



Continental
SCHOOL OF BEAUTY

CONTINENTAL SCHOOL OF BEAUTY SCHOOL CATALOG

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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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“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, herein after known as “Continental”, offers its students programs in modern facilities to prepare them for a successful career in the beauty industry.

Our students are 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.

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 people for employment in an industry that is constantly progressing and expanding.
- To prepare students to successfully pass the New York State Board examination.

GENERAL INFORMATION

HISTORY

Continental School of Beauty has been located in Rochester, New York for more than 60 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, Ltd.

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 clinic area which is open to the public. Here students, supervised by licensed instructors, acquire practical knowledge through hands-on experience servicing "clients".

The Rochester school is located in a small, modern, street level plaza in Henrietta, a suburb of Rochester. It 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. The school is on the second floor of the Plaza but is accessible by elevator. 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 in the Mattydale Shopping Center and is convenient to routes 81, 90 and local bus lines. The school offers Hairdressing and Cosmetology, Esthetics, 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, a student lounge and lockers. Free parking is available at each location.

All of the facilities are handicapped accessible.

SCHOOL HOURS

Continental School of Beauty is open:

9:00 AM— 4:30 PM

Monday through 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 Faculty.

CALENDAR AND HOLIDAYS

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

The following holidays are observed:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
December 25 to January 1

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. All students are required to have a personal interview with an Admissions Representative and to fill out an information sheet.

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.
- A student must meet the state minimum age requirement of 17 to enter school and submit the following:
 1. Proof of age—Original Birth Certificate, Driver's License, Passport, Police I.D.
 2. Original High School Diploma, G.E.D. or an Academic Transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

ADMISSIONS REQUIREMENTS

Programs:

Hairdressing and Cosmetology
Esthetics & Nail Specialty
Esthetics
Barbering

Applicants must have at minimum, a local or regents High School Diploma, G.E.D., home school diploma with equivalence certified by the superintendent of schools or proof of attainment of an Associates degree or higher by providing a copy of a college transcript showing college completion or college degree. Continental School of Beauty cannot accept online or non-registered school diplomas. Foreign diplomas must be translated to English and evaluated by a recognized agency such as Evaluation World. Continental does not offer Ability-to-Benefit testing in its admissions process.

READMITTANCE FOLLOWING TERMINATION

Any student who withdraws or has been dismissed, and who wishes to continue their 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.

A student wishing to re-enroll after six months from their last date of attendance must pass a written exam to assess their level of retention from the previous enrollment.

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 by written examination to determine the number of hours for which credit will be given. In instances where the applicant does not pass the written exam, partial or no credit may be awarded. Tuition will be adjusted accordingly. Transfer hours will be counted as both attempted and completed for determination of maximum timeframe.

NOTICE CONCERNING TRANSFERABILITY OF HOURS

Continental has designed its educational program curriculum for licensure in New York State. We have not made a determination if hours completed at Continental are transferable to schools in any other state. The transferability of hours you earn at Continental is at the complete discretion of the institution to which you may wish to transfer. If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

PERSONAL BELONGINGS

Purses, cell phones, clothes, books, etc., should not be left unattended, as the School will not assume responsibility for loss or theft.

PERSONAL DATA CHANGES

Any change of name, mailing address, email address and/or telephone number must be reported to the Director as soon as the change occurs. Emergency information should be kept current at all times.

CONSUMER INFORMATION POLICY

The School strongly encourages students to review the pertinent information contained on the “Consumer Information” tab of the School’s website continentalschoolofbeauty.edu/consumer-info/ prior to enrolling

POLICY CHANGES

The School reserves the right to change its rules, policies and procedures and will notify students of any change in writing.

CRIMINAL BACKGROUND

The School does not conduct criminal background checks. However, students are advised that if they have a misdemeanor or felony conviction, they may be subject to denial of professional licensure.

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 STATUS

Individuals who enroll in a program of study at Continental School of Beauty (“the School”) are students. Students of the School will learn in a variety of settings, including classrooms, practical labs, and in the student salon. Each learning environment is designed to advance and reinforce students’ knowledge of their course of study in a different way.

The student salon offers students the opportunity to learn by practicing in a simulated salon environment. Students will practice their skills on real, paying customers of the salon under the supervision of instructors. Practical skills learned in the salon include, but are not limited to, providing services for clients relating to hair, skin, and nails, light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of the School and will not be paid for any time spent learning by performing tasks in the School’s salon. A student’s relationship with the School can only be changed from student-school to employee-employer by way of a writing signed by a school official following the School’s ordinary application, interview, and hiring process. If a student believes that they are performing services for the School for which they should be paid, they should immediately contact the Director.

STUDENT SERVICES

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

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 cannot guarantee employment or salary level. The School 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.

TITLE IX POLICY

See Addendum H.

DISABILITY ACCOMMODATION & GRIEVANCE POLICY

Statement of Non-Discrimination and Accommodation

Continental School of Beauty Culture ("the School") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the School, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA COMPLIANCE COORDINATOR ACCORDING TO SCHOOL:

Rochester - Cosmetology & Barbering	Jolie Ferrara 633 Jefferson Rd., Rochester, NY 14623 585-697-5611 jferrara@continentalschoolofbeauty.edu
Rochester - Esthetics, Esthetics & Nails	Betty Vieira 633 Jefferson Rd., Rochester, NY 14623 585-697-5625 bvieira@continentalschoolofbeauty.edu
Syracuse	Tammy Gerbsch 2803 Brewerton Rd., Mattydale, NY 13211 315-410-0182 tgerbsch@continentalschoolofbeauty.edu
West Seneca	Laura Horton 1050 Union St., Southgate Plaza, W. Seneca, NY 14224 716-671-8810 lhorton@continentalschoolofbeauty.edu

REQUESTS FOR ACCOMMODATION

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the School's website under the Consumer Information Quick Link. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations for at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical

and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual Impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing Impairment	MD, Audiologist (Au.D) Audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHA	Psychiatrist, PhD Psychologist, LMFT or LCSW
Other Disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed. In general, Continental School of Beauty does not consider an Individualized Education Program (IEP) as sufficient medical documentation to evaluate the need and reasonableness of potential accommodations. However, we will consider an IEP as reasonable medical documentation for students who request the following accommodations: 1. A test reader; 2. Additional test taking time (up to time and a half); and/or 3. A quiet place to take a test. Any other requested accommodations will require medical documentation completed by a qualified professional in the area of the student's disability, as specified in the chart above.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

GRIEVANCE POLICY RELATING TO COMPLAINTS OF DISABILITY DISCRIMINATION

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Jennifer Manuse, Controller, 633 Jefferson Rd., Rochester, NY 14623, 585-697-5636, jmanuse@continentalschoolofbeauty.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education's Office for Civil Right and/or a similar state agency.

CURRICULA

All courses are taught in English. Both theory and practical instructional methods are utilized to teach each program.

HAIRDRESSING AND COSMETOLOGY—1000 HOURS

DESCRIPTION: The Hairdressing and Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in an entry-level job position in Cosmetology or a related career field.

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

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

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

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

GRADING: Qualitative factors that determine academic performance utilizes a reasonable system of grades: 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 must maintain a 70% or higher grade point average.

- Start Dates: Classes begin the first Monday of most months
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:30 PM
32.5 hours per week - 31 weeks (2 Terms)
- Please note that enrollees in the above schedule are likely to attend approximately 3 additional physical weeks due to school vacation, holidays, snow days, etc.

ESTHETICS & NAIL SPECIALTY PROGRAM—800 HOURS

DESCRIPTION: The Esthetics & Nail Specialty Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in an entry-level job position in Esthetics, Nails or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of facial and body procedures, make-up techniques, superfluous hair, anatomy, structure of the skin, skin analysis, skin and nail disorders, manicures, pedicures, tip application, wraps, liquid and powder extensions, and gel nails..
6. Perform the basic analytical skills to complete a client consultation
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

COURSE CONTENT

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

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

GRADING: Qualitative factors that determine academic performance utilizes a reasonable system of grades: 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 must maintain a 70% or higher grade point average.

- Start Dates: Classes begin the first Monday of most months
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:30 PM
32.5 hours per week - 25 weeks (2 Quarters)
- Please note that enrollees in the above schedule are likely to attend approximately 3 additional physical weeks due to school vacation, holidays, snow days, etc.

ESTHETICS PROGRAM—600 HOURS

DESCRIPTION: The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in an entry-level job position in Esthetics or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of facial and body procedures, make-up techniques, superfluous hair, anatomy, structure of the skin, skin disorders and skin analysis.
6. Perform the basic analytical skills to complete a client consultation
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

COURSE CONTENT

Orientation	5 hours
Safety and Health	8 hours
Infection Control	18 hours
Anatomy and Physiology	30 hours
Structure and Functions of the Skin	18 hours
Nutrition for Healthy Skin & Body	5 hours
Skin Disorders and Diseases	12 hours
Skin Analysis	18 hours
Superfluous Hair	60 hours
Chemistry	3 hours
Chemistry as Applied to Esthetics	21 hours
Electricity and Equipment	18 hours
Facial and Body Procedure	240 hours
Make Up Techniques	70 hours
Business Practices	30 hours
Career Skills	12 hours
Introduction to Advanced Esthetics	9 hours
State Board Preparation	23 hours

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

GRADING: Qualitative factors that determine academic performance utilizes a reasonable system of grades: 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 must maintain a 70% or higher grade point average.

- Start Dates: Classes begin the first Monday of most months
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:30 PM
32.5 hours per week - 19 weeks (2 Quarters)
- Please note that enrollees in the above schedule are likely to attend approximately 3 additional physical weeks due to school vacation, holidays, snow days, etc.

BARBERING – 600 HOURS

Note: Rochester School Only

DESCRIPTION: The Barbering Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in an entry-level job position in Barbering or a related career field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair and scalp treatment, facial massage, shaving and facial hair design, men's cutting, men's and women's styling and hair coloring.
6. Perform the basic analytical skills to complete a client consultation
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

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

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

GRADING: Qualitative factors that determine academic performance utilizes a reasonable system of grades: 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 must maintain a 70% or higher grade point average.

- Start Dates: Classes begin the first Monday of most months
- Day Session: **Full-Time**
Monday - Friday, 9:30 AM - 4:30 PM
32.5 hours per week - 19 weeks (2 Quarters)
- Please note that enrollees in the above schedule are likely to attend approximately 3 additional physical weeks due to school vacation, holidays, snow days, etc.

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.

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 awarded by the Department of Education to undergraduate students (not holding a bachelor's degree) who demonstrate financial need. Unlike loans, these grants need not be paid back. If a student qualifies for a grant, awards will be credited to the student's account in intervals: one at the beginning of the program, one at midpoint of the program and, for cosmetology students, one at the end 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. All loans **MUST** be repaid with interest. Repayment begins six months after completion of, or withdrawal from, the program. Subsidized loans - the Department of Education pays the interest while you are in school and during the grace period. Unsubsidized loans - 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 or 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.

CLERY ACT AND ANNUAL REPORT DISTRIBUTION

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and in an effort to continuously promote and improve safety and security measures on campus, the School collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report (“ASR”) to prospective and current students, faculty, staff and the public. The School’s most current ASR is available on the School’s website at continentalschoolofbeauty.edu/consumer-info/. Any questions about this Report should be directed to the Corporate Director of Financial Aid.

All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of criminal acts or suspicious behavior to any staff member or the Director. Instances of sexual harassment, violence or discrimination should be reported to the campus Title IX Coordinator in accordance with the School’s Title IX policy. The School will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

POLICIES AND REGULATIONS

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students in a program of study, regardless of whether they are receiving financial aid. This policy complies with U.S. Department of Education federal regulations.

Satisfactory progress requires a minimum of 80% attendance and a minimum grade point average (GPA) of 70% at each evaluation period. GPA and attendance will be evaluated on a cumulative basis at the intervals outlined below**. These evaluation periods are based on actual hours of attendance and will occur within seven (7) school business days of the conclusion of an evaluation period.

Qualitative factors that determine academic performance utilizes a reasonable system of grades: 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 must maintain a 70% or higher GPA in order to remain in satisfactory academic progress.

Students receive a copy of their SAP determination at the time of each evaluation. Students meeting minimum requirements for attendance and academic performance are considered making SAP until the next evaluation period. Those students with SAP evaluations that impact their eligibility for financial aid must meet with the Director.

If a student falls below the minimum requirements, they will be placed on warning for the next evaluation 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 evaluation period, the student may be placed on probation.

In order to be placed on probation, the school must determine that the student is able to meet the minimum attendance and academic requirements by the end of the next evaluation period. The school will develop an academic plan that, if followed, will ensure the student is able to meet satisfactory academic progress within the maximum timeframe as established for the individual student.

If the student meets the minimum requirements at the end of the probationary period, the student will be removed from probation and will be considered making satisfactory academic progress. If the student does not meet the minimum requirements by the end of the probationary period, they will be considered not making satisfactory academic progress and, where applicable, will lose Title V eligibility and may be terminated from the program.

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. Students may appeal a satisfactory progress determination and re-establish eligibility for financial aid. Reasons an appeal may be granted are death or illness of a relative, injury or illness of the student, or other special circumstances deemed reasonable by the Director. Requests for an appeal must be in writing. Students are encouraged to attach any documentation they believe will assist in their appeal. Results of the appeal will be kept in the student's file.

The **Hairdressing and Cosmetology program is 1000 hours in length with a 900 hour academic year.
The normal time it takes to complete the program attending full time, at 32.5 hours per week, is 31 weeks.*
The maximum time a student is allowed to complete the program is 125% of the normal time frame or 39 weeks.*
Evaluations will occur at 450 hours and 14 weeks and at 900 hours and 28 weeks.

The **Esthetics & Nail Specialty program is 800 hours in length with a 900 hour academic year.
The normal time it takes to complete the program attending full time, at 32.5 hours per week, is 25 weeks.*
The maximum time a student is allowed to complete the program is 125% of the normal time frame or 31 weeks.*
Evaluations will occur at 200 hours and 6 weeks, at 400 hours and 12 weeks and at 600 hours and 18 weeks.

The **Esthetics program is 600 hours in length with a 900 hour academic year.
The normal time it takes to complete the program attending full time, at 32.5 hours per week, is 19 weeks.*
The maximum time a student is allowed to complete the program is 125% of the normal time frame or 23 weeks.*
Evaluations will occur at 200 hours and 6 weeks and at 400 hours and 12 weeks.

The **Barbering program is 600 hours in length with a 900 hour academic year.
The normal time it takes to complete the program attending full time, at 32.5 hours per week, is 19 weeks.*
The maximum time a student is allowed to complete the program is 125% of the normal time frame or 23 weeks.*
Evaluations will occur at 250 hours and 8 weeks and at 500 hours and 16 weeks.

Students must attend regularly and complete their course of study within a maximum time frame. Students who exceed the 125% maximum time frame will be terminated. Students are not permitted to re-enroll once maximum time frame has been exceeded.

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.

Students who take a leave of absence or have withdrawn and re enroll, will return to school in the same progress 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.

Transfer hours from other institutions will affect a student's pace. Transfer students satisfactory academic progress evaluation periods are based on actual contracted hours at the institution. Transfer hours will be counted as both attempted and completed to determine when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

* Please note that enrollees in the above schedules are likely to attend approximately three 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.

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, court or probation) will be allowed into class late. Repeated tardiness (more than three unexcused or undocumented absences) results in disciplinary action up to any including suspension.

Students are expected to remain on campus while clocked in and accruing hours.

MAKE UP WORK FOR ABSENCES

Makeup time is available to assist students in maintaining the minimum attendance percentage. Makeup schedules vary per campus, program and season. Your school Director or Instructor will inform you when makeup time is available. Please adhere to the arrival time for the makeup session you are attending as late admittance is not permitted. Makeup work is associated directly with missed theory or practical work. Students cannot exceed 100% cumulative attendance.

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, with the reason for the leave 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. The School will document its reason for granting such 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 by the expiration date of their leave, their withdrawal date, for purposes of calculating a refund, will be the student's last day of attendance. Students who take an unapproved leave of absence will be withdrawn from the program.

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 and signed by both the student and the Director.

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, by e-mail or postal 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 and code of conduct. A written copy of these policies 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

Failure to meet any conditions set forth in the enrollment agreement, catalog, code of conduct, student policies and procedures will result in disciplinary action.

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. A suspension will not 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.

Students may appeal disciplinary actions by submitting documentation, with evidence, of why the action should be dismissed. Such documentation must be in writing and submitted to the appeals committee within 30 days of the disciplinary action.

DRESS CODE

Students are required to maintain a professional appearance and must adhere to the dress code. Cosmetology and Barbering students are provided a black outer garment. Esthetics and Esthetics & Nail Specialty students are provided a scrub top and pants. All students must wear closed toe shoes covering the top of the foot. Pajamas and slippers cannot be worn at any time. The provided name tags must be worn and displayed at all times while attending school. Any layers are to be worn underneath the provided outer garment. Students are expected to give proper attention to personal hygiene. Please keep in mind that strong scents/odors can be a distraction to others and may be addressed by your teacher or Director.

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 Esthetics, Esthetics & Nail Specialty, and Barbering programs

First Quarter

If Termination Occurs	School May Keep
Prior to or during the First Week	0%
During the Second Week	25%
During the Third Week	50%
During the Fourth Week	75%
After the Fourth Week	100%

Subsequent Quarters

If Termination Occurs	School May Keep
During the First Week	25%
During the Second Week	50%
During the Third Week	75%
After the Third Week	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 program.

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%

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

STATE EDUCATION DEPARTMENT ACADEMIC STANDING

Schools are required to determine the academic standing of each student based on the minimum standards. Students must maintain a minimum grade point average of 70% and a minimum attendance percentage of 80%. Academic standing shall be evaluated at the midpoint and endpoint of each quarter or term, as defined on the student enrollment agreement, as follows:

Hairdressing and Cosmetology:	Full time day	8, 16, 24 & 31 weeks
	Part time day*	9, 17, 26, 34, 43 & 52 weeks
	Evening*	6, 12, 18, 24, 30, 37, 43, 50, 56 & 63 weeks
Esthetics & Nail Specialty:	Full time day	6, 12, 18 & 25 weeks
Esthetics:	Full time day	5, 10, 15 & 19 weeks
	Evening*	6, 12, 18, 25, 31 & 38 weeks
Barbering:	Full time day*	5, 10, 15 & 19 weeks
	Part time day*	5, 10, 15, 20, 25 & 31 weeks
	Evening*	6, 12, 18, 25, 31 & 38 weeks

Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation shall be provided a written notice of warning. Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of each quarter or term, as defined in the student enrollment agreement, shall be placed on probation, or withdrawn from the program. The maximum period of probation shall be the conclusion of the next consecutive quarter or term after the student has been placed on probation, as defined in the student enrollment agreement. Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the probation period shall be withdrawn from the program. Prior to withdrawal, and at the school's discretion, students may be allowed an additional 30 days to make up assignments or instructional hours to achieve satisfactory academic standing.

*Please note: not all programs and schedules are offered at all campuses.

REFUND OF FEDERAL TITLE IV AID

The School participates in federal financial aid programs (Title IV). For students who withdraw and have received Title IV financial assistance the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will reduce the financial aid payments received on behalf of the student, before applying the institutional refund policy, to determine whether the student is owed a refund or if a balance is owed to the School.

In compliance with Federal regulations, the School will determine how much Federal student financial assistance the student has earned or not earned when a student, who is a Title IV recipient, withdraws from the School. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the School and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the School and, in some cases, to the Federal Government. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date the School has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount of Title IV Funds to be returned, if any, the student shall be deemed to have withdrawn from the program when any of the following occurs: (a) the student notifies the School of their withdrawal or the actual date of withdrawal; (b) the School terminates the student's enrollment; (c) the student fails to attend classes for a 14 day period; (d) the student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Withdrawal Before 60%: The School must perform an R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the U.S. Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal.

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, the School must still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned for clock-hour programs, the earned aid is based on a percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period. The calculated amount of aid earned is rounded to the one-hundredth decimal.

If a return results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the Title IV Programs in the following federally mandated order; (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) other grant or loan assistance authorized by the Title IV of the HEA, as amended; (6) any other financial assistance programs.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The School will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the School may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the School may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

The school will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date the School determined the student withdrew. If the Federal student financial assistance funds need to be returned, the institution must

return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The School will notify the student as to the amount owed and how and where it should be returned.

COMPLAINT PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Any student who has a complaint should contact the Director of the school within 60 days of the date the incident occurred.

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 page 25).

SOCIAL MEDIA USE POLICY

This policy addresses the use of social media sites by Continental School of Beauty Culture students, whether or not the use involves the School's Wi-Fi network or other computer resources. Social media includes, but is not limited to: texting, blogs and social media platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, and TikTok.

The School is aware that members of the school community may wish to express their personal ideas, thoughts, and opinions through their private social media accounts (not administered by the School). Nevertheless, students are expected to conduct themselves in a professional manner at all times. The School reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations to impose disciplinary measures. Such disciplinary measures include dismissal from the School for students who use social media in violation of the guidelines in this policy, in ways that reflect poorly on the School, or interferes with the education of other students and/or the operation of the School. In appropriate cases, the conduct may also be reported to law enforcement authorities.

In connection with the use of social media, the conduct listed below is prohibited:

- Using social media to harass, threaten, insult, defame or bully another person or entity.
- Making threats of injury to any student, customer, member of faculty or staff, officer or board member, including threats concerning their respective family members or personal property.
- Making comments that insult, disparage, disrespect or defame the School or members of the school community.
- Making discriminatory or harassing comments that violate federal or state law and/or would be prohibited by the anti-discrimination / anti-harassment policy and/or Title IX policy.
- Violating any intellectual property law, such as copyright, trademark, fair use and/or financial disclosure law.
- Posting copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright.
- Posting trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner. The "®" symbol indicates that the mark is federally registered and the owner has the exclusive right to use it. The "TM" and "SM" symbols indicate that the owner may have common-law rights, but the mark is not federally registered.
- Posting a person's photograph or video image of a student, faculty or staff member without obtaining their permission.
- Posting images or comments which are vulgar or obscene, or would otherwise violate any applicable law.

NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

The School is committed to maintaining a work and learning environment that is free from unlawful discrimination and harassment for all School employees and students. Accordingly, the School does not discriminate in its educational programs and activities (which extends to employment and admission) based on an individual's age, race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military or veteran status, disability, ethnic origin, or any other basis protected by federal, state or local law.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, images, stereotypes, jokes,

posters or cartoons based on an individual's legally protected category(s). The School cannot resolve matters that are not brought to our attention. If you believe you have experienced or witnessed discrimination or harassment, immediately report the incident to the school Director or a member of management. The School will immediately and thoroughly investigate all complaints. Individuals will not be retaliated against for bringing a complaint of discrimination or harassment. Complaints of sexual harassment, violence or discrimination should be reported to the campus Title IX Coordinator in accordance with the School's Title IX policy located in this catalog.

VACCINATIONS

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

COLLEGE CREDIT-DISCLAIMER STATEMENT

Licensed appearance enhancement 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.

BRING YOUR OWN DEVICE POLICY

Bring your own device (BYOD) is the practice of allowing students to use their own personal devices, such as laptops, tablets, and smartphones, in the classroom. Mobile devices are required to access our student mobile app, in which you can record your time, review your attendance, grades and other information pertinent to your enrollment with us. You can use these devices by connecting to Continental's wireless network.

Mobile devices have all the benefits and risks associated with any computer. Students need to be careful about what information they store on their devices and who they share them with. You are responsible for maintaining your own passwords. We reserve the right to throttle down wi-fi speeds on the Continental wi-fi of any device using excessive bandwidth. Continental's Student Mobile App is only available on Apple iOS and Android operating systems. You have the following responsibilities with your BYOD mobile device:

- You must use fingerprint or face recognition to log in to your device, where possible.
- You must keep your device up to date with the latest security patches.
- Applications on your device should only be downloaded from the Apple Store or Android Store.
- You may not use devices that have been "jailbroken" (for iPhones) or "rooted" (for Android phones).
- You are not allowed to access or distribute illegal or pirated content using Continental wi-fi.
- You are not allowed to use your device to disrupt the learning environment or violate Continental's harassment policies.
- It is recommended that you use encryption on your device.
- It is recommended that you turn on location services and if available, turn on the ability to find your phone and to disable it from another device.
- You are responsible for the cost of repairs or replacement of your devices.

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. (Barbering is not issued a temporary license, therefore this fee does not apply.)

- **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. Barbering license will require disclosure at time of initial application. For more information please visit <https://doccs.ny.gov/certificate-relief-good-conduct-restoration-rights>

- **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

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. A student should submit to the Student Records Administrator, at oss@continentalschoolofbeauty.edu, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the School to amend a record should contact the Student Records Administrator in writing, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position or a person serving on the board of trustees. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student’s education records, without consent of the student, if disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the School whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school’s State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena. The School will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action, unless the disclosure is in compliance with: (a) A Federal grand jury subpoena and the court has ordered non-disclosure; (b) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered non-disclosure; or (c) An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information”.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the School determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the School’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use of possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

COPYRIGHT INFRINGEMENT POLICY

It is the policy of Continental School of Beauty to acknowledge and abide by all applicable intellectual property laws, including but not limited to federal copyright law, Title 17 of the U.S. Code as amended at <http://copyright.gov/title17>. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the person to civil and criminal liabilities.

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law and is not condoned by Continental. Anyone accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the school.

Upon discovery of abuse, Continental’s Internet Technology (IT) Department will take all necessary steps, including but not limited to temporary disconnection from internet access, to stop illegal sharing of copyrighted material on its network. Furthermore, violation of this regulation may result in disciplinary action under appropriate school disciplinary procedures.

DISCLAIMER

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.

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 22314
Phone: 703.600.7600

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EXECUTIVE OFFICES

633 Jefferson Rd
Rochester, NY 14623

(585) 272-8060



SCHOOL LOCATIONS

ROCHESTER

633 Jefferson Rd
Rochester, NY 14623

(585) 272-8060



SYRACUSE

2803 Brewerton Rd
Mattydale, NY 13211

(315) 410-0188



WEST SENECA SOUTHGATE PLAZA

1050 Union Rd
West Seneca, NY 14224

(716) 675-8205



CONTINENTAL SCHOOL OF
BEAUTY IS ACCREDITED BY
NACCAS AND LICENSED BY
THE STATE OF NEW YORK



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