



CONTINENTAL SCHOOL OF BEAUTY CULTURE

SCHOOL CATALOG

Volume 25 – May, 2018

Continental School of Beauty Culture was founded in 1961 and has been committed to educational excellence ever since.

The world of beauty is larger than ever and the need for creative, well-trained professionals is growing every day.

We are proud to offer several unique programs which are approved by the New York State Education Department.

If you love working with people and are willing to devote the time and energy necessary for success, then the beauty field is for you. Continental School of Beauty will teach you the basic and advanced technical and business skills required to become a success. There are several different career paths you can pursue once you have completed one of our programs.

Learning is fun at Continental School of Beauty, and you will always feel at home. Our successful graduates are our best form of advertising.

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OUR MISSION STATEMENT

Continental School of Beauty's mission is to provide its students with a comprehensive education that includes the skills necessary to pass the New York State Board Examination and to become gainfully employed members of society. While striving to achieve its mission, Continental School of Beauty will "look up to its students" and treat them with the respect and dignity they deserve.

OUR OBJECTIVES

- To educate students to a degree of competence that will enable them to perform the skills necessary to excel in the industry.
- To impart to our students the importance of maintaining a high degree of professionalism and to demonstrate a code of ethics that will assure respect and success.
- To train men and women for employment in an industry that is constantly progressing and expanding.
- To prepare students to successfully pass the New York State Board examination.

“WELCOME TO CONTINENTAL SCHOOL OF BEAUTY”

The beauty field is constantly changing and expanding, and the demand for creative, well-trained individuals is growing daily. Continental School of Beauty offers its students programs in modern facilities to prepare them for a successful career in the beauty industry.

Our students are skillfully prepared for their state board examinations, but the training at Continental School of Beauty goes beyond what is necessary for those exams. Always searching for the newest educational programs and materials, our educators are well versed in the use of innovative equipment and effective teaching techniques to present and enhance the school's state approved curricula.

The students are the most valued commodity at Continental School of Beauty and our entire family attends to every aspect of the individual student. Students learn not only the technical skills needed in their chosen field of study, but interpersonal skills, business fundamentals and professionalism are honed as well.

Opportunities for licensed professionals in the beauty industry are limitless. Once licensed, professionals can work in a salon/spa, doctor's office, own or manage a salon/spa, work as a consultant or sales representative, or as a lecturer or educator for a manufacturer.

Continental School of Beauty Culture offers its students an environment and the tools that will enable them to develop the skills, creativity, and professionalism necessary to obtain work in the beauty industry. At Continental School of Beauty students are center stage so that they can make their dreams become reality.

GENERAL INFORMATION

HISTORY

Continental School of Beauty has been located in Rochester, New York for more than 50 years. Currently we have schools in Rochester, Olean, West Seneca and Syracuse (Mattydale), New York. Because of popular demand, we have added other programs to our Hairdressing and Cosmetology program such as Esthetics, Nail Specialty, Esthetics & Nail Specialty and Barbering. The Rochester and Mattydale locations are corporately owned by Continental School of Beauty Culture. The Batavia, Buffalo, Olean and West Seneca locations are corporately owned by Resso Beauty Corp.

PHYSICAL FACILITIES

All Continental Schools of Beauty have completely modern air conditioned facilities with up-to-date equipment. There are separate classrooms for each level of instruction. Each school also has a “work shop” or “clinic” area which is open to the public where students, supervised by licensed instructors, practice on men and women and are given “hands-on” experience.

The Jefferson Road school is located in a small, modern street level plaza on the outskirts of Rochester. It is one block away from one of the most successful shopping centers in Rochester, Marketplace Mall and is located on city bus routes. The school offers Hairdressing and Cosmetology, Esthetics, Nail Specialty, Esthetics & Nail Specialty and Barbering.

Our West Seneca school is in Southgate Plaza, one of Western New York’s largest outdoor shopping centers. The school is on the second floor of the Plaza and has elevator service. The West Seneca school is also on a bus route. The school offers Hairdressing and Cosmetology, Esthetics and Esthetics & Nail Specialty.

The Olean school is located in a completely renovated building on the ground floor. It is adjacent to a main thoroughfare of Olean and is near the bus line. The school offers Hairdressing and Cosmetology.

Our Syracuse school is located in Mattydale at a modern shopping plaza and is convenient to routes 81, 90 and local bus lines. The school offers Hairdressing and Cosmetology, Esthetics, and Esthetics & Nail Specialty.

Each location maintains a school library containing periodicals, books, audio and video tapes, and DVD’s for students to use in school or check out to use at home.

Each school campus also has administrative offices and a student lounge with lockers. Ample free parking is available at each location.

All of the facilities are handicapped accessible.

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that all programs require a high level of manual dexterity and coordination, and extended periods of stand up practical work in the clinic. Students with special needs should check with the school before completing an application to be certain that the school is able to accommodate them.

SCHOOL HOURS

Continental School of Beauty is open:

9:00 AM— 10:00 PM

Monday, Tuesday, Wednesday and Thursday

9:00 AM—2:00 PM

Friday and Saturday

OFFICERS AND FACULTY

All instructors are licensed by the New York State Education Department and are carefully selected on the basis of educational background, practical experience and teaching ability. They are familiar with the standards of performance expected in their fields and they participate in continuing education in order to remain current in their subject areas.

Teachers and staff are available to help students with special needs and arrange for tutoring when appropriate.

Note: See Addenda C and D for complete list of Officers and the Faculty at all locations.

CALENDAR AND HOLIDAYS

The school is open Monday – Saturday throughout the year. See addendum G for class start dates.

The following holidays are observed:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
December 25 to December 30 (excludes Saturdays)

UNEXPECTED CLOSURES

Students are requested to listen to local radio, TV stations for announcements, or visit continentalschoolofbeauty.edu.

HOUSING

Continental School of Beauty Culture does not provide student housing facilities, but our staff will be happy to assist out-of-town students in locating housing.

ENROLLMENT

Prospective students may enroll any time of the year, and we recommend enrollment be well in advance of the student's particular start date. Continental School of Beauty has new classes starting the first Monday of most months. Enrollment procedures for day or evening students are identical. All students are required to have a personal interview with an Admissions Representative and to file an Application for Admission.

ADMISSIONS PROCEDURE

- The school does not recruit students already attending or admitted to another school offering a similar program of study.
- At the interview, prospective students will be given a tour of the facilities and will receive information regarding tuition, financial aid and school policies and procedures.
- Applicants may enroll at the interview or schedule another appointment. The Admissions representative and the applicant complete an Enrollment Agreement and agree upon a start date. All applicants sign and receive a copy of the Enrollment Agreement and a receipt for the registration fee.
- When enrolling, applicants should bring:
 1. Proof of age—Birth Certificate, Driver's License, Passport, Police I.D.
 2. High School Diploma or G.E.D.
 3. Income information (the applicant's 1040 form, Social Services budget sheet, or, if dependent, parents' 1040 form) is necessary to qualify applicants for financial aid.

ADMISSIONS REQUIREMENTS

Programs:

Hairdressing and Cosmetology
Esthetics & Nail Specialty
Esthetics
Barbering
Nail Specialty

- Applicants must have at minimum, a local or regents High School Diploma or G.E.D.

READMITTANCE FOLLOWING TERMINATION

Any student who withdraws or has been dismissed, and who wishes to continue his/her education at Continental School of Beauty Culture may apply for re-enrollment after 30 days. The school will evaluate each applicant on an individual basis. The Director must be assured that the reasons for the initial termination will not be repeated. A student will be eligible for Readmittance following termination only one time. Any and all monetary obligations must be paid to the school, and the student will be required to pay a reregistration fee of \$100.00. Re-entering students will return to school in the same status as when they left.

CREDIT FOR PREVIOUS TRAINING

Students who have had previous training from another school must submit an official transcript of hours and grades prior to enrollment. They will then be evaluated to determine the number of hours for which credit will be given. The evaluation fee is \$50. Tuition will be adjusted accordingly. Transfer hours will be counted as both attempted and completed for determination of maximum timeframe.

TUITION

Please refer to the enclosed Addendum A for each respective course.

GRADUATION

After completing all practical and theory coursework, meeting the minimum criteria of 70% academics and 80% attendance and fulfilling all financial obligations students will be issued a Certificate of Completion.

STUDENT SERVICES

Students are encouraged to seek both academic and personal assistance from faculty and staff. Our staff has an open door policy.

ACADEMIC ASSISTANCE

A student's academic progress is reviewed periodically during the program and tutoring is available for those who need extra help.

PERSONAL ASSISTANCE

School personnel are available to help with special needs that arise during the course. The administrative staff is very knowledgeable about community resources and will advise students of organizations and agencies that can assist them and their families.

EMPLOYMENT ASSISTANCE

Continental School of Beauty Culture offers an active placement service to its graduates. Students receive assistance in developing resumes and are given fundamental job interview skills. An up-to-date log of employment opportunities is available. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

Although the school cannot guarantee employment, every effort is made to place our students.

ADA POLICY

See Addendum H.

CURRICULA

All courses are taught in English.

HAIRDRESSING and COSMETOLOGY—1000 HOURS

- Start Dates: Classes begin the first Monday of most months for both full-time and part-time sessions.
 - Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:45 PM
32.5 hours per week - 31 weeks (2 Terms)
 - Day Session: **Part-Time** (available depending on enrollment)
Monday, Wednesday, Thursday, 9:30 AM - 4:45 PM
19.5 hours per week - 52 weeks (3 Terms)
 - Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM - 10:00 PM
17 hours per week - 59 weeks (5 Quarters)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Professional Requirements	24 hours
Safety and Health	26 hours
Anatomy and Physiology	15 hours
Hair Analysis	10 hours
Hair and Scalp Disorders and Diseases	10 hours
Chemistry as Applied to Cosmetology	5 hours
Shampoos, Rinses, Conditioners and Treatments	30 hours
Haircutting and Shaping	175 hours
Hairstyling	245 hours
Chemical Restructuring	180 hours
Hair Coloring and Lightening	180 hours
Nail Care and Procedures	40 hours
Skin Care and Procedures	60 hours

HAIRDRESSING and COSMETOLOGY—1250 HOURS

Note: Olean School Only

- Start Dates: Classes begin the first Monday of most months for both full-time and part-time sessions.
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:45 PM
32.5 hours per week - 39 weeks (5 Quarters)

- Day Session: **Part-Time**
Monday, Wednesday, Thursday, 9:30 AM - 4:45 PM
19.5 hours per week - 65 weeks (5 Quarters)
- Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM - 10:00 PM
17 hours per week - 74 weeks (6 Quarters)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Professional Requirements	28 hours
Safety and Health	30 hours
Anatomy and Physiology	15 hours
Hair Analysis	10 hours
Hair and Scalp Disorders and Diseases	10 hours
Chemistry as Applied to Cosmetology	5 hours
Shampoos, Rinses, Conditioners and Treatments	50 hours
Haircutting and Shaping	225 hours
Hairstyling	310 hours
Chemical Restructuring	220 hours
Hair Coloring and Lightening	227 hours
Nail Care and Procedures	50 hours
Skin Care and Procedures	70 hours

ESTHETICS & NAIL SPECIALTY PROGRAM—800 HOURS

Note: Rochester, Mattydale & W. Seneca Schools Only

- Start Dates: Classes begin the first Monday of most months for both full-time and part-time sessions.
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:45 PM
32.5 hours per week - 25 weeks (2 Quarters)
- Day Session: **Part-Time**
Monday, Tuesday, Wednesday, 9:30 AM - 4:45 PM
19.5 hours per week - 42 weeks (3 Quarters)
- Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM - 10:00 PM
17 hours per week - 48 weeks (4 Quarters)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Orientation	4 hours
Safety and Health	8 hours
Bacteriology, Infection Control	38 hours
Anatomy, Physiology and Nutrition	25 hours
Structure and Functions of the Skin	12 hours
Superfluous Hair	24 hours
Chemistry	3 hours
Chemistry as Applied to Cosmetics	21 hours
Electricity and Machines	24 hours
Facial Treatments and Body Procedure	273 hours
Make Up Techniques	84 hours
Introduction to Paramedical Esthetics	18 hours
Client Consultation	12 hours
Nails and Related Diseases and Disorders	16 hours
Manicuring and Hand/Arm Massage	20 hours
Pedicuring	15 hours
Tip Application and Design	12 hours
Nail Wraps	20 hours
Liquid and Powder Nail Extensions	48 hours
Gel Nails	20 hours
Nail Art	4 hours
Business Practices	40 hours
Job Skills	6 hours
State Board Preparation	53 hours

ESTHETICS PROGRAM—600 HOURS

Note: Rochester, Mattydale and W. Seneca Schools Only

- Start Dates: Classes begin the first Monday of most months for both full-time and part-time sessions.
 - Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:45 PM
32.5 hours per week - 19 weeks (2 Quarters)
 - Day Session: **Part-Time**
Monday, Tuesday, Wednesday, 9:30 AM - 4:45 PM
19.5 hours per week - 31 weeks (3 Quarters)
 - Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM - 10:00 PM
17 hours per week - 36 weeks (3 Quarters)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Orientation	4 hours
Safety and Health	8 hours
Bacteriology	18 hours
Anatomy, Physiology and Nutrition	25 hours
Structure and Functions of the Skin	12 hours
Superfluous Hair	24 hours
Chemistry	3 hours
Chemistry as Applied to Cosmetics	21 hours
Electricity and Machines	18 hours
Facial Treatments and Body Procedure	273 hours
Make Up Techniques	84 hours
Business Practices	50 hours
Job Skills	6 hours
Introduction to Paramedical Esthetics	18 hours
State Board Preparation	36 hours

BARBERING – 600 HOURS

Note: Rochester School Only

- Start Dates: Classes begin the first Monday of most months for most full-time sessions.
 - Day Session: **Full-Time**
Monday – Friday, 9:00 AM – 4:30 PM
33.75 hours per week – 18 weeks (2 Quarters)
 - Day Session: **Part-Time**
Monday, Tuesday, Wednesday, 9:00 AM – 4:30 PM
20.25 hours per week – 30 weeks (3 Quarters)
 - Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM – 10:00 PM
17 hours per week – 36 weeks (3 Quarters)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Professional Image and Human Relations	10 Hours
Microbiology Infection Control Safe Work Practices	50 Hours
Implements, Tools and Equipment	25 Hours
Properties and Disorders of the Hair and Scalp	
Treatment of the Hair and Scalp	30 Hours
Properties and Disorders of the Skin; Men's	
Facial Massage and Treatments	30 Hours
Shaving and Facial Hair Design	110 Hours

Men's Haircutting and Styling; Women's Haircutting and Styling	275 Hours
Hair Coloring	30 Hours
Job Search; Barbershop Management	20 Hours
State Board Laws, Rules and Regulations	20 Hours

NAIL SPECIALTY PROGRAM—250 HOURS

Note: Rochester & Mattydale Schools Only

- Start Dates: Classes begin the first Monday of most months for both full-time and part-time sessions.
 - Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:45 PM
32.5 hours per week - 8 weeks (1 Quarter)
 - Evening Session: **Part-Time**
Monday, Tuesday, Wednesday, Thursday, 5:45 PM - 10:00 PM
17 hours per week - 15 weeks (2 Quarters)
 - Day Session: **Part-Time**
Monday, Tuesday, Wednesday, 9:30 AM-4:45 PM
19.5 hours per week - 13 weeks (1 Quarter)
- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

COURSE CONTENT

Orientation	4 hours
Safety and Health	8 hours
Anatomy and Physiology of the Nail, Hand, Arm, Foot and Leg	10 hours
Bacteria and Infectious Diseases; Nail, Foot and Skin Disorders and Diseases	10 hours
Methods of Infection Control	10 hours
Client Consultation	7 hours
Manicuring and Hand/Arm Massage	20 hours
Pedicuring	15 hours
Tip Application and Design	12 hours
Nail Wraps	30 hours
Liquid and Powder Nail Extensions	60 hours
Gel Nails	20 hours
Nail Art	4 hours
Business Practices	14 hours
Job Skills	6 hours
State Board Preparation, Practical and Written Exams	20 hours

FINANCIAL AID

The primary purpose of financial aid is to provide financial resources to students who, otherwise, would be unable to pursue post-secondary education. All programs except Nail Specialty are eligible for financial aid.

Continental School of Beauty Culture is approved to participate in U.S. Department of Education Student Aid Programs. Students can apply for financial assistance through the Federal Pell Grant (PELL) program and/or the Direct Loan program by completing the Free Application for Federal Student Aid (FAFSA) to determine eligibility. The FAFSA is available at <https://fafsa.ed.gov/> and may be filed as early as October 1st for the approaching award year. A finalized tax return for those required to file, is necessary to successfully submit the application and obtain an accurate estimate.

To be qualified for financial aid under these federally sponsored programs, the student:

- Must be a US Citizen or US National
- US permanent resident (holding an alien registration card).
- Must demonstrate financial need.
- Must be enrolled on a full-time or part-time schedule.
- Cannot be in default of a prior federal student loan or owe a refund on a federal grant.
- Must maintain satisfactory progress.

FEDERAL PELL GRANTS

These are awards to undergraduates (not holding a bachelor's degree) who demonstrate financial need. These grants need not be paid back. If a student qualifies for a grant, half of the award will be credited to the student's account at the beginning of the program and half at the midpoint of the program providing the student maintains satisfactory progress.

DIRECT LOAN PROGRAM

These are low interest loans made to the student by the U.S. Department of Education. A student must demonstrate financial need to qualify and all loans **MUST** be repaid. Repayment begins six months after completion of or withdrawal from the program for subsidized loan borrowers. Unsubsidized loan borrowers are responsible for interest that accrues during all in-school, grace, and deferment periods. The maximum amount a first year student can borrow varies by the program.

DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS

This program enables the parents to borrow directly from the U.S. Department of Education to pay for a dependent child's cost of education. Repayment begins immediately after the last disbursement of the loan, while your child is still in

school. However, you may be able to defer making payments while your child is enrolled, for an additional six months.

VETERANS BENEFITS

The school has been approved by the New York State Division of Veterans Affairs for training of veterans and other eligible persons. For more information regarding benefits, students can call (518) 474-7606, visit va.gov or write to:

NYS Division of Veterans Affairs
2 Empire State Plaza, 17th Floor
Albany, New York 12223-1551

Students who are eligible to receive tuition assistance through the Department of Veterans Affairs must submit the necessary military forms to the school's Financial Aid Office at the time of registration. The Financial Aid Office will complete the required VA enrollment certification in order to bill the Veterans Affairs for the student's program cost.

Veterans, active duty service persons, reservists and eligible spouses and dependents may be eligible to qualify for various VA educational assistance programs. Potential students and their parents/family members must first check with the Department of Veteran Affairs to see if they qualify for benefits.

Eligible students should still determine if they qualify for federal financial aid or will need to make monthly payments to cover educational costs not covered by the VA.

OTHER FINANCIAL RESOURCES

For eligible students, assistance may also be received through the Adult Career and Continuing Education Services (ACCES), Native American Aid, MyCAA or Americorps.

For more information call the Financial Aid Counselor at the nearest Continental location.

POLICIES AND REGULATIONS

SATISFACTORY ACADEMIC PROGRESS POLICY

All students, regardless of whether they are receiving financial aid, must attend regularly and complete their course of study within a maximum timeframe. Satisfactory progress requires a minimum of 80% attendance and a minimum GPA of 70% at each evaluation period. Evaluations are given to students as they are completed. Students are notified of any evaluation that impacts their eligibility for financial aid.

Qualitative factors that determine academic performance: A+, 95-100; A, 90-94; B+, 85-89; B, 80-84; C+, 75-79; C, 70-74; D, 65-69; F, Below 65. Students meeting minimum requirements are considered making SAP until the next evaluation period.

Students who exceed the 125% maximum timeframe will be terminated.

Transfer hours from other institutions will affect a student's pace. Each transfer student will be evaluated based on his/her individual program. Evaluations will occur according to the standards set above. Transfer hours will be counted as both attempted and completed to determine when maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave. No monetary charges or accumulated absences will be assessed during this period. Re-entering students will return to school in the same status as when they left.

Course incompletes, repetitions and non-credit remedial courses do not apply to our school. Therefore these items have no effect upon the school's SAP standards.

If a student falls below the minimum requirements, he/she will be placed on warning for the next payment period. A student is considered in satisfactory progress while on warning. If the student does not meet the minimum requirements by the end of the next payment period all financial aid will be terminated and the student will be determined not in satisfactory progress.

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

ATTENDANCE: HAIRDRESSING and COSMETOLOGY (1000 Hr)

Attendance in the 1000 clock hour course is measured against the norm:

Full-Time	32.5 hrs. (5 days/week)	31 weeks
Part-Time days	19.5 hrs. (3 days/week)	52 weeks
Part-Time evenings	17.0 hrs. (4 nights/week)	59 weeks

The maximum time frame for completing 1000 clock hours is:

Full-Time	32.5 hrs.	39 weeks
Part-Time days	19.5 hrs.	64 weeks
Part-Time evenings	17.0 hrs.	74 weeks

Attendance and grades will be evaluated at 450 and 900 hours.

* Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

ATTENDANCE: HAIRDRESSING and COSMETOLOGY (1250 Hr)

Attendance in the 1250 clock hour course is measured against the norm:

Full-Time	32.5 hrs. (5 days/week)	39 weeks
Part-Time days	19.5 hrs. (3 days/week)	65 weeks
Part-Time evenings	17.0 hrs. (4 nights/week)	74 weeks

The maximum time frame for completing 1250 clock hours is:

Full-Time	32.5 hrs.	48 weeks
Part-Time days	19.5 hrs.	80 weeks
Part-Time evenings	17.0 hrs.	92 weeks

Attendance and grades will be evaluated at 450, 900 and 1200 hours.

* Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

ATTENDANCE: ESTHETICS & NAIL SPECIALTY (800 Hr.)

Attendance in the 800 clock hour course is measured against the norm:

Full-Time	32.5 hrs. (5 days/week)	25 weeks
Part-Time days	19.5 hrs. (3 days/week)	42 weeks
Part-Time evenings	17.0 hrs. (4 nights/week)	48 weeks

The maximum time frame for completing 800 clock hours is:

Full-Time	32.5 hrs.	31 weeks
Part-Time days	19.5 hrs.	52 weeks
Part-Time evenings	17.0 hrs.	59 weeks

Attendance and grades will be evaluated at 200, 400 and 600 hours.

* Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

ATTENDANCE: ESTHETICS

Attendance in the 600 clock hour course is measured against the norm:

Full-Time	32.5 hrs. (5 days/week)	19 weeks
Part-Time days	19.5 hrs. (3 days/week)	31 weeks
Part-Time evenings	17.0 hrs. (4 nights/week)	36 weeks

The maximum time frame for completing 600 clock hours is:

Full-Time	32.5 hrs.	24 weeks
Part-Time days	19.5 hrs.	38 weeks
Part-Time evenings	17.0 hrs.	44 weeks

Attendance and grades will be evaluated at 200 and 400 hours.

- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

ATTENDANCE: BARBERING (600 Hr)

Attendance in the 600 clock hour course is measured against the norm:

Full-Time	33.75 hrs. (5 days/week)	18 weeks
Part-Time days	20.25 hrs. (5 days/week)	30 weeks
Part-Time evenings	17 hrs. (4 nights/week)	36 weeks

The maximum time frame for completing 600 clock hours is:

Full-Time	33.75 hrs.	22 weeks
Part-Time days	20.25 hrs.	37 weeks
Part-Time evenings	17 hrs.	44 weeks

Attendance and grades will be evaluated at 250 and 500 hours.

- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

ATTENDANCE: NAIL SPECIALTY

Attendance in the 250 clock hour course is measured against the norm:

Full-Time	32.5 hrs. (5 days/week)	8 weeks
Part-Time days	19.5 hrs. (3 days)	13 weeks
Part-Time evenings	17.0 hrs. (4 nights/week)	15 weeks

The maximum time frame for completing 250 clock hours is:

Full-Time	32.5 hrs.	10 weeks
Part-Time days	19.5 hrs.	16 weeks
Part-Time evenings	17.0 hrs.	19 weeks

Attendance and grades will be evaluated at 100 and 200 hours.

- * Please note that enrollees in the above schedules are likely to attend approximately 4 additional physical weeks due to school vacation, holidays, snow days, etc.

Transfer hours will be counted as both attempted and completed for determination of maximum timeframe.

ATTENDANCE and TARDINESS POLICY

Desirable work habits, attitudes, and a professional manner are extremely important while in school. Students are expected to be set up, on time and in class every day. Class time missed for any reason is translated into equivalent hours of absenteeism. Students will be admitted to class after roll call with proper documentation and/or permission from the office. Excessive tardiness may result in being sent home for the day.

Students' clock hours are based on the quarter (1/4) hour and will reflect the time closest to that. Example: a 9:30 - 9:37 AM punch will be counted as a 9:30 AM start time and a 9:38 AM or later punch will reflect a 9:45 AM start. All hours of attendance are credited to students' total clock hours.

Course incompletes, repetition and non-credit remedial courses do not apply to this school.

MAKE UP WORK FOR ABSENCES AND EXTRA INSTRUCTION CHARGES

Students who have been absent are allowed to make up time without charge during the scheduled training period. All missed hours must be made up. Students are encouraged to make up missed time as they go along. Make up time is scheduled by the Director with the student. Make up time is recorded in the same manner as regular school time.

Students absent for any reason have the opportunity to make up hours at no additional charge provided the make up time is completed during the enrollment times as outlined on the front of the Enrollment Agreement.

LEAVE OF ABSENCE (LOA)

The New York State Commissioner's Regulations Section 126.4(e)(6) states, In the case of prolonged illness or accident, death in the family or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing and signed by the student or his designee.

Leaves of absence must be requested in advance unless unforeseen circumstances prevent the student from doing so. For example, if the student were injured in a car accident and wasn't able to return to school to request the leave. Students will be required to provide documentation to substantiate a leave due to unforeseen circumstances. The beginning date of the leave will be the first date the student was unable to attend school because of the accident.

In order to be granted a leave of absence, there must be a reasonable expectation that the student will return from the leave.

The following are criteria that Continental School of Beauty will use in determining a student's eligibility for a leave of absence:

- Illness of a student or immediate family member.
- Death in the student's immediate family.
- Loss of child care.
- Loss of transportation.
- Financial problems.

Any other reasons are not in accordance with the Commissioner's regulations and will be denied.

No monetary charges or accumulated absences may be assessed to the student during a leave of absence.

A student will be allowed leaves of absence in accordance with their enrollment agreement. In rare circumstances, and with written documentation from a physician, students may be granted an extended medical leave for up to 180 days. At no time will a student's leave time exceed 180 days in a 12 month period.

Students on a leave of absence are not considered to have withdrawn and no refund calculation will be performed at that time. However, for students who do not return from their leave their withdrawal date, for purposes of calculating a refund, will be the student's last day of attendance.

Leaves of absence extend the student's contract end date by the same number of days in the leave. Changes to the contract period are included as an addendum to the student's enrollment agreement on the Leave of Absence Request form.

Students in attendance for less than 30 days are not entitled to a leave of absence for any reason.

All financial aid and any necessary paperwork must be completed in order to be granted a leave of absence.

WITHDRAWALS

Students who wish to discontinue their training are to notify the Director in writing either in person or by mail. Students who are absent for 14 consecutive days will be automatically terminated by the school.

STANDARDS OF CONDUCT

Students must adhere to school guidelines and follow all school regulations. Use of alcohol or drugs at school is cause for immediate dismissal. Students whose conduct is dangerous to others or disruptive to the operations of the school may

be suspended or terminated immediately. Action of suspension or termination is delivered in writing either in person or by mail.

TERMINATION BY SCHOOL

The school reserves the right to suspend or dismiss a student for failure to make payments when due, poor attendance, failing grades in practical and theory work, insubordination, or any behavior deemed unacceptable or dangerous.

STUDENT RESPONSIBILITIES

Any student who has financial aid payments withheld because of poor attendance or academic standards, will be held personally responsible for tuition still owed the school.

STUDENT DRESS CODE

Continental School of Beauty has a uniform policy for all students. Students are expected to maintain and care for their uniforms.

Hairdressing and Cosmetology students must wear black pants/skirts with socks or stockings and all black closed toe shoes; no jeans or sandals are allowed. An industry standard outer garment is provided by the school and must be worn at all times. Students are to provide their own black shirt with sleeves which must be worn at all times.

Esthetics & Nail Specialty students are provided with a scrub uniform, both top and bottom. Students are to provide a white T-shirt which is worn under the scrub top, and white, closed toe shoes.

Barbering students are provided with a barbering jacket. Students must wear black pants and black closed toe shoes.

Any student not in uniform will be sent home for the day. Hats, hoodies and head scarves are not part of the uniform and should not be worn in school. Students are asked to refrain from wearing extremely bizarre hair styles, cuts or color while they are in school.

REFUND POLICY and CANCELLATION

- An applicant rejected by the school shall be entitled to a refund of all monies paid.
- A student who cancels within 7 business days of signing the enrollment agreement, shall be entitled to a refund of all monies paid to the school provided the student has not yet entered into instruction.
- A student who cancels after 7 business days, but prior to starting class, is entitled to a full refund less the \$100 registration fee.
- The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

- Fees and charges paid to the school for goods and services which have not been provided by the school and accepted by the student, shall be refunded.
- A student will be liable for the non-refundable registration fee, the cost of any textbooks or supplies accepted, and any tuition liability for hours completed as calculated using the State Education Department refund policy.
- Any monies due an applicant are refunded within 30 days of formal cancellation or termination. The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education Law.

STATE EDUCATION DEPARTMENT REFUND POLICY

Quarter Refund Policy

Terms of Refund Policy - Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. Applies to the Nail Specialty, Esthetics, Esthetics & Nail Specialty, Barbering and Hairdressing and Cosmetology - 1250 programs; all schedules. Also applies to Hairdressing and Cosmetology - 1000 evening schedule, 17 hours per week.

First Quarter

If Termination Occurs

Prior to or during the First Week
 During the Second Week
 During the Third Week
 During the Fourth Week
 After the Fourth Week

School May Keep

0%
 25%
 50%
 75%
 100%

Subsequent Quarters

If Termination Occurs

During the First Week
 During the Second Week
 During the Third Week
 After the Third Week

School May Keep

25%
 50%
 75%
 100%

Term Refund Policy

Terms of Refund Policy - Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. Applies to the Hairdressing and Cosmetology - 1000 program; Full-time, part-time day and 19 hours per week part-time evening schedules.

First Term**If Termination Occurs****School May Keep**

Prior to or during the First Week	0%
During the Second Week	20%
During the Third Week	35%
During the Fourth Week	50%
During the Fifth Week	70%
After the Fifth Week	100%

Subsequent Terms**If Termination Occurs****School May Keep**

During the First Week	20%
During the Second Week	35%
During the Third Week	50%
During the Fourth Week	70%
After the Fourth Week	100%

RETURN TO TITLE IV

Pursuant to the Federal Regulations of the Higher Education Act, Return of Title IV Funds, the school must calculate the amount of Title IV funds the student has earned at the time of withdrawal or termination from the school. This amount is based upon the length of time the student is scheduled to complete in the payment period. After 60% of the payment period has been completed, 100% of the Title IV funds may be retained. The school must return any portion of unearned Title IV funds for which the school is responsible for.

Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

COMPLAINT PROCEDURE

Any student who has a complaint should contact the Director of the school. Every effort will be made to resolve the problem. Students or employees also have the right to file a complaint with the New York State Education Department. Write to the New York State Education Department at 116 W. 32nd St., 5th floor, New York, NY 10001 or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. All relevant documents should be brought to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with the student and go through the complaint in detail. This process is described in a pamphlet entitled "What You Should Know About Licensed Private Schools and Registered Business Schools in New York State" which is given to each enrolled student and is available from the school on request. This pamphlet also describes the "Tuition Reimbursement Fund" which returns monies owed if a school closes during a course of study or if there is a violation of the New York State Education Law. Students may also address complaints to NACCAS (address on inside back cover).

DISCLOSURE STATEMENT

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

NON-DISCRIMINATION POLICY

Continental School of Beauty Culture, in its admissions and hiring policies and practices, does not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

VACCINATIONS

Continental School of Beauty does not require any additional vaccinations or proof of such.

COLLEGE CREDIT-DISCLAIMER STATEMENT

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

CERTIFICATES AND NEW YORK STATE BOARD EXAMINATIONS

Upon completion of the entire course as outlined herein, the student will receive a Certificate of Completion, if applicable. The New York State Department of State Division of Licensing Services will then issue the graduate a temporary license upon submission of the New York State Application. A temporary license will not permit the holder to operate a salon. A separate salon license must be obtained.

FEES - ALL FEES ARE NON-REFUNDABLE

New York State has an online application process. There are two fees that must be paid to New York State during the application process: \$40 application fee and \$10 temporary license fee.

- **Temporary License**

A six month temporary license is available to applicants desiring to work while completing the examination process.

- **Regular License Fee**

All licenses are issued for four-year terms, automatically expiring four years after the effective date.

*Any renewal requires applicants to disclose any prior or currently pending misdemeanor or felony charges. Proof of disposition may be required.

- **Examination Fees**

In addition to the regular license fee, applicants must pay for each practical and written examination taken. The fee for each exam is \$15 and must be paid when the exam is scheduled.

Note: The above regulations are the policy of NYS Department of State and may change from time to time. If you have any questions or require assistance contact:

NYS Department of State
Division of Licensing Services
1 Commerce Plaza
99 Washington Avenue, 6th Floor
Albany, NY 12231
518-474-4429

FAMILY EDUCATION RIGHT TO PRIVACY ACT

RELEASE OF INFORMATION/ACCESS TO CUMULATIVE RECORDS

Continental School of Beauty Culture provides adequate safeguard of student records by complying with the Family Education Right to Privacy Act in the following manner by:

1. Requiring written requests from third parties desiring information.
2. Guaranteeing the rights of students, and dependent minor students and their parents or guardians, to have access to their cumulative records by appointment.
3. Providing proper supervision and interpretation of student records when reviewed by an administrative official.
4. Providing for copies of any information sent out of the school.
5. Providing for cumulative educational records to be maintained for each student for a minimum of seven years after graduation or termination.
6. Providing and permitting access to student and other school records as required for any accreditation process conducted by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive from the Commission.

The School guarantees to protect the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 - Public Law 93.579. Authorization to Release Information Forms are available in the School Office and signed by the student for a specific need. All teachers and staff are advised and knowledgeable of the procedure for Right to Privacy/ Release Information. Students receive the information at the admissions interview and on Orientation Day. Continental School of Beauty does not publish directory information.

Continental School of Beauty Culture

APPROVALS

- Licensed by New York State Education Department, Bureau of Proprietary School Supervision,
89 Washington Avenue, EBA 560, Albany, NY 12234
Phone: 518.474.3969
- Approved by New York State Division of Veterans
Education, 2 Empire State Plaza, 17th Floor, Albany, NY 12233-
1551 Phone: 888.838.7697
- Approved under U.S. Department of Education for Pell Grant
and Student Loans

AFFILIATIONS

- Member of American Association of Cosmetology Schools
- Member of New York State Beauty School Association

ACCREDITATIONS

- Accredited by National Accrediting
Commission of Career Arts and Sciences,
3015 Colvin St., Alexandria, VA 22302
Phone: 703.600.7600

EXECUTIVE OFFICES

633 Jefferson Road
Rochester, NY 14623
585.272.8060

ContinentalSchoolofBeauty.edu

SCHOOL LOCATIONS

Olean

517 North Barry Street
Olean, NY 14760
716.372.5095

Rochester

633 Jefferson Road
Rochester, NY 14623
585.272.8060

Syracuse

2803 Brewerton Road
Mattydale, NY 13211
315.410.0188

West Seneca

Southgate Plaza
1050 Union Road
West Seneca, NY 14224
716.675.8205

Continental School of Beauty Culture is accredited by NACCAS and licensed by the State of New York

