



# VICI Beauty School **CATALOG**

**2023**

# TABLE OF CONTENTS

ABOUT VICI	3
MISSION STATEMENT	3
STATE LICENSING & ACCREDITING AGENCY	4
ADMISSIONS REQUIREMENTS	5
THE BASICS OF FINANCIAL ASSISTANCE	9
SATISFACTORY ACADEMIC PROGRESS POLICY	11
COURSE DESCRIPTIONS	15
Cosmetology Program	15
Esthiology Program	18
Barbering Program	21
Nail Technology Program	23
STUDENT SERVICES	26
SCHOOL POLICIES	27
STUDENT EXPECTATIONS	41
ADDENDUM A - ABOUT THE STAFF	43
ADDENDUM B - START DATES & SCHEDULES	44
ADDENDUM C - TUITION & FEES	46



# ABOUT VICI

## ABOUT VICI BEAUTY SCHOOL

The first school location was established in 1969, and has undergone a few name changes. You might wonder about our current name, VICI. Translated from Latin, VICI (pronounced vee-cee) means “to conquer”. So literally, our name means to conquer beauty school!

VICI Beauty School is located at 4111 South 108th Street, Greenfield, WI 53228, in a 20,000 square foot facility consisting of 4 classrooms, student lounge, a cosmetology clinic area with 70 stations and an esthiology clinic with six beds, retail area, and administrative offices. The building is located in a suburban setting with ample parking, close to public transportation and surrounded by protected Milwaukee County wetlands.

## ABOUT THE OWNER

VICI Beauty School is owned by Advanced Institute of Hair Design, Inc, whose principal owner is Penelope Rushing. She has put together a skilled and dedicated team of experienced instructors, trained in all aspects of hair, skin, nail esthetics, and related sciences. Our focused administrative and support staff help to ensure that you are salon ready when you graduate.

### Develop Your Natural Talents

If you're looking for an opportunity to express your creativity and establish a solid professional career, look no further. Come to VICI Beauty School.

### Mission Statement

Our Mission is to strive for excellence in the art and science of cosmetology by giving students the knowledge and skills to prepare them for the State licensing exam, to obtain gainful employment in the cosmetology industry and related fields, to instill a desire to achieve personal and professional goals, and to continually nurture our student's desire for knowledge.

Inspiration + Excellence = Success

# STATE LICENSING & ACCREDITING AGENCY

## VICI Beauty School is Approved by

The Wisconsin Barber or Cosmetology Examining Board, Department of Safety and Professional Services. We are also accredited by the National Accrediting Commission of Career Arts and Sciences.

### STATE LICENSING AGENCY

State of Wisconsin, Department of Safety and Professional Services  
PO Box 8366  
Madison, WI 53708-8366  
(608) 266-2112  
<https://dsps.wi.gov/Pages/BoardsCouncils/Cosmetology/Default.aspx>

### ACCREDITING AGENCY

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

---

---

VICI Beauty School  
4111 S 108th Street  
Greenfield, WI 53228  
(414) 425-1700

# ADMISSIONS REQUIREMENTS

VICI Beauty School is committed to equal educational opportunity and does not discriminate on the basis of race, sex, sexual orientation, gender, age, color, ethnic origin / national origin, religion, disability or perceived gender or gender identity in admissions, instructional, graduation policies, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. VICI does not recruit students already attending or admitted to another school offering a similar program of study.

An applicant must have graduated from high school or have attained high school graduation equivalency as determined by the Department of Public Instruction; is participating in a program approved by the Examining Board; or is at least 18 years old and meets the ability to benefit rule under 20 USC 1091 (d) and/or submits the following documents in order to begin classes:

- A completed Enrollment Application and a non-refundable application fee of \$10.00.
- Provide proof of high school graduation by submitting a high-school diploma, official high-school transcripts with graduation date, GED or HSED, or proof of attainment of an Associates degree or higher by providing official college transcripts.
  - Home schooled students should provide a diploma/transcript signed by parent (If a student graduated from homeschooling prior to October 2014, they need the letter of intent & the letter confirming home schooling from their school district. If a Student graduated from homeschooling after October 2014, they need a diploma template from the state Affidavit of the Supervisor of a Home Education Program form.)
  - The school will accept a foreign diploma or transcript, however the diploma or transcript must be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service prior to submission to the school.
- A copy of valid state or federal photo identification.

Applicants requesting admission will meet with an Admissions Representative for a personal interview and tour of our campus.

In addition to satisfying the documentation requirements above, during this meeting, applicants must demonstrate the character, readiness, and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation for which the program provides training. In determining whether to grant or deny admission, VICI Beauty School will consider information about the applicant's prior educational experiences, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing VICI Beauty School to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities. VICI Beauty School also will consider an applicant's statements and demeanor during the admissions and orientation process. VICI Beauty School reserves the right to deny admission to any applicant who VICI Beauty School, on the basis of background, record, statements, and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by VICI Beauty School.

Applicants who are not eligible for admission will be notified by mail.

Applicants should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.

All courses are taught in English. Textbooks and course materials are only offered in the English Language.

VICI Beauty School does not waive registration fees.

# ADMISSIONS REQUIREMENTS

## STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Wisconsin Barber or Cosmetology Examining Boards to deny licensure. The Wisconsin Barber or Cosmetology Examining Boards may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. VICI Beauty School is not responsible for students denied licensure.

## ORIENTATION

New students are required to attend orientation, which is designed to acquaint each new student with the school's policies, rules and regulations, staff, and student services. The student will be notified upon admission of the orientation date. The school may not credit students for time spent in orientation.

## TRANSFER STUDENTS

The school may accept appropriate credit from other licensed schools for previous education. In order to determine if prior educational hours can be credited, the applicant must:

- Provide an official transcript of prior education with grades and hours
- Schedule a written and practical skill evaluation
- Pay a \$150.00 non-refundable evaluation fee

Please contact an Admissions Representative to discuss the transfer process. The school will review the transcript and evaluation results to determine the required training needed for the applicant to meet our school curriculum and level of achievement.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

## RE-ENTRY STUDENTS

Any withdrawn or terminated student (voluntary or involuntary) may re-enter at the discretion of the Campus Administrator. Students should be aware all previous SAP evaluations remain part of the student's academic record. Under certain circumstances, a student wishing to re-enter may need to wait up to six months before re-entering.

A student that re-enters will return in the same academic and attendance standing as when withdrawn for a period of ninety (90) days from the date of withdrawal. For example, if the student was on attendance warning at the time of withdrawal, he or she will be on warning when he or she returns. However, after ninety (90) days from the date of withdrawal attendance records shall reset to 100%. Academic progress standards are cumulative for all enrollments.

A student wishing to re-enter must:

- Pay a \$150.00 registration fee.
- Complete a new enrollment contract.

# ADMISSIONS REQUIREMENTS

- If the student had been out of school for more than six months, a practical skill evaluation may be required and a \$150.00 evaluation fee will be assessed.
- All previous financial obligations to the school must be satisfied.

## STUDENTS WITH DISABILITIES

The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time.

The person responsible for assisting students through the process and ensuring that the school meets the needs of students with disabilities is our Disability Services Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Disability Services Coordinator.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

### Responsibilities of Students with Disabilities

- Meet admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- Self-identify as a Student with a disability
- Complete the Request for Reasonable Accommodation and provide documentation
- Follow established procedures for requesting accommodations
- Request accommodations in a timely manner by meeting with the Disability Service Coordinator not less than four weeks prior to the scheduled class start date
- Notify the Disability Service Coordinator if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that VICI Beauty School will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies
- File an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

### Responsibilities of School

- Ensure that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the Educational program
- Communicate with the Student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

# ADMISSIONS REQUIREMENTS

## **PROGRAM CANCELLATION POLICY**

If the start of a program needs to be delayed or cancelled, the school will work with the student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within the student's enrollment contract and this catalog.



# THE BASICS OF FINANCIAL ASSISTANCE

Federal Student aid is available to students who qualify. VICI Financial Services can assist you in applying for financial aid. To begin, you must complete a Free Application for Federal Student Financial Aid (FAFSA) form. You can file your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Formally known as Title IV funding, there are three primary types of federal student aid available:

## 1. William D. Ford Federal Direct Loan Program

VICI Beauty School has been a part of this program since its inception in 1994. Eligible students borrow from the US Department of Education. There are three types of loans in this program:

a. Subsidized Stafford Loan – This loan is awarded on the basis of financial need as determined by the school’s cost of attendance minus the student’s Expected Family Contribution, as well as scholarship and grant awards. The federal government pays interest on the loan (“subsidizes” the loan) until you begin repayment and during authorized periods of deferment. You will receive a six-month grace period after you are no longer enrolled to begin repayment of your loan.

b. Unsubsidized Stafford Loan – This loan is not awarded on the basis of need. You will be charged interest from the time the loan is first disbursed until it is paid in full. You will receive a six-month grace period after you are no longer enrolled to begin repayment of your loan. However, you may pay the interest charges on a quarterly basis during your enrollment or grace period.

c. PLUS Loan - This program enables parents who pass a credit check to borrow to pay the education expenses of each child who is a dependent undergraduate student. The academic year on the PLUS Loan is equal to your cost of attendance minus any other financial aid you receive. Repayment of this loan generally begins shortly after the date of the final loan disbursement.

## 2. Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid, providing the program is completed. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree (beauty programs are not considered a professional degree for financial aid purposes). Eligibility is determined using a formula established by Federal law to evaluate the information you report on your FAFSA form. The formula produces an Expected Family Contribution (EFC) number that is used to determine if you are eligible—and if you are eligible—what amount you will be able to receive.

## 3. Federal Supplemental Education Opportunity Grant (FSEOG)

A FSEOG is for undergraduates with exceptional financial need—that is—students with the lowest Expected Family Contribution (EFC’s) and gives priority to students who receive Federal Pell Grants. A FSEOG does not have to be paid back, provided that the program is completed. There is no guarantee that every eligible student will be able to receive a FSEOG; students are awarded this at each school based on the availability of funds.

# THE BASICS OF FINANCIAL ASSISTANCE

## OTHER FINANCIAL ASSISTANCE

### **Veterans Education Benefits**

VICI Beauty School is approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Students eligible for VA Benefits should provide the Admissions Representative a copy of the student's VA certificate of eligibility letter or entitlement information from "eBenefits". Apply online at [www.gibill.va.gov](http://www.gibill.va.gov)

### **Department of Vocational Rehabilitation (DVR)**

If you participate in the DVR program contact your caseworker regarding how much DVR would be willing to pay for your educational costs. You may be surprised at how much they may be able to help you.

### **Bureau of Indian Affairs (BIA)**

If you have a Native American heritage and are registered with an American Indian Tribe, you should contact the Higher Education Department at your tribe's headquarters.

### **Institutional Grants**

VICI Beauty School offers institutional grants only in exceptional circumstances based upon financial need at the discretion of the Financial Services office with final approval from the Chief Financial Officer.

### **Outside Grants and Scholarships**

Many businesses, religious, and civic organizations provide scholarships and grants for post-secondary educational pursuits. This is an area which is often overlooked, you should speak to people such as your high school guidance counselor to obtain more information. Another place to look is local hair salons, you might be able to convince a salon owner to provide you with a scholarship if you agree to work for the salon after you have finished your education.

# SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the school programs whether participating in Title IV programs or not. This policy is provided to all students prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## EVALUATION PERIODS

The school evaluates students for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1350 scheduled hours
Esthiology	300 and 600 scheduled hours
Barbering	450, 900, 950 scheduled hours
Nail Technology	170 scheduled hours

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the school. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course. The school will evaluate student's progress within seven (7) school business days of the date that the student attains the scheduled evaluation periods above. Evaluations will be reviewed with the student and are available for review upon request.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

		Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology	(Full time, 38 hours/week) – 1,800 Hours	60 Weeks	2,250
Esthiology	(Full time, 38 hours/week) – 600 Hours	20 Weeks	750
Barbering	(Full time, 38 hours/week) – 1,000 Hours	33 Weeks	1,250
Nail Technology	(Full time, 38 hours/week) – 340 Hours	12 Weeks	425

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. Transfer student's hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

# SATISFACTORY ACADEMIC PROGRESS POLICY

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as either pass or fail and counted toward course completion only when rated as pass. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

94 – 100	EXCELLENT
87 – 93	VERY GOOD
80 – 86	SATISFACTORY
0 – 79	UNSATISFACTORY

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students will be notified of any evaluation that impacts their eligibility for financial aid.

## WARNING

Students who fail to meet the minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be placed on probation and, if applicable, may be deemed ineligible to receive Title IV funds.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period are considered not to be making satisfactory academic progress and are ineligible to receive Title IV funds. If the student appeals the decision, and prevails upon appeal, they will be placed on probation and considered to be making satisfactory academic progress during this probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at

# SATISFACTORY ACADEMIC PROGRESS POLICY

the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **APPEAL POLICY**

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within fifteen calendar days. Reasons for which students may appeal a negative progress determination include:

- Death of a relative
- Injury or illness of the student
- Other special or mitigating circumstances as determined by the school

If a student can show through documentation that circumstances beyond their control led to their inability to meet standards, they can file an appeal.

In order to file an appeal, students must complete all of the following steps:

- The appeal must be in writing and signed by the student
- The appeal must explain why the student failed to meet satisfactory progress standards, and include supporting documentation of the reasons why the determination should be reversed, such as
  - o A letter from the student's doctor
  - o A copy of a death notice which lists the student's name or their parent(s)
- The appeal must explain what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

## **INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

# SATISFACTORY ACADEMIC PROGRESS POLICY

## **NON-CREDIT, REMEDIAL COURSES AND REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution; therefore, these items have no effect upon the school's satisfactory progress standards. Incompletes are not included in the calculation of the student's grade average. Students withdrawing from the school will receive credit for all clock hours completed up to the point of withdrawal, and all the student's scheduled hours up to the point of withdrawal will count in the qualitative requirement. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **CHANGES IN PROGRAMS / PROGRAM TERM**

The school's programs are independent full-time courses leading to different state licenses. Students may only enroll in one program at a time. The school does not offer an option for a second program to be taken concurrently. A student who wishes to transfer from one program to another must first complete or withdraw from the first program and begin the Admissions process for enrollment into a new program.

Each program has its own SAP policy; prior attendance and academics will not be counted towards SAP in the new program. The school's programs are clock-hour programs and there are no terms. There is no summer term, and no spring break or winter break. Once a class begins, a student continues on their scheduled program until they complete as described above.

# COURSE DESCRIPTIONS

## Cosmetology Program

The purpose of the Cosmetology Program is to train students in both theory and practical experience which will prepare them for immediate employment opportunities as a licensed cosmetologist. The program is particularly directed toward developing desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. The program emphasizes sanitation and safety in accordance with Wisconsin State statutes. This 1,800-hour program incorporates the basic, fundamental skills and related sciences necessary to attain success in the cosmetology industry. This program is full time and requires a schedule of 38 hours/week toward completion of the program.

### COURSE OBJECTIVES

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

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

### TEACHING AND LEARNING METHODS

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

# COURSE DESCRIPTIONS

## COURSE CONTENT

Item	Theory Hours	Practical Hours
Hygiene, grooming, and personal development.	10	0
Bacteriology, sterilization, and sanitation.	20	20
Tools, equipment, and implements and usage.	3	9
Hair cutting, hair tapering, razor cutting, hairstyling, curling, thermal waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs, and wefts.	150	450
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching, and chemistry.	190	400
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, false eyelashes, light therapy, tanning, and introduction to electrology.	35	60
Manicuring	10	25
Anatomy and physiology of the hair, skin and nails, and disorders of the hair, skin, scalp and nails	50	0
Product knowledge, product use and sales, preparing and consulting with customer for services	45	0
Laws, rules, professional ethics, and history of barbering and cosmetology	18	0
Individual student needs, industry trends and electives, such as: record keeping, mathematics, communications, human relations, public relations, first aid, etc.	117	188
<b>TOTAL HOURS</b>	<b>648</b>	<b>1152</b>

## REFERENCE MATERIALS

Each classroom is supplied with textbooks, whiteboard, and a large screen TV. In addition, the school is provided with an internet connection allowing accessibility to current websites, videos, and tutorials. Electronic and/or hard copies of any textbooks, periodicals or other reference materials may also be available.

## REQUIRED LEVEL OF ACHIEVEMENT

Students must complete the required number of hours of program content in both theory and practical. Students must achieve a minimum GPA of 80%.

The required number of practical hours must be performed on the clinic floor in the form of client services to



# COURSE DESCRIPTIONS

successfully complete the program. Students who are unable to meet the minimum number of practical hour requirements in a given area, but who have maintained a minimum 90% productivity rate, may be given a competency-based exam to assess their skill level to become eligible for graduation.

## PROGRAM LENGTH RATIONALE

Although the state of Wisconsin only requires 1,550 hours of education for a cosmetology license, we have elected to have our program require 1,800 hours needed for graduation. You may be wondering why?

VICI Beauty School has more than forty years of experience in successfully teaching today's cosmetology students. The school has an Advisory Board comprised of industry professionals, from salon and spa owners, to graduates, to industry representatives. Our Advisory Board unanimously agrees—as do we—that today's cosmetology graduate will find success in our industry based not only on their technical skills, but on their personal and business skills as well.

We firmly believe that it will be in our student's best interest to provide them with more than just a basic education, but provide additional education for success. We will provide additional training in the areas of:

- Advanced color class
- Salon mentoring
- Retail skills
- Resume writing
- Interviewing skills
- Best business practices
- Creating your salon image
- Salon relationships

Our goal is to make you fully prepared to be salon ready when you graduate!

## GRADUATION REQUIREMENTS

To graduate and receive a diploma, you must:

- Complete the required 1,800 hours of classroom and clinic training.
- Complete the course of study for the cosmetology program including all tests and/or projects with a final grade point average of not less than 80%.
- Satisfy all financial obligations to the school not less than 30 days prior to the anticipated completion date listed on contract.
- Pass either the school final exam or the Wisconsin Cosmetology Practitioner's License exam.

Students who are absent from or fail their Final Exam and have not passed the Wisconsin License Exam must remain in school full time until the next scheduled final exam is given. Students who have not completed the required hours for graduation by the contract expiration date will be charged the hourly rate for excess hours until they complete the requirements. Graduation from the school is required before the student will be allowed to apply for a Wisconsin Practitioner's license.

Upon graduation, students will receive a VICI Beauty School Diploma for completing the cosmetology course.

## LICENSING REQUIREMENTS

Detailed Wisconsin licensing requirements are provided to students on a separate handout at Orientation.

# COURSE DESCRIPTIONS

## Esthiology Program

The primary purpose of the Esthiology Program is to train students in both theory and practical experience which will prepare them for immediate employment opportunities as a licensed esthetician. The program is particularly directed toward developing desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. The program emphasizes sanitation and safety in accordance with Wisconsin State statutes. This 600-hour esthiology program incorporates the basic, fundamental skills and related sciences necessary to attain success in the esthiology industry. This program is full time and requires a schedule of 38 hours/week toward completion of the program.

### COURSE OBJECTIVES

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of skin care, diseases and disorders of the skin and scalp, light therapy, facial massage, color analysis, makeup applications, false eyelashes, waxing, and body services.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

### TEACHING AND LEARNING METHODS

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

# COURSE DESCRIPTIONS

## COURSE CONTENT

Item	Theory Hours	Practical Hours
Laws and code, bookkeeping, business management, history, and ethics	26	0
Safety, sterilization, and sanitation.	30	20
Anatomy and physiology	30	0
Chemistry, treatments and process	24	0
Treatment-product and techniques.	33	235
Electricity, machines and equipment	10	35
Make-up and color analysis	12	25
Individual student needs, industry trends and electives, such as record keeping, mathematics, communications, human relations, public relations, first aid, etc. Hours may include structured visits conducted by the school outside of the classroom at one or more barbering and cosmetology or aesthetics establishments.	65	60
<b>TOTAL HOURS</b>	<b>230</b>	<b>370</b>

## REFERENCE MATERIALS

Each classroom is supplied with textbooks, whiteboard, and a large screen TV. In addition, the school is provided with an internet connection allowing accessibility to current websites, videos, and tutorials. Electronic and/or hard copies of any textbooks, periodicals or other reference materials may also be available.

## REQUIRED LEVEL OF ACHIEVEMENT

Students must complete the required number of hours of program content in both theory and practical. Students must achieve a minimum GPA of 80%.

The required number of practical hours must be performed on the clinic floor in the form of client services to successfully complete the program. Students who are unable to meet the minimum number of practical hour requirements in a given area, but who have maintained a minimum 90% productivity rate, may be given a competency-based exam to assess their skill level to become eligible for graduation.

# COURSE DESCRIPTIONS

## PROGRAM LENGTH RATIONALE

Although the state of Wisconsin only requires 450 hours of education for an esthetician license, we have elected to have our program require 600 hours needed for graduation. You may be wondering why?

First and foremost, the range of esthetic services is much greater today than it was just a few years ago. We firmly believe that it will be in our student's best interest to provide them with more than just a basic education but provide additional education for this expanded range of services. We will provide additional training in the areas of:

- Airbrush makeup
- Massage techniques for facials
- Brazilian waxing

Salon and spa owners like to see new hires that have received more training in advanced techniques. VICI Beauty School can provide you with almost 35% MORE education at the same cost as other schools!

## GRADUATION REQUIREMENTS

To graduate and receive a diploma, you must:

- Complete the required 600 hours of classroom and clinic training.
- Complete the course of study for the esthiology program including all tests and/or projects with a final grade point average of not less than 80%.
- Satisfy all financial obligations to the school not less than 30 days prior to the anticipated completion date listed on contract.
- Pass either the school final exam or the Wisconsin Aesthetics Practitioner's License exam.

Students who are absent from or fail their Final Exam and have not passed the Wisconsin License Exam must remain in school full time until the next scheduled final exam is given. Students who have not completed the required hours by the contract expiration date will be charged the hourly rate for excess hours until they complete the requirements. Graduation from the school is required before the student will be allowed to apply for a Wisconsin Practitioner's license.

Upon graduation, students will receive a VICI Beauty School Diploma for completing the esthiology course.

## LICENSING REQUIREMENTS

Detailed Wisconsin licensing requirements are provided to students on a separate handout at Orientation.

# COURSE DESCRIPTIONS

## Barbering Program

The primary purpose of the Barbering Program is to train students in both theory and practical experience which will prepare them for immediate employment opportunities as a licensed barber. The program is particularly directed toward developing desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. The program emphasizes sanitation and safety in accordance with Wisconsin State statutes. This 1,000-hour barbering program incorporates the basic, fundamental skills and related sciences necessary to attain success in the barbering industry. This program is full time and requires a schedule of 38 hours/week toward completion of the program.

### COURSE OBJECTIVES

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

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, shaving, beard and mustache shaping and skin care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

### TEACHING AND LEARNING METHODS

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

### COURSE CONTENT

Item	Theory Hours	Practical Hours
Hygiene, grooming, and personal development.	5	0
Bacteriology, sterilization, and sanitation.	15	10
Tools, equipment, and implements and usage.	3	10
Hair cutting, hair tapering, razor cutting, hairstyling, curling, thermal waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs, and wefts.	100	400
Hair straightening, hair relaxing, thermal hair straightening,	87	250

# COURSE DESCRIPTIONS

blow-outs, permanents, hair coloring, tinting, bleaching, and chemistry.

Shaving, beard and mustache shaping, trimming, facials, facial massages, and basic principles of electricity.	20	30
---	----	----

Anatomy and physiology of the hair, skin and nails, and disorders of the hair, skin, and scalp	15	0
--	----	---

Product knowledge, product use and sales, preparing and consulting with customer for services	15	0
---	----	---

Laws, rules, professional ethics, and history of barbering	18	0
--	----	---

Individual student needs, industry trends and electives, such as: record keeping, mathematics, communications, human relations, public relations, first aid, etc.	10	12
---	----	----

<b>TOTAL HOURS</b>	<b>288</b>	<b>712</b>
--------------------	------------	------------

## REQUIRED LEVEL OF ACHIEVEMENT

Students must complete the required number of hours of program content in both theory and practical. Students must achieve a minimum GPA of 80%.

The required number of practical hours must be performed on the clinic floor in the form of client services to successfully complete the program. Students who are unable to meet the minimum number of practical hour requirements in a given area, but who have maintained a minimum 90% productivity rate, may be given a competency-based exam to assess their skill level to become eligible for graduation.

## GRADUATION REQUIREMENTS

To graduate and receive a diploma, you must:

- Complete the required 1,000 hours of classroom and clinic training.
- Complete the course of study for the barbering program including all tests and/or projects with a final grade point average of not less than 80%.
- Satisfy all financial obligations to the school not less than 30 days prior to the anticipated completion date listed on contract.
- Pass either the school final exam or the Wisconsin Barbering Practitioner's License exam.

Students who are absent from or fail their Final Exam and have not passed the Wisconsin License Exam must remain in school full time until the next scheduled final exam is given. Students who have not completed the required hours by the contract expiration date will be charged the hourly rate for excess hours until they complete the requirements. Graduation from the school is required before the student will be allowed to apply for a Wisconsin Practitioner's license.

Upon graduation, students will receive a VICI Beauty School Diploma for completing the barbering course.

## LICENSING REQUIREMENTS

Detailed Wisconsin licensing requirements are provided to students on a separate handout at Orientation.

# COURSE DESCRIPTIONS

## **Nail Technology Program**

The primary purpose of the Nail Technology program is to train students in both theory and practical experience which will prepare them for immediate employment opportunities as a licensed manicurist. The program is particularly directed toward developing desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. The program emphasizes sanitation and safety in accordance with Wisconsin State statutes. This 340-hour nail technology program incorporates the basic, fundamental skills and related sciences necessary to attain success in the nail technology industry. This program is full time and requires a schedule of 38 hours/week toward completion of the program.

### **COURSE OBJECTIVES**

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

- To provide education in both theory and practical experiences of manicuring and nail technology.
- To provide experience in all phases of manicuring and nail technology.
- To prepare students to successfully pass the state board examination, and function in the field of licensed manicuring and nail technology.
- To develop desirable work habits including attitude, pride in work, as well as acceptable habits in grooming and dress.
- To develop employer / employee relationships and effective communication skills, to develop personal and business ethics; including customer relationships.

### **TEACHING AND LEARNING METHODS**

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

# COURSE DESCRIPTIONS

## COURSE CONTENT

Item	Theory Hours	Practical Hours
Laws and code, bookkeeping, business management, history, and ethics	36	0
Safety, sterilization, and sanitation	20	25
Anatomy and physiology	18	8
Nails, skin and disorders	24	10
Manicuring and pedicuring	34	112
Intro to advertising	12	0
Individual student needs, industry trends and electives, nail techniques (wraps, sculptures, acrylics, gels) nail art (gems, striping, decals, painting)	27	54
<b>TOTAL HOURS</b>	<b>171</b>	<b>169</b>

## REFERENCE MATERIALS

Each classroom is supplied with textbooks, whiteboard, and a large screen TV. In addition, the school is provided with an internet connection allowing accessibility to current websites, videos, and tutorials. Electronic and/or hard copies of any textbooks, periodicals or other reference materials may also be available.

## PROGRAM LENGTH RATIONALE

Although the state of Wisconsin only requires 300 hours of education for nail technician license, we have created a program that requires 340 hours needed for graduation. You may be wondering why.

First and foremost, the range of nail tech services is much greater today than it was just a few years ago. We firmly believe that it will be in our student's best interest to provide them with more than just a basic education but provide additional education for this expanded range of products used and services offered.

We will provide additional training in the areas of:

- Gel product services
- Nail art with free hand and stencil applications
- Nail gem designs
- Shellac product applications
- Fiberglass / silk product applications
- Artificial nail product removal methods

Salon and spa owners like to see new hires that have received more training in the use of new products as well as new and current techniques.



# COURSE DESCRIPTIONS

VICI Beauty School can provide you with MORE education at the same cost as other schools!

## **REQUIRED LEVEL OF ACHIEVEMENT**

Students must complete the required number of hours of program content in both theory and practical. Students must achieve a minimum GPA of 80%.

The required number of practical hours must be performed on the clinic floor in the form of client services to successfully complete the program. Students who are unable to meet the minimum number of practical hour requirements in a given area, but who have maintained a minimum 90% productivity rate, may be given a competency-based exam to assess their skill level to become eligible for graduation.

## **GRADUATION REQUIREMENTS**

To graduate and receive a diploma, you must:

- Complete the required 340 hours of classroom and clinic training.
- Complete the course of study for the nail technology program including all tests and/or projects with a final grade point average of not less than 80%.
- Satisfy all financial obligations to the school not less than 30 days prior to the anticipated completion date listed on contract.
- Pass either the school final exam or the Wisconsin Manicurist's License exam.

Students who are absent from or fail their Final Exam and have not passed the Wisconsin License Exam must remain in school full time until the next scheduled final exam is given. Students who have not completed the required hours by the contract expiration date will be charged the hourly rate for excess hours until they complete the requirements. Graduation from the school is required before the student will be allowed to apply for a Wisconsin Manicurist license.

Upon graduation, students will receive a VICI Beauty School Diploma for completing the nail technology course.

## **LICENSING REQUIREMENTS**

Detailed Wisconsin licensing requirements are provided to students on a separate handout at Orientation.

# STUDENT SERVICES

## STUDENT RECOGNITION

In-house competitions are held for students to demonstrate their talents in hair and make-up. Winning students receive awards. Awards are also given to recognize student achievement.

## PLACEMENT SERVICES

As our primary mission is education, we cannot guarantee job placement upon graduation. However, we offer placement assistance thru career fairs, and resume writing skills during your classroom training. We also encourage salon owners to visit the school to seek out new talent. Salons also contact the school looking for new talent and we post those notices on the job board in the student lounge, as well as in our school's Facebook Alumni Forum.

## HOUSING

The School does not offer housing or assistance in obtaining housing.

## CHILD CARE SERVICE

The school does not provide childcare services and for their own safety. Unsupervised children are not allowed in school. It is the student's responsibility to seek a reliable childcare facility.

## PUBLIC TRANSPORTATION & PARKING

The school is located on a public bus line. There is ample parking available on campus, please park only in designated student parking areas.

## CAREER OPPORTUNITIES

There are many opportunities for you to grow within the beauty industry, here are just some of them:

SALON	SPA	INDUSTRY
<ul style="list-style-type: none"><li>• Hairstylist</li><li>• Colorist</li><li>• Permanent Wave Specialist</li><li>• Makeup Artist</li><li>• Esthetician</li><li>• Manicurist</li><li>• Salon Manager</li><li>• Salon Owner</li></ul>	<ul style="list-style-type: none"><li>• Esthetician</li><li>• Body Care Specialist</li><li>• Spa or Health Club Therapist</li><li>• Spa Manager</li><li>• Spa Owner</li><li>• Freelance Makeup Artist</li><li>• Makeup Artist for Stage or Film</li></ul>	<ul style="list-style-type: none"><li>• Instructor</li><li>• Product Sales Representative</li><li>• Product Educator</li><li>• Platform Artist</li><li>• School Owner</li><li>• State Board Examiner</li><li>• Educational Director</li><li>• Magazine Writer</li></ul>

# SCHOOL POLICIES

Timeliness is a required trait for this industry, clients do not like to be kept waiting. A student is expected to be at school set up and ready for class in the classroom or on the clinic floor as scheduled with the prescribed sanitary set up. A student may not receive more hours on a daily or weekly basis than what is allowed by state law. Each student is required to punch in and out using the time clock. Students receive credit for all hours attended during regular school hours. Attendance hours are never deducted as a penalty. Students may not punch each other in or out.

## PUNCTUALITY

Students are required to notify the Campus Administration prior to their scheduled start time if they are going to be late. In any given month, the first tardy will result in a verbal warning; the second tardy will result in a written warning; the third tardy will result in a final warning; and each subsequent tardy will result in a one-day suspension. Tardies will be rounded up to the nearest quarter hour.

## ABSENCES

Students are required to report an absence prior to the beginning of their scheduled start time. Failure to report an absence may result in suspension. If the absence is pre-excused, you need not call in. Requests for pre-approved absences must be submitted at least one week in advance for classroom students and two weeks in advance for clinic floor students. Cosmetology students will be allowed three (3) Saturday absences, Eshtiology students two (2), before corrective measures are taken.

## ATTENDANCE

Student attendance is generally reviewed monthly throughout the enrollment period. A student whose attendance average falls below 90% is considered not to be maintaining satisfactory attendance. Students not maintaining satisfactory attendance will be placed on notice status or final status according to the following schedule:

If you are on:	If minimum attendance is met during the following period:	If minimum attendance is not met during the following period:
Active Status	You're doing great!	Move to Notice #1
Notice #1	Active Status	Move to Notice #2
Notice #2	Notice #1	Move to Final Notice
Final Notice	Notice #2	No unexcused absence: Notice #2 Unexcused absence: Termination

Students who are on a notice status cannot miss any time, therefore a request for time off will generally be denied. If a student is absent while on a notice status they are encouraged to provide written documentation from a medical doctor or dentist, social service agency, court or other approved agency for consideration as an explanation for the absence. However, documentation does not "excuse" the absence.

From time-to-time the school may adjust student start times. Students are expected to report their absence or tardy according to the adjusted start time. Students who have been absent from school must report to the School Administrator upon their return.

Students who are not in attendance for three (3) consecutive school days and have not called in to report the absence to the school administration, or students who are not in attendance for fourteen (14) consecutive calendar days, will be considered to have discontinued or terminated their enrollment.

# SCHOOL POLICIES

## LEAVE OF ABSENCE POLICY

Under certain circumstances, a student may request a leave of absence from VICI Beauty School. Following is the school's policy and procedure for taking a leave of absence.

1. A leave of absence generally may only be taken for the following reasons: personal serious health condition; birth of your child; adoption of a child by you; placement by the State of a child with you for foster care; serious health condition of your child; serious health condition of your parent; serious health condition of your spouse; jury duty; military duty; or other special circumstances as determined by the school.
2. Students must submit a Leave of Absence Request Form, in advance, for any leave of absence. The only exception will be for an unforeseen medical circumstance. The request for a leave must include the reason for the leave, the start date of the leave, the anticipated end date of the leave, and the request must be signed and dated by the student.
  - a. In the event a student is unable to complete a leave request in advance due to unforeseen medical circumstances, the student must complete and sign the request form and provide supporting documentation to the school as soon as practical under the circumstances. In this case, the beginning date of the approved leave of absence will be the first date the student was unable to attend the school because of the unforeseen medical circumstance.
3. Along with their written request for a leave, the student must submit written documentation from their health care provider of the need for a leave. In the case of jury or military duty, the student must provide a copy of their jury summons or activation notice.
4. Except for jury duty or military duty, any request for leave must be for a minimum of fourteen (14) days.
5. Any student failing to return to school the day after the expiration of a leave of absence will be considered to have withdrawn from school. Any refund due the student, or charges due the school will be calculated in accordance with the school's refund policy. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance as evidenced by attendance records.
6. Upon return from the leave, the student must:
  - a. Present a completed "Return to School" form, without restrictions, signed by their physician.
  - b. Sign "Addendum to Student Contract Graduation Date" section of the original Leave of Absence Request Form.
7. A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time.

Federal regulations allow students an approved leave of absence of no more than 180 days during their enrollment. There are no exceptions. A student on a leave of absence will incur no additional charges by the school. An approved leave of absence will extend the student's contract period and maximum time frame for completion by the same number of days in the approved leave of absence.

If a student is a Title IV loan recipient, prior to granting the leave of absence the school will explain to the student the effect the leave may have on the student's grace period.

# SCHOOL POLICIES

Students on leave of absence should continue to make payments on their account as scheduled. Direct and PLUS loan disbursements are not credited to a student's account while on leave.

## WEATHER OR EMERGENCY SCHOOL CLOSINGS

In case of a weather emergency, the school will close if the Milwaukee County Transit System stops operation.

## GRADING POLICY

### Theory Work Grading Scale

94-100	Excellent
87-93	Very Good
80-86	Satisfactory
0-79	Unsatisfactory

### Practical Work Grading Scale

Satisfactory Pass or Unsatisfactory / Fail

## MAKEUP TESTS / COMPLETING ASSIGNMENTS

If a student is absent for a test or absent on an assignment due date, the student has three school days to make up the test or turn in the assignment. It is the student's responsibility to make arrangements with their instructor to make up a test and/or turn in the assignment. If the test is not made up, or the assignment not completed within three school days, the student will receive a zero grade. A student may not be eligible to progress to the next phase of their education unless all unit tests, assignments and workbook chapters are completed.

## RECORD RETENTION POLICY

The School maintains educational records and attendance records for a period of five years. These records include:

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Tuition and financial aid records, when applicable

These records shall be maintained after the student either terminates training or graduates.

## REFUND POLICY

VICI Beauty School's refund policy includes provisions that conform to the State of Wisconsin Department of Safety and Professional Services, Administrative Code for Barbering or Cosmetology. This policy also conforms to the Higher Education Act Amendments of 1998 Public Law 105-255 pertaining to Federal Financial Aid recipients. A \$10.00 application fee submitted with the enrollment application prior to enrollment is non-refundable.

### Full Refund

**A full refund of all monies paid by the student under the enrollment contract shall be made if:**

1. You decide to cancel your enrollment by mailing or delivering a written notice to the VICI Corporate Office, 10700 W. Venture Drive, Unit D, Franklin, WI 53132, within three business days of signing the enrollment contract. The postmark on your written notification will determine the cancellation date, or the date it is delivered in person to the address above. This policy applies regardless of whether or not you have actually started your

# SCHOOL POLICIES

training.

2. You were accepted for enrollment but were unqualified for entrance.
3. If any written or oral misrepresentations were made by the school.

## Partial Refund

### For all students whose enrollment ends prior to your first day of class

1. If you withdraw or are dismissed by the school prior to the start of classes, all monies paid by the student under the enrollment contract shall be refunded except for a \$150.00 withdrawal fee.

For all students whose enrollment ends on or after your first day of class and prior to graduation:

1. In accordance with federal, state and accrediting commission regulations, a refund/repayment calculation will be performed within 30 days of your termination to determine whether the school must return (refund) federal funds to the federal student aid program on your behalf; whether you must repay the federal government for a federal aid awarded to you which you received as a cash payment, but were not eligible for as a result of your termination, or whether you owe the school a balance for unpaid charges accrued during your enrollment.

2. Percentage of Enrollment Time means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days to complete the course of instruction.

3. Institutional charges are defined as tuition, registration fee, and class/lab fees. Non-institutional charges are defined as, but not limited to, kit fee, sales tax, interest charges, etc.

4. A \$150.00 withdrawal/termination fee will be assessed to students whose enrollment has been terminated or who voluntarily withdrew.

5. The following chart is used to determine the percentage of institutional charges the school has earned:

Percentage of Enrollment Time		Percentage of total cost which may be charged:
Greater than:	Less than or equal to:	
0	5	20
5	10	30
10	15	40
15	25	45
25	50	70
50	100	100

6. Students will be notified in writing of the refund calculation results. All unpaid fees due the school must be paid in full within 30 days after the date of the refund calculation letter.

7. A full refund will be made for any student kit items that are unused and in their original condition and packaging if the items are returned to the school within fifteen days of withdrawal or termination.

8. If the school permanently closes or no longer offers instruction after enrollment, the student will be entitled to a pro-rated refund. If this occurs, students should contact the following agency to make a claim: Mr. Fred Thomas, Robertson, Ryan & Associates, 330 East Kilbourn Avenue, Milwaukee, WI 53202 (414) 271-3575.

9. If the scheduled course is cancelled after signing enrollment contract and prior to the actual start date, the student will receive a full refund of all monies paid to this point and given the option of enrolling in a future class.

## VETERAN STUDENTS

When a veteran or other eligible student enrolled in a non-accredited school fails or ceases to attend classes, withdraws, or is discontinued from class before completion, the school will refund a pro-rata portion of all charges that the length of the completed portion of the course bears to the total length of the course. The exact

# SCHOOL POLICIES

proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the total course. Furthermore, and additional established fee—variously designated as an application fee, enrollment fee, or registration—in an amount not to exceed \$10, need not be subject to proration. Where the established fee is more than \$10, the amount in excess of \$10 is subject to proration. If you receive veterans' benefits through the US Department of Veterans Affairs (VA) and are going on a leave of absence (LOA), be advised that your enrollment will be terminated with the VA and your benefits will cease on the first day of your LOA. They may resume when you return from the LOA. It is your responsibility to notify the School Certifying Official (SCO) regarding the LOA start date and the date when you will return to classes at VICI to ensure that you are paid for the period during which you are enrolled and to not incur an overpayment from the VA. (Authority: 38 CFR 21.4255)

## **RETURN OF TITLE IV FUNDS POLICY**

A student recipient of Federal Title IV funds (i.e., Federal Pell, SEOG grants or Direct or PLUS loans) who withdraws from the school before completing 60% of the payment period is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal expenses or housing expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education related expenses through the end of the payment period.

The amount to be returned to the school will be determined by your institutional costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from the last date of attendance.

To determine the amount of aid you earned up to the time of withdrawal, VICI Beauty School's Financial Aid Office will determine the percentage of the payment period you attended. The percentage used to determine the return of federal student aid funds is calculated by the number of clock hours you were scheduled to complete in the payment period as of the last date of attendance divided by the total number of clock hours in the payment period. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. VICI Beauty School's Financial Aid Office will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the Return of Title IV Aid calculation is completed and processed are then used to repay VICI Beauty School's funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual



# SCHOOL POLICIES

federal programs. Financial aid returned by you and/or your parent or the school must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, VICI Beauty School must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

VICI Beauty School may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

## **OFFICIAL WITHDRAWAL**

A student must contact the Campus Administrator (verbally or in writing) to withdraw.

For tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the Campus Administrator they are withdrawing. The date on which the school terminates the student's enrollment as provided in his/her enrollment agreement shall also be considered the student's date of withdrawal.

## **UNOFFICIAL WITHDRAWAL**

If a student does not return from the student's leave of absence by the student's expected return, the student shall be considered withdrawn.

If a student is absent for 14 consecutive calendar days (other than pursuant to an approved leave of absence), the student shall be considered withdrawn. The student's last date of attendance will be the date used to calculate the Return of Title IV Funds.

## **CONSUMER INFORMATION & GAINFUL EMPLOYMENT**

Consumer information and information relating to Gainful employment can be found on our website at [www.vicibeautyschool.com/enrollment/admissions-tuition](http://www.vicibeautyschool.com/enrollment/admissions-tuition)



# SCHOOL POLICIES

## **STUDENT TUITION ACCOUNTS**

Students will generally receive a monthly statement of their account; however they may request a copy of their account/monthly statement at any time.

## **MONTHLY INTEREST CHARGE**

If full payment is not made on or before your first scheduled day of class, a 1% interest charge is assessed each month on the unpaid balance due the school after all federal financial aid—if any—has been received.

## **SURETY BOND**

All schools and specialty schools in the State of Wisconsin are required to post a surety bond with the State to protect students of the school and their parents, guardians, and sponsors from risk of economic loss. For information on how to make a claim, please contact Mr. Fred Thomas, Robertson, Ryan & Associates, 330 East Kilbourn Avenue, Milwaukee, WI 53202 (414) 271-3575.

## **SEARCH POLICY**

Lockers and stations furnished for student use belong to the school and are subject to search by the school or police officials at any time for any reason. By entering onto the premises of the school, students agree that they and any items, including handbags, briefcases, purses, and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

## **PHOTO AND TESTIMONIAL RELEASE**

VICI Beauty School reserves the right to reproduce and publish any photos taken of students during their enrollment, as well as any testimonials written, for the purpose of marketing the school and/or business related consumer information.

## **HARRASSMENT, INTIMIDATION & BULLYING POLICY**

VICI Beauty School is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, social media or other electronic devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, social media or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in VICI Beauty School.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the VICI Beauty School. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or

# SCHOOL POLICIES

other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

## **SOCIAL NETWORKING POLICY**

VICI Beauty School respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, Twitter, You Tube, Friendster, etc.) Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the VICI Beauty School culture. VICI Beauty School does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a VICI Beauty School Future Professional and misrepresent VICI Beauty School culture. VICI Beauty School reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## **GRIEVANCE POLICY**

VICI Beauty School is committed to the success of its students in all of its academic programs. We understand that sometimes challenges occur, therefore this policy shall be made available to all students prior to the start of their program.

Before submitting a Student Grievance Form which can be obtained from the Campus Administrator or an Instructor, a reasonable effort shall be made by those involved to resolve the situation amicably. A situation is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to create a mutually acceptable resolution. Therefore, it is in the best interest of the student and the school to resolve disputes through open and cooperative dialogue.

If a grievance was unable to be resolved thru constructive dialog, or for more serious grievances, the student should submit a Student Grievance Form and submit it to the Campus Administrator which explains the complaint in detail. The Campus Administrator will review the form and will provide a response to the student within fourteen school days of receiving the form.

If the student is not satisfied with the Campus Administrator's response, the student may contact Penny Rushing, President, at penny@vici.edu. A response will be provided within fourteen school days. Students may always

# SCHOOL POLICIES

contact the state and/or accrediting agencies listed in this catalog to voice concerns or complaints.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

VICI Beauty School is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), VICI has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Campus Administrator or when updated Reports are distributed annually.

Additionally, in accordance with our school's obligations under Title IX, the school will excuse student absences due to pregnancy or related conditions, as long as the student's doctor deems the absences to be medically necessary. Students would need to provide the school with written confirmation from the doctor confirming that the absence occurred based on the doctor's medical opinion that the student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.

## **PROFESSIONAL JUDGEMENT**

Federal law provides students with the right to request an adjustment from the institution to their financial aid awards due to special or unusual circumstances. The institution shall consider and evaluate all requests for adjustment on a case-by-case basis, and its determination will be final. Requests for adjustment must be made by students as soon as possible or when the institution is processing the student's financial aid package. The institution shall provide the student with the results of its review, and the details of any change to the student's financial aid package, within 60 days of the date that the institution receives all required documentation from the student. This policy shall be followed for all students who request an adjustment to their financial aid packages based on special or unusual circumstances.

### **Special Circumstances**

Adjustments based on special circumstances allow the institution to adjust ISIR income information in cases where the student's or family's current income is materially less than the income used to determine the student's financial aid eligibility. A special circumstances adjustment may also be requested to modify cost of attendance components to account for additional expenses incurred by the student or family that are not reflected in the standard cost of attendance calculations.

Any request for consideration of an adjustment based on special circumstances must be made by the student, in writing, to the institution's financial aid department. The following information must be submitted to the institution by any student requesting an adjustment:

- A written request for an adjustment due to special circumstances
- The type of adjustment being requested (income adjustment or expenses adjustment)
- A detailed description of the circumstances involved
- Evidence documenting the reduction of income for adjustments based on income
- Evidence documenting the additional expenses for adjustments to the Cost of Attendance

In cases where the student has not submitted all documentation required by the institution, or in cases where the student has already been packaged for the maximum amount of financial aid offered by the institution, the

# SCHOOL POLICIES

student's request for adjustment shall be declined. In all other cases, the institution shall review the student's file, consider the special circumstances involved, and determine whether the documentation submitted by the student supports the request for adjustment. If an adjustment to income is authorized by the institution, a correction to the student's ISIR information will be filed by the institution. The corrected ISIR will then be used to re-package the student's file for any additional financial aid eligibility. For adjustments to cost of attendance components based on additional expenses, the institution shall adjust the cost of attendance accordingly and shall re-package the student's file for any additional financial aid eligibility.

## Unusual Circumstances

Adjustments based on unusual circumstances, commonly known as "dependency overrides", allow the institution to treat as independent any student who, based on the criteria and definitions in the Higher Education Act, should otherwise be considered to be dependent for federal financial aid purposes. Unusual circumstances adjustments are extremely rare and, in accordance with U.S. Department of Education guidelines, shall only be considered if the student's situation is unusual. An example of a qualifying circumstance would be one that might involve cases of human trafficking, asylum or refugee situations, parental abuse, abandonment, or incarceration. An example of a non-qualifying circumstance would include one in which the student is self-supporting and receives no financial assistance from the parents. While the latter may appear to be a situation in which adjustment is warranted, this example is not "unusual" and based on USDE guidance, would not qualify for an unusual circumstances adjustment.

Any request for consideration of an adjustment based on unusual circumstances must be made by the student, in writing, to the institution's financial aid department. The following information must be submitted to the institution by any student requesting an adjustment:

- A written request for an adjustment due to unusual circumstances
- A detailed description of the unusual circumstances involved
- A detailed description of the sources of financial support covering living costs
- Evidence documenting the unusual circumstances and sources of financial support (must include evidence from unrelated third-party individuals or organizations)

The institution shall decline any request for adjustment due to unusual circumstances if the student has not submitted all documentation required by the institution. In all other cases, the institution shall review the student's file, consider the unusual circumstances involved, and determine whether the documentation submitted by the student supports the request for adjustment.

If an unusual circumstances adjustment (dependency override) is authorized by the institution, the institution shall complete such adjustment to the student's FAFSA / ISIR as required. The corrected ISIR will then be used to re-package the student's file for any additional financial aid eligibility. The student shall continue to be considered independent under the unusual circumstances adjustment for each subsequent award year at the institution unless the student has informed the institution that circumstances have changed, or if the institution determines that it has conflicting information regarding the student's dependency status.

## Acceptable Documentation

The following guidance, as published by the U.S. Department of Education's Dear Colleague Letter GEN-22-15, outlines acceptable documentation for requests for adjustment. Acceptable documentation includes, but is not limited to:

# SCHOOL POLICIES

## Special Circumstances

- A documented interview between the student and the financial aid administrator
- Supplementary information, as necessary, about the financial status or personal circumstances of eligible applicants as it relates to the special circumstances

## Unusual Circumstances

- A documented interview between the student and the financial aid administrator  
Submission of a court order or official Federal or State documentation that the students' parents or legal guardian are incarcerated
- A documented phone call or written statement from an attorney, guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program that confirms the circumstances and the person's relationship to the student
- A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year
- Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Acceptable documentation may also include a documented phone call or written statement, which confirms the unusual circumstances with:

- A State, county, or Tribal welfare agency
- An independent living case worker who supports current and former foster youth with the transition to adulthood  
A public or private agency, facility, or program servicing the victims of abuse, neglect, assault or violence

## NON-DISCRIMINATION POLICY

VICI Beauty School is committed to equal educational opportunity and does not discriminate on the basis of race, sex, sexual orientation, gender, age, color, ethnic origin / national origin, religion, disability or perceived gender or gender identity in admissions, instructional, graduation policies, or any other activities. Questions regarding non-discrimination policies can be referred to the Campus Administrator or the school's Title IX Coordinator via email at [HR@VICI.edu](mailto:HR@VICI.edu).

Additional information can also be obtained by visiting

<http://vicibeautyschool.com/south-clery-vawa.pdf>

## FAMILY EDUCATION RIGHT TO PRIVACY POLICY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records and details exemptions permitted educational institutions. FERPA affords students certain rights with respect to their education records: inspection of their education records, and to request correction of information in their education record which they believe to be inaccurate or misleading, and to request nondisclosure of Directory Information.

School staff members and administrators who the School deems to have a "legitimate educational interest" have access to Students' information as required to perform duties that are specific to their position. Section 99.37 of FERPA permits the School to disclose, upon request, directory information without the Student's consent unless the Student has otherwise directed the School in writing. Directory information may include Student's name, address, telephone number, date and place of birth, field of study, dates of attendance (meaning a period of time during which a Student attended and not specific daily records of a Student's attendance) and degrees/awards received. FERPA also permits release of personally identifiable, non- directory information

# SCHOOL POLICIES

in connection with a health or safety emergency that presents imminent danger. In this situation, the School will make the determination to release information based on the totality of the circumstances pertaining to a threat to the health or safety of a Student or other individuals. If the School determines that there is an articulable and significant threat to the health or safety of a Student or other individuals, the School will disclose information to any person whose knowledge of the information is necessary to protect the health or safety of the Student or other individuals. Student or parent/guardian complaints regarding alleged FERPA violations can be filed in writing with the U.S Department of Education's Family Policy Compliance Office.

The school is authorized under FERPA to disclose any and all education records, without the prior written consent of students, under the FERPA disclosure exemptions, to a person or company with which the school has contracted as its agent to perform a service (including but not limited to an attorney, auditor, collection agency, student loan default prevention or documentation of placement outcomes). In addition, FERPA permits institute officials to disclose education records without student consent to officials of another school in which a student seeks or intends to enroll or was enrolled for the processing of Federal Student Title IV Financial Aid. Some disclosures do not require student consent and the student cannot prohibit disclosure: Disclosure of education records to the parent(s) of students who are "dependent minor" under IRS rules (defined as "claimed on parent's income tax return") does not require student permission to disclose, and such disclosure may be made to either parent regardless of which parent claimed the student. Disclosure of education records to authorized government officials including, but not limited to, the U.S. Department of Education for audit, evaluation, administrative and enforcement purposes, or the U.S. Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS). VICI Beauty School provides access to student and other school records to its accrediting agency. VICI Beauty School also complies with judicial orders or lawfully issued subpoenas.

A student or parent/guardian of dependent minor students may review the student's record by submitting a written request to the Campus Administrator. The Campus Administrator will make an appointment to review the records and will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the school within seven (7) school days after the school has received the student's written request to review his/her records in accordance with the manner set forth in this Catalog. An eligible student or parent /guardian of a dependent minor student may seek to amend education records that the student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The student should submit to the Campus Administrator a written request for amendment of the record, and the request should contain the specific record(s) which the student believes is inaccurate or misleading and wishes to be amended, the specific amendment the student wished to be made to those records and include any evidence that supports the accuracy of the request. The school will make a determination on the student's request for amendment within 30 days of the request. If the school agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the school will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If the school decides not to amend the record, the student has a right to a hearing within 30 days of the denial. The school will notify the parent/guardian of a dependent minor or eligible student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

## **GRADE TRANSCRIPTS AND FEES**

To obtain a copy of your transcripts, please submit a signed written request along with a transcript fee. The fee to produce a transcript is \$20.00 plus a \$20.00 certified mail fee for each mailing of a transcript. An official transcript of grades will only be released to students who have satisfied all their financial obligations with the



# SCHOOL POLICIES

school. Please allow up to four weeks after receipt of request and payment for processing. Payment may be made in cash or by cashier's check; personal checks and credit cards are not accepted. Transcripts will be mailed from our Corporate offices.

## **DISMISSAL POLICY**

Because VICI Beauty School takes the safety and security of its students, staff and guests seriously, violation of these standards may result in termination from the program. These include, but are not limited to:

- possession of weapon, or any item that can be deemed as a weapon, on campus;
- alcohol or drug possession on campus;
- falsification of documents;
- cheating or deceptive behavior;
- punching the time clock for another student or not reporting another student punching the timeclock for you;
- refusal to accept or complete assigned classes or clinic work;
- leaving a client during a chemical service without permission from a staff member;
- theft of property of the school, staff, students or guests;
- failure to make required cash payments;
- fraud;
- rudeness, foul language or any other type of unprofessional behavior;
- harassment;
- perceived or actual threats, abuse (verbal or otherwise) and/or physical harm to others not limited to staff, students and guests;
- fighting;
- usage of social media to harass, bully, threaten or make unprofessional statements about or to any individual, not limited to staff, students and guests;
- statements made and perceived as ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying, disparaging of VICI Beauty School and/or a VICI Beauty School employee or engaging in conduct that would be unbecoming of a VICI Beauty School Future Professional and misrepresent VICI Beauty School culture;
- defacing or destroying property of the school, staff, students or guests; and
- violation of local, state, or federal laws.

Students are responsible for their own education equipment and personal belongings that may have been left in the school. These items must be removed by the student from the school's premises immediately upon dismissal / suspension or they will be removed by the school and disposed of accordingly. The school is not responsible for loss or damage to a student's personal property. Students terminated or withdrawn from school may not be on school property without express permission from the Campus Administrator.

## **CONDUCT APPEAL PROCEDURE**

If a student is terminated for a violation of school rules, attendance policy violation, or misconduct, the student may appeal the termination to the Appeal Board. The student must submit a written appeal to the school within fifteen calendar days of the status change along with any supporting documentation of the reasons why the termination should be reversed. The school will schedule an appeal hearing at a date and time determined by the school administration during regular school hours. The student may bring up to two people who may be witnesses or have relevant information to offer. Appeal hearings may be tape recorded and all appeal records shall be the sole property of VICI Beauty School. Appeal documents will be reviewed, and a decision will be made and reported to the student within fifteen calendar days. The appeal findings documents will be retained in the student file. If the student prevails upon appeal, the termination will be reversed, and federal financial aid

# SCHOOL POLICIES

will be reinstated, if applicable. A student may only appeal once for each violation of school rules, attendance policy violation, or misconduct. The decision of the Appeal Board shall not be subject to further appeal.



# STUDENT EXPECTATIONS

## PROFESSIONAL DRESS CODE

VICI Beauty School prepares its students for employment in professional salons and spas across the country. As a beauty consultant, your future clients will be looking to you for inspiration, and your look will give them a sense of confidence in you. That look begins here in school where we expect our students to dress to the beauty industry standard of always having your hair—and if appropriate, nails and makeup—done, and dressed in business attire in a manner that is not offensive to a wide range of guests and is safe to wear when performing services. The school reserves the right to determine what clothing items may or may not comply with this policy.

### Acceptable:

- Clothing/shoe colors in black, white or gray
- Clothing must be business attire and clean
- Suits, jackets, dress shirts, or blouses
- Slacks, capris, skirts, or shorts
- Shirts must have sleeves and must cover midriff
- VICI Beauty School endorsed logo wear
- Shoes/boots must be closed toe with a back, and a heel no higher than one inch
- School issued smocks are to be worn daily and kept laundered and professional in appearance
- Nametags are a State requirement and must be worn daily and must remain professional in appearance
- Hair should be dry and appropriately styled prior to arrival
- Females must wear a minimal amount of makeup
- Nails should be fully polished or have no polish at all
- Visible piercings/tattoos must appear professional in nature

### Unacceptable:

- Hoodies or sweatshirts
- Logos, slogans and other words on clothing
- Work out attire
- Denim jeans
- Flip flops, sandals, or any open-toed shoe
- Miniskirts
- Hats and head scarves

## PROFESSIONAL STANDARDS

Professional ethics are the day-to-day expectations VICI Beauty School has of its students to foster the professional growth of all students. In addition to maintaining the Student Standards below, students are expected to be fully prepared with their books and supplies and be able to participate fully in all classes or on the clinic floor.

- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Students must have a complete tool kit and all supplies needed to complete assignments and/or services each day.
- All professional tools must be kept in proper working order and are the responsibility of the student to maintain.
- Stations must be kept clean and presentable. Only items from the student kit are allowed to be placed on the students' station.
- Students must be prepared to take guests at the appropriate time and in a professional manner, never disrespectful or argumentative.

# STUDENT EXPECTATIONS

- Students are not allowed to refuse a guest or switch a service with another.
- Students must silence all electronic devices (cellular phones, pagers, laptops, tablets, etc.). There are times when electronic devices may be used in the classroom or clinic floor for education purposes and will be approved by school staff. Students are permitted to use devices only on scheduled breaks and only in designated areas such as the student lounge or outside of the building.
- Students may not perform services on other students during school hours unless part of an educational activity as instructed by an educator. They may perform services on each other after school hours under the supervision of an instructor after payment of a product charge.
- Students must not eat in a classroom or on the clinic floor, including gum and candy. Students are permitted to eat in the student lounge or outdoor picnic area. Students are permitted to have beverages in a closed, sealed container, and if on the clinic floor, this container must be stored within—not on—their station.
- Students may not smoke inside the school, this includes the use of electronic smoking devices which are prohibited by Greenfield Municipal Ordinance.
- Lockers are school property, and VICI Beauty School reserves the right to open and inspect lockers.
- Students are not to provide cosmetology services at home in exchange for money. Solicitation of VICI Beauty School guests to be serviced in your home is unethical and may be grounds for disciplinary action.
- Students must behave in a professional and courteous manner. Respectful communication with staff, fellow students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.

Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

## SAFETY

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries or falls, students and staff are required to take preventive measures by:

- Immediately wipe up all spills found on the floor or walls.
- Assist elderly or handicapped clients.
- Keep aisles and areas around workstations and shampoo bowls free from personal items or debris.
- Never leave a client during a chemical service unless directed by an instructor.
- Immediately report any equipment or building safety hazards.
- Follow all staff instructions in an emergency.

The school reserves the right to change, alter or revise any policy, rule or procedure at its discretion with or without advance notice. Students are required to follow all rules and guidelines set forth by the school.

# ADDENDUM A - ABOUT THE STAFF

## Campus Administrator

---

Erin Dulka

## Financial Assistance

---

Liza Shea - Corporate Office

Erin Dulka - Greenfield Campus

## Admissions Representative

---

Jen Citowitz

## Education Team

---

Katie Barton

Pedro Chacon

Renee Dolan

Jalicia Henry

Char Herrmann

Jesse Kaplan

Jessica Navejas

Cathy Parker

Jerelie Retzlaff

Liz Schlender

Maryann Smith



*"It was the best experience as well as life changing. Choose VICI if you really believe you want to join this industry!"*

*-- Selena Mendoza*

# ADDENDUM B - START DATES & SCHEDULES

## HOLIDAYS

The school is in operation twelve months a year and classes are held on a continuous basis. The school is closed on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## DAILY SCHEDULE

Classes are held daily, Tuesday thru Saturday, for a total of 38 hours per week. Upon successful completion of classroom, students will begin their assigned evening hours on either Tuesday or Thursday. The daily schedule is:

### Classroom Phase:

Tuesday - Friday 8:30 am - 4:30 pm  
Saturday 8:00 am - 4:30 pm

### Clinic Phase:

Tuesday 8:30 am – 4:30 pm  
or  
12:30 pm – 8:30 pm  
Wednesday 8:30 am – 4:30 pm  
Thursday 8:30 am – 4:30 pm  
or  
12:30 pm – 8:30 pm  
Friday 8:30 am – 4:30 pm  
Saturday 8:00 am – 4:30 pm

## COSMETOLOGY CLASS DATES

<u>Class Start Dates:</u>	<u>Anticipated Completion Date:</u>	<u>Contract Expiration Date:</u>
November 8, 2022	October 10, 2023	November 9, 2023
January 31, 2023	January 3, 2024	February 2, 2021
March 21, 2023	February 22, 2024	March 22, 2024
May 16, 2023	April 18, 2024	May 17, 2024
July 11, 2023	June 12, 2024	July 13, 2024
August 8, 2023	July 11, 2024	August 9, 2024
September 19, 2023	August 22, 2024	September 20, 2024
November 7, 2023	October 9, 2024	November 8, 2024

## ESTHIOLOGY CLASS DATES

<u>Class Start Dates:</u>	<u>Anticipated Completion Date:</u>	<u>Contract Expiration Date:</u>
December 13, 2022	April 1, 2023	April 13, 2023
February 14, 2023	June 3, 2023	June 15, 2023
April 18, 2023	August 9, 2023	August 19, 2023
June 20, 2023	October 10, 2023	October 21, 2023
October 10, 2023	January 31, 2024	February 10, 2024
December 12, 2023	March 30, 2024	April 11, 2024

# ADDENDUM B - START DATES & SCHEDULES

## BARBERING CLASS DATES

Class Start Dates: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_ Contract Expiration Date: \_\_\_\_\_

The Barbering program is currently not being offered.

## NAIL TECHNOLOGY CLASS DATES

Class Start Dates: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_ Contract Expiration Date: \_\_\_\_\_

The Nail Technology program is currently not being offered.

All class dates are subject to change.

## OVERTIME HOURS

If the student has not completed the program by the contract expiration date, the student must remain in school until the requirements are fulfilled. The student will be assessed a pro-rated charge for each hour the student attends school beyond the contracted expiration date. The hourly rate for excess hours is calculated by dividing the amount of the tuition by the number of hours in the program. The overtime rate is:

Cosmetology	\$10.46 per hour
Esthiology	\$12.83 per hour
Barbering	\$9.01 per hour
Nails	\$9.01 per hour



# ADDENDUM C - TUITION & FEES

## COSMETOLOGY

Registration Fee: \$150.00

### TOTAL INVESTMENT

Tuition	\$18,823.00
Student Kit	\$ 2,423.63
Student Kit Tax	\$ 133.30
Class/Lab Fee	\$ 165.00

---

\$21,544.93

### DUE ON OR BEFORE THE FIRST DAY

1st Tuition Payment	\$1,882.30
Student Kit	\$2,423.63
Student Kit Tax	\$ 133.30
Class/Lab Fee	\$ 165.00

---

\$4,604.23

Remaining Balance: \$16,940.70

Methods of payment of monies owed to the institution may be cash, credit card, money order, check, Title IV, or other loan.

## ESTHIOLOGY

Registration Fee: \$150.00

### TOTAL INVESTMENT

Tuition	\$7,699.00
Student Kit	\$1,588.19
Student Kit Tax	\$ 87.35
Class/Lab Fee	\$ 185.00

---

\$9,559.54

### DUE ON OR BEFORE THE FIRST DAY

1st Tuition Payment	\$1,924.75
Student Kit	\$1,588.19
Student Kit Tax	\$ 87.35
Class/Lab Fee	\$ 185.00

---

\$3,785.29

Remaining Balance: \$5,774.25

Methods of payment of monies owed to the institution may be cash, credit card, money order, check, Title IV, or other loan.

Prices and tax subject to change.

# ADDENDUM C - TUITION & FEES

## BARBERING

Registration Fee: \$150.00

### TOTAL INVESTMENT

Tuition	\$9,010.00
Student Kit	\$1,995.32
Student Kit Tax	\$ 111.74
Class/Lab Fee	\$ 165.00

---

\$11,282.06

### DUE ON OR BEFORE THE FIRST DAY

1st Tuition Payment	\$ 901.00
Student Kit	\$1,995.32
Student Kit Tax	\$ 111.74
Class/Lab Fee	\$ 165.00

---

\$3,173.06

Remaining Balance: \$8,109.00

Methods of payment of monies owed to the institution may be cash, credit card, money order, check, Title IV, or other loan.

## NAILS

Registration Fee: \$150.00

### TOTAL INVESTMENT

Tuition	\$3,063.40
Student Kit	\$ 639.00
Student Kit Tax	\$ 35.78
Class/Lab Fee	\$ 155.00

---

\$3,893.18

### DUE ON OR BEFORE THE FIRST DAY

1st Tuition Payment	\$306.34
Student Kit	\$639.00
Student Kit Tax	\$ 35.78
Class/Lab Fee	\$105.00

---

\$1,086.12

Remaining Balance: \$2,807.06

Methods of payment of monies owed to the institution may be cash, credit card, money order, check, or other loan.

## ON-TIME COMPLETION RATE TIMEFRAME

The on-time completion rate timeframe from a student's start date by program is:

Cosmetology:	52 weeks
Esthiology:	17 weeks
Barbering:	29 weeks
Nail Technology:	12 weeks

Prices and tax subject to change.