❖ Massage		
❖ Buff & Bronze		
❖ Hot Stone Therapy		
❖ Safety		

❖ Sanitation		
❖ Final Clean-up & Disposing of Soiled Materials		
APPLYING ARTIFICIAL NAILS	10	20
❖ Full Form Sculpting		
❖ Sanitation		
❖ Cleaning Natural Nail		
❖ Priming		
❖ Applying Forms		
❖ Laying Product		
❖ Dressing of Artificial Nail		
❖ Maintaining Cuticle Health		
❖ Applying Polish		
❖ Safety & Sanitation		
❖ Final Clean-up & Disposing Soiled Material		
APPLYING TIPS	5	10
❖ Sanitation		
❖ Preparing Natural Nail		
❖ Applying Tip		
❖ Blending & Cuticle Health		
❖ Finish		
❖ Properly Capped Bottles & Jars		
❖ Final Clean-up & Disposing of Soiled Materials		
NAIL WRAPS	5	5
❖ Sanitation		
❖ Cleansing & Preparing Natural Nail		
❖ Preparing Wrap Material		
❖ Dressing of Wrap		
❖ Cuticle Health		
❖ Properly Capped Bottles & Jars		
❖ Safety		
❖ Final Clean-up & Disposing of Soiled Materials		
MICRODERMABRASION	20	26
❖ Theory		
❖ Consultation		
❖ Procedures		
❖ Machine & Crystals		
❖ Safety		
❖ Sanitation		
❖ Final Clean-up & Disposing of Soiled Materials		
APPLYING NAIL POLISH	19	19
❖ Sanitation		
❖ Applying Base Coat		
❖ Applying Polish		
❖ Applying Top Coat		
❖ Application		
➤ Skin Surrounding Nail Free of Polish		
➤ Base Nail		
❖ Properly Capped Bottles & Jars		
❖ Final Clean-up & Disposing of Soiled Materials		
SUPERFLUOUS HAIR REMOVAL	30	35
❖ Sanitation		
❖ Procedure		
➤ Eyebrow		
➤ Face		
➤ Legs		
➤ Body parts		
❖ Waxing		
❖ Tweezing		
❖ Safety		
❖ Final Clean-up & Disposing of Soiled Materials		

MAKE-UP	33	33.5
❖ Set-up, Preparation, & Draping		
❖ Sanitation		
❖ Products & Supplies		
❖ Application		
❖ Methods		
❖ Final Clean-up & Disposing of Soiled Materials		
BLOOD SPILL PROCEDURES	15	12
❖ Protection		
❖ Antiseptics		
❖ Gloves		
❖ Sanitation		
❖ Contaminated Objects		
❖ Antimicrobial Cleanser		
❖ Disposing of Soiled Materials		
OHIO LAW	10	10
❖ Salon Sanitation Rules & Regulations		
❖ Ohio Revised Code		
❖ Ohio Administrative Rules		
NAIL ART	5	5
❖ Designs		
❖ Free Hand Art		
❖ Brushes & Supplies		
❖ Air Brushing		
ELECTRIC FILING	5	5
❖ Sanitation		
❖ Use of Tools		
❖ Safety Precautions		
PROTECTION OF THE PUBLIC/COSMETOLOGY LAWS & RULES	15	10
❖ Consumer Safety		
❖ Product Safety		
❖ Bacteriology		
❖ Sanitation & Sterilization		
❖ Dispensary		
❖ Communicable Disease Control		
THE SALON	10	15
❖ Advertising		
❖ Décor		
❖ Opening Salon Package		
❖ License & Permit Policy & Procedure		
❖ Appointments		
❖ Independent Contractor		
❖ Inspection Enforcement		
❖ Insurance		
SALON SUPERVISION	10	10
❖ Hiring		
❖ Termination		
❖ Salon Professional Ethics		
❖ Managers Present/Rules & Regulations		
COMPENSATION	1.5	1
❖ Salaried		
❖ Commission		
❖ Deductions		
❖ Independent Contractor		
❖ Tips		
TAXES	1.5	1
❖ Social Security Taxes		
❖ FICA		
❖ Federal		
❖ City		

❖ State		
OHIO LAW	2.5	2.5
❖ Ohio Revised Code		
❖ Ohio Administrative Rules		
CONTINUING EDUCATION	2.5	2.5
❖ Policies		
❖ Procedures		
MSDS	2	3
❖ Disinfection		
❖ Use of		
❖ Law		
ADVANCED TECHNIQUES NAILS	25	25
❖ Communication Skills		
❖ Anatomy		
❖ Massage Techniques		
❖ Equipment		
❖ Product & Service Sales		
❖ Fundamental Business Management		
ADVANCED TECHNIQUES ESTHETICS	55	55
❖ The Skin		
❖ Anatomy		
❖ Massage Techniques		
❖ Facials		
❖ Hot Stone Massage		
❖ Communication Skills		
❖ Product Sale & Service		
❖ Use of Equipment		
❖ Fundamental Business Management		

TOTAL **502** **548**

CLASS SCHEDULE – WESTERN HILLS SCHOOL OF BEAUTY AND HAIR DESIGN

Full time schedule: Cosmetology and Esthetics

Monday through Friday 9:00am to 3:00pm (Monday - Thursday optional till 5:00pm, Friday till 4:00pm)

Mandatory two Saturdays per month from 9:00am to 3:00pm

9:00am to 12:00pm Theory, Demonstration and Practice/Clinic

12:00pm to 12:30pm Lunch

1:00pm to 3:00pm Theory, Demonstration, Practice/Clinic and Sanitation

3:00pm to 5:00pm (optional) Review, make up attendance hours, make up tests

Part time schedules:

Monday, Tuesday and Thursday - 5:30pm to 9:00pm

5:30pm to 9:00pm Theory, Demonstration Practice/Clinic and Sanitation

Part time day schedules

Mon-Fri. 9:00am to 12:15pm or 12:45pm to 4:00pm

Theory, Demonstration, Practice/Clinic and Sanitation

Mandatory two Saturdays per month from 9:00am. to 3:00pm

Students are scheduled on an individual bases within these time frames.

Combination Managing Esthetic/Managing Nail Technician Course:

Full Time: Managing Nail Technician Days – Monday, Wednesday, every other Friday, and 1 Saturday per month. All Days are 9:00am to 3:00pm.

Managing Esthetic Days – Tuesday, Thursday, every other Friday, and 1 Saturday per month. All Days are 9:00am to 3:00pm.

Part Time: Managing Nail Technician Evenings – Monday 5:30pm to 9:00pm, and 1 Saturday per month 9:00am to 3:00pm.

Managing Esthetic Evenings – Tuesday and Thursday 5:30pm to 9:00pm, and 1 Saturday per month 9:00am to 3:00pm.

Managing Esthetician Evenings – Monday, Tuesday, and Thursday 5:30pm to 9:00pm, and 2 Saturday per month 9:00am to 3:00pm.

CLASS SCHEDULE – EASTERN HILLS ACADEMY OF HAIR DESIGN

Full time schedule: Cosmetology

Monday through Friday 9:00am to 3:00pm (Monday - Thursday optional till 5:00pm, Friday till 4:00pm)
Mandatory two Saturdays per month from 9:00am to 3:00pm
9:00am to 12:00pm Theory, Demonstration and Practice/Clinic
12:00pm to 12:30pm Lunch
1:00pm to 3:00pm Theory, Demonstration, Practice/Clinic and Sanitation
3:00pm to 5:00pm (optional) Review, make up attendance hours, make up tests

Part time schedule: Cosmetology

Monday, Tuesday and Wednesday – 5:00 till 9:00pm
Mandatory two Saturdays per month from 9:00am to 3:00pm
5:00pm to 9:00pm Theory, Demonstration, Practice/Clinic and Sanitation

Students are scheduled on an individual bases within these time frames.

Managing Esthetic Course

Full Time schedule:

Monday, Tuesday and Wednesday 9:00am to 5:00pm or 9:00am to 3:00pm Mandatory two Saturday's per month 9:00am to 3:00pm. All Days are 9:00am to 3:00pm

Part Time schedule:

Monday, Tuesday and Wednesday 5:00pm to 9:00pm,
Mandatory two Saturday's per month 9:00am to 3:00pm

Combination Managing Esthetic/Managing Nail Technician Course:

Full Time: Managing Nail Technician Days – Monday, Tuesday and Wednesday 9:00am to 3:00pm, and Mandatory 2 Saturdays per month. All Days are 9:00am to 3:00pm.

Managing Esthetic Days – Monday, Tuesday and Wednesday 9:00am to 3:00pm, and Mandatory 2 Saturday per month. All Days are 9:00am to 3:00pm

Manicuring Course

Full Time Schedule:

Mon, Tues., Wed 9:00am to 5:00pm and two Sat per month 9:00am to 3:00pm

Part Time Schedule:

Monday, Tuesday and Wednesday 5:00pm to 9:00pm and two Sat per month 9:00am to 3:00pm

CLASS SCHEDULE – TRI COUNTY BEAUTY COLLEGE

Managing Cosmetology Course

Full time schedule:

Monday through Friday 9:00am to 3:00pm (Monday - Thursday optional till 5:00pm, Friday till 4:00pm)
Mandatory two Saturday's per month 9:00am to 3:00pm
9:00am to 12:00pm Theory, Demonstration and Practice/Clinic
11:45 to 12:30pm Lunch
1:00pm to 3:00pm Theory, Demonstration, Practice/Clinic and Sanitation
3:00pm to 5:00pm (optional) Review, make up attendance hours, make up tests

Part time schedule:

Tuesday, Wednesday and Thursday – 5:00pm till 9:00pm
Mandatory two Saturday's per month 9:00am to 3:00pm
5:00pm to 9:00pm Theory, Demonstration, Practice/Clinic and Sanitation

Students are scheduled on an individual bases within these time frames.

Managing Esthetic Course

Full Time schedule:

Monday, Wednesday 9:00am to 5:00pm and Friday 9:00am to 4:00pm, Mandatory two Saturday's per month 9:00am to 3:00pm. All Days are 9:00am to 3:00pm

Part Time schedule:

Tuesday, Wednesday and Thursday 5:00pm to 9:00pm,
Mandatory two Saturday's per month 9:00am to 3:00pm

Combination Managing Esthetic/Managing Nail Technician Course:

Full Time: Managing Nail Technician Days – Tuesday and Thursday 9:00am to 3:00pm, and 1

Saturday per month. All Days are 9:00am to 3:00pm.

Managing Esthetic Days – Monday, Wednesday and Friday 9:00am to 3:00pm,
and 1 Saturday per month. All Days are 9:00am to 3:00pm

Part Time: Managing Nail Technician Days Thurs. 5:00pm to 9:00pm

Managing Esthetic Days Tues, and Wed. 5:00pm to 9:00pm

Manicuring part time Schedule: Tues. 9:00am to 3:00pm Thurs. 9:00am to 5:00pm and two Sat. per month
9:00am to 3:00pm

OTHER CHARGES

Registration fee: Management Cosmetology, Cosmetology, Management Esthetics, Combination Management Esthetic/Management Nail Technician \$100 Manicuring Manager, Manicuring \$50.: Application fee \$100: Termination or Withdrawal Fee \$150.00 (waived if student returns), Laboratory Fees: Managing Cosmetology, Cosmetology, Managing Esthetician, Combination Managing Esthetic/Managing Nail Technician \$800, Manicuring Manager \$200, Manicuring \$150. Ability to Benefit Test Fee \$25, Transfer or Transcript Fee NO CHARGE

STUDENT ADVISING

Each student's daily activities are monitored to insure satisfactory progress is being made. Frequent private advising sessions are made to encourage students to meet their scheduled graduation dates.

STUDENT SUPPORT SERVICES

We offer a wide range of services that will help the student achieve personal and professional growth and academic success. Individual advising sessions are available to assist you with academic, personal, professional and career related concerns. Students have access to advising from member's of the school's staff, including referral to professional assistance when necessary.

STUDENT PROGRESS ADVISING

Educational objectives, grades, attendance and conduct are reviewed on a regular basis. If a student is failing or not following attendance, conduct, or dress code rules, the student will be advised. Failure to correct deficiencies may result in suspension. Student desiring academic advising is encouraged to contact the Administrator.

TERMINATION POLICY

If a student is absent 14 consecutive days without being on an official leave of absence, they will be discontinued and a refund calculation will be done.

CONDUCT POLICY

Students must obey the rules of the school and the Ohio State Board of Cosmetology Rules and Regulations at all times. Failure to comply may result in suspension or termination.

TARDINESS AND CLASS CUT POLICY

Student must attend class to master a subject and meet Ohio State Board of Cosmetology time requirements. Excess tardiness and class cuts make it necessary for a student to repeat the subjects missed. Class cuts are defined as leaving school for a portion of the day without permission of the Instructor. Repeated class cuts are a serious infringement of school policy, which could result in probation or dismissal from school.

ABSENCE POLICY

A student is required to attend class on a regular basis. If unable to attend a class, the student is expected to notify the office by phone.

EXCUSED AND UN-EXCUSED ABSENCES

Absences that are documented by a Physician's Statement and or State/Local and County Government Offices will be excused. Those absences not Documented by the above will be considered Unexcused.

PLACEMENT SERVICE

We maintain a placement service, which is available to graduating students and past graduates. We do not guarantee employment. Area salon owners and managers contact the school and leave information about job opportunities currently available. A placement service form is filled out and placed on a student bulletin board.

If possible, we arrange for salon owners and managers to speak to the senior class when they are looking for new employees.

SCHOOL RECORDS

Information contained in a student file is private and will not be given out to any person without permission from the student (refer to the institutions Privacy Policy). The student has the right to review his or her own file during school hours upon request, and with a school representative during the review to insure against file tampering. Certain governmental agencies and financial institutions have the authority to request limited information pertaining to satisfactory progress and financial matters. Student files are kept 5 years from graduation or Discontinuance date.

SCHOLARSHIPS

Scholarships may be offered to graduating high school students. To qualify, a scholarship certificate must be filled out. The student must write a short essay as to why they want to be a professional cosmetologist. Present the essay to the School Administrator when they have a personal interview. Acceptance decisions are made by the School Administrator based upon neatness of the essay, need of the student and attitude of the applicant.

REFUND POLICY

Any applicant rejected by the school shall be entitled to a refund of all monies paid. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator in person.

If a student cancels his/her contract within three business days he/she shall be entitled to a refund of all monies paid to the school. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator in person.

A student who has been absent for 14 consecutive school days without being on an official Leave of Absence will be dropped from the school' roster. A DT-1 form will be electronically submitted to the State Board of Cosmetology along with a cover letter if a financial obligation is owed to the school. A calculation of monies owed to the school for the time accumulated will be performed and the student notified of their financial obligation. If a refund of a Federal Program is due i.e.: Pell Grant or Student Loan, it will be made within 45 days of the date the institution determined that the student was an Unofficial Withdrawal. In the case of a Federal Loan Student, an Exit Interview will be sent Via Certified Mail.

RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations have been enacted which state that the students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- A) receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Stafford or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and
- B) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of the payment period in which they withdrew or were terminated.

Payment periods are defined as 450 clock hours for Managing Cosmetology students, three 450/one 150 payment periods for Cosmetology, two 450/one 150 clock hour payment periods for the Managing Esthetic/Managing Nail Technician students and two 375 clock hours for Managing Estheticians.

Eligible Title IV aid recipients who fail to complete over 60% of any payment period are considered to have not earned all of the federal aid that may have previously been awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In most cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution, **and may result in the student owing a refund of unearned federal aid to the Department of Education.**

For **all** student who begin classes but fails to complete the course in which he/she enrolled, the following refund policy shall apply:

INSTITUTIONAL REFUND

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN
.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.5%	70%
50% AND OVER	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of Physical attendance in school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, and or parent/guardian, in case of a minor student or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Students are charged a \$150 withdrawal fee.

All books and equipment will be purchased through the school and are non-refundable.

If a course of instruction is canceled subsequent to a student's enrollment the school shall at its option, A: Provide a refund of all monies paid, B: Provide completion of the course or C: The school is permanently closed, a pro-rata refund of tuition will be performed. Any Applicant rejected by the school shall be entitled to a refund of all monies paid, Less a Non Refundable Application Fee of \$100.

If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid, or
2. Provide for completion of the course

CERTIFICATES AWARDED/GRADUATION REQUIREMENTS

After satisfactory completion of the course according to the standard of Western Hills School of Beauty and Hair Design, Eastern Hills Academy of Hair Design and Tri County Beauty College a certificate is awarded certifying that the schools requirements have been met. Graduation requirements are as follows:

- Must complete state board required hours per program of enrollment
- All tests must be taken and passed with 75% or higher grade average
- Completion of all practical requirements
- All financial obligations must be satisfied

RE-ENROLLMENT

In the event a student discontinues the course in good standing and chooses to re-enroll to complete the training; the student will do so under the sole option of these institutions. If such re-enrollment does occur, the student will receive full credit for hours earned subject to applicable state and federal regulations.

If a student has been out of school for 6 months or more, a new Enrollment Agreement will be executed which adjusts the course period completion date. The student will be charged the current hourly rate times the number of hours left to complete the course.

LEAVE OF ABSENCE POLICY

A leave of absence may be granted; **all Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence.** The combined number of Leave of Absence days may not exceed 180 days in a single 12-month period starting on the first day of the first Leave of Absence. Students not returning on the 180th day, a refund calculation will be completed and any refunds due the student or Title IV Funds will be returned.

When a documented leave of absence is requested and granted, the student's completion date will be extended the amount of the leave without cost to the student.

THE OFFICE MUST BE NOTIFIED IN WRITING AND APPROVE ALL LEAVE OF ABSENCES IN ORDER TO MAKE IT OFFICIAL. The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. These institutions are not responsible for any student property left on the premises.

A Student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

MAKE UP WORK

Make up work is accepted from students excused by the instructor.

Make up work is NOT permitted for the purpose of receiving Veterans training allowances. The Veteran's Administration will be notified immediately when a veteran student is granted a leave of absence.

SCHOOL HOLIDAYS

The school is closed on the following holidays:

* New Year's Day * Memorial Day * Independence Day * Labor Day
* Thanksgiving Day and the day after * Christmas Day and the day after * Martin Luther King Day
Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday.

IN SERVICE DAYS

The school will closed on the following in service day
Third Friday of February

WEATHER RELATED SCHOOL CLOSING

TV station channels 5, 9, and 12 will notify students in case of school closure due to bad weather or emergency situations, students may also check online.

ADA Policy

The school does not discriminate in admission or access to our program on the basis of age, race color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the school Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The school Executive Administrator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the school Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made least four weeks in advance of the date needed. You may contact the school Compliance Coordinator at (513) 574-3818.
- 2) The School Compliance Coordinator will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding you request, please contact the school Compliance Coordinator within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

THE HORNSBY GROUP CODE OF PROFESSIONAL CONDUCT

The Hornsby Group Schools set forth specific policies for the purpose of promoting a positive learning environment and a pathway to career success. Professional conduct is the only level of conduct expected from each of the Future Professionals in the school. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduates potential for success. **PLEASE FAMILIARIZE YOURSELF THOROUGHLY WITH THESE POLICES AS YOU WILL BE WARNED ONLY ONCE.** This warning will be placed in your file.

- Park only in designated areas for Future Professionals.
- Be familiar with and follow the time clock policy given at orientation.
- Notify the school **BEFORE** class time of absenteeism or if you will be late. Any Future Professional not calling the school for absences will be called by the school.
- Comply with the published **Dress Code** and practice proper hygiene and grooming at all times
- Practice courtesy and professionalism at all times when dealing with Future Professionals, Staff, Clients and visitors to the school.
- Personal belongings and purses must be kept in your assigned **LOCKER**. The school will not be responsible for personal items. Back packs, duffle bags, etc. are not allowed on the Student Salon Floor and must be removed from school premises daily.
- Understand that training involves sanitation, cleanliness and care of equipment. **YOU** are responsible for your personal workstations and work area. The **STATE of OHIO** requires that Future Professionals follow all **SANITATION Rules and Regulations**. No time can be earned if assigned sanitation is not completed.
- Follow all state laws and regulations at all times during school. State Law forbids a Future Professional to practice Cosmetology/Esthetics/Nail Technology without a license unless under the direct supervision of a licensed Instructor. Violators will be reported to the Ohio State Board of Cosmetology.
- All must follow the published rules on Drug and Alcohol Abuse.
- No chewing gum, eating or drinking except in the Future Professional Break Room.
- Smoking allowed only in designated area and must be kept clean at all times or you will lose this privilege.
- Obtain Permission from an Instructor prior to leaving the classroom or the facility (**you must clock out**) for any reason.
- Discuss only ethical and professional subject matter during school hours and refrain from using profanity, obscene gestures, fighting or yelling in or around school premises. **SUCH BEHAVIOR COULD RESULT IN IMMEDIATE TERMINATION.**
- Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the front entrance and register at the reception desk. They are allowed in the reception area only. They may be asked to leave unless they are here for a service. **REMEMBER:** the student salon is a classroom.
- Be fair, honest and **NEVER STEAL**. Any Future Professional found guilty of theft or destruction to property in or around the school will be prosecuted to the fullest extent of the law and will be terminated from the schools.
- Repair of hairstyle, nails or makeup etc. must be done only with the permission of the Student Salon Instructor only.
- Any student wishing to change their schedule of attendance must first discuss the possibility with the schools Administrator.
- Comply with lunch times and breaks. Breaks and Lunches **CAN NOT** be combined. Lunches are mandatory for any student in attendance for over 6 hours in a day.
- Be involved in the curriculum related activities at all times when clocked in. All students must be clocked out when on lunch . Students not clocked in may not linger in the school and distract other students from their training responsibilities. Students will be warned once, and then asked to leave. Hours will be given accordingly
- SERVICE DAYS:** There is a minimum fee charged, which must be paid prior to the student service. To Qualify and Receive a service: Student Salon Instructors must approve all services. Students must be up to date on their grades, practical sheets and attendance. **CLIENTS ARE ALWAYS SERVED FIRST.** Clocking out during regularly scheduled school hours to receive a service **IS NOT PERMITTED.**
PERSONAL SERVICES ARE CONSIDERED REWARDS FOR WHO ARE UP TO DATE WITH ALL PROJECTS, TESTS, PRACTICAL SHEETS AND ATTENDANCE REQUIREMENTS.
- Incoming calls will be forwarded **ONLY IN CASE OF AN EMERGENCY**. For other incoming calls, messages will be given to the student. **CELL PHONES ARE TO BE KEPT IN STUDENTS LOCKER ONLY, WITH THE RINGER TURNED OFF.** Cell Phones may **ONLY** be used when on break or lunch outside the building and **NEVER** in the classroom or in the Student Salon areas.
- The only books and materials allowed in the classroom or student salon are those that are used at The Hornsby Group Schools.

- All Future Professionals must be prepared for all class and student salon work. You must have **ALL** equipment, books and supplies that were issued to you at all times in school. Kit checks are done periodically with no advance notice. Equipment and supplies not issued must be approved by the Instructor or Administrator **BEFORE** you will be allowed to use it. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**
- Future Professionals **MAY NOT REFUSE** an assignment in either practical or client. You are expected to accept Lab Work graciously and with a professional attitude. **REFUSING AN ASSIGNMENT: THE ADMINISTRATOR/INSTRUCTOR WILL HAVE YOU CLOCK OUT AND LEAVE FOR THE DAY.**
- **ALL WORK MUST BE CHECKED BY AN INSTRUCTOR** for credit and grades to be given.
- Any student caught cheating or forging initials or signatures, will be referred to the Administrator for Suspension or Termination from The Hornsby Group Schools.
- We **CAN NOT** Teach Absent Future Professionals. All students must attend classes according to their assigned schedules. All theory classes are taught in rotation.
- All students must comply with the schools Satisfactory Progress Policy at all times. Failure to maintain Satisfactory Progress can cause loss or delays in funding, delay graduation, or termination. See guidelines given at orientation.
- Complete all assigned theory, practical and lab assignments in the designated time frames including any assignment required to establish eligibility to retake failed exams or take missed exams. **IT IS YOUR RESPONSIBILITY TO MAKE UP A MISSED TEST.** The final transcript of hours will not be completed until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
- The Ohio State Board of Cosmetology requires all Future Professionals **must be evaluated in both theory and practical prior to performing services in the student salon.**
- The school will hold any books, equipment or supplies left at the school for a period of **30 days** from the students last date of attendance. After that date, they will be disposed of.
- **The school reserves the right to change or add to any of the schools policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.**
- **Attendance** – Actual attendance hours in school are rounded to no more than the nearest quarter hour.
- **Daily Time Sheets** are to be filled out by the student and documented/signed by the instructor.
- **Dispensary** – additional supplies needed for training are requisitioned from the instructor
- **Only professional products** approved by the school may be used in the laboratory/clinic or for practice.
- Course tuition fees, books, supplies, lab fees and enrollment fees are contained on the Addendum to Catalog.

REFER TO ADDENDUM TO CATALOG FOR PRICE STRUCTURE

THIS CATALOG IS REPRESENTING:

THE HORNSBY GROUP

WESTERN HILLS SCHOOL OF BEAUTY & HAIR DESIGN

EASTERN HILLS ACADEMY OF HAIR DESIGN

TRI COUNTY BEAUTY COLLEGE

Disclosures:

Managing Cosmetology 1800 clock hours, Cosmetology 1500 clock hours SOC code 39-5012.00 Hairdressers, Hairstylists and Cosmetologists <http://www.onetcodeconnector.org/ccreport/39-5012.00>
 Location: Western Hills School of Beauty & Hair Design Inc. Eastern Hills Academy of Hair Design
 Tri County Beauty College

On time completion rate	40%	60%
Placement rate	68%	53%
Median Federal Student Loan Debt	\$12,546	\$16,410
Median Non Federal /Private Loan Debt	\$0	\$0

Tuition and fees \$18,995. Books and kit fees \$995.

Combined Managing Esthetics Managing Manicuring 1050 clock hours SOC code 39-5012.00 Hairdressers, Hairstylists and Cosmetologists <http://www.onetcodeconnector.org/ccreport/39-5012.00>
 Location: Western Hills School of Beauty & Hair Design Inc. Eastern Hills Academy of Hair Design
 Tri County Beauty College

On time completion rate	100%	0%
Placement rate	57%	0%
Median Federal Student Loan Debt	\$9,454	\$0
Median Non Federal /Private Loan Debt	\$0	\$0

Tuition and fees \$9990. Books and kit fees \$1495.

Managing Esthetics 750 clock hours SOC code 39-5012.00 Hairdressers, Hairstylists and Cosmetologists <http://www.onetcodeconnector.org/ccreport/39-5012.00>
 Location: Western Hills School of Beauty & Hair Design Inc. Eastern Hills Academy of Hair Design
 Tri County Beauty College

Completion rate	100%	100%
Placement rate	47%	100%
Median Federal Student Loan Debt	\$7,875	\$6,580
Median Non Federal /Private Loan Debt	\$0	\$0

Tuition and fees \$8990. Books and kit fees \$995.

On-time completion rate, in accordance with USDE regulations only reflects students who have maintained perfect attendance throughout their enrollment. Actual completion rates covering all graduates may be significantly higher

PLANTING KNOWLEDGE

Spa MAnicures, Spa Pedicures, Spa Facials, Make-up, Waxing, Body Massage, Micr-dermabrasion, Micro-pigmentation.



EXPAND YOUR EDUCATION

THE HORNSBY GROUP

WESTERN HILLS SCHOOL OF BEAUTY AND HAIR DESIGN
EASTERN HILLS ACADEMY OF HAIR DESIGN
TRI-COUNTY BEAUTY COLLEGE