Minnesota School of Cosmetology, Inc.

The Woodbury and Plymouth campuses are accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., to award diplomas.

The National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin Street | Alexandria, Virginia 22314 | 703.600.7600
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CALENDAR

Both Minnesota School of Cosmetology campuses will be closed on the following holidays and in-service days:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff In-Service</td>
<td>October 30, 2017</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 23 – 25, 2017</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 23-25, 2017</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>December 30, 2017 – January 1, 2018</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Faculty/Staff In-Service</td>
<td>January 22, 2018</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>February 19, 2018</td>
</tr>
<tr>
<td>Faculty/Staff In-Service</td>
<td>April 23, 2018</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 26-28, 2018</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2018</td>
</tr>
<tr>
<td>Faculty/Staff In-Service</td>
<td>July 9, 2018</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 1-3, 2018</td>
</tr>
<tr>
<td>Faculty/Staff In-Service</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 22-24, 2018</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 24 – 25, 2018</td>
</tr>
</tbody>
</table>

CLASS START DATES*

<table>
<thead>
<tr>
<th>COSMETOLOGY DAY PROGRAM</th>
<th>COSMETOLOGY EVENING PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 16, 2017</td>
<td>October 16, 2017</td>
</tr>
<tr>
<td>December 11, 2017</td>
<td>December 11, 2017</td>
</tr>
<tr>
<td>February 5, 2018</td>
<td>February 6, 2018</td>
</tr>
<tr>
<td>April 2, 2018</td>
<td>April 3, 2018</td>
</tr>
<tr>
<td>May 29, 2018</td>
<td>May 29, 2018</td>
</tr>
<tr>
<td>July 23, 2018</td>
<td>July 24, 2018</td>
</tr>
<tr>
<td>September 17, 2018</td>
<td>September 18, 2018</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>November 13, 2018</td>
</tr>
</tbody>
</table>

Students must enroll and complete their financial aid file by Friday of the week prior to the class start date of the program. Applications and financial aid documents received after the class start date will be retained on reserve status for the next class start date. Exceptions are made at the discretion of the campus director. When the minimum number of enrollments for the class is not met, the student will be retained on reserve status for the next class start date.

HOURS OF OPERATION

OFFICE HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>8:30 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>9:00 a.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

CLASS SCHEDULES

PRE-CLINIC (BASIC TRAINING) SCHEDULES*

Full-Time (Day) = 35 hours per week
Monday through Friday 9:00 am to 4:30 pm

Half-Time (Evening) = 18.5 hours per week
Tuesday, Wednesday and Thursday 6 p.m. to 9:30 p.m., and Saturday 8 a.m. to 4:30 p.m.

Cosmetology Pre-Clinic = 245 clock hours

CLINIC SCHEDULES*

Full-Time (Day) = 35 hours per week
Monday through Friday 9 a.m. to 4:30 p.m.
(47 weeks are allowed to complete the cosmetology program)

Three-Quarter Time (Day) = 27.5 hours per week
Monday through Friday 9 a.m. to 3 p.m.
(60 weeks are allowed to complete the cosmetology program)

Half-Time (Evening) = 18.5 hours per week
Tuesday, Wednesday and Thursday 6 to 9:30 p.m., and Saturday 8 a.m. to 4:30 p.m.
(89 weeks are allowed to complete the cosmetology program)

Requests for schedule changes are not available during Pre-Clinic Training. Students must see administration to request a schedule change during clinic hours. Each student is limited to two schedule changes during the clinic hours portion of the program.

*The above schedule options may not be offered at both Minnesota School of Cosmetology campuses for every class start date.
INFORMATION & POLICIES

APPROVALS, ACCREDITATION, LICENSES AND MEMBERSHIPS

APPROVALS
Minnesota School of Cosmetology is approved for participation in the following financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Stafford Loan
- Minnesota State Grant
- Student Education Loan Fund (SELF)

Additional funds may be available through:
- Bureau of Indian Affairs (BIA)
- Division of Rehabilitation Services
- U.S. Department of Veterans Affairs (VA)

ACCREDITATION*
The Woodbury and Plymouth campuses are accredited to award diplomas by:

- National Accrediting Commission of Career Arts and Sciences, Inc.
  3015 Colvin Street
  Alexandria, Virginia 22314
  703. 600.7600
  Website: naccas.org

LICENSES*
The Woodbury and Plymouth campuses are licensed by:

- Minnesota Board of Cosmetologist Examiners
  University Park Plaza:
  2829 University Avenue Southeast, Suite 710
  Minneapolis, Minnesota 55414
  651.201.2742
  Website: bceboard.state.mn.us

The Woodbury and Plymouth campuses:
- Minnesota School of Cosmetology, Inc., is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

MEMBERSHIPS**
- American Association of Cosmetology Schools
- Better Business Bureau
- Minnesota Association of Financial Aid Administrators
- National Cosmetology Association
- Woodbury Area Chamber of Commerce
- Valley Creek Mall Association

*Evidence of the institution's accreditation and/or licenses are on display at the campuses.

**Minnesota School of Cosmetology campuses may not have the same memberships.

HISTORY AND PHYSICAL DESCRIPTIONS

HISTORY – MINNESOTA SCHOOL OF COSMETOLOGY, INC.
Minnesota School of Cosmetology, Inc. is a Minnesota-based corporation doing business as a cosmetology school. Minnesota School of Cosmetology was founded in September of 2003 after acquiring the Minnesota Cosmetology Education Center located in South St. Paul.

PHYSICAL FACILITY DESCRIPTIONS

Woodbury Campus
The Woodbury campus is located at 1750 Weir Drive, Woodbury, Minnesota, a suburb of St. Paul. The school opened its present facility in 2007 and occupies 14,400 square feet of Valley Creek Mall. Its facilities and equipment comply with federal, state and local ordinances and regulations, including those related to personal safety, building safety and health. The school features a professional clinic setting, including 80 clinic floor styling stations, manicure tables, facial chairs, nail stations, pedicure thrones, dryers, four large classrooms, SMART Board technology and other cosmetology-related equipment so students receive training that is current with existing professional practices.

Plymouth Campus
The Plymouth campus is located at 1425 County Road 101 North, Plymouth, Minnesota, a suburb of Minneapolis. The school opened in 2012 and occupies 12,750 square feet of Plymouth Plaza Mall. Its facilities and equipment comply with federal, state and local ordinances and regulations, including those related to personal safety, building safety and health. The school features a professional clinic setting, including 63 clinic floor styling stations, manicure tables, facial chairs, nail stations, pedicure thrones, dryers, three large classrooms, SMART Board technology and other cosmetology-related equipment so students receive training that is current with existing professional practices.

PHILOSOPHY
Our goal is to provide students with a cosmetology program that provides both the skills foundation and credentials to help them achieve their personal and professional goals in the beauty industry. We also believe we share in the responsibility of helping our students become informed citizens in today’s increasingly complex world.

We subscribe to the principles of affirmative action and do not discriminate in our admissions or employment practices on the basis of sex, age, race, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status. In addition, we respect the dignity of each individual as a condition essential to the learning environment.
MISSION STATEMENT AND OBJECTIVES
Our mission is to educate, motivate and prepare our students for a career in cosmetology arts and sciences.

Our goals are to:
1. Train students to successfully pass the certification and state licensure exams.
2. Provide up-to-date training and industry-related information.
3. Provide career-seeking services to assist graduates in finding employment in their field of study.
4. Provide a learning environment that encourages and motivates students.
5. Instill a sense of professionalism in each student.

Our commitment to our students and employers will be accomplished through the following objectives:
1. Provide education and training leading to diplomas and provide academic and support services to serve the needs of the students.
2. Provide the knowledge and skills to support immediate employment goals.
3. Provide a foundation of knowledge to prepare students for future career advancement.
4. Provide a system of curriculum review to ensure appropriate and current programs for our students.
5. Maintain liaisons with industry leaders through program advisory boards to provide state-of-the-industry technology and current business practices.
6. Provide lifelong career-seeking skills for our graduates.
7. Provide an environment to empower our students to reach the limits of their potential in their field of study.

OWNERSHIP AND GOVERNANCE
Minnesota School of Cosmetology, Inc., is a proprietary corporation based in the state of Minnesota and owned and governed by the Terry and Kaye Myhre family.

POLICY STATEMENT
Minnesota School of Cosmetology, Inc., has established internal policies in accordance with standard educational practice and with state, federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to maintain high standards, remain compliant and provide opportunities for excellent outcomes for all students. The campus director or his/her designees may, at their discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

ADMISSIONS INFORMATION
We offer equal opportunities without distinction or discrimination because of sex, age, race, gender identity, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status, in any academic program or activity. Minnesota School of Cosmetology, Inc., does not recruit students already attending or admitted to another school offering a similar program of study.

LIMITS TO ADMISSION
Minnesota School of Cosmetology, Inc., a member of the Broadview Education Consortium, is committed to the security and safety of the entire education community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the school. This includes entering upon Broadview Education Consortium property, using any Broadview Education Consortium facility, or attending any Broadview Education Consortium event.

If warranted by the particular facts, the office of the chief operating officer may modify any aspect of this protocol.

Ability-to-Benefit
Minnesota School of Cosmetology, Inc., does not admit Ability-to-Benefit students.

ADMISSIONS PROCEDURE
Written inquiries regarding enrollment at Minnesota School of Cosmetology, Inc., should be addressed to:

Minnesota School of Cosmetology
Woodbury Admissions Office
1750 Weir Drive
Woodbury, MN 55125
651.287.2180

Minnesota School of Cosmetology
Plymouth Admissions Office
1425 County Road 101 North
Plymouth, MN 55447
763. 404.4800
admissions@msccollege.edu.

Interested students should schedule a personal interview at the school. The interview provides an opportunity to discuss career interests and become fully acquainted with the facility and the courses offered. The next step is to complete the enrollment application form in advance of the selected starting date. Class start dates are listed in the calendar.

An orientation is scheduled prior to each program start date. Students are notified of the date of orientation and are required to attend.
ADMISSIONS REQUIREMENTS
Minnesota School of Cosmetology, Inc., admits only those students possessing a high school diploma or its equivalent (GED), and who meet program admission standards. All applicants must provide a copy of a high school diploma or its equivalent, proof of immunization prior to starting school, as well as acknowledgement of receipt of Hepatitis A, B and C information. If a student graduated from a foreign high school the diploma must be translated.

Entrance Exam
In addition to meeting all admissions requirements, students are required to take and pass the Minnesota School of Cosmetology Assessment Test or provide an ACT or SAT score. Students must achieve a minimum score of 24 out of 32 possible points on the Minnesota School of Cosmetology Assessment Test. The test is administered at both Minnesota School of Cosmetology campus locations. Students must provide documentation of a minimum composite score of 21 on the ACT or provide documentation of a minimum composite SAT score of 1485. If SAT was taken prior to March 2006, provide documentation of a minimum composite SAT score of 990.

LATE ADMISSIONS
Students must register for classes no later than one day prior to the first day of the class start. Applications received after the first day of the class start will be retained on reserve status for the next class start date. Exceptions may be made at the discretion of the campus director.

RE-ENTRY
Students who wish to re-enter the program must contact the director of financial aid for an interview. The student will be charged the current rate of tuition per hour for the number of hours left to complete. If the student left the program in a “non-satisfactory status,” the student will return in a “non-satisfactory status.” The student must be meeting Satisfactory Academic Progress standards in order to return to school. The student may have only one reinstatement, unless extenuating circumstances exist. The campus director, along with the corporate appeals committee, will assess individual circumstances and will make the final decision whether a student is allowed to re-enter a program.

TRANSFER OF HOURS TO OTHER INSTITUTIONS
Hours earned at Minnesota School of Cosmetology, Inc., are not universally transferable. Some clock hours may be transferred to other institutions. However, the receiving institution determines which hours may be accepted.

TRANSCRIPTS
A copy of each student’s official transcript is available within 10 days of the student’s written request. This service is subject to the Family Educational Rights and Privacy Act of 1974. The school reserves the right to withhold a transcript if the student’s financial account is past due and no arrangements for full payment of tuition and fees have been made. There is a processing fee of $5 for each official transcript.

RESOLUTION OF ALL DISPUTES
Disputes and civil claims between the student and the school or any officer, director, shareholder, agent, or employee of the school, which are not resolved informally or through the school’s internal dispute resolution procedures, shall be submitted to binding arbitration before a retired judge appointed by the chief judge of the State District Court located in the county in which the school is located. This Resolution of All Disputes section shall be governed by the Uniform Arbitration Act, Minnesota Statutes 572.08-30, and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association. Except for claims for nonpayment of tuition, this dispute resolution clause shall apply to all disputes and claims of any kind or nature whatsoever between the student and the school, regardless of when said claim arises or whether the student is still enrolled at the school.

LIMITATION OF LIABILITY
Liability for damages arising from a claim brought by a student against the school shall be limited to the sum of money the student actually paid the school for tuition, fees and books, and to any actual costs and disbursements (not including attorney’s fees) awarded the student by an arbitrator.
INFORMATION & POLICIES

FINANCIAL INFORMATION

MINIMUM TERMS FOR PAYMENT OF TUITION
For those students who are not eligible or do not wish to participate in any financial aid programs available from the U.S. Department of Education and/or State of Minnesota, tuition must be paid in advance. Tuition and other program costs are due and payable on or before the first day of classes. Students who fail to fulfill the financial arrangements agreed upon may be expelled from school and may re-enter only upon full payment of the delinquent portion of their account.

All students must sign a Program Contract prior to beginning classes. The Program Contract includes the total program cost, student's schedule, contractual end date, and cancellation/refund process (see the Program Contract for specific details). For any instruction beyond the contractual end date on the Program Contract, there will be an additional tuition charge of $14 per hour for each remaining program hour yet completed. The “overtime” tuition charges are due and payable immediately upon the contractual end date. After the charges are paid in full, the student may complete the necessary hours to graduate.

Students whose financial aid is insufficient to cover the total cost of the program must establish a satisfactory payment plan prior to starting classes. The first payment is due and payable on or before the first day of classes.

Students whose accounts are more than 30 days past due may not be able to return to class until satisfactory arrangements are made to bring their account to current status. Students who fail to fulfill the financial arrangements agreed upon will be expelled from school and may re-enter only upon full payment of the delinquent portion of their account.

There will be a $30 fee for any insufficient funds checks received for tuition. A second insufficient funds check will result in payments made by cash, credit card, or money order only.

CANCELLATION AND REFUND POLICY
1. Any monies due to the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the following dates in which:
   a) The school does not accept an applicant (each student receives a written notice of acceptance or rejection). This applicant shall be entitled to a refund of all monies paid.
   b) A student (in the case of a student under legal age, the parent or guardian) gives written notice of cancellation within five business days of the student being accepted by the school, regardless of whether the program has started; all tuition paid will be refunded. There will be no refund on kit supplies and book charges once they have been issued to the student and opened or used.
   c) A student gives written notice of cancellation following the fifth business day after the date of acceptance by the school, but prior to starting the program; all tuition will be refunded. There will be no refund on the kit supplies and book charges once they have been issued to the student and opened or used.
   d) A student notifies the school in writing of their intent to withdraw.
   e) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination of withdrawal will be the earliest of the following: the date of expiration of the leave of absence or the date the student notifies the school they will not be returning.
   f) The school expels a student.
   g) Official cancels or withdrawals initiated by the student will post a cancellation date determined by the postmark on written notifications, or the date the said information is delivered to the school official.
   h) An unofficial withdrawal happens when a students does not provide notification officially begins the withdrawal process but has ceased attending for a period of 14 days. If there is no contact with the student, the school will administratively withdraw the student indicating an unofficial withdrawal. The date of determination is defined as 14 days from the last date of attendance.

2. Any monies due to a student who unofficially withdraws from the school shall be refunded within 30 days of a determination by the school of the student’s withdrawal. To determine unofficial withdrawals, the school monitors students’ attendance through attendance tracking according to the attendance policy, as stated in the school catalog.

3. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be notified individually in writing of the choice to either a pro-rata refund of tuition or the opportunity to complete the course at another institution geographically near Minnesota School of Cosmetology without additional tuition charge.

4. If a course is cancelled subsequent to a student’s enrollment, but before classes begin, the school shall provide a full refund of all monies paid.

5. In case of serious or prolonged illness, disabling accident or other mitigating circumstances, the school may make a settlement the school finds reasonable and fair. The student must provide the school with written notification of the mitigating circumstances.

6. For students who enroll in and begin classes and then subsequently withdraw or are terminated prior to the completion of the course, the following table of tuition adjustment is authorized:

<table>
<thead>
<tr>
<th>Date of Determination</th>
<th>Tuition Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 5th day</td>
<td>Full refund</td>
</tr>
<tr>
<td>5th day to 2nd day</td>
<td>Prorated refund</td>
</tr>
<tr>
<td>2nd day to 1st day</td>
<td>No refund</td>
</tr>
<tr>
<td>1st day to start of classes</td>
<td>No refund</td>
</tr>
<tr>
<td>Start of classes to end of classes</td>
<td>No refund</td>
</tr>
<tr>
<td>End of classes to graduation</td>
<td>No refund</td>
</tr>
</tbody>
</table>

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75% of the program has been completed, you are not entitled to a refund. This five-day refund policy applies regardless of when the program starts. You may be entitled to a refund of your equipment and supplies costs if you return your supplies in a condition suitable for resale. If you do not return your supplies, the cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

**MINNESOTA CANCELLATION AND REFUND POLICY**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the enrollment agreement is considered effective. An enrollment agreement will be presumed to be effective on the date that you have been notified of acceptance and you have signed the enrollment agreement. If the notification of acceptance is sent by mail, then the effective day being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the enrollment agreement, but before the start of the program (or the first lesson for an online or distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50.00, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to $100.00 administrative fee if you give notice of your withdrawal after your program has begun, but before 75% of the program is completed. If you withdraw from your program after 75% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 days of receipt of your withdrawal. Written notice is effective on the date of postmark is sent by mail, or the day it has been hand-delivered. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

**RETURN OF TITLE IV FUNDS**

The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The official withdrawal process is defined as occurring when a student notifies, in written or oral form, the education coordinator or financial aid department of his/her intent to withdraw. Whether it is an official withdrawal or unofficial withdrawal, no notification is given or the student did not begin the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. Refunds will be made to the federal programs within 45 days of the date of determination (14 days from the last date of attendance).

The amount of Title IV funds earned by a student is based on the percentage of scheduled hours completed. The amount of Title IV funds a student earns is calculated by dividing the number of hours the student was scheduled to complete in the period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period. A student withdrawing from school has earned 100 percent of their aid if the student's withdrawal date occurs after the point they were scheduled to complete 60 percent of the scheduled hours in the period of enrollment. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received, but otherwise eligible.

If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

**POST-WITHDRAWAL DISBURSEMENT (PWD)**

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student’s account, the school may credit the student’s account with all or a portion of the PWD from grant funds. However, if the student is due a PWD from Title IV loan funds, the school must notify the student/parent and confirm that the loan funds are still required by the student.

Any PWD amount not credited to the student’s account must be offered to the student within 30 days of the date the school determined the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the school sent the notification.
notification will also inform the student that they may accept or decline some or all of the PWD that is not credited to the student’s account.

If the student responds within 14 days the PWD funds will be disbursed as soon as possible, but no later than 120 days from the date the college determined the student withdrew.

If the student responds late (after 14 days have passed, but prior to the 120-day deadline) the college may choose to make the PWD at its own discretion depending on the circumstances. The student is reminded that the school has no obligation to make a PWD after the 14-day timeframe.

RETURN OF TITLE IV FUNDS DISTRIBUTION POLICY
Return of Title IV funds will be distributed in the following order:
1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV grants or loan assistance

Minnesota state financial aid refunds are calculated based on the Minnesota Office of Higher Education Refund Policy, Appendix 13 Refund Calculation Worksheet of the Minnesota State Grant Manual.

The return of non-Title IV funds will be distributed in the following order:
1. State-proportionally
2. Non-federal alternative loans
3. Other outside sources

TITLE IV VERIFICATION POLICY
If a student’s financial aid application is selected for a verification review process, Minnesota School of Cosmetology is required to collect certain documents and adhere to deadlines for processing of the application.

Once the required documentation has been submitted to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the Central Processing System. If, as a result of verification, the applicant’s Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if possible) of their new Title IV eligibility.

Below is a list of documents Minnesota School of Cosmetology requires from applicants selected for verification.

**Dependent Applicants:**
1. Dependent Verification Worksheet
2. Copy of Parent’s 1040 official IRS tax transcript (if filed)
3. Copy of Student’s 1040 official IRS tax transcript (if filed)
4. W-2 forms for non-tax filers and if separation of income is necessary.

**Independent Applicants:**
1. Independent Verification Worksheet
2. Copy of Student’s (and Spouse’s, if married) 1040 official IRS tax transcript (if filed)
3. W-2 forms for non-tax filers and if separation of income is necessary.

The deadline for submission of verification documents is the first day of the class start. If the student fails to meet this deadline, no Title IV awards can be finalized, no disbursements will be made for the student.

SCHOLARSHIP INFORMATION
HIGH SCHOOL ADVANTAGE SCHOLARSHIP
Minnesota School of Cosmetology is proud to have a partnership with college level Cosmetology programs offered through several Twin Cities school programs, including the 916 program (through Century College), Wright Tech Program, (through Wright Technical Center), STEP (through Anoka Technical College) and Southwest Metro Educational Cooperative.

Minnesota School of Cosmetology has two scholarships available for students who have successfully completed more than 100 hours of training through these partner institutions. Eligible students will receive Monetary Scholarship.

Monetary Scholarship: Students who have completed 100-250 hours are eligible for $2000 towards tuition. Students who have completed 251+ hours are eligible for $3000 towards tuition.

1. Award amounts are designated for cosmetology tuition only and will be divided into two increments.
2. All funds are paid directly to the college.
3. Students must maintain a schedule of at least half-time and must maintain Satisfactory Academic Progress throughout the program of the award is forfeited.
4. Awards are discontinued if attendance is discontinued.

PRESIDENT’S SCHOLARSHIP
For Graduating Seniors
A student who applies for admission to Minnesota School of Cosmetology prior to April 1 of his/her senior year of high school, and has a cumulative GPA of 2.0 or higher, will qualify for the following scholarship awards:

<table>
<thead>
<tr>
<th>Application Date</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply prior to Jan. 1</td>
<td>$500</td>
</tr>
<tr>
<td>Apply between Jan. 1 and March 31</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Eligibility Guidelines**
1. Applicant must be enrolled prior to April 1 of his/her senior year to be eligible.
2. Eligible applicant must be current-year graduating senior.
3. Award amounts are designated for cosmetology tuition only and will be divided into two increments.

4. All recipients will be notified of the award in writing once student’s official high school transcript is received.

5. All funds are paid directly to the college.

6. For student to be eligible to receive the President’s Scholarship, student must begin attending Minnesota School of Cosmetology on or before the November class start date immediately following their graduation from high school. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training.

7. Student must maintain a schedule of at least half-time and must maintain Satisfactory Academic Progress throughout the program or the award is forfeited.

8. Awards are forfeited if attendance is discontinued.

9. Students lose eligibility if their enrollment application is cancelled, either by the student or the college. Eligibility may be re-established if the student re-applies for enrollment and begins classes summer or fall immediately following their high school graduation.

10. The President’s Scholarship application is available in the admissions office. A completed application must be on file to be eligible for the scholarship.

DIRECTOR’S ACADEMIC SCHOLARSHIP
For Graduating Seniors

Qualifier
Wonderlic SLE

Scholarship Qualification Standards

<table>
<thead>
<tr>
<th>Score</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-14</td>
<td>$300</td>
</tr>
<tr>
<td>15-17</td>
<td>$400</td>
</tr>
<tr>
<td>18-21</td>
<td>$500</td>
</tr>
<tr>
<td>22-27</td>
<td>$600</td>
</tr>
<tr>
<td>28-30</td>
<td>$700</td>
</tr>
<tr>
<td>31+</td>
<td>$800</td>
</tr>
</tbody>
</table>

Eligibility Guidelines
1. The applicant must be a current-year graduating senior.
2. Recipient must be enrolled on or prior to the last testing date to be eligible.
3. The applicant must take the test on one of the official testing dates published in the admissions department.

4. A student can only take the test one time.

5. All recipients will be notified of the award in writing within two weeks after testing.

6. Student must apply for and begin classes on, or prior to, the November start date immediately following their graduation from high school. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training.

7. Award amounts are designated for cosmetology tuition only and will be divided into two increments.

8. All funds are paid directly to the college.

9. Students must maintain a schedule of at least half-time and must maintain Satisfactory Academic Progress throughout the program or the award is forfeited.

10. Awards are forfeited if attendance is discontinued.

PROFESSIONAL CERTIFICATION SCHOLARSHIP
For Minnesota School of Cosmetology Graduates

A graduate from Minnesota School of Cosmetology who has fulfilled the following requirements will qualify for the following scholarship.

Awards
$195 paid to the Board of Cosmetology Examiners (BCE) for an Minnesota School of Cosmetology graduate’s cosmetology license.

Eligibility Guidelines
1. State Boards must be passed.
2. All certifications must be passed.
3. Graduate with an overall grade of 85 percent or higher.
4. Graduate with an attendance record of 85 percent or higher.
5. All state required quotas must be completed.
6. Eligible graduates must have their tuition paid in full and have signed off with financial aid.
7. Eligible applicants must graduate within the allotted maximum completion timeframe.

Award amounts are designated for cosmetology license only and paid directly to the BCE. All eligibility requirements will be reviewed by the campus director and education coordinator.

Recipients will be notified in writing no later than their exit interview. Exit interviews must be completed within 30 days of the students last date of attendance.
BEC MATCHING SCHOLARSHIP

Broadview Education Consortium (BEC) wants to encourage and reward students for finding outside financial aid options to help fund their educational expenses. Since outside scholarships help reduce future indebtedness, BEC has established a matching scholarship for outside scholarships and grants.

Award Amount
$1,000 maximum annually

Eligibility and Award Guidelines
1. There is no deadline.
2. Anytime a student secures an eligible scholarship or grant and funds are applied to the student’s account, BEC will match it. BEC will match multiple scholarships and grants in one year, but the total amount of the BEC Matching Scholarship will not exceed $1,000 in one year. This match may require an adjustment to the student’s financial aid package. If an adjustment must take place, loans will be reduced first.
3. If the outside scholarship is incremental the BEC Matching will also be incremental. For example, if the outside scholarship covers two quarters the BEC Matching will be disbursed evenly into the same two quarters.
4. No essay or application is required. The BEC Matching Scholarship simply matches any outside eligible scholarships the student secures. The financial aid office at the student’s home campus will automatically match the outside scholarships.
5. This BEC Matching Scholarship will be recurring as long as the outside scholarship is recurring or until $1,000 match has been reached each year.
6. The BEC Matching Scholarship must be refunded completely if the student withdraws completely from the college. This means a student who receives a BEC Matching Scholarship and then withdraws will have the BEC Matching Scholarship completely eliminated from the student’s ledger card for the scheduled academic year disbursement period, which may result in the student owing additional funds to the college. If the student loses the outside scholarship, the student will also lose the BEC Matching Scholarship.
7. All funds will be paid directly to the college to cover educational expenses or will be used to reduce the student’s loans.
8. BEC will only match scholarships obtained from outside sources that provide funding to the institution. Examples include, but are not limited to, the Rotary Club, foundations, high school scholarships, and business and association scholarships.
9. The BEC Matching Scholarship will not match federal funding, state funding, military funding, employer tuition reimbursement, or family payments, or any Minnesota School of Cosmetology or Institute of Production and Recording scholarship program.
10. A student will receive a maximum of $1000 per year. A year is defined as 12 consecutive months from the beginning of the term the award is first disbursed in.

BUSINESS ALLIANCE SCHOLARSHIP

Minnesota School of Cosmetology realizes the important role the business community plays in the successful economy and global competitiveness that is critical to the growth of our state’s workforce. Partnerships that promote the vision for improving the workforce and thereby improving the economy are integral to the Minnesota School of Cosmetology mission.

In order to form a strong partnership for building a globally competitive workforce, Minnesota School of Cosmetology offers a Business Alliance Scholarship to students currently employed by businesses that have taken the necessary steps to become an approved strategic partner through the Minnesota School of Cosmetology business alliance. In order to be eligible, the business must have a minimum of 10 employees.

Students currently employed by approved business partners must meet the following criteria for eligibility for the Business Alliance Scholarship:

Scholarship Recipient Criteria
Students currently employed by approved business partners must meet the following criteria for eligibility for the Business Alliance Scholarship:
1. Provide a personal goal statement (1-2 pages typed) stating the applicant’s background, interests, aspirations, and how they will incorporate their education into improving the workforce.
2. A statement from a supervisor or manager employed by the strategic partner that defines the reasons the student should be considered for the Business Alliance Scholarship.

Business Partnership Criteria
Businesses can become eligible for the partnership program through the following criteria:
1. Provide a quarterly message to employees regarding educational opportunities at Minnesota School of Cosmetology.
2. Host semi-annual “lunch and learn” sessions where Minnesota School of Cosmetology staff can provide information on educational opportunities.

Benefits to Business Alliance Partners
Minnesota School of Cosmetology offers the following benefits to our business alliance partners:
- Access to attend our customized professional development trainings – developed with our education partners
- The opportunity to offer 50% off our regular priced services for your employees.
- Free employee candidate reviews – access to the best of our student population as screened by our Career Services department
Awards
Approved Scholarships will be awarded 10% of the tuition, up to a maximum of $1,860.00, for students accepted into the cosmetology diploma program and attending full time. Scholarships are designated for cosmetology tuition only and will be dispersed into two equal increments. Scholarships will be adjusted based on the total cost of tuition minus any transfer of hours. Questions regarding scholarship eligibility and the disbursement of the award can be directed to the financial aid department at Minnesota School of Cosmetology.

STUDENT SERVICES/CAREER SERVICES
Students may contact the student services/career services department for assistance locating resources such as daycare services, transportation and housing.

EMPLOYMENT ASSISTANCE
The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

To ensure students are receiving the most from the available campus resources, we encourage all students to meet with Career Services staff early in their programs and maintain contact throughout their education. This will increase their chances for success in their chosen fields.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult the career services department for advice on networking and interviewing skills.

In addition, students participate in career development as part of the program curriculum, which focuses on job search tools and resources, and professionalism. Students develop career planning strategies in preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are sent out after graduation.

The career services department will release information specific to a student or graduate’s career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

GUIDANCE
The school provides both academic and financial guidance to students. Students seeking advice regarding personal concerns or needs related to housing, transportation or personal resources are encouraged to speak to a member of the student services department.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Amended October 2001 to include the USA Patriot Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access. Students, or in the case of the student being a dependent minor, his/her parent or guardian, should submit to the education coordinator or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected. Minnesota School of Cosmetology only gives rights to students and parents or guardians of dependent minors. If a minor student is emancipated from his or her parent(s) or guardian(s), the parent or guardian may not have access to the student’s educational records without written consent from the student.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the campus director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his/her 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted (such as an attorney, accrediting agency, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United
States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order” in three contexts:

a) Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.

b) Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Neither notification requirements nor recordation requirements apply.

c) All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger or student or others must be present.

7. 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. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution 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 Southwest, Washington, D.C. 20202-5920.

DIRECTORY INFORMATION

Directory information is information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. Minnesota School of Cosmetology requires such requests be made in writing to the campus director of the institution within 15 days after the student starts classes.

Directory information includes: student’s name; date of birth; mailing address; email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean’s list or equivalent; attendance status (full-time, half-time); and dates of attendance (the period of time a student attends or attended the institution, not to include specific daily records of attendance).

Students may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined in the Family Educational Rights and Privacy Act section. To do so, a student must make the request in writing to Minnesota School of Cosmetology, Inc., at the student’s home campus:

- Minnesota School of Cosmetology- Woodbury, 1750 Weir Drive, Woodbury, MN, 55125
- Minnesota School of Cosmetology- Plymouth, 1425 County Road 101 North, Plymouth, MN 55447

Once filed, this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.
GENERAL INFORMATION

CONDUCT
A student must establish and maintain a record of good standing throughout the program. Good standing includes satisfactory attendance and academic performance as well as courteous personal behavior. Any conduct that disrupts the learning environment may result in permanent dismissal. The institution reserves the right to dismiss a student when personal conduct, attendance or academic progress is considered to be unsatisfactory. The student will only be re-admitted to school with the approval of the campus director. Minnesota School of Cosmetology, Inc., is committed to providing an open, diverse and insightful learning environment. Communication should at all times be professional, courteous and respectful of the diversity of the community.

ATTENDANCE REQUIREMENTS
In order to help prepare students for careers in the salon industry, Minnesota School of Cosmetology will operate in a professional salon environment. Tardiness, absences and any other interruptions in training will have a significant impact on student achievement and success. By law, Minnesota School of Cosmetology must keep track of the training hours for each student preparing for his/her license. All students are expected to be in attendance for the time periods specified in their signed program contract.

Any student absent during the first week of a new class start may be moved back to the next class start.

Any student missing more than 24 hours during basic training may be withdrawn and will be considered for re-enrollment at the next class start date.

Students are expected to notify the school of any absence or tardiness. If the student calls the school at least 30 minutes prior to the scheduled start time, the absence will be considered “scheduled.” All other absences or tardiness will be recorded as “unscheduled” and documented in the student’s record.

Any student who has fourteen consecutive calendar days of “unscheduled” absences will be administratively withdrawn from school (see Cancellation and Refund Policy section in this catalog).

Any student has the option to put in extra hours after Basics. Minnesota law prohibits a student from attending school for more than ten hours in one day. Approval will be based on the following: space availability, appropriate student-to-teacher ratios and 90 percent attendance in the month prior to the request.

All missed or failed exams due to absence or tardiness must be made up within a two week period. A failed exam may be retaken once and the highest score that can be achieved on a retake is 75 percent.

A complete listing of rules and policies can be found in the Minnesota School of Cosmetology Student Handbook.
**SCHEDULE CHANGES**

Requests for schedule changes are not available during Pre-Clinic Training. Students must see administration to request a schedule change during Clinic Hours. Each student is limited to two schedule changes during the Clinic Hours portion of the program.

**REFRESHER CLASSES**

Any graduate of Minnesota School of Cosmetology, Inc., may return and audit any previously completed class. Any graduate who wishes to exercise this option should contact the school manager. Graduates will be assigned classes on a space-available basis. Students may attend these classes for the cost of books, fees, and/or supplies only; no tuition will be charged.

**LEAVE OF ABSENCE POLICY**

The school may grant an approved leave of absence (LOA) to a student not to exceed 60 days during the student’s period of enrollment. The student is required to present a written, signed and dated request to the director of financial aid prior to the leave of absence. Approval will be based on the nature of the leave requested. Not all requests will be approved. If unforeseen circumstances prevent the student from providing a prior written request, the school may grant the student’s request for a leave if the school documents the decision and collects the written request at a later time.

During an approved LOA, there will be no tuition charges and the leave will extend the student Program Contract for the number of calendar days of the leave. Any student taking more than the approved leave time will be considered expelled and the withdrawal date for the purpose of calculating a refund is the student’s last day of attendance. Students needing an LOA during Pre-Clinic Training will be required to restart Pre-Clinic Training upon their return to school at the next class start date.

**PROGRAM/CURRICULUM REVISIONS**

The school reserves the right to vary the sequence of courses and to revise curriculum content for the purpose of upgrading program material at any time. Students who withdraw from school will be required to re-enter the program under the current catalog requirements.

**SCHOOL POLICIES**

The school reserves the right at any time to make policy changes. Notice of policy changes will be given at least 10 days prior to the change. Notice is given by email to all students and staff in addition to postings and announcements.

**STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Broadview Education Consortium member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. Minnesota School of Cosmetology, Inc., is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program, or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disability Condition and Request for Academic Adjustment to the education coordinator, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.
2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student’s responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the education coordinator.
HEALTH AND SAFETY
Classrooms and laboratories comply with the requirements of the various federal, state and local building codes and Board of Health and fire department regulations. In case of emergency, the school will obtain the services of medical professionals as required; however, Minnesota School of Cosmetology, Inc., does not provide health care services to its students.

CRIMINAL BACKGROUND CHECK
Students who are entering and completing career programs should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services” with clients or residents.

DROP PERIOD
A student may drop from the program prior to the end of the fifth business day of the first week of class without penalty. No hours will be calculated and no grades will be recorded.

WITHDRAWAL FROM SCHOOL
Students who withdraw from school after the fifth business day of enrollment will have all attended hours recorded on their transcript and they will be charged for their enrollment time.* Students who wish to withdraw from a program must request in writing to withdraw with administration or the director of financial aid in advance of withdrawal. Exceptions are at the discretion of the campus director.

GRIEVANCE POLICY
Minnesota School of Cosmetology has established the following procedure to assist students with grievances:
1. Students are encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels they are unable to resolve the difference, the student may state a grievance to the department supervisor or the education coordinator.
3. Appeals and/or grievances not resolved to the student’s satisfaction at this level may be submitted, in writing, to the campus director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to the school ownership:
   Broadview Education Consortium
   8089 Globe Drive – Third Floor
   Woodbury, MN 55125
   651.332.8000
   Concerns may also be addressed to the Board of Cosmetologist Examiners, University Park Plaza, 2829 University Avenue Southeast, Suite 710, Minneapolis, MN 55414, (651) 201-2742; or the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600. Minnesota School of Cosmetology students may also address concerns to the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, (651) 642-0567.

SEXUAL HARASSMENT/SEXUAL ASSAULT
Minnesota School of Cosmetology, Inc., considers sexual harassment and/or sexual assault of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Minnesota Human Rights Law, and Title IX of the Education Amendments, and is punishable under both federal and state laws.

EXPULSION BY THE SCHOOL
The school reserves the right to expel any student who fails to maintain passing grades; shows tardiness or absences in excess of school policy; fails to pay school financial account; engages in theft from the school, staff, or students; destroys or damages any property of the school (the student may also be held liable for repair or replacement of the damaged property); engages in unlawful or improper conduct, including academic dishonesty, contrary to the best interest of the school or any conduct that reflects discredit upon the school; or demonstrates behavior disruptive of normal classroom conduct.

Any student who has fourteen consecutive days of “unscheduled” absences may be expelled from school.

Any student missing more than 24 hours during basic training may be withdrawn and will be considered for re-enrollment at the next class start date; the final decision is left to the basics educator and the campus director.

There is no fee for expulsion or withdrawal; however, tuition for time attended will be billed.
NON-DISCRIMINATION POLICY
The school offers equal opportunities without distinction or discrimination because of sex, age, race, color, religion, creed, gender identity, national origin, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status in any of their academic programs or activities.

In accordance with U.S. Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Minnesota School of Cosmetology, Inc., strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees. Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

Human Resources
Broadview Education Consortium
8089 Globe Drive - Third Floor
Woodbury, Minnesota 55125
651.332.8015

VP of Student and Career Services
Broadview Education Consortium
8089 Globe Drive - Third Floor
Woodbury, Minnesota 55125
651.332.8000

Jill Hocking, Campus Director
Minnesota School of Cosmetology-Woodbury
1750 Weir Drive
Woodbury, Minnesota 55125
651.287.2182
jhocking@msccollege.edu

Danielle Vetrano, Associate Campus Director
Minnesota School of Cosmetology-Plymouth
1425 County Road 101 North
Plymouth, Minnesota 55447
763-404-4809
dvetrano@msccollege.edu

These individuals have been adequately trained and are responsible for investigating complaints of non-compliance. General procedures for the resolution of grievances can be found in the General Information section of the catalog under Grievance Policy. Prompt and equitable resolution will be provided.

For further information on notice of non-discrimination, see the information below, or call (800) 421-3481.

The OCR office for Minnesota:
The OCR office for Minnesota:
Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, Illinois 60601-4544
Phone: (312) 730-1560
TDD: (877) 521-2172
Fax: (312) 730-1576
OCR.Chicago@ed.gov

The OCR National Headquarters:
The OCR National Headquarters:
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue Southwest
Washington, D.C. 20202-1100
Phone: (800) 421-3481
TDD: (877) 521-2172
Fax: (202) 453-6012
OCR@ed.gov
ACADEMIC INFORMATION

GRADING

The purpose of training is to prepare graduates for entry-level employment and success in their chosen career. Grading is administered to correlate the student’s progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and in clinic and the student’s level of achievement on tests, clinic projects, and final exams.

A = 93–100% Indicates a superior grasp of material earned through excellent performance on assignments and examinations and is a strong indication of career success.

B = 84–92% Indicates a good level of proficiency and is a strong indication of career success.

C = 75–83% Indicates a satisfactory level of achievement to enable successful employment and completion of further coursework.

Below 75% Indicates unsatisfactory performance.

GRADUATION REQUIREMENTS

To graduate from the cosmetology program, the following are required:

1. Complete documented legal hours of 1550 clock hours in the specific areas of training required by the State of Minnesota.
2. Complete all school quotas and examinations with a score of 75 percent or higher.
3. Pass the school practical certification exam with a score of 75 percent or higher.
4. Have no indebtedness to the school.
5. Meeting satisfactory academic progress requirements for attendance with a minimum of 85% and GPA minimum of 75% and be within 118 percent of the actual program length.

DIPLOMA

Upon successful completion of requirements for graduation, Minnesota School of Cosmetology will award a diploma.

HONORS

In order to stress the importance of academic performance, the school awards honors cords to qualifying students. A student must achieve a cumulative grade of 95 to 100 percent to achieve the honors recognition. The school also recognizes perfect attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

In order to be considered making Satisfactory Academic Progress (SAP) at Minnesota School of Cosmetology, a student must maintain a specified cumulative grade percentage as well as progress through the program at a pace leading to completion of the program in the specified time frame to remain eligible to receive Title IV financial assistance. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds unless the student is on warning or on an appeal that has resulted in the status of probation. Evaluation points and standards of Satisfactory Academic Progress are described in the following policy and apply to all students attending Minnesota School of Cosmetology. Minnesota School of Cosmetology is a year round program and therefore does not have a summer term.

ATTENDANCE PROGRESS

The maximum time frame a student has to complete the program is 118 percent of the actual program length. The maximum time frame is calculated for each student and is reduced or increased to reflect transfer hours. Regardless of whether a student is receiving Title IV funding or not, all attended hours will be counted in the maximum time frame calculation.

Attendance progress is calculated by dividing the total actual hours of attendance by the total scheduled hours of the program to date.

Students must maintain at least an 85 percent cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress for all actively enrolled students:

- Theory work
- Practical work

Students receive a percentage grade according to the grading system outlined in Grading section of this catalog. Grades are calculated on the basis of a combination of the grades earned that month on tests, competencies, skill requirement quotas, and theory. The education coordinator monitors this progress monthly using the Monthly Academic Advising Form.

Students must maintain a minimum overall grade average of 75 percent in theory and practical work in order to be considered making Satisfactory Academic Progress.
GRADING

The purpose of training is to prepare graduates for entry-level employment and success in their chosen career. Grading is administered to correlate the student's progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and in clinic and the student's level of achievement on tests, clinic projects, and final exams.

A = 93–100% Indicates a superior grasp of material earned through excellent performance on assignments and examinations and is a strong indication of career success.

B = 84–92% Indicates a good level of proficiency and is a strong indication of career success.

C = 75–83% Indicates a satisfactory level of achievement to enable successful employment and completion of further coursework.

Below 75% Indicates unsatisfactory performance.

DETERMINATION OF PROGRESS

The director of financial aid will conduct an evaluation of the student's academic and attendance progress for the day the student has completed 450, 900, and 1225 hours. All students at 450, 900, and 1225 actual hours will meet with the financial aid director to review Satisfactory Academic Progress documents, including students who are receiving financial aid. Cosmetology students will be reviewed per the evaluation points and standards indicated below:

<table>
<thead>
<tr>
<th>Evaluation Points and Standards</th>
<th>Hours Attended</th>
<th>Required Minimum Attendance Standards</th>
<th>Required Minimum Academic Standards</th>
<th>Result if Minimum Standards Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>70–84.9%</td>
<td>75%</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; 70%</td>
<td>75%</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>900</td>
<td>70–84.9%</td>
<td>75%</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; 70%</td>
<td>75%</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>1,225</td>
<td>70–84.9%</td>
<td>75%</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; 70%</td>
<td>75%</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

Students meeting the minimum evaluation point requirements will be considered making Satisfactory Academic Progress until the next scheduled evaluation point. In order for a student to be considered making Satisfactory Academic Progress, he/she must meet both attendance and academic minimum cumulative requirements as determined in the evaluation points and standards chart above will be removed from warning and will be considered to be making Satisfactory Academic Progress. A student who does not achieve the minimum standards is no longer eligible for Title IV financial aid. Any student on warning status who fails to meet the minimum requirements at the next evaluation point will be expelled. A student may only be granted one consecutive warning period. Students who are expelled have the ability to appeal if the appeal is granted the student would be in a probationary status.

Students on warning are eligible for Title IV financial aid.

Expulsion

Students who have been expelled will be ineligible to return unless they submit an appeal in writing that is approved by the appeals committee. Title IV financial aid is not available to students in an expelled status.

LEAVE OF ABSENCE

Minnesota School of Cosmetology may grant one approved leave of absence to a student not to exceed 60 days during the student's period of enrollment. Students returning to school after time off or a leave of absence will return to school in their previous Satisfactory Academic Progress status. For example, if a student takes a leave of absence while on warning, the student will return to school on warning and will be required to meet the standards as stated previously. A leave of absence will extend the student's contract period and maximum time frame allowed by the same number of days missed during the leave of absence period.
RE-ENTRY

Students who wish to re-enter the program must contact the director of financial aid for an interview. The student will be charged the current rate of tuition per hour for the number of hours left to complete. If the student left the program in a "non-satisfactory status," the student will return in a "non-satisfactory status." The student may have only one reinstatement, unless extenuating circumstances exist. The campus director, along with the corporate appeals committee, will assess individual circumstances and will make the final decision whether a student is allowed to re-enter a program.

WITHDRAWALS

The cosmetology program does not have individual courses; therefore, a student who withdraws from the program is processed as a withdrawal from school and has no effect upon a student’s Satisfactory Academic Progress.

INCOMPLETES, COURSE REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Minnesota School of Cosmetology does not allow for incompletes, course repetitions, and non-credit remedial courses; therefore, these items have no effect upon the student’s Satisfactory Academic Progress.

TRANSFER HOURS

Students who receive transfer hours will have them counted as hours completed. Transfer hours will not count in attendance or GPA calculations. Transfer hours from another institution that area accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

MITIGATING CIRCUMSTANCES AND APPEALS PROCEDURE

A student who disagrees with the application of Satisfactory Academic Progress (SAP) standards, or feels there are mitigating circumstances may appeal in writing to the education coordinator. The appeals committee will determine if the student has the ability to meet the satisfactory academic progress standards by the end of the subsequent evaluation period. When an appeal is granted, the institution will develop an academic plan that, if followed, will ensure that the student will meet the satisfactory academic progress requirements by a specific point that is within the maximum timeframe. An appeals committee comprised of a school management team will determine if the documentation provided meets the requirements and will send all eligible appeals to a corporate appeals committee to determine if a change in status is justified. The decision will be made within 10 business days and will be conveyed in writing to the student. The student’s appeal paperwork and supporting documentation, along with the review committee's approval, are maintained in the student’s financial aid file.

Mitigating circumstances may consist of personal injury, poor health, family crisis, employment obligations or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student’s Satisfactory Academic Progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted an appeal will be placed on probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student will be eligible for financial aid as long as the conditions on the consultation form are met. At the next SAP evaluation point, if the student has not earned a minimum of 85 percent attendance percentage and 75 percent grade percentage, he/she will be expelled. If the student has met the minimum requirements as determined in the SAP academic plan, he/she will be considered making Satisfactory Academic Progress and will be allowed to continue in school.

No waivers will be granted for graduation requirements.

Students who have their appeal denied will be notified via writing. The student will remain withdrawn from school and have a school status of expulsion. The student’s appeal paperwork and supporting documentation, along with the review committee’s denial will be maintained in the student record.

REINSTATEMENT

Students who have been granted an appeal due to mitigating circumstances will be eligible for Title IV financial assistance (see Mitigating Circumstances and Appeals Procedure section for probation guidelines). At the next evaluation point, students who have been granted an appeal who are making Satisfactory Academic Progress will remain eligible for Title IV financial assistance. Students deemed not to be making Satisfactory Academic Progress will be expelled without the option to return.

An expelled student may not request to enter an appeal status and cash pay in order to meet SAP requirements and regain eligibility to receive financial aid.

FOREIGN STUDENT INFORMATION

FINANCIAL ASSISTANCE

Some foreign students may be eligible for Title IV student aid programs. A student must have one of the following in order to be eligible:

1. A U.S. permanent resident with a Permanent Resident Card (I-551).
2. A conditional permanent resident (I-551C).
3. A holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant."

A student who is in the United States on an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) is neither a citizen nor an eligible non-citizen thus is not eligible for federal student aid.
PROGRAM OVERVIEW
COSMETOLOGY PROGRAM DESCRIPTION

Minnesota School of Cosmetology, Inc., offers a complete 1,550-hour course in cosmetology, which is the art and science of beauty care. It involves the study and care of the skin, hair, scalp and nails. Students receive classes in theory, which provides a basic scientific knowledge of various subjects such as chemistry, anatomy, physiology, haircutting, hair styling, permanent waving, hair coloring, manicuring, facials, pin curling, roller placement, and salon management. In addition, practical classes are given prior to clinic floor training. After successful completion of the course and passing the state board examination, several career options become open to the licensed cosmetologist, such as nail or cosmetic technician, competition or platform stylist, salon owner, salon manager, or school instructor. This course is designed with the individual in mind, keeping up with the current trends in the field of cosmetology.

PROGRAM OBJECTIVES

The goal of Minnesota School of Cosmetology’s program is to prepare graduates who are able to:

1. Observe Minnesota laws and rules as they apply to the field of Cosmetology.
2. Demonstrate all sanitation laws and rules.
3. Demonstrate industry-appropriate haircutting techniques.
4. Demonstrate industry-appropriate hairstyling techniques.
5. Demonstrate industry-appropriate chemical service techniques.
6. Demonstrate industry-appropriate manicuring techniques.
7. Demonstrate industry-appropriate esthetics techniques.

PROGRAM COSTS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$20,150</td>
</tr>
<tr>
<td>Kit</td>
<td>$1,500</td>
</tr>
<tr>
<td>Total Program Cost</td>
<td>$21,650</td>
</tr>
</tbody>
</table>

MODE OF INSTRUCTION

Courses are taught in a residential format and include theory, practical and clinic floor training.

Minnesota School of Cosmetology utilizes Apple iPads® (Second Generation or beyond) as its chosen form of mobile device within its curriculum. All faculty and students are required to use the device within courses to enhance classroom discussion, assignments and use of resources. Within the course and addendum, faculty will appropriately notify students of specific assignment and use. These devices will be distributed in conjunction with student kits.

GRADING

The purpose of training is to prepare graduates for entry-level employment and success in their chosen career. Grading is administered to correlate the student’s progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and in clinic and the student’s level of achievement on tests, clinic projects and final exams.

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C = 75–83% Indicates a satisfactory level of achievement to enable successful employment and completion of further coursework.

Below 75% Indicates unsatisfactory performance.

GRADUATION REQUIREMENTS

To graduate from the cosmetology program, the following are required:

1. Complete documented legal hours of 1,550 clock hours in the specific areas of training required by the State of Minnesota.
2. Complete all school quotas and examinations with a score of 75 percent or higher.
3. Pass the school practical certification exam with a score of 75 percent or higher.
4. Have no indebtedness to the school.
5. Meeting satisfactory academic progress requirements for attendance with a minimum of 85% and GPA minimum of 75% and be within 118 percent of the actual program length.

DIPLOMA

Upon successful completion of requirements for graduation, Minnesota School of Cosmetology will award a diploma.

1,550 Total Hours

- 245 hours basic instruction and pre-clinical training skills in related science, business and salon management, safety and sanitation, and other elected subjects.
- 175 hours of additional instruction in related theory and sciences.
- 1,130 hours applied sciences and clinical skill in shampooing, scalp and hair conditioning, hair design and shaping, chemical hair control, hair coloring, hair styling, facials and makeup, and manicures.
PROGRAM OVERVIEW

COSMETOLOGY CLASSES

History and Career Opportunities
Why Study Cosmetology History and Career Opportunities?
Brief History of Cosmetology
Career Paths for Cosmetologists

Life Skills
Why Study Life Skills
Life Skills
The Psychology of Success
Managing Your Career
Goal Setting
Time Management
Study Skills
Ethics
Personality Development and Attitude

Your Professional Image
Why Study the Importance of Your Professional Image?
Beauty and Wellness
Looking Good
Your Physical Presentation

Communicating for Success
Why Study Communicating for Success?
Human Relations
Communication Basics
The Client Consultation
Special Issues in Communication
In-Salon Communication

Infection Control: Principles and Practice
Why Study Infection Control?
Regulation
Principles of Infection
Principles of Prevention
Universal Precautions
The Professional Salon Image
Procedures

General Anatomy and Physiology
Why Study Anatomy and Physiology?
Anatomy, Physiology, and You
Cells
Tissues
Organs and Body Systems
The Skeletal System
The Muscular System
The Nervous System
The Circulatory System
The Lymphatic/Immune System
The Endocrine System
The Digestive System
The Excretory System
The Respiratory System
The Integumentary System
The Reproductive System

Skin Structure, Growth and Nutrition
Why Study Skin Structure, Growth and Nutrition?
Anatomy of the Skin
Nutrition and Maintaining Skin Health

Skin Disorders and Diseases
Why Study Skin Disorders and Diseases?
Disorders and Diseases of the Skin
Disorders of the Sebaceous (Oil) Glands
Disorders of the Sudoriferous (Sweat) Glands
Inflammations and Common Infections of the Skin
Pigment Disorders of the Skin
Hypertrophies of the Skin
Skin Cancer
Acne and Problem Skin
Aging Skin Issues
The Sun and Its Effects
Contact Dermatitis

Nail Structure and Growth
Why Study Nail Structure and Growth?
The Natural Nail
Nail Anatomy
Nail Growth
Know Your Nails

Nail Disorders and Diseases
Why Study Nail Disorders and Diseases?
Nail Disorders
Nail Diseases
Properties of the Hair and Scalp
- Why Study Properties of the Hair and Scalp?
- Structure of the Hair
- Chemical Composition of Hair
- Hair Growth
- Hair Loss
- Disorders of the Hair
- Disorders of the Scalp
- Hair and Scalp Analysis

Basics of Chemistry
- Why Study Basics of Chemistry?
- Chemistry
- Matter
- Potential Hydrogen (pH)

Basics of Electricity
- Why Study Basics of Electricity?
- Electricity
- Electrical Equipment Safety
- Electrotherapy
- Other Electrical Equipment
- Light Energy and Light Therapy

Principles of Hair Design
- Philosophy of Design
- Elements of Hair Design
- Principles of Hair Design
- Influence of Hair Type on Hairstyle
- Creating Harmony between Hairstyle and Facial Structure
- Designing for Men

Scalp Care, Shampooing, and Conditioning
- Why Study Scalp Care, Shampooing, and Conditioning?
- Scalp Care and Massage
- Hair Brushing
- Understanding Shampoo
- Understanding Conditioner
- Draping
- Three-Part Procedure
- Procedures

Haircutting
- Why Study Haircutting?
- Basic Principles of Haircutting
- Client Consultation
- Haircutting Tools
- Posture and Body Position
- Safety in Haircutting
- Basic Haircuts
- Other Cutting Techniques
- Clippers and Trimmers
- Procedures

Hairstyling
- Why Study Hairstyling?
- Client Consultation
- Wet Hairstyling Basics
- Finger Waving
- Pin Curls
- Roller Curls
- Comb-Out Techniques
- Hair Wrapping
- Blow-Dry Styling
- Thermal Hairstyling
- Thermal Hair Strengthening (Hair Pressing)
- Styling Long Hair
- The Artistry of Hairstyling
- Procedures

Braiding and Braid Extensions
- Why Study Braiding and Braid Extensions?
- Understanding the Basics
- Braiding the Hair
- Procedures

Wigs and Hair Additions
- Why Study Wigs and Hair Additions?
- Human versus Synthetic Hair
- Wigs
- Hairpieces
- Hair Extensions

Chemical Texture Services
- Why Study Chemical Texture Services?
- The Structure of Hair
- Permanent Waving
- Chemical Hair Relaxers
- Curl Re-Forming (Soft Curl Permanents)

Hair Coloring
- Why Study Haircoloring?
- Why People Color Their Hair
- Hair Facts
- Identifying Natural Hair Color and Tone
- Types of Hair Color
- Consultation
- Haircolor Formulation
- Hair Color Applications
- Using Lighteners
- Using Toners
- Special Effects Hair Coloring
- Corrective Solutions
- Hair Coloring Safety Precautions
- Procedures

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- Why Study Scalp Care, Shampooing, and Conditioning?
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- Understanding Conditioner
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- Three-Part Procedure
- Procedures

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- Using Toners
- Special Effects Hair Coloring
- Corrective Solutions
- Hair Coloring Safety Precautions
- Procedures
Nail Tips and Sculpted Nails

Hair Removal

Monomer Liquid and Polymer Powder Nail Enhancements

Facials

UV Gels

Facial Makeup

Seeking Employment

Manicuring

On the Job

Pedicuring

The Salon Business

Minnesota Laws and Rules
### PROGRAM OVERVIEW

#### CLINICAL INSTRUCTION AND EXPERIENCE

Each student shall be required to complete the following number of clinical hours in Column I as well as exercises listed in Column II.

<table>
<thead>
<tr>
<th>Clinical Instruction</th>
<th>Column I Hours</th>
<th>Column II Service Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampooing</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>Scalp and Hair Conditioning</td>
<td>80</td>
<td>150</td>
</tr>
<tr>
<td>Hair Design Shaping</td>
<td>150</td>
<td>75</td>
</tr>
<tr>
<td>Chemical Hair Control (including six chemical relaxing exercises)</td>
<td>200</td>
<td>60</td>
</tr>
<tr>
<td>Hair Coloring</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Hair Styling</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>Facials and Makeup (Column II consists of 60 Facials, 40 Make-up and 40 Waxing Body and Face)</td>
<td>200</td>
<td>140</td>
</tr>
<tr>
<td>Manicures (including ten applications of artificial nails, three of which are sculptured on the nail)</td>
<td>150</td>
<td>50</td>
</tr>
</tbody>
</table>

**Cosmetology**

- Skill Hours: 1,130
- Related Theory and Lab Hours: 420
- Total Hours: 1,550

#### U.S. DEPARTMENT OF EDUCATION PROGRAM DISCLOSURES

Information regarding program cost, graduate outcomes, and the occupations the program prepares students to enter can be accessed via the web page within the Minnesota School of Cosmetology website. The program web page can be accessed by using the following link: http://www.msccollege.edu/about-msc/consumer-information.aspx.
MINNESOTA SCHOOL OF COSMETOLOGY, INC.
A PROPRIETARY CORPORATION

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KATHRYN M. MYHRE, Vice President, Secretary

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B.A., University of Minnesota - Twin Cities
JOLENE FORSBERG, Admissions Representative
Diploma, Vera Slater Beauty School
JACQUELINE HANSEN, Front Desk Lead
A.A.S., Minnesota School of Business
JILLEEN HOCKING, Executive Director of Admissions and Campus Director
M.B.A., Minnesota School of Business
B.A., University of Minnesota-Twin Cities
A.A.S., Central Lakes Community College

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TODD GAGLIONE, Licensed Cosmetologist Instructor
LATECIA JENDRO, Licensed Cosmetologist Instructor
TAMERA MAGEE, Licensed Cosmetologist Instructor
JUNE PIERCE, Licensed Cosmetologist Instructor
JAMIE RIPPLINGER, Licensed Cosmetologist Instructor
AMOS THOMSEN, Licensed Cosmetology School Manager, Licensed Cosmetologist Instructor, School Manager

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ABBY COSGROVE, Front Desk Assistant
Diploma, PCI
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A.A.S., Central Lakes Community College
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B.S., Globe University
Diploma, Minnesota School of Cosmetology

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B.A., Hamline University
NATE HERRMANN, Vice President of Operations
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Minnesota School of Cosmetology, Inc.

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651.287.2180

Plymouth Campus
1425 County Road 101 North
Plymouth, MN 55447
763.404.4800

msccollege.edu

The Woodbury and Plymouth campuses are accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., to award diplomas.