



*Continental*  
SCHOOL OF BEAUTY

CONTINENTAL SCHOOL OF BEAUTY  
SCHOOL CATALOG

VOLUME 27 - MARCH 2020

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 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 55 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 "work shop" or "clinic" area which is open to the public where students, supervised by licensed instructors, practice on customers and are given "hands-on" experience.

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, 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, 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— 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 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  
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 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.
- When enrolling, applicants should bring:
  1. Proof of age—Original Birth Certificate, Driver's License, Passport, Police I.D.
  2. Original High School Diploma, G.E.D. or College Degree
  3. Income information (i.e. the applicant's 1040 form or, if dependent, parents' 1040 form) which 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. Continental School of Beauty cannot accept home school, on-line, or non-registered school diplomas.

## **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. 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.

## **NOTICE CONCERNING TRANSFERABILITY OF HOURS**

Our programs are designed 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/consumerinfo](http://continentalschoolofbeauty.edu/consumerinfo) 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 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 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.

### **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 the President of the School 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.

### **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 Poirier  
2803 Brewerton Rd., Mattydale, NY 13211  
315-410-0182  
tpoirier@continentalschoolofbeauty.edu

West Seneca

Lisa Wallace  
1050 Union St., W. Seneca, NY 14224  
716-371-8810  
lwallace@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:

| <b>Disability</b>               | <b>Qualified Professional</b>  |
|---------------------------------|--|
| Physical disability             | MD, DO   |
| Visual Impairment               | MD, ophthalmologist, optometrist   |
| Mobility, orthopedic impairment | MD, DO   |
| Hearing Impairment              | MD, Audiologist (Au.D)<br>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](mailto: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.

## **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, 9:30 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**

|  |                  |                                       |
|--|------------------|---------------------------------------|
| 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 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.

### **FEDERAL FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS**

The following notice provides information about the Title IV federal financial aid penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also describes how to regain eligibility for such financial aid after conviction of a drug-related offense. As prescribed in Section 484(r), a student convicted of any offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment when he or she was receiving any grant, loan, or work assistance under Title IV will be ineligible to receive such assistance for the following period of time:

- For one year from the date of conviction for the first offense involving the possession of a controlled substance.
- For two years from the date of conviction for the second offense involving the possession of a controlled substance.
- Indefinitely from the date of conviction for the third offense involving the possession of a controlled substance.

A student whose eligibility has been suspended under the previous provision may resume eligibility before the end of the prescribed ineligibility period by one of the following means:

- The student satisfactorily completes a drug rehabilitation program that complies with criteria the secretary of education prescribes and includes two unannounced drug tests.
- The conviction is reversed, set aside, or otherwise rendered nugatory.

The School's drug and alcohol policy can be found at [continentalschoolofbeauty.edu/consumer-info/](http://continentalschoolofbeauty.edu/consumer-info/)

### **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/](http://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**

All students, regardless of whether they are receiving financial aid, must attend regularly and complete their course of study within a maximum time-frame.

Satisfactory progress requires a minimum of 80% attendance and a minimum GPA of 70% at each evaluation period. GPA and attendance will be evaluated on a cumulative basis and actual hours of attendance. (See specific program parameters below.) Students may request a copy of their SAP evaluations at any time. 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 time-frame will be terminated.

Transfer hours from other institutions will affect a student's pace. Each transfer student will be evaluated based on their individual program. Evaluations will occur according to the standards set above or midpoint of the contracted hours whichever occurs first. Transfer hours will be counted as both attempted and completed to determine when maximum time-frame 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, they 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)**

The Hairdressing and Cosmetology program is 1,000 hours in length with a 900 hour academic year. The normal time it takes to complete the program depends on the schedule the student attends:

|                           |                           |          |
|---------------------------|---------------------------|----------|
| <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 a student is allowed to complete the cosmetology program is 125% of the normal time-frame:

|                           |           |          |
|---------------------------|-----------|----------|
| <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 four additional physical weeks due to school vacation, holidays, snow days, etc.

## **ATTENDANCE: ESTHETICS & NAIL SPECIALTY (800 HR)**

The Esthetics and Nail Specialty program is 800 hours with a 900 hour academic year. The normal time it takes to complete the program depends on the schedule the student attends:

|                           |                           |          |
|---------------------------|---------------------------|----------|
| <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 |

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

The maximum time a student is allowed to complete the esthetics program is 125% of the normal time-frame:

|                           |           |          |
|---------------------------|-----------|----------|
| <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 four additional physical weeks due to school vacation, holidays, snow days, etc.

### **ATTENDANCE: ESTHETICS (600 HR)**

The Esthetics program is 600 hours with a 900 hour academic year. The normal time it takes to complete the program depends on the schedule the student attends:

|                           |                           |          |
|---------------------------|---------------------------|----------|
| <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 four additional physical weeks due to school vacation, holidays, snow days, etc.

### **ATTENDANCE: BARBERING (600 HR)**

The Barbering program is 600 hours with a 900 hour academic year. The normal time it takes to complete the program depends on the schedule the student attends:

|                           |                         |          |
|---------------------------|-------------------------|----------|
| <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 hrs. (4 nights/week) | 36 weeks |

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

The maximum time a student is allowed to complete the barbering program is 125% of the normal time-frame:

|                           |           |          |
|---------------------------|-----------|----------|
| <b>Full-Time</b>          | 32.5 hrs. | 23 weeks |
| <b>Part-Time</b> days     | 19.5 hrs. | 39 weeks |
| <b>Part-Time</b> evenings | 17.0 hrs. | 44 weeks |

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

\* Please note that enrollees in the above schedules are likely to attend approximately four 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**

To achieve the required 80% minimum attendance students may make up absent hours monthly. 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, 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 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 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***

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 business casual pants (no jeans other than announced dress down days) and closed toe shoes. Esthetics and Nail Specialty students are provided a scrub top and bottom

to be worn with closed toe shoes. Provided name tags must be worn at all times while attending school and displayed at all times. Student are expected to give proper attention to personal hygiene. Please keep in mind that strong scents/odors can be a distraction to others.

**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**

| <b>If Termination Occurs</b>      | <b>School May Keep</b> |
|-----------------------------------|------------------------|
| 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**

| <b>If Termination Occurs</b> | <b>School May Keep</b> |
|------------------------------|------------------------|
| 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 - 1000 program; Full-time and part-time schedules.

**First Term**

| <b>If Termination Occurs</b>      | <b>School May Keep</b> |
|-----------------------------------|------------------------|
| 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**

| <b>If Termination Occurs</b> | <b>School May Keep</b> |
|------------------------------|------------------------|
| 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.

**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. If a balance is owed to the School, the student will have to make arrangements to pay it.

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. Any scheduled break of five days or more is not counted in the total calendar days of the payment period.

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 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 of 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 inside back cover).

### **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 Yammer.

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, 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.

## **CERTIFICATES AND NEW YORK STATE BOARD EXAMINATIONS**

Upon completion of the entire course as outlined herein, the student will receive a Certificate of Completion. At that time, graduates are eligible to apply for a license from New York State Department of State, Division of Licensing Services.

New York State has an on-line 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.

- **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 [osss@continentalschoolofbeauty.edu](mailto:osss@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; a person serving on the board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee. 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' 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.

# **Continental School of Beauty Culture**

## **APPROVALS**

- Licensed by New York State Education Department, Bureau of Proprietary School Supervision,  
8 9 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



## 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

*Continental*  
SCHOOL OF BEAUTY

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