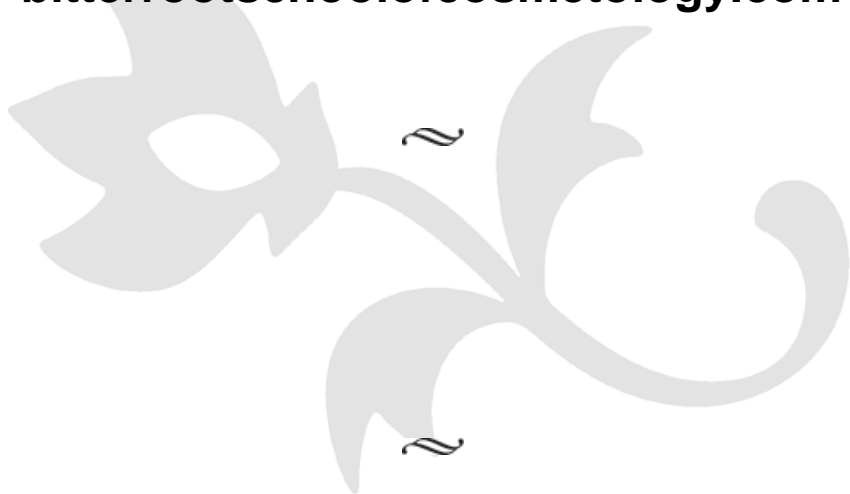


Bitterroot School of Cosmetology

2079 North First Street, Suite B
Hamilton, Montana 59840

1-406-363-3355

bitterrootschoolofcosmetology.com



SCHOOL CATALOG

Course: Cosmetology

Course: Manicuring

Course: Teacher Training

August 2018

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OWNERSHIP

The Bitterroot School of Cosmetology, LLC, has been established since 1997. Present ownership consists of the following individuals:

Douglas C. Daughenbaugh
Barbara J. Daughenbaugh

THE OWNERS

BARBARA J. DAUGHENBAUGH

Barbara is licensed in Montana and Idaho to practice cosmetology and instruct. Barbara holds numerous certifications in the field of cosmetology.


DOUGLAS C. DAUGHENBAUGH

Douglas has an extensive background in management working in both manufacturing and consulting. He has contracted with the U.S. Department of Defense, U.S. Forest Service and private industry.

ADMINISTRATIVE STAFF AND FACULTY

Financial Aid/ Director	Mrs. Barbara Daughenbaugh
Instructors	Mrs. Barbara Daughenbaugh Mrs. Ronnie Bumgarner
Substitute Instructors	Mrs. Lynn Startin
Financial Aid Office Mgr. Staff	Mrs. Lynn Startin Mr. Douglas Daughenbaugh

MISSION STATEMENT



***PREPARE
TODAY'S
STUDENTS
TO BECOME
TOMORROW'S
SUCCESSFUL
AND
INFLUENTIAL
PROFESSIONALS!***

EDUCATIONAL OBJECTIVES

Cosmetology:

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills learned will prepare you for work as a hair stylist, salon manager, hair colorist, salon owner, product demonstrator, etc.

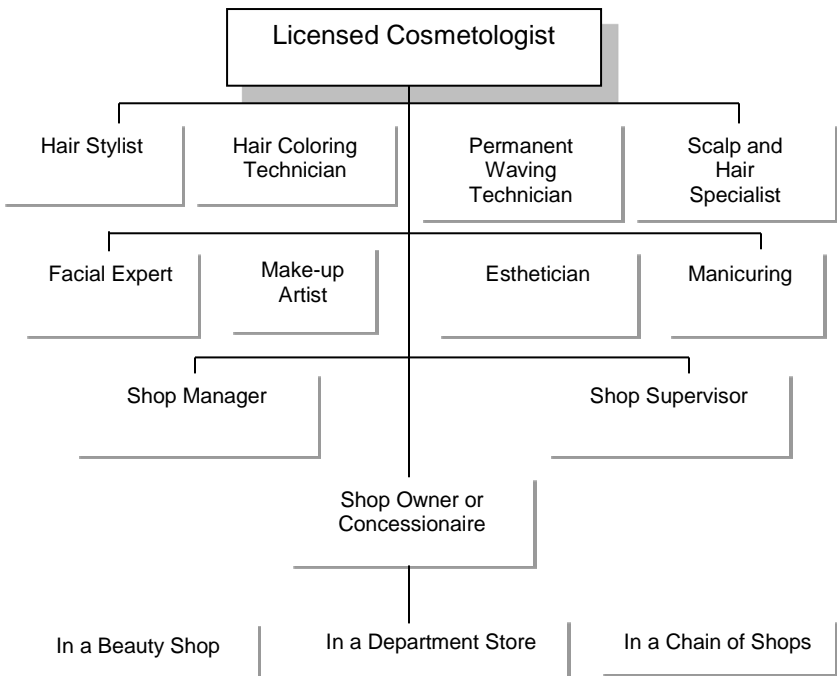
Manicuring:

The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicuring specialist, product demonstrator, etc.

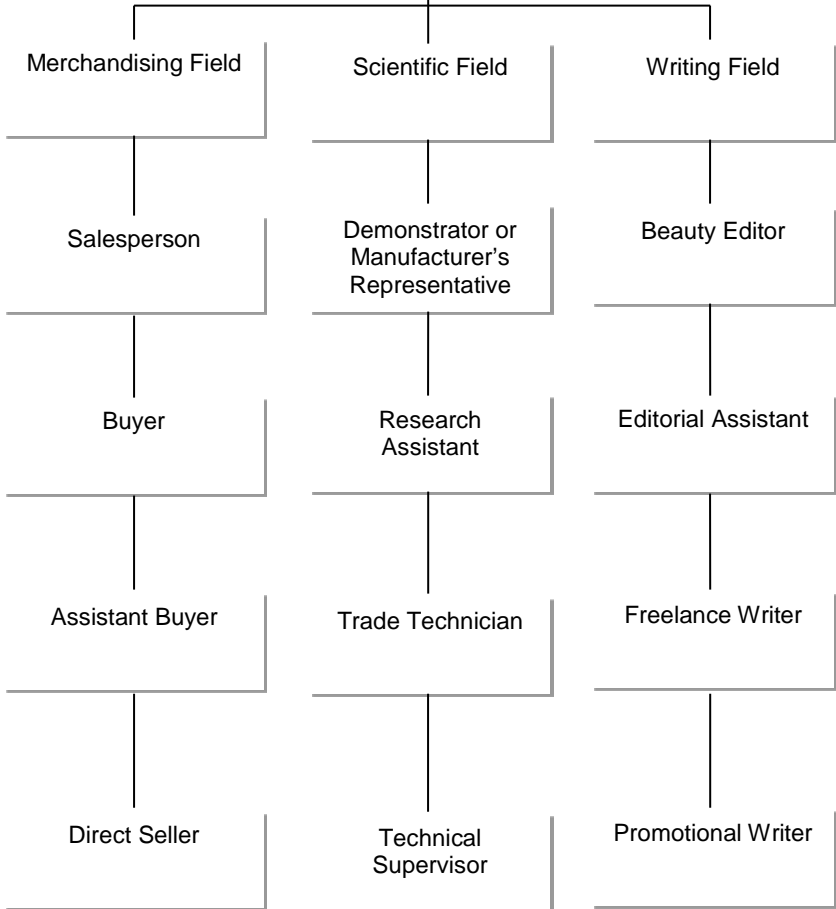
Teacher Training:

The Teacher Training course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetology instructor.

EMPLOYMENT OPPORTUNITIES



**Experienced
Cosmetologists
And Manicurist**



FACILITIES AND EQUIPMENT

The school facility consists of a manicuring classroom, a cosmetology classroom, a salon floor, a student break room, a client waiting area, a pedicure area, a facial area, a financial aid office, and a centralized administration and counseling office. Two Parking areas are available for customers/clients, staff and students.

ENROLLMENT SCHEDULE

Cosmetology - Students may apply for enrollment any day of the school's calendar year. Classes are scheduled approximately every two months.

Manicuring - Students may apply for enrollment any day of the school's calendar year. Classes are scheduled according to instructor availability and demand.

Teacher Training – Applicant may apply for enrollment any day of the school's calendar year. Classes are scheduled according to instructor availability and demand.

NOTE: The Bitterroot School of Cosmetology is operated on a continuous basis throughout the year and is open five days a week (Monday thru Friday). The school observes the following holidays.

**New Year's Day
Labor Day**

**Independence Day
Thanksgiving Day**

**Memorial Day
Christmas Day**

If Christmas or New Year's Day occur in the middle of the week, arrangements may be made to close the school prior to or immediately after the holiday. Other School closures may occur as required for staff training seminars.

ADMISSION REQUIREMENTS

Cosmetology, Manicuring and Teacher Training: The school admits as students persons providing at a minimum:

1. Proof, (driver's license or birth certificate) that the student applicant is at least 17 years of age.
2. Proof, a High School Diploma or the equivalent, or GED Certificate.
3. Applicants for Teacher Training must also have a current Montana Cosmetology License.
4. Pass a TABE test in math and reading with equivalency of 10th grade
5. Pay application fee of \$50.00
6. Submit all documents with a completed application

TRANSFER STUDENT POLICY

1. Transfer students will be accepted in accordance with the Montana State Board rules and regulations and must submit the following prior to enrollment;
 - a. A copy of their birth certificate or other proof of citizenship.
 - b. A copy of transcript of hours satisfactorily completed, with a breakdown of individual educational areas i.e. haircutting, permanent waving, coloring etc.
 - c. Pass a TABE test in math and reading with equivalency of 10th grade

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete the designated work assignments, the required number of hours for their chosen course and pass the final written and practical examination with a minimum grade of 75%. Students will, upon graduation and after financial obligations to the School are satisfied, receive a diploma/certificate for their course of study.

STATEMENT OF NONDISCRIMINATION

The School enrolls students without discrimination as to race, sex, creed, age, marital status, color, religion, national origin, ethnic origin, physical disability or mental disability.

PROGRAM OUTLINES

Cosmetology – The Cosmetology course of study consists of the following units which will be completed in theory classes and practical performance.

Units of Instruction	Clocked Hours
Manicuring	95
Esthetics	110
Shampoo	195
Styling	
Chemical Services	395
Waving, Relaxing	
Color, Lightening	
Haircutting	155
Salon Management	115
Chemistry	60
Sanitation	
Anatomy	
Bacteriology	
Safety	
Instructors Discretion	375
Total Clock Hours	1500

Manicuring – The Manicuring course curriculum consists of the following units which will be completed in theory class and practical performance.

Units of Instruction	Clocked Hours
Salon Management	60
Bacteriology	55
Manicures, Pedicures	35
Application of Artificial Nails	115
School Discretion	135
Total Clock Hours	400

Teacher Training – The Teacher Training course curriculum consist of the following units which will be covered in theory classes and practical performance.

Units of Instruction	Clock Hours
Teaching Methods	245
General Psychology	75
Business Methods	115
Advance Theory of Cosmetology	75
State Board Laws and Rules	<u>140</u>
Total Clock Hours	650

GRADING POLICY

Theory, law test, practical exams and clinic work are graded as follows:

92-100%	A	Excellent
83-91%	B	Good
75-82%	C	Satisfactory
Below 75%	F	Failing

Theory classes are conducted Monday through Friday from 8:30 a.m. to 9:30 a.m. Students are expected to be seated and prepared for the start of class at 8:30 a.m.

All chapters covered require the completion of the theory workbook prior to test day. If the workbook is completed on time the student will receive a +5 on their theory test. If the workbook is not completed by the test day the student will receive a -10% on their theory test.

All exams are graded promptly, recorded in the grade book and returned to the students when all students have completed their theory test.

After a cosmetology student has completed 1100 hours of instruction they are eligible to take the School's final written examination and the Schools final practical examination (Manicuring students, 360 hours; Teaching Training students, 585 hours). They all must take and pass both of these examinations with a minimum of 75% in order to graduate. All students must continue to attend Theory classes until they graduate even if they have successfully passed both final examinations.

After satisfactorily passing both School final examinations and upon graduation the student must then take and satisfactorily pass the Montana State, Written and Practical Examinations to be licensed in the State of Montana.

APPEAL PROCEDURES

Students, who are terminated after failing to achieve minimum requirements or for serious violations of the policy and procedure manual, may appeal the termination. The student must submit a written appeal to the School's authorities, along with supporting documentation, a reason why the decision to terminate should be reversed, and request a re-evaluation based on evidence submitted. The appeal must be received by the School's authorities within five (5) days of termination. Should the student fail to appeal, the decision to terminate is final.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), an instructor, the Director and/or one owner. The student's appeal will be determined within three (3) school days by the Schools' authorities and will be communicated to the student in writing.

Should a student receive favorable results upon her/his appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course and Federal Financial Aid Funds and will be reinstated.

EMPLOYMENT ASSISTANCE

The school does not guarantee employment to its students; however, the school will assist students in seeking employment opportunities and advising students on appropriate means of realizing the opportunities. (see Gainful Employment Statistics on our website)

FINANCIAL ASSISTANCE

Provided students meets eligibility requirements the following financial aid programs are processed at the Bitterroot School of Cosmetology:

- 1. Private Education Loans**
- 2. Bureau of Indian Affairs**
- 3. Veterans administration (VA)**
- 4. School Loans (Bitterroot School)**
- 5. Job Training Partnership Act (JTPA)**
- 6. Department of Social and Rehabilitation Services**
- 7. Pell Grants and Direct Student Loans**

Contact the Financial Aid Office, for additional information.

FEDERAL STUDENT FINANCIAL AID

United States Department of Education

Denver School Participation Team

1244 Speer Boulevard, Suite 201

Denver, CO 80204-3518

303-844-3544

REFUND POLICY

A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

B. If a student (or in case the student is under the legal age, her/his parents or guardian) cancels her/his enrollment and requests her/his money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the school less the application fee (\$50.00) shall be refunded. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school administration/owner in person. The policy applies regardless of whether or not the student has actually started training.

C. If a student cancels her/his enrollment after three (3) business days after signing but prior to entering classes, she/he shall be entitled to a refund of all monies paid to the school less the registration fee (\$100.00) and application fee.

D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

PERCENTAGE TIME TO TUITION TOTAL TIME OF COURSE	AMOUNT OF TOTAL OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Attendance is defined as possible hours (School Open) between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to the applicant, or financial aid program, shall be refunded within 45 days of formal cancellation by the student or formal termination by the school.

E. The documented cost of the kit and supplies is not included in the tuition adjustment computation. These items become the property of the student when issued and are non-refundable unless the student cancels the contract within the first three business days of signing or prior to entering class.

F. Students who terminate or are expelled prior to course completion will be charged a \$150.00 termination fee. A Student will be determined a withdrawal after 14 days of non-attendance. For students who do not return from a leave of absence, the termination date will be the earlier of the documented date of return, the date that the student notifies the School that she/he will not be returning ,or 14 days of non-attendance.

G. If the school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

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

(1) provide a full refund of all monies paid.

(2) provide completion of course.

I. In situations of mitigating circumstances, the student's refund **MAY**, at the discretion of the school, exceed the minimum cancellation and refund policy.

J. Please see **additional refund information located in the Policy and Procedures Manual** for the return of unearned Title IV Funds.

ACCESS TO STUDENTS RECORDS

- A. Students and parents/guardians of minors have the right to review their student's files by appointment and under the supervision of an instructor and/or the administrative staff.
- B. Information pertaining to a student's record will be released only with written permission from the student (or if the student is a minor their parent/guardian). Written permission will be required for every separate incident.
- C. Student records may be released without their consent to any of the following agencies for the purpose of an audit or investigation. Montana State Board of Cosmetology, NACCAS, the US Department of Education, or any other financial aid assistance organization that is supporting the student with their education.

LICENSING AGENCY
Montana State Board
Of Cosmetology
301 South Park Avenue
P.O. Box 200513
Helena, MT 59620-0513
406-841-2335

ACCREDITING
AGENCY
NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

CONDUCT

Students are expected to conduct themselves in a dignified and professional manner at all times. Students may be disciplined by verbal reprimand, written reprimand, suspension, and/or termination for conduct that disrupts the schools operation, or reflects unfavorably in any way upon the school. If a student receives a suspension notice (sent home) because of their conduct, they will not be admitted back in school until the school is assured that such actions will not be repeated by the student and a written apology from the student will be submitted and placed into their file.

Following is a list of incidents that will result in disciplinary action:

- 1. Use of cell phones while clocked in and accruing hours.
- 2. Use of obscene, vulgar, or profane language.
- 3. Stealing from school, patrons, or other students*
- 4. Cheating, dishonesty, or falsification of records*
- 5. Clocking in and out for other students
- 6. Causing dissent among staff and students*
- 7. Immoral, improper, or unprofessional conduct*
- 8. Refusing to do services, or disrespectful to clients*
- 9. Disrespect to Instructors or staff of the school*

*** Denotes incidents that may be cause for immediate termination of enrollment with no recourse for the student**

TUITION, FEES, AND PAYMENTS

Below fees apply to any enrollment after Jan. 1, 2017

COSMETOLOGY:

Application Fee (non-refundable)	\$ 50.00
Registration Fee (non-refundable)	100.00
Tuition	14,000.00
Student Kit, Books and Supplies	<u>800.00</u>
TOTAL	\$ 14,950.00

MANICURING:

Application Fee (non-refundable)	\$ 50.00
Registration Fee (non-refundable)	100.00
Tuition	3300.00
Student kit, Books, Supplies and lab fees	<u>400.00</u>
TOTAL	\$ 3850.00

TEACHER TRAINING:

Registration Fee (non-refundable)	\$ 100.00
Tuition	<u>3,400.00</u>
TOTAL	\$ 3,500.00

NOTE: *The above rates are subject to change without notice. The above fees DO NOT include the Montana State Board Examination Fees.*

PAYMENT SCHEDULE

(Variable with Financial Assistance)

Cosmetology:

A down payment of \$800.00 (Student Kit), plus a \$50.00 application fee, a \$100.00 registration fee and the first month's tuition of \$1,273.00 (**a total of \$2,223.00**) is payable prior to the first day of attendance. This is applied to the total cost of \$14,950.00. The balance is payable at \$1,273.00 per month (**due at the first of each month**) for the following ten months or until paid in full.

Manicuring:

A down payment of \$400.00 (Student Kit), plus a \$50.00 application fee, a \$100.00 registration fee and the first week's tuition payment of \$350.00 (**a total of \$900.00**) is payable prior to the first day of attendance. This is applied to the total cost of \$3,850.00. The balance of \$2,950.00 is due in ten weekly payments of \$295.00 payable on every Monday thereafter until paid in full.

Teacher Training:

A down payment of \$500.00 plus \$100.00 (registration fee), and \$725.00 first month's tuition (**a total of \$1,325.00**), is payable upon date of enrollment. The balance of \$725.00 per month is payable for three months thereafter.

Additional charges:

If a student must attend longer than the prescribed time allotted for the course of study-15750 hours for the Cosmetology Course, 420 hours for the Manicuring Course, and 688 hours for the Teacher Training Course, she or he must pay an additional fee of \$10.00 per hour (Cosmetology and Teacher Training) and \$8.00 per hour (Manicuring) beyond their contract ending date.

The additional hourly fee may be waived ONLY with written consent of the school under demonstration of circumstances warranting such a waiver.

MISCELLANEOUS INFORMATION

STUDENT HOUSING:

The school does not have campus based housing for its students. Information and guidance may be obtained through the administrative office pertaining to housing availability. Ample housing is available within the immediate area.

DRESS CODE:

The following code has been deemed appropriate for a professional image by the staff. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until they are dressed in compliance with this policy. All clothing shall be neat, clean, and in good repair.

Appropriate clothing for female and/or male students shall be:

Black blouses or shirts/sweaters/tops. Black pants, full length (no Levi/denim), shoes shall be worn at all times. Shoes must be clean and flip flops are not allowed.

Inappropriate clothing shall be:

Cutoff shirts, halter tops, bra-less look shirts or tops. Shirts with slogans or designs. Spandex pants, skin tight pedal pushers. Sweat pants or other exercise attire.

Lab jackets are provided in the student kit and will be worn at all times when the student is clocked in and accruing hours.

The instructor's decision on whether or not the student's attire is appropriate is the final decision. If it is deemed inappropriate the student will be asked to clock out and leave.

TARDINESS, ABSENCES, MAKE-UP, and GROUNDS FOR TERMINATION:

Students are required to be clocked in and prepared for theory class by 8:30am. Any student not in class and prepared for theory by 8:30am will not be allowed to attend school that day and all of their appointments will be moved from their book. Theory class begins promptly at 8:30am. Students must report to class with textbooks, pens and proper attire.

All work missed due to absence or tardiness must be made up on the day the student returns. Failure to complete and submit make-up work will result in 0% for that assignment and/or test.

Grounds for termination are predicated upon student's attendance, test grades, and general overall satisfactory progress performance plus compliance with school rules and regulation.

CAREER COUNSELING:

Career counseling is initiated immediately at the time of applicants' initial visit/interview, and subsequent to enrollment. During the training duration of her/his chosen course, the student will be personally interviewed on a monthly basis to determine her/his training progress, potential employment opportunities, etc. Results of monthly interviews are documented and signed by both the counselor and student and filed in the respective student's permanent file maintained by the school.

EXPECTED COMPENSATION

A cosmetologist can expect an average annual salary to begin at approximately \$16,000.00. The median annual wage in Montana is \$22,200. The top 25% of stylist in Montana earn between \$30,800 and \$40,800 per year. Owners and managers in the field can earn in excess of \$40,000.00.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

The Bitterroot School of Cosmetology does not recruit students that are already enrolled in similar programs of study.

LICENSING REQUIREMENTS

To be licensed in Montana, you must be 18 years of age, possess a high school diploma or GED, complete the required hours of your desired course and pass a national exam.

EMPLOYMENT OPPORTUNITIES

Currently there is great demand for professional Cosmetologist/Manicurists with an estimated 70% of positions filled. As our economy moves towards a service-base, the opportunities will increase.

PHYSICAL DEMANDS/SAFETY

Physical demands of the Cosmetology field require standing for extended periods of time with use of shoulders, arms and hands. Your primary implements are shears, comb/brushes, razors and blow dryers. Manicuring requires that you are seated for extended periods of time, use nail files, artificial nail products and polishes. Safety and hygiene are stressed in all aspects of both courses. The school is inspected regularly by the Montana State Board of Cosmetology. All reasonable accommodations will be considered for mentally or physically disabled students.

INSTITUTIONAL OUTCOMES

	<u>GRADUATION</u>	<u>LICENSURE</u>	<u>PLACEMENT</u>
2012	93%	100%	71%
2013	70%	96%	89%
2014	72%	100%	86%
2015	76%	100%	87%
2016	94.4%	100%	100%

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