



**CONTINENTAL SCHOOL OF BEAUTY CULTURE**

**SCHOOL CATALOG**

Volume 26 – March 2019

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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**ADDENDA**

- A. Tuition and Other Charges
- B. Occupational Educational Data
- C. List of Officers and Administrative Staff
- D. List of Faculty Members by school and their qualifications
- E. Gainful Employment Template
- F. Weekly Tuition Liability Worksheet
- G. Schedule of Start Dates
- H. ADA Policy

## **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, 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, Esthetics & Nail Specialty and Barbering. The Schools are corporately owned by Continental School of Beauty Culture.

## ***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, 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.

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—4:45 PM

Friday

## ***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](http://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, G.E.D. or College Degree
  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**

- 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** (where available)  
Monday, Tuesday, Wednesday, 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	<b>24 hours</b>
Safety and Health	<b>26 hours</b>
Anatomy and Physiology	<b>15 hours</b>
Hair Analysis	<b>10 hours</b>
Hair and Scalp Disorders and Diseases	<b>10 hours</b>
Chemistry as Applied to Cosmetology	<b>5 hours</b>
Shampoos, Rinses, Conditioners and Treatments	<b>30 hours</b>
Haircutting and Shaping	<b>175 hours</b>
Hairstyling	<b>245 hours</b>
Chemical Restructuring	<b>180 hours</b>
Hair Coloring and Lightening	<b>180 hours</b>
Nail Care and Procedures	<b>40 hours</b>
Skin Care and Procedures	<b>60 hours</b>

## ***ESTHETICS & NAIL SPECIALTY PROGRAM—800 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 - 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	<b>4 hours</b>
Safety and Health	<b>8 hours</b>
Infection Control	<b>18 hours</b>
Anatomy and Physiology	<b>30 hours</b>
Structure and Functions of the Skin	<b>18 hours</b>
Nutrition for Healthy Skin & Body	<b>5 hours</b>
Skin Disorders and Diseases	<b>12 hours</b>
Skin Analysis	<b>18 hours</b>
Superfluous Hair	<b>60 hours</b>
Chemistry	<b>3 hours</b>
Chemistry as Applied to Esthetics	<b>21 hours</b>
Electricity and Equipment	<b>18 hours</b>
Facial and Body Procedure	<b>240 hours</b>
Make Up Techniques	<b>70 hours</b>
Introduction to Advanced Esthetics	<b>9 hours</b>
Career Skills	<b>12 hours</b>
Client Consultation	<b>12 hours</b>
Nails and Related Diseases and Disorders	<b>16 hours</b>
Manicuring and Hand/Arm Massage	<b>20 hours</b>
Pedicuring	<b>15 hours</b>
Tip Application and Design	<b>12 hours</b>
Nail Wraps	<b>20 hours</b>
Liquid and Powder Nail Extensions	<b>48 hours</b>
Gel Nails	<b>20 hours</b>
Nail Art	<b>4 hours</b>
Business Practices	<b>40 hours</b>
Job Skills	<b>6 hours</b>
State Board Preparation	<b>41 hours</b>

## ***ESTHETICS PROGRAM—600 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 - 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	<b>4 hours</b>
Safety and Health	<b>8 hours</b>
Infection Control	<b>18 hours</b>
Anatomy and Physiology	<b>30 hours</b>
Structure and Functions of the Skin	<b>18 hours</b>
Nutrition for Healthy Skin & Body	<b>5 hours</b>
Skin Disorders and Diseases	<b>12 hours</b>
Skin Analysis	<b>18 hours</b>
Superfluous Hair	<b>60 hours</b>
Chemistry	<b>3 hours</b>
Chemistry as Applied to Esthetics	<b>21 hours</b>
Electricity and Equipment	<b>18 hours</b>
Facial and Body Procedure	<b>240 hours</b>
Make Up Techniques	<b>70 hours</b>
Business Practices	<b>30 hours</b>
Career Skills	<b>12 hours</b>
Introduction to Advanced Esthetics	<b>9 hours</b>
State Board Preparation	<b>24 hours</b>

## ***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, 5:45 PM – 10:00 PM  
12.75 hours per week – 47 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**

Professional Image and Human Relations	<b>10 Hours</b>
Microbiology Infection Control Safe Work Practices	<b>50 Hours</b>
Implements, Tools and Equipment	<b>25 Hours</b>
Properties and Disorders of the Hair and Scalp	
Treatment of the Hair and Scalp	<b>30 Hours</b>
Properties and Disorders of the Skin; Men's	
Facial Massage and Treatments	<b>30 Hours</b>
Shaving and Facial Hair Design	<b>110 Hours</b>
Men's Haircutting and Styling; Women's	
Haircutting and Styling	<b>275 Hours</b>
Hair Coloring	<b>30 Hours</b>
Job Search; Barbershop Management	<b>20 Hours</b>
State Board Laws, Rules and Regulations	<b>20 Hours</b>

## 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 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](http://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:

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

The maximum time frame for completing 1000 clock hours is:

<b>Full-Time</b>	32.5 hrs.	39 weeks
<b>Part-Time</b> days	19.5 hrs.	64 weeks
<b>Part-Time</b> 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: ESTHETICS & NAIL SPECIALTY (800 Hr)***

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

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

The maximum time frame for completing 800 clock hours is:

<b>Full-Time</b>	32.5 hrs.	31 weeks
<b>Part-Time</b> days	19.5 hrs.	52 weeks
<b>Part-Time</b> 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 (600 Hr)***

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

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

The maximum time frame for completing 600 clock hours is:

<b>Full-Time</b>	32.5 hrs.	24 weeks
<b>Part-Time</b> days	19.5 hrs.	38 weeks
<b>Part-Time</b> 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:

<b>Full-Time</b>	33.75 hrs. (5 days/week)	18 weeks
<b>Part-Time</b> days	20.25 hrs. (5 days/week)	30 weeks
<b>Part-Time</b> evenings	12.75 hrs. (3 nights/week)	47 weeks

The maximum time frame for completing 600 clock hours is:

<b>Full-Time</b>	33.75 hrs.	22 weeks
<b>Part-Time</b> days	20.25 hrs.	37 weeks
<b>Part-Time</b> evenings	12.75 hrs.	59 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 and TARDINESS POLICY***

Attendance is an important part of your education. 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. All students are required to call the school receptionist each day they are not able to attend.

Clock hours are measured to the nearest ¼ hour (i.e. 9:10 a.m will be clocked in at 9:15 a.m.). Students with proper documentation (i.e. letters from social services, unemployment, physician or other unusual circumstances) will be allowed into class late. Repeated tardiness may result in disciplinary action up to any including suspension,

Students are expected to remain on campus while clocked in and accruing hours except during the 15 minute break.

## ***MAKE UP WORK FOR ABSENCES***

To achieve the required 80% minimum attendance students may make up absent hours. Makeup schedules vary per campus, program and season. Your school Director and Instructors will inform you when makeup time is available. Please adhere to the arrival time for the makeup session you are attending. Makeup work is associated directly with missed theory or practical work. Students may not attend more than 10 hours of makeup time per week. At no time will students be allowed to exceed 100% cumulative attendance. All missed hours must be made up.

## ***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 the school policies and procedures. A written copy of the school's Policies and Procedures is provided to each student. Students must read and acknowledge, in writing, that they understand and agree with the policies.

So that everyone who attends Continental School of Beauty has an enriching experience, professional conduct is required at all times. Violations of any rules will result in disciplinary action. See suspensions and terminations.

## **SUSPENSIONS AND TERMINATIONS**

The school reserves the right to suspend or dismiss a student for violations of school policies, poor attendance, excessive tardiness, failing grades, failure to make required payments, or provide required documentation.

Prior to any disciplinary action the student will meet with the Director of the school. At no time will a suspension be longer than 14 calendar days. No absent time is accrued during a suspension. An action of suspension or termination is delivered in writing either in person or by mail.

## **DRESS CODE**

All students are required to maintain a professional appearance and must adhere to the following dress code. Cosmetology & Barbering students are provided a black Continental jacket that must be worn with black pants and closed toe shoes. Esthetics & Nail Specialty students are provided a scrub top and bottom to be worn with closed toe shoes. While hoodies are not permitted, additional layered clothing is permissible when worn under the jacket or scrub top. Provided name tags must be worn at all times while attending school.

Students are expected to give proper attention to personal hygiene. Please keep in mind that strong scents/odors can be a distraction to others.

Violation of the dress code may result in being sent home for the day. Conflict arising from dress code violations may result in further disciplinary action.

## **REFUND and CANCELLATION POLICY**

- 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 Esthetics, Esthetics & Nail Specialty, and Barbering 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 and part-time 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 regardless of whether a balance is due by student.

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.

New York State has an online application process for licensure. Continental will assist students with this process. The following fees are included with tuition and paid by Continental (one time only). Additional fees, beyond the initial application(s) are the responsibility of the student.

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](http://ContinentalSchoolofBeauty.edu)

## **SCHOOL LOCATIONS**

### **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

