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Fiser's College of Cosmetology
329 1/2 E. MAUMEE ST.
ADRIAN, MI 49221
517-264-2199

PRESIDENT/OWNER
Pamela Fiser

VOLUME ONE
LICENSING AND ACCREDITING AGENCIES

Licensing Agency

State Of Michigan
Department of Licensing & Regulation
Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
Phone 517-241-9201

Accrediting Agency

National Accrediting Commission of Cosmetology Arts and Science
4401 Ford Ave Suite 1300
Alexandria, VA 22302
Phone 703-600-7600

Students wishing to review copies of the documents describing this accreditation/licensing may do so by contacting the school's business office.

ORGANIZATIONS

Michigan Beauty Schools Association National Accrediting Commission of Cosmetology Arts and Sciences

STATEMENT OF NON-DISCRIMINATION

Fiser's College of Cosmetology in its admission, instruction, and graduation policies, practices no discrimination on basis of ethnic origin and color, race, creed, religion, sex, age, financial status, or country or area of origin or residence. This non-discrimination policy shall also apply to otherwise qualified handicapped persons.

MISSION STATEMENT

The mission of Fiser's College of Cosmetology is to provide its students with the education and experience to become the finest professionals in their chosen field, which includes Cosmetology, Manicuring, Esthetician and Cosmetology Instructor.

FACILITIES

The Fiser's College of Cosmetology facility consists of one major clinic area, 24 workstations, a Junior classroom, a Senior Classroom, a break area, two handicap accessible restroom's, and an administrative office housed in a newly remodeled building more than meeting the space and minimum equipment requirements of the general rules of the Board of Cosmetology. The building is located in an urban setting with ample parking and access for handicapped students.

CLASS STARTING DATES

A student may apply for enrollment any day of the school calendar year with classes beginning quarterly. Subject to available openings in each class. Fiser's College of Cosmetology is not in session during the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas contingent upon what day of the week the holiday falls.

See Academic Calendar for exact starting dates of classes-- Catalog Addendum A. If it becomes necessary to delay or close the school, it will be announced on the following radio stations as early as possible----WTOL, CHANNEL 11 NEWS-- --WLEN 103.9 fm----ON THE VOICE MAIL AT THE SCHOOL

ADMISSION REQUIREMENTS

COSMETOLOGY, MANICURING AND ESTHETICIAN

Fiser's College of Cosmetology only admits as students persons having:

1. Proof that the student is beyond the age of compulsory school attendance in the State of Michigan. (compulsory age 16)
2. A High School diploma, or General Educational Development (GED) certificate.

COSMETOLOGY INSTRUCTOR TRAINING

Fiser's College of Cosmetology offers a 750 hour Instructor training course of study to be completed in six months.

The school admits as students only persons having:

1. A current Michigan Cosmetology License
2. A high school diploma or equivalent (GED)

ALL COURSES

All students must present proof of required age and education. Students must complete an application to be forwarded by the school to the State Board of Cosmetology with the registration fee.

GRADUATION REQUIREMENTS AND CERTIFICATES AWARDED

In order to graduate, students must successfully complete the designated work assignments for either Cosmetology, Manicuring, Esthetician, or Instructor Training, pass the final written examination with an 85%, maintain a 70% attendance, complete the required 1500 hours for Cosmetology, 400 hours for Manicuring and Esthetician, or 750 hours for Instructor Training. Upon completion of these requirements, and all financial obligations, the student will receive a diploma from Fiser's College of Cosmetology.

COSMETOLOGY DIPLOMAS

Fiser's College of Cosfmetology Certificate of Graduation

Competition Certificate

COSMETOLOGY INSTRUCTOR TRAINING DIPLOMA

Fiser's College of Cosmetology Certificate of Graduation

MANICURING DIPLOMA

Fiser's College of Cosmetology Certificate of Graduation

ESTHETICIAN DIPLOMA

Fiser's College of Cosmetology Certificate of Graduation

EDUCATIONAL GOALS

COSMETOLOGY

The Cosmetology course of study at Fiser's College of Cosmetology is to prepare the student for a successful and rewarding career as a licensed Cosmetologist. As a result of the 13 month, 1500 clock hours of theory and practical training the student will gain the knowledge, skills, and ability to competently:

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Solve the consumer's hair, nail, and skin problems
4. Exhibit artistic ability in hair design
5. Recognize the need for and be motivated to keep abreast of the latest trends and techniques.

EMPLOYMENT OPPORTUNITIES FOR THE LICENSED COSMETOLOGIST

Permanent wave technician
Hair stylists
Hair straightening specialist
Facial expert

Hair color technician
Wig stylists
Scalp and hair specialist
Manicurist

Make-up artist
Salon Manager
Salon Supervisor
Salon Owner

COSMETOLOGY INSTRUCTOR

The Cosmetology Instructor course of study at Fiser's College of Cosmetology is to prepare the student for a successful and rewarding career as a licensed Cosmetology Instructor. As a result of the 7 month, 750 clock hours of theory and practical training the student will gain the knowledge, skills, and ability to competently:

1. Pass the state licensing exam
2. Protect the health and safety of the student and patron consumer
3. Develop lesson plans for teaching the art and science of Cosmetology
4. Teach both theory and practical classes
5. Understand Cosmetology laws, rules, and school record keeping

EMPLOYMENT OPPORTUNITIES FOR THE LICENSED COSMETOLOGY INSTRUCTOR

Cosmetology Instructor

Manicuring Instructor

Esthetician Instructor

MANICURING

The Manicuring course of study at Fiser's College of Cosmetology is to prepare the student for a successful and rewarding career as a licensed Manicurist. As a result of the 4.5 month, 400 clock hours of theory and practical training the will should gain the knowledge, skills, and ability to competently:

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Exhibit artistic ability in nail design
4. Recognize the need for and be motivated to keep abreast of the latest trends and techniques

EMPLOYMENT OPPORTUNITIES FOR THE LICENSED MANICURIST

Licensed Nail Technician

Manicuring Instructor

Pedicuring

Manicuring Shop Owner

ESTHETICIAN

The Esthetician Course of study at Fiser's College of Cosmetology is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician Specialist, which deals with the care of the hands, face, and skin. As a result of the 4.5 month, 400 clock hours of theory and practical training the student will gain the knowledge, skills and ability to competently/

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Exhibit artistic ability in skin care
4. Recognize the need for and be motivated to keep abreast of the latest trends and techniques.

EMPLOYMENT OPPORTUNITIES FOR THE LICENSED ESTHETICIAN

Licensed Esthetician

Skin Care

Esthetician Instructor

Health Spa Owner

COUNSELING AND PROGRESS REVIEW

Students are encouraged to contact an instructor regarding any problems, either academic and/or personal, which may affect their training. Counseling sessions will be scheduled for students with problems as they are needed. Progress reports are issued at scheduled times during each course. (See Satisfactory Academic Progress Policy for schedule)

STUDENT FILE ACCESS

Fiser's College of Cosmetology guarantees the student (or parents in case of a minor) the right to gain access to their records by making an appointment with the owner.

RELEASE OF STUDENT INFORMATION POLICY

Before any information about a student, who is attending or has attended Fiser's College of Cosmetology, is released to any individual or organization the student will be required to sign the release of information authorization form each time any information is released.

TARDINESS POLICY

Tardiness is defined as being more than five (5) minutes late for a required theory or practical class.; No student shall be admitted to a theory class while the class is in session, nor will the student be allowed to clock hours for that class. A student may request permission for an excused tardy, however they will not be allowed to clock hours for that class. Students tardy three (3) times within a thirty (30) day period may be subject to probationary action.

ABSENCE POLICY

An excused absence is one that is due to sickness, or a death in the immediate family, or jury duty. Fiser's College of Cosmetology must be notified within 24 hours, and the reason must be supported by documentary evidence, or said absence will be recorded as unexcused. Each student will be given an ending date for the completion of their course. If a student does not complete the required hours of training by the given date, the student will be charged the prevailing tuition rate per hour for all uncompleted hours which must be completed after the ending date. Any student who has fourteen days of continuous unexcused absence will be terminated by Fiser's College of Cosmetology.

LEAVE OF ABSENCE / RE-ENROLLMENT POLICY

Any student is permitted one leave of absence per enrollment contract. All leaves may be up to sixty (60) days. A student may return to school prior to the sixty days with permission from the administration. If a student drops the program, and decides to re-enroll in school within a period of five (5) months, the student would be allowed to complete the course on the basis of his original enrollment agreement. After the five months, a new agreement must be made.

MAKE UP POLICY

A student who does not have their required hours completed by the end of their contract term, because of tardiness or absences, will be charged a rate of \$6.00 for each hour that is required to complete their contract.

TERMINATION POLICY

A student will be terminated for the following reasons; unsatisfactory academic progress, failure to accomplish minimum practical applications, failure to abide by school regulations, or being absent for thirty (14) consecutive days.

CONDUCT POLICY

All students shall conduct themselves in a businesslike manner, be polite and courteous to patrons and other students, and will not cause disruptions in the classroom or on the clinic floor. Students who do not conduct themselves as stated above, will be dismissed from class.

PLACEMENT

Although Fiser's College of Cosmetology cannot guarantee employment for every student, Requests are constantly received for our graduates. Fiser's College of Cosmetology maintains a bulletin board, where job openings in local salons are posted, to assist graduates in their job search. Students are instructed in resume writing and job interviewing.

REGULATIONS

Be in classroom with clean uniform and name tag on at 9:15 am. Be prepared for class with pen or pencil, paper notebook, textbook and required equipment.

Dress code (Addendum D) will be followed.

No drinking, eating or smoking in classroom or clinic. Smoking is not allowed in the building. Smoking is allowed outside of the school only.

No chewing gum in class or on the clinic floor.

Students are required to call the school by 9:00 am if they will not be in school.

Students must punch out and in for lunch. Two seven minute break is allowed per day. You will receive only hours which are recorded on the time sheet. Hours will be posted and should be checked monthly. All errors on monthly hours must be reported to the office before the 10th of the month.

Students are required to park in the assigned areas only.

Dishonesty or stealing is not tolerated and is cause for immediate dismissal from school.

All equipment issued to students is their responsibility. Equipment lost or broken must be replaced at the student's expense.

The school does not tolerate the use of alcoholic beverages or narcotics. The school does not tolerate loud, abusive, profane, or quarrelsome language. Any insubordination or disrespect shown towards an instructor shall be considered sufficient cause for suspension or dismissal.

Telephone calls can only be made when a student is on break. Incoming calls should be limited to emergency calls and messages will be relayed to the students. Cell phones are to be turned off while student is on the clock.

Students are responsible for keeping their work area clean, this includes hair on the floor, station, locker, and kit.

Sanitation duties are posted and each student must do their sanitation every day, even if the student leaves early.

Students must clean their brushes and combs after each use and place them in the wet sanitizers. Cleaned and sanitized equipment must be placed in a closed container and used on each patron.

Students will take turns working the dispensary and the reception area. Patrons will be assigned on the basis of student service need.

Students may have services on themselves with permission from their instructor and must pay in advance for any service requiring any product. Students may not do their own hair.

All haircuts, comb outs, perm wraps, test curls, manicures, hair colors, or other services must be checked by the instructors to receive a satisfactory point.

A change in a students contract from full time status to part time, or part time status to full time is allowed only once per contract period. There is a fee for contract changes of \$50.00.

Unsatisfactory progress, failure to accomplish minimum practical applications, or failure to abide by school regulations, is cause for dismissal.

Any student missing 14 consecutive days will be dropped from the roles.

FISER'S COLLEGE OF COSMETOLOGY HOURS

Sunday & Monday
Tuesday thru Friday
Saturday

Closed
9:15am to 3:45pm
9:00am to 2:00pm

ACADEMIC GRADING

Progress reports will be given at scheduled times during each course. (See Satisfactory Academic Progress Policy for schedule) Students are given written examinations at the end of each subject. In addition, written and practical exams are given at scheduled times during each course. (See Satisfactory Academic Progress Policy for schedule) These exams are graded on the following table:

A	=	100%
B	=	90%
C	=	85%
Failing		84%

PRACTICAL GRADING

Students are required to perform a minimum number of applications, both practical and clinic. These applications are graded satisfactory or unsatisfactory. Each application consists of ten categories, a student must have a satisfactory in eight of the ten categories to receive a satisfactory for that application.

The minimum acceptable grade is a "C" average in theory, practical, and clinic work. Students who have missed school for valid reasons must meet with their senior instructor to arrange for make-up work.

A student who's grade is below a "C" average on their progress report will be placed on probation (Excluding the Manicuring and Esthetician Courses) until the next reporting session, which is in accordance with Fiser's College of Cosmetology Satisfactory Academic Progress policy.

COURSE OF STUDY

COSMETOLOGY

The Cosmetology course of study at Fiser's College of Cosmetology is designed to prepare students for the state licensing examination and for profitable employment as a licensed Cosmetologist. As a result of the 13 month program, consisting of 1500 clock hours of theory and practical training the student will gain the knowledge, skills, and ability to competently;

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Solve the consumer's hair, nail, and skin problems
4. Exhibit artistic ability in hair design
5. Recognize the need for and be motivated to keep abreast of the latest trends and techniques

COSMETOLOGY CURRICULUM

	Theory	Practical	Total	Minimum Practical Applications
Facials: Skin Analysis & Care Manipulation Massage, Electricity Skin Care, Removal of hair by the use of wax, Tweezers, or depilatories				A minimum of 5 services in each category
<u>Make-up and Eyebrow Arch</u>	35	80	115	40
Hairdressing: Arranging, cutting, dressing, curling, pressing, artificial hair and fingerwaving, natural hair cultivation				A minimum of 20 services in each category
<u>Scalp and Hair Treatments</u>	125	400	525	300
<u>Scalp and Hair Treatments</u>	10	15	25	30
Hair Coloring: Temporary, Semi permanent Permanent, Bleaching and dimensional coloring, Color Mixing				A minimum of 8 services in each category
<u>Chemical Hair Restructuring: Permanent waving, Straightening and Relaxing</u>	40	170	210	80
<u>Sanitation/Patron Protection: Permanent waving, Straightening and Relaxing</u>	40	80	120	40
Sanitation/Patron Protection: Laws & Rules, Personal Hygiene, Salon Management, Mechanical inc- and Electrical Equipment Safety				A minimum of 15 services in each category
<u>Applied Chemistry/ OSHA as related to skin, hair, nails and scalp</u>	90	40	130	585
<u>Applied anatomy, physiology, and histology of the human head, hands, nails, skin & hair</u>	20	10	30	5
<u>Applied anatomy, physiology, and histology of the human head, hands, nails, skin & hair</u>	45	0	45	0
<u>Manicuring/Pedicuring</u>	15	55	70	35
<u>Artificial Nails</u>	5	15	20	5
<u>Unassigned Hours</u>	0	0	110	0
Totals	425	965	1500	

COSMETOLOGY COURSE EQUIPMENT

(To be purchased by student, approximate cost \$600)

1-case	1-mannikin	1-curling iron
1-blow dryer	1-mannikin holder	2-brushes
1-chemical cape	1-box clips	1-practical workbook
1-manicure kit	1-clippers	1-theory workbook
1-haircutting shear	1-razor	1-Milady Manual
1-thinning shears	1-color bowl & brush	1-state board review
1-shampoo cape	2-combs	

COURSE OF STUDY

MANICURING

The manicuring course of study at Fiser's College of Cosmetology is designed to prepare students for the state licensing examination and for profitable employment as a manicuring specialist, which deals with the care of the hands and feet. As a result of the 6 to 7 month, 400 clock hours of theory and practical training the student will gain the knowledge, skills, and ability to competently;

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Exhibit artistic ability in nail design
4. Recognize the need for and be motivated to keep abreast of the latest trends and techniques.

MANICURING CURRICULUM

Subject	Theory	Practical	Total	Minimum Practical Applications
Sanitation, Patron Protection, salon Management, Law and Rules, Mechanical & Electrical Equipment Safety Career & Employment Information	50	50	100	Sanitation & Patron Protection Shall be Included in all services 100
Anatomy and Disorders	25	0	25	0
Artistic Principles	10	0	10	0
Manicuring & Pedicuring Techniques	20	50	70	40
Chemistry, OSHA	15	0	15	0
Artificial Nails, Extensions & Repairs	25	105	130	50
Unassigned Hours			50	0
Totals	145	205	400	0

MANICURING COURSE EQUIPMENT

(To be purchased by student, approximate cost \$250)

1. Manicuring Kit
2. Milady Manicuring Text
3. Milady Manicuring Workbook

COURSE OF STUDY

COSMETOLOGY INSTRUCTOR TRAINING

The Instructor Course of study at Fiser's College of Cosmeology is designed to prepare the Cosmetology Instructor for a successful and rewarding career as a Cosmetology Instructor. As a result of the 7 month, 750 hour course of theory and practical training the student instructor will gain the knowledge, skills, and ability to competently;

1. Pass the state licensing exam
2. Protect the health and safety of the student and patron consumer
3. Develop lesson plans for teaching the art and science of Cosmetology
4. Teach both theory and practical classes
5. Understand Cosmetology laws, rules, and school record keeping

COSMETOLOGY INSTRUCTOR CURRICULUM

		Theory		Practical		Total
Orientation and Review		25		50		75
Introduction to Teaching	30		0		30	
Course Outline & Development		80		85		165
Laws & Rules, Career & Employment		15		10		25
Fundamentals of Business Management		15		0		15
Teaching		0		75		75
Practice Teaching		0		130		130
Unassigned Hours		110		125		235
TOTALS		275		475		750

COSMETOLOGY INSTRUCTOR COURSE EQUIPMENT

(To be purchased by student, approximate cost \$150)

1-Master Educator Text

COURSE OF STUDY

ESTHETICIAN

The Esthetician Course of study at Fiser's College of Cosmetology is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician Specialist, which deals with the care of the hands, face, and skin. As a result of the 6 to 7 month, 400 clock hours of theory and practical training the student will gain the knowledge, skills and ability to competently:

1. Pass the state licensing exam
2. Protect the health and safety of the consumer
3. Exhibit artistic ability in skin care
4. Recognize the need for and be motivated to keep abreast of the latest trends and techniques.

ESTHETICIAN CURRICULUM

Subject	Theory	Practical	Total	Minimum Practical Applications
Sanitation/Patron Protection/Salon Management/Law & rules	25	25	50	90 Sanitation and Patron Protection shall be included in all services
Mechanical & Electrical/Equipment Use & Safety	25	25	50	15
Anatomy and Disorders	40	0	40	0
Artistic Principles/Make-up	20	20	40	0
Facial/Skin Care Techniques	20	125	145	50
Chemistry/OSHA	15	0	15	0
Temporary Removal of Hair	5	5	10	5
Unassigned Hours			50	0
TOTALS	150	200	400	

ESTHETICIAN COURSE EQUIPMENT

(To be purchased by student, approximate cost \$250)

1. Skin Care Kit
2. Workbook
3. Milady's Revised Edition of the Standard Textbook of Professional Estheticians
4. State Board Review Book
5. Milady's Van Dean Manual

COSMETOLOGY SATISFACTORY PROGRESS POLICY

Students must maintain satisfactory progress in order to be considered as having successfully completed the enrolled program. To maintain satisfactory progress, students must achieve expected academic and attendance levels. Satisfactory progress is necessary in order to maintain eligibility for Title IV assistance programs.

The course length is 1500 clock hours, and the maximum time frame to complete the course as a full time student is 18 months, and as a part time student is 36 months.

Satisfactory Attendance will be evaluated in the following manner: Students are required to attend 70% of all available scheduled clock hours. Satisfactory attendance will be evaluated every 6 months and reported on a progress report.

ATTENDANCE GUIDE

Full Time Weeks	100% Full Time Hours	70% Full Time Hours
8 weeks	232 hours	162 hours
16 weeks	464 hours	324 hours
24 weeks	696 hours	487 hours
32 weeks	928 hours	649 hours
40 weeks	1160 hours	812 hours
48 weeks	1392 hours	974 hours
52 weeks	1500 hours	1050 hours

A student who has an attendance average below 70% on their progress report will be placed on probation and must follow the following steps:

1. Administrator schedules counseling session with student not maintaining satisfactory attendance.
2. Probation notice will then be signed by student and Administrator. A copy is given to the student and the original retained by Fiser's College of Cosmeology in the students file. Probation will not extend past 90 days.
3. During the counseling session a make up schedule should be determined with the student for classes the student has missed.
4. Administrator must review probation in 30 days, during a counseling session.
5. At the end of the probationary period the student will have a counseling session with the Administrator to determine if the student has met or not met the requirements of probation.
6. If a student has met the requirements, they are taken off probation. If a student does not meet requirements, disbursement of financial aid will be discontinued.
7. Any student who does not meet requirements does have the right to appeal and may go before the Advisory Board.
8. Fiser's College of Cosmeology will drop students after 14 days of consecutive absences.
9. Any student will be considered to be making satisfactory progress as of the midpoint of the course, if the student has met both the attendance and academic progress requirements on at least one evaluation by the midpoint of the course.

COSMETOLOGY SATISFACTORY ACADEMIC PROGRESS POLICY

Progress reports will be given every six months. Students are given written examinations at the end of each subject. In addition, Practical exams are given at 350, and 1500 clock hours. Final exams are given at 1500 hours. These exams are graded on the following table.

A	=	94% to 100%
B	=	86% to 93%
C	=	85%
Failing	=	0% to 84%

Students are required to perform a minimum number of applications, both practical and clinic, per day. These applications are graded satisfactory or unsatisfactory. Each application consists of five categories, a student must have a satisfactory in four of the five categories to receive a satisfactory for that application. Each category is worth 20%, students must have 85% to pass.

The minimum acceptable grade is a C average in theory, practical, and clinic work. Students who have missed school for valid reasons must meet with their instructor to arrange for make-up work.

A student who's grade is below a C average on their progress report will be placed on probation until the next reporting session. While on probation the student must follow the following steps:

1. Administrator schedules counseling session with the students not maintaining satisfactory grade level.
2. Probation notice will then be signed by student and Administrator. A copy is given to the student and the original retained by Fiser's College of Cosmeology in the students file. Probation will not exceed 90 days while on probation a student who is receiving Title IV funding will continue to receive Title IV funding.
3. During the counseling session time will be scheduled for additional theory and/or practical work to meet the individual needs of the students.
4. Instructors must review probation in 45 days during a counseling session to determine the student's progress in raising his/her grade average.
5. At the end of the probationary period the student must meet with the administrator to determine if the student has met or not met the requirements of probation.
6. If a student has met requirements, by raising their grade average to a C or better, they will be taken off probation.
7. Any student who does not meet requirements does have the right to appeal and may request to go before the advisory board.
8. While a student is on probation she/he will be considered to be making satisfactory progress during the probationary period.

Students are considered to be making satisfactory progress if they meet both criteria of 70% attendance for all available scheduled hours, and an academic average of C. Students meeting minimum requirements at evaluation are considered to be making satisfactory progress until the next evaluation. Students who do not meet these requirements shall be placed on probation for 90 days. Students must meet both the 70% attendance requirement and 85% academic average requirement on at least one evaluation by the mid point (750 hours) of the course to be considered as making satisfactory progress.

Leave of Absence; a student returning from a leave of absence, withdrawals, or other official interruptions of training, will be considered to be making satisfactory progress if they left on satisfactory progress. If a student left at making non-satisfactory progress they will return at non-satisfactory progress. A leave of absence will extend a student's contract by the number of days the student is on Leave of Absence.

Course incompletes; repetitions, and non-credit remedial courses have no effect upon the satisfactory progress standards.

COSMETOLOGY SATISFACTORY ACADEMIC PROGRESS POLICY CONTINUED

Appeal Process: Students deemed as not making satisfactory progress have the right to appeal this status. The student must submit a letter to the Fiser's College of Cosmetology Board of Appeals within seven days of their status notification. The letter must describe any circumstances the student feels deserves further consideration and all substantiating documentation must be attached. The Board will schedule a hearing to have the student present their information. The decision will be rendered and the student advised in writing within ten days. The decision will be final.

The Board of Appeal consists of;

1. School Manager
2. Administrative Assistant
3. Secretary

Title IV funding will be reinstated to students who;

1. have prevailed upon the appeal procedure and through the appeal have been determined to have maintained satisfactory progress.
2. are re-entering the program after an interruption of training that commenced at the time the student was not making satisfactory progress
3. demonstrates satisfactory progress for one progress reporting period, during which time, Title IV funding will not be disbursed. Students must maintain satisfactory progress for one review period in order for Title IV funds to be resumed. Funds may be paid retroactively if satisfactory progress guidelines are met.

*This policy applies to all students enrolled in Fiser's College of Cosmetology, regardless of payment method.

COSMETOLOGY INSTRUCTOR SATISFACTORY PROGRESS POLICY

Students must maintain satisfactory progress in order to be considered as having successfully completed the enrolled program. To maintain satisfactory progress, students must achieve expected academic and attendance levels. Satisfactory progress is necessary in order to maintain eligibility for Title IV assistance programs.

The course length is 750 hours, and the maximum time frame to complete the course as a full time student is 9 months and as a part time student is 18 months.

Satisfactory attendance will be evaluated in the following manner: Students are required to attend 70% of all available scheduled clock hours for each program reporting period. Satisfactory attendance will be evaluated every 60 days and reported on a progress report.

ATTENDANCE GUIDE

Full Time Weeks	100% Full Time Hours	70% Full Time Hours
8 weeks	232 hours	162 hours
16 weeks	464 hours	324 hours
24 weeks	696 hours	487 hours
26 weeks	750 hours	525 hours

A student which has an attendance average below 70% on their progress report will be placed on probation and must follow the following steps.

1. Administrator schedules counseling session with student not maintaining satisfactory attendance.
2. Probation notice will then be signed by student and Administrator. A copy is given to the student and the original retained by Fiser's College of Cosmetology in the students file
3. During the counseling session a make-up schedule should be determined with the student for classes the student has missed.
4. Administrator must review probation in 30 days, during a counseling session, to determine the student's progress in making up time lost due to absence.
5. At the end of the probationary period the student will have a counseling session with the Administrator to determine if the student has met or not met the requirements of probation.
6. If a student has met the requirements they are taken off probation
7. Any student who does not meet requirements does have the right to appeal and may go before the Advisory Board.
8. Fiser's College of Cosmetology will drop students after 14 days of consecutive absences.
9. Any student will be considered to be making satisfactory progress as of the midpoint of the course, if the student has met both the attendance and academic progress requirements on at least one evaluation by the midpoint (375 hours) of the course.

COSMETOLOGY INSTRUCTOR SATISFACTORY ACADEMIC PROGRESS POLICY

Progress reports will be given every 90 days. Students are given written examinations at the end of each subject. In addition, written and practical exams are given at 375 and 750 clock hours. These exams are graded on the following table:

A	=	94% to 100%
B	=	86% to 93%
C	=	85%
Failing	=	0% to 84%

Students are required to perform a minimum number of applications, both practical and clinic, per day. These applications are graded satisfactory or unsatisfactory. Each application consists of five categories, a student must have a satisfactory in four of the five categories to receive a satisfactory for that application. Each category is worth 20%, students must have 80% to pass.

COSMETOLOGY INSTRUCTOR SATISFACTORY ACADEMIC PROGRESS POLICY CONTINUED

The minimum acceptable grade is a C average in theory, practical, and clinic work. Students who have missed school for valid reasons must meet with their instructor to arrange for make-up work.

A student who's grade is below a C average on their progress report will be placed on probation until the next reporting session. While on probation the student must follow the following steps:

1. Administrator schedules counseling session with the students not maintaining satisfactory grade level.
2. Probation notice will then be signed by student and Administrator. A copy is given to the student and the original retained by Fiser's College of Cosmetology in the students file. Probation will not exceed 90 days.
3. During the counseling session time will be scheduled for additional theory and/or practical work to meet the individual needs of the students.
4. Instructors must review probation in thirty days during a counseling session to determine the student's progress in raising his/her grade average.
5. At the end of the probationary period the student must meet with the administrator to determine if the student has met or not met the requirements of probation.
6. If a student has met requirements, by raising their grade average to a C or better, they will be taken off probation
7. Any student who does not meet requirements does have the right to appeal and may request to go before the advisory board.
8. While a student is on probation she/he will be considered to be making satisfactory progress during the probationary period.

Students are considered to be making satisfactory progress if they meet both criteria of 70% attendance for all available scheduled hours, and an academic average of C. Students meeting minimum requirements at evaluation are considered to be making satisfactory progress until the next evaluation. Students who do not meet these requirements shall be placed on probation for sixty days. Students must meet both the 70% attendance requirement and C academic average requirement on at least one evaluation by the mid point (750 hours) of the course to be considered as making satisfactory progress.

Leave of Absence; a student returning from a leave of absence, withdrawals, or other official interruptions of training, will be considered to be making satisfactory progress if they left on satisfactory progress. If a student left at making non-satisfactory progress they will return at non-satisfactory progress. A leave of absence will extend a student's contract by the number of days the student is on Leave of Absence.

Course incompletes; repetitions, and non-credit remedial courses have no effect upon the satisfactory progress standards.

Appeal Process: Students deemed as not making satisfactory progress have the right to appeal this status. The student must submit a letter to Fiser's College of Cosmetology Board of Appeals within seven days of their status notification. The letter must describe any circumstances the student feels deserves further consideration and all substantiating documentation must be attached. The Board will schedule a hearing to have the student present their information. The decision will be rendered and the student advised in writing within ten days. The decision will be final.

The Board of Appeals consists of;

1. School Manager
2. Administrative Assistant
3. Secretary

Title IV funding will be reinstated to students who;

1. have prevailed upon the appeal procedure and through the appeal have been determined to have maintained satisfactory progress.
2. are re-entering the program after an interruption of training that commenced at the time the student was not making satisfactory progress
3. demonstrates satisfactory progress for one progress reporting period, during which time, Title IV funding will not be disbursed. Students must maintain satisfactory progress for one review period in order for Title IV funds to be resumed. Funds may be paid retroactively if satisfactory progress guidelines are met.

*This policy applies to all students enrolled in Fiser's College of Cosmetology, regardless of payment method.

MANICURING AND ESTHETICIAN SATISFACTORY PROGRESS POLICY

Students must maintain satisfactory progress in order to be considered as having successfully completed the enrolled program. To maintain satisfactory progress, students must achieve expected academic and attendance levels.

The course length is 400 clock hours, and the maximum time frame to complete the course as a full time student is 6 months and as a part time student is 12 months.

Satisfactory Attendance will be evaluated in the following manner: Students are required to attend 70% of all available scheduled clock hours. Satisfactory attendance will be evaluated every 6 weeks and reported on a progress report.

ATTENDANCE GUIDE

Full Time Weeks	100% Full Time Hours	70% Full Time Hours
8 weeks	232 hours	162 hours
14 weeks	400 hours	280 hours
19.5 weeks	N/A	400 hours

1. Any student who has an attendance below 70% will have a counseling session held to determine the cause of the absences.
2. Fiser's College of Cosmetology will drop students after 14 days of consecutive absences.
3. Any student who does not meet requirements does have the right to appeal and may go before the Advisory Board.
4. Any student will be considered to be making satisfactory progress as of the midpoint of the course, if the student has met both the attendance and academic progress requirements on at least one evaluation by the midpoint (200 hours) of the course.

MANICURING AND ESTHETICIAN SATISFACTORY ACADEMIC PROGRESS POLICY

Progress reports will be given every ninety days. Students are given written examinations at the end of each subject. In addition, written and practical exams are given at 200 and 400 clock hours. These exams are graded on the following table:

A	=	94% to 100%
B	=	86% to 93%
C	=	85%
Failing	=	0% to 84%

Students are required to perform a minimum number of applications, both practical and clinic, per day. These applications are graded satisfactory or unsatisfactory. Each application consists of five categories; a student must have a satisfactory in four of the five categories to receive a satisfactory for that application. Each category is worth 20%, students must have 80% to pass.

MANICURING AND ESTHETICIAN SATISFACTORY ACADEMIC PROGRESS POLICY CONTINUED

The minimum acceptable grade is a C average in theory, practical, and clinic work. Students who have missed school for valid reasons must meet with their instructor to arrange for make-up work.

1. Any student whose grade is below a C average will be assigned extra work by the instructor to bring their grade to a C average

Students are considered to be making satisfactory progress if they meet both criteria of 70% attendance for all available scheduled hours, and an academic average of C. Students meeting minimum requirements at evaluation are considered to be making satisfactory progress until the next evaluation. Students must meet both the 70% attendance requirement and C academic average requirement on at least one evaluation by the mid point of the course to be considered as making satisfactory progress.

Leave of Absence, a student returning from a leave of absence, withdrawals, or other official interruptions of training will be considered to be making satisfactory progress if they left on satisfactory progress. If a student left at making non-satisfactory progress they will return at non-satisfactory progress. A leave of absence will extend a student's contract by the number of days the student is on Leave of Absence.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the satisfactory progress standards.

Appeal Process: Students deemed as not making satisfactory progress have the right to appeal this status. The student must submit a letter to Fiser's College of Cosmetology Board of Appeals within seven days of their status notification.

The letter must describe any circumstances the student feels deserves further consideration and all substantiating documentation must be attached. The Board will schedule a hearing to have the student present their information. The decision will be rendered and the student advised in writing within ten days. The decision will be final.

The Board of Appeals consists of;

1. School Manager
2. Administrative Assistant
3. Secretary

REFUND POLICY

- A. If a student (or in the case of a student under legal age, his/her parent or guarantor) cancels his/her enrollment and demands his/her money back, in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by Fiser's College of Cosmetology shall be refunded. 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. This policy applies regardless of whether or not the student has actually started training.
- B. If a student cancels his/her enrollment after the three business day of the signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to Fiser's College of Cosmetology less a registration or enrollment fee of \$100.00.

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

D. A drop fee of \$150.00 will be charged to any student who drops from any program.

Percentage of Time Enrolled in School	Amount of Total Tuition School Shall Retain
.01% to 4.9%	20% + \$150.00
5% to 9.9%	30% + \$150.00
10% to 14.9%	40% + \$150.00
15% to 24.9%	45% + \$150.00
25% to 49.9%	70% + \$150.00
50% and over	100% + \$150.00

D. For first time students who are receiving Title IV Funds, the following calculations determine the returns to Title IV Funds by pay period.

Percentage of Time Enrolled in School	Amount of Total Tuition School Shall Retain
.01% to 10%	10% + 1 \$150.00
10.1% to 20%	20% + \$150.00
20.1% to 30%	30% + \$150.00
30.1% to 40%	40% + \$150.00
40.1% to 50%	50% + \$150.00
50.1% to 60%	60% + \$150.00
Over 60%	100% + \$150.00

Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in Fiser's College of Cosmetology. Any monies due the applicant or student shall be refunded within 30 days.

Of formal cancellation by the student or formal termination by Fiser's College of Cosmetology, which shall occur more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

- E. The cost of the kit and supplies is not included in the refund computations. These items become the property of the student when issued and are non-refundable.
- F. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, Fiser's College of Cosmetology will make a decision which is reasonable and fair to both parties.
- G. An applicant rejected by the school will be refunded all monies paid.
- H. Any monies due the applicant or student will be refunded within 30 days.
- J. If Fiser's College of Cosmetology is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
- K. If a course is canceled subsequent to a student's enrollment, Fiser's College of Cosmetology shall at its option, provide a full refund of all monies paid, or provide completion of the course.

ADDENDUM A

CLASS STARTING DATES

COSMETOLOGY

Monthly, second Tuesday of each month, subject to available class openings.

October 13, 2009

December 8, 2009

February 9, 2010

April 13, 2010

June 8, 2010

MANICURING AND COSMETOLOGY INSTRUCTOR TRAINING

Monthly, second Tuesday of each month, subject to available class openings.

ESTHETICIAN

Monthly, **second Tuesday of each month**, subject to available class openings. Class times are limited to Thursday evenings from 4:00 pm to 9:00pm, and Saturday from 9:00am to 2:00pm.

Note: All "Class Starting Dates" are subject to change.

ADDENDUM B

TUITION

	Cosmetology	Instructor	Manicuring	Esthetician
Course Hours	1500	750	400	400
Registration	\$ 100	\$ 100	\$ 100	\$ 100
Equipment	\$ 600	\$ 150	\$ 300	\$ 300
Tuition	\$9200	\$3550	\$3200	\$3200
Total	\$9900	\$3800	\$3600	\$3600

PAYABLE AS FOLLOWS:

Registration & down payment	\$700.00	\$250	\$400	\$400
Number of monthly payments	12	6	6	6
Amount of monthly payments	\$766.66	\$591.66	\$533.34	\$533.34
Course length	12 Months	6 Months	6 Months	6 Months
Time added to contract	1 Months	1 Month	1 Month	1 Month
Length of contract to completion date	13 Months	6 Months	6 Months	6 Months
Overtime charges each additional hour	\$6.00/Hr	\$6.00/Hr	\$6.00/Hr	\$6.00/Hr

INDIRECT COST OF ATTENDANCE

2009/2010 Budgets have been increased by the U.S. City Average consumer price index from December 2008 (0.1% increase from last year).

Room & Board -	\$387 Per Month – Dependent student living at home
	\$757 Per Month – All others
Personal Expenses -	\$227 Per Month
Transportation Expenses -	\$147 Per Month

ADDENDUM C

ADMINISTRATIVE STAFF

School Manager	Pamela J. Fiser
Financial Aid Officer	Marian Curtis
Administrative Assistant	Pamela J. Fiser
Secretary	Pamela J. Fiser

INSTRUCTIONAL STAFF

Instructor	Pamela Fiser
Instructor	Carol DeLong
Instructor	Marian Curtis
Instructor	Tiffney Miner
Sub Instructor	Barbara Smith

BOARD OF APPEALS

Pamela J Fiser
Marian Curtis
Carol DeLong

ADDENDUM D

DRESS CODE

Effective July 1, 2009 uniforms will be worn during all school hours

Jr. Woman

Seaspray (green) scrub tops

Black scrub pants or black Capri's (below the knee)

White or black closed toe shoes may be worn

Anything worn over or under uniform top is to be black or white, but NO sweatshirts or pants

Sr. Woman

Same as Jr. women except for scrub tops are Wine

Men

Seaspray scrub tops (Jr.) & Wine scrub tops (Sr.)

Black scrub pants

Black or white shoes

Estheticians wear teal scrub tops

Manicurist wear royal blue scrub tops

Instructor trainees wear Purple scrub tops

Any student not in uniform will be asked to punch out and go home to change. No credit will be given for hours students spend out of uniform while in school.

ADDENDUM E

Financial Aid

Financial aid is available to qualifying applicants, including grants (outright gifts of money that do not need to be repaid) and loans (borrowed money that you must repay with interest). In most cases, the financial information of both you and your parents will need to be evaluated. However, some students have been physically and financially separated from their parents for some time, and their parents are not expected to contribute toward their school expenses. Such students are called "independent students" and for them the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered, whether or not you were married when you filed taxes.

PROGRAMS AVAILABLE

PELL GRANT

This program provides non-repayable grants to students based upon a Federal analysis of their family financial strength. PELL grants for each award year will range from a low dollar amount to a high dollar amount depending on your eligibility as determined by a standard formula, as well as the portion of your training which is considered within the award year. Students whose training crosses the July 1 date may be required to file two applications to obtain their full entitlement.

In addition to Federal and State programs, certain students may be eligible for other programs which provide for educational cost assistance, such as the Bureau of Rehabilitation. If you are in need of financial aid assistance, contact the Admissions Office at (517) 264-2199, Tuesday through Friday from 9:00 am to 3:00 pm.

ADDENDUM F

PRE-ENROLLMENT INFORMATION

1. Completion rates for the school is 90%
2. Licensure rates for the school is 100%
3. Placement rates for the school is 99%
4. A successful graduate may reasonably expect to have a successful career in a salon and other fields that pertain to the field of Cosmetology, stylist, stage performers, product sales, ect.
5. In the field of Cosmetology there are physical demands which you need to be aware of, such as: you need to wear comfortable shoes and have good posture, this is important because of a lot of standing and the strain on your feet, legs and back could cause physical problems.
6. Safety requirements for the profession are knowing about OSHA and MSDS..
7. After you complete 1500 hour of training for Cosmetology, 400 hour of training for Manicurist & Esthetician, and 750 hours of training for Instructor Trainee, you have to take a State Board Exam, both practical and written, after which you will receive a license for your field.

List of what you need to bring in to register: Drivers License
Social Security Card
High School Diploma or GED
Tax Return
\$100.00 Registration Fee