



**MANNE
PIACE
HAIR DESIGN**

Academy Institutional Catalog

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1255 Airport Way Ste. #6

Fairbanks, Alaska 99701

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MANE PLACE HAIR DESIGN

Mane place academy is located at 1255 Airport Way inside Shopper's Forum across from Lathrop High and utilizes three suites within the shopping center.

One suite is reserved for our classroom for theory instruction, work upon mannequins and demonstrations by both staff and guest artists.

Two other suites are adjoined by an archway and are where your practical work will take place. These suites have served as our salon for the past 15 years. We have two separate work areas one which we will attempt to reserve for beginning students and the other for our advanced students & professional staff.

Based upon our past results of doing apprenticeships in assisting people becoming licensed hairdressers in Alaska and our observations of students that graduated from the most recent course of cosmetology in our immediate area, we feel strongly that the mix of a salon and a school is in the best interest of our students and our professional staff. It's a given that as a student you are enrolled to learn, but what is often overlooked in ours along with many industries that when you are called upon to teach what you know you learn at an even higher level. It's a theme that will be a big part of your educational process here at Mane Place academy, that you truly never stop growing and learning in this industry if you are to be successful.

We will grow together if we are to be successful, you as students, our professional staff and the instructors and administrators of our facility.

We're excited to help you get started in the beauty industry, an industry that has truly been beautiful for we here at Mane Place and our families.

Sincerely, Randy Reynolds, pres. Mane Place academy

A. Educational philosophy and objectives

We believe in this industry and the future of this industry which include the next generation of aspiring hairdressers and cosmetologists. Our objective is to provide a quality educational experience to our students by concentrating upon the basics in hair design, stressing and instructing the imperative need for self management and motivation and continuing education in both formal and informal processes so that our graduating students can begin the process of a successful career

Currently our staff is comprised of;

Randy Reynolds; instructor and general manager, 32 years in this industry, 26 as a salon owner or board member of salon, 12 years as a licensed instructor

We are fortunate that due to our long involvement in this industry we are able to offer both guest instructors and guest artists to enhance your educational experience here at the academy.

B. Admission policies and regulations

1. General requirements; student applicants must be 16 years of age with parental or guardian written consent or be 18 years of age.

Successful interview with an academy employee or agent in which the applicant expresses a serious, motivated attitude to attend and successfully finish the course of instruction

There is a \$75.00 dollar deposit, which is non refundable, along with the enrollment application. This deposit is to hold your place in class.

C. Policies and regulations concerning grading of student progress, attendance and conduct.

1. Your training will be divided into two areas **Cosmetology 1** (approximately 350 hours) will consist of a good deal of textbook work, along with testing to measure your progress. Also during this course you will do practical work on mannequins where you will be graded by an instructor. You are encouraged to have as many friends and family members as possible to come in for services during Cos.1 where they will only pay for professional product use with service fees waived. The more experience you gain on actual human hair will be invaluable towards your transition into Cosmetology 2. Instructor's permission is needed before scheduling friends and family for services during this phase of your instruction. During this phase of instruction we will concentrate on a general understanding of our field via textbook and testing. Special emphasis on our clinical work on mannequin and friends and family we will stress the basics of using the tools provided in your kit, their purpose and the correct procedures for using them.

Cosmetology 2: During Cosmetology 2 the majority of your work will be clinical work, along with some text work and testing, you will be serving the public in a setting as close to a real salon as possible. Along with completing your hours required by our governing state board (approximately 1300 hours, the total of course 1 and 2 must equal 1650 hours). We will be expanding upon most all areas covered in course 1, but with an emphasis on serving the public as this will indeed what you will need to do to have a successful career. Those students completing their hours, in good academic standing, with their tuition completely paid will earn a diploma from the academy. In Cos.2 we will raise your service prices and may allow you to come in extra days to make up hours. To enter Cos. 2 You must have a thorough understanding of color formulation and application, a very good grasp of our cutting systems, while demonstrating efficiency with both systems. You also must exhibit a very good chair side manner and consistently demonstrate good self management principles

1. Our grading system for theory is based upon a percentage grade of the tests that will be administered for chapter(s) assigned for that week. A score of 75% or above is considered satisfactory for the written tests. Students scoring below the 75% threshold will be allowed to retake the test but it will be in addition to the work and study they will be assigned to the next chapter(s). Grading in theory is objective.

2. Grading for practical work is subjective, an instructor will grade your work based either satisfactory or unsatisfactory, we will endeavor to be as fair to everyone as humanly possible. A student with 1400 hours will most certainly be graded more severely than a student with 450 hours for the same or similar type haircuts or chemical services. Generally corrections of your practical work will be made on the spot by an instructor. You will be given periodic reviews of both your theory grades and your practical (or clinic work) of satisfactory or unsatisfactory, along with suggestions of extra work you may need to do on your own time and while attending school to improve your clinical grade to satisfactory.

The text used for theory instruction will be the Milady Standard textbook of Cosmetology.

D. Course length

State board of Barbers and Hairdressers require **1650 hours** of instruction that must be strictly accounted for by the use of a time clock or software. You will be required to clock in and out at the beginning and end of your day or any time you are leaving the facility for breaks, lunch or to take care of personal business or that you are unavailable to work on your education whether text work or clinical.

Based upon an 8 hour workday the course of instruction 1650 hours could conceivably be completed in 207 days, however we allow 10 extra days (or two weeks of actual work days) in

the length of your contract to accommodate for excused absences and breaks you may need to take. Thus the enrollment contract specifies 217 days. If during the day you are unavailable to accept appointments for either lunch or personal errands you must clock out for break.

E. State regulations

The following are the regulations and requirements of the State of Alaska. Although the curriculum for the complete 1650 hours contains requirements for skin care, the course does not qualify graduating students to take the Esthetician licensing exam. Skin care is now a separate license and the requirements for skin care in their required curriculum is to aid in the transfer of Alaska Hairdressing license holders to other states.

NOTE: Neither we nor any other school can guarantee that the hours you earn are transferable. Transfer of hours is as diverse as the different state laws and the individual institutions within those states that offer training of a similar type and are at their discretion, in many cases of the receiving school or state regulatory agency and are dependent upon comparability of curricula and accreditation.

The minimum requirements for a student to qualify for the state exam for Hairdressers in the state of Alaska are as follows:

Subject; Number of Practical Applications; followed by an approximation of hours to do so

Wet hairstyling, including hair analysis, shampooing, fingerwaving, pincurls, and comb outs; 180 apps.; 225 hrs.

Thermal hairstyling, including hair analysis, straightening, waving, curling with hot combs and curling irons and blower styling; 180 apps.; 225

Permanent waving, includes hair analysis and chemical waving; 80 apps; 225

Chemical straightening, includes hair analysis and the use of sodium hydroxide and other base solutions; 10 apps. 22.

Haircutting, includes hair analysis, and use of razor, scissors, electric clippers and thinning shears for wet and dry cutting; 250 apps.; 438

Hair coloring and bleaching, hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, use of dye removers, doesn't include color rinses; 75 apps; 207

Scalp and hair treatments, includes scalp and hair analysis, brushing, electric and manual scalp manipulation, and other hair treatment; 10 apps. 12

Beard trimming; 5 apps; 7

Manual facials, includes skin analysis, cleansing, manipulations, packs and masks; 15 apps ; 23

Eyebrow arching and hair removal, includes waxing, manual or electric tweezers and depilatories for the removal of superfluous hair; 15 apps ; 12

Makeup, includes skin analysis, complete and corrective makeup, and the application of false eyelashes; 15 apps. ; 15

Manicure: 15 apps: 15

in addition as required by the state we include 12 hours of instruction on the following Manicure topics, Bacteria, Infectious agents and infection, Sanitation, Harmful products and protection, Anatomy and physiology, Nail disorders

Theory; we will provide 185 hours of theory instruction as required by law, along with 5 hours of State of Alaska Rules and Regulations. Note: the above are minimums, you may exceed hours on some requirements. i.e. haircutting, coloring, waxing are commonly requested services by the public.

F. Completing your training

In the preceding outline we give you the minimum requirements as required by law, in many areas (as noted) you will exceed the minimum requirements. When you successfully pass your State board exam and get your professional hairdressers license you will be ready to seek employment in a hair salon. Regardless of how many services you perform above the minimums set in school or how proficient your friends and family feel you've become at different techniques when you enter a professional salon, your education begins anew. You will need to use the same principles we outlined for success in your career if you are to succeed. Keep an open mind with your new employer, they or their staff may indeed show you advanced or different techniques than what you were taught in school. Obtaining your professional license is not a destination, but an achievement milestone on your path to a successful career. We can't stress strongly enough how important the first 3 to 5 years of your career will be. Seek employment where you can learn, for the more you learn, eventually the more you will earn.

G. Academic school year and calendar notes

We begin classes in as we have space available, we limit enrollment to ensure a quality education for our students. We've allowed ten months by contract for you to complete your training, if you miss enough time, whether by excused or unexcused absences in your training and go over the 217 days as outlined in the contract you signed, where you will be able to complete your training at an additional tuition charge as denoted in your contract. The academy is always closed on Jan. 1st for New Years day, Memorial day, Independence Day or July 4th, Labor Day, and Thanksgiving Day, we are closed at other times throughout the year (at discretion of management) for continuing education, business building strategies and personal needs. If the Academy is closed those days will extend your finish date for the contract.

L. Student services

1. Academic advising: we will assist you by giving periodic reviews of your progress and advising you of techniques or study habits you may need to employ to maintain acceptable scores in both theory and practical. Our resources are limited, while we will make a reasonable effort to give you individual attention to help you in your education, our priority must be to the

student body as a whole. Many of the suggestions we will make to help you will involve you working independently and on your own time if you are lacking in keeping up with acceptable standards or grades.

2. Financial Aid: we will advise you and sometimes introduce you to various funding sources for your education where applicable to your unique circumstances, including banks, credit unions, state agencies and private institutions. We have a very limited amount of students that we can provide in house financing for depending upon credit reports and scores that the student must provide to us at their own expense, and may need a cosigner to qualify for our in house financing. Interest charged on in house financing is at 10.5% per annum.

3. Career planning and placement: we will make efforts to expose you to salon owners and hairdressers while you are attending school as guest educators. If you are in good standing with the school in your grades, attendance and attitude scores and have fully met your financial obligations to the academy we will endeavor to help you decide where to apply for employment to enhance your odds for success in this industry.

M. Grievances

Undoubtedly you will have questions and concerns about your training during the course of your education. We will take efforts to explain to you the “reasoning “of our policies and procedures. If an instructor’s explanation of your question or concerns doesn’t resolve your concern. You may request a meeting with a school administrator or principal officer to see if your issue with policy or procedure can be successfully resolved. If you find the explanations or answers given are not compliant with the goal of educating all students in a fair manner you may contact the Commission on Postsecondary Education and/or the Board of Barbers and Hairdressers to express your concerns to them.

N. Personal belongings and valuables

You will be working with a fairly large group of people, both student body and clientele. There isn’t any conceivable way for Mane Place academy to secure your personal belongings, therefore **DO NOT** leave sums of cash, jewelry, phones, shears or other items of significant value to you laying about where they could easily be picked up by another person. Mark your tools by either using a marker or different colored electrical tape to keep them from getting confused with similar tools used by your fellow students. Remember you alone are responsible for the security of your personal items and tools.

Rules and Regulations for Mane Place academy concerning conduct and attendance (Addendum A)

1. **Reasons for immediate dismissal** with no refund for tuition for the current month dismissal occurs (if you've paid your entire tuition upfront you will be refunded for the months remaining on balance)
 - a. Violence; or threat of violence either against another student, their friends or family, instructors, any employee of Mane Place any clients or potential clients of Mane Place or Shoppers Forum or their employees or lessees or any of their employees or clients or friends or associates, vendors and delivery personnel. Violence or the threat of violence will not be tolerated and will lead to immediate dismissal.
 - b. Theft; of any sort will not be tolerated, whether theft of cash, product, tools, personal items of either staff, students or clients. Theft is grounds for immediate dismissal along with both criminal and civil prosecution.
 - c. Drugs or Alcohol use or the after effects of use of either. Attending class either under the influence of drugs or alcohol is prohibited, possession of either substance on academy or salon property are grounds for immediate dismissal. If you partake of either alcohol or drugs including tobacco, make sure that you've given enough time for any effects to have left your system. You cannot learn properly nor will you be allowed to work on clients if you are hung over or under the influence of either drugs or alcohol or suffering from the effects of their recent use. If you have a prescribed medication you must take, you will need to clear it with an instructor and have a photocopy of your prescription that your physician provided for you in your file that includes the medication, recommended dosage, and duration of pharmaceutical treatment. Sharing of prescribed medication is considered distributing drugs and can lead to immediate dismissal.
2. **Tardiness or Absenteeism.**
 - a. Neither will be tolerated for very long. We subscribe to the theory that "life blows up in everyone's face once in awhile" therefore if you're late one time every couple of months or so or miss a day of class due to illness or family commitments it's not really that big of deal provided you let us know well ahead of time. However if you find yourself late or absent a couple of times each month or more frequently, you're demonstrating that you don't have what it takes to be successful in this industry or any other for that matter. Each profession has its unique characteristics but what all professions have in common is professionalism, being where you're supposed to be ON TIME and having a great attendance record.

b. Tardiness; We can't teach you anything if you're not here and it's extremely disruptive to classes if you come in late and disrupt the learning of the rest of the class that found a way to be in class on time. Therefore if you're not in class when roll call is finished by 5 minutes after the hour theory class is scheduled for, you will not be permitted to clock in and count those hours towards your time needed to graduate. You will be allowed to wait till after theory class and clock in for floor work and thus gain hours.

c. Attendance and absenteeism: In this industry, it is fairly uncommon to be compensated by salary or hourly pay. Most salons either compensate you by paying you commission on work you actually do, or charge you station or booth rental. In either case you don't make any money for sick days, personal days or holidays. Now is the time to prepare for that reality during your training. A large majority of successful hair stylists have worked many a day during their career with a mild cold, aches or pains, headaches and other such minor ailments and illnesses. We understand that everyone gets ill occasionally and that sometimes you just can't work, attend school or function, or perhaps you have an infectious illness or condition that won't allow you to be in public. We make allowance for those conditions on a case by case basis but as a general rule of thumb, we allow 1 sick day per month of your training. That's 10 sick days, there may be times you miss a few days at a time with an illness and/or injury, where you miss more than 1 day that month, and that will be allowable on a case by case basis, but chronic absenteeism is not conducive to your learning or your career, therefore it will be monitored and if you exceed 10 days before completing your training it will be necessary to discuss the reasons for your absenteeism with an instructor or academy administrator or other staff member.

d. Examples of excused absences consist of major illness or injury, death or severe illness or hospitalization of a family member, or major accident resulting in severe physical injury.

These examples are not inclusive and do not exclude other reasonable absences, but to give you an idea of the nature of excused versus unexcused absences. **Examples of unexcused absences are;** forgot to set my alarm; I'm not feeling well, we went to a concert, party _____ (fill in the blank) and I'm just too tired. These are only examples, there are too many to name. Remember your course of training is ONLY 1650 hours; it is barely enough time to prepare you to continue your training in a place of employment. There is hardly any way a course of instruction of 3000 hours or less can prepare you to compete successfully for market share with those that have completed similar training and gone on to practice their craft by working on the public for a number of years. In our extensive experience it is a rare individual indeed that can be considered an excellent hairdresser by their peers without 3-5 years of work actually doing hair. Remember you

must treat your training with a sense of urgency and commitment. Chronic absenteeism or tardiness indicate you are not fully committed or physically able to become successful in school or this industry.

The maximum number of excused or unexcused absences allowed before being considered for termination of the program is 10, it is not an automatic termination if you exceed **10 days** as it must be determined on a case by case basis, but it is when discussions will begin to take place on your suitability to complete the program. **All absences;** Students may be allowed to make up time at Mane Place academy's discretion of available staff and resources by either attending extra days or shifts or by extending beyond the contracted 217 days at \$850.00 per month, pro rated at 1 month = 170 hours. Depending upon how many hours you need to complete and numbers of students enrolled it may be necessary to charge you for the entire month if it prevents the academy from being able to enroll another student in your place had you finished in the allotted time. We have already made an allowance in the contract for approved or expected absences of 10 full school days or two weeks for you to complete your education by denoting 217 days versus 207 days if you attended full time and did not miss any time. **If a student has over 20 days of unexcused absences they will be dismissed from the program. If you anticipate excused absences to exceed 10 days a leave of absence form will need to be filled out and submitted to academy staff.**

e. **Probation & Suspension;** If you are not able to correct either your attendance or tardiness, attitude, theory or clinical progress after it's been verbally brought to your attention by academy personnel it may become necessary to place you on a period of probation of a week or up to a month for you to make arrangements in your personal life so that you can continue your education in a manner that will give you a chance to succeed at our program. Probation is not a punishment, but an opportunity for you to get it together to live up to the commitment you made toward your education, and to more closely monitor your progress during the probationary period, nor is it automatic, it will be decided on a case by case basis whether a probationary period is applicable or beneficial to your personal circumstances. If you are not able to make the necessary adjustments during your probationary period, you will be placed on suspension of either one or two weeks. While suspension will not count as unexcused absence it will count towards the time we've allotted for you to complete your education in the time frame we've allotted and thus may require you to pay additional tuition to fulfill your hour requirements beyond what is outlined in your contract. **If you are unable to maintain a 75% passing grade in theory, or a satisfactory grade in clinical or attitude scores you will be given a chance to correct the problem by either having it brought to your attention or if necessary a probationary period. If unsatisfactory progress or effort is made towards compliance**

you will be suspended from one to two weeks at academy staff sole discretion. Student records will be kept and maintained in the office, students will be advised of their grades periodically, should a student desire a written copy of their grades or progress reports before normal distributions of such records they must submit a written signed request to academy staff by mail or in person whereas staff will note the date received and provide documentation requested within 5 business days.

f. Reentry to program after suspension; after your suspension period you will be allowed to reenter the program and continue your education provided you can demonstrate you have taken appropriate steps to correct the problems or behaviors that caused you to be placed on suspension. If it is determined that you lack either the will or dedication or ability to make the necessary changes in your behavior after a suspension you may be terminated from the program.

g. Leave of Absence policy

Mane Place academy does offer a Leave of Absence (LOA) as a courtesy to students during trying times. Students anticipating needing between 10 to 60 days off should contact the office for a Leave of Absence form. A leave of absence may be granted for medical, family, or personal reasons. Examples are: daycare problems, illness of the student or a family member, marital problems, or financial problems. If more than 60 days is needed to resolve the problem, the student may be required to withdraw with the intention to re-enroll when the problem is resolved. A student must be in good academic standing to be approved for a LOA. Because students are accumulating hours and requirements, every hour missed on a LOA will extend the student's completion date. The length of the LOA will extend a student's refund period. Student's receiving student loans will also have their 2nd disbursement date extended by the length of the LOA.

While on an LOA over 3 weeks, students must call the school office after 2 weeks and then every 2 weeks to confirm the planned return. If a student is not able to return by the designated end date, the LOA may be extended depending on the circumstances. Failure to return by the designated end date or failure to contact the school office may result in termination.

h. Schedules

1. A schedule of 38 hours per week will be assigned to you by the academy. Wednesday through Friday 10 hour days and 8 hours on Saturday.

Your schedule from Cos. 2 will almost certainly vary from what your schedule was in Cos. 1, when we focus more on your practical skills.

2. On any scheduled day, if a student cannot attend school, the student must notify the academy between 9:00 and 10:00 a.m. Failure to notify will result in the absence being unexcused and may result in suspension or termination dependent upon circumstances. Immediately upon returning the student must provide documentation from a physician, dentist or applicable authority to an instructor or academy personnel to insert into their file.

A late student must report immediately to an instructor prior to punching in on the time clock or computer.

i. Apparel and appearance

Students will wear clean professional attire, either black pants, skirt or capris; if a student wears black shorts or miniskirts they must have black leggings or tights underneath them. A top that does not expose armpits or midriff or approved logo wear. A smock will be provided to you in your kit, we encourage you to use it to avoid color and other stains on your school wear to keep them presentable for as long as possible. Students should wear comfortable shoes. You are entering the appearance business, make sure your appearance reflects it by having your makeup and hair done, and your clothing reflects a professional demeanor.

j. Breaks

1. Successful hair stylists rarely get or take breaks including lunch. In order to mimic what real work life will most likely be like for the student, we don't schedule lunch breaks or rest breaks. A lunch break of 30 minutes may be allowed between 11 a.m. and 4 p.m. you will need to clock out for lunch breaks or other breaks. In some instances it may not be possible to schedule you a break during clinical work time as customer convenience and safety must be a priority in this industry. You must both be clocked out and blocked out on the appointment book for any type of break or if you leave the classroom or clinical area.

2. Smoking and eating are only allowed in designated areas. Due to health regulations if you smoke you may have to smoke outside, yes even in winter.

k. Academy phones and your personal phone

Academy phones are not for personal use, they may be used to notify of you of an emergency to your immediate family. It's the rare individual that does not have a cell phone these days, during theory class and during clinical work the use or operation of your

cell phone is forbidden. It must be placed on silent if it is to remain in your possession and may only be checked during a lull in activity (solely determined by academy personnel) no texting, or phone or pager use is permitted during testing or during periods of instruction whether theory or practical. If your cell phone becomes an impediment to your education, you may be required to turn it in before clocking in and having it returned to you after clocking out. If you do not have a cell phone or it has been turned in because you can't use it under these rules for use, you may be permitted to use an academy phone at academy personnel discretion and availability.

l. Sanitation and personal hygiene

We have strict rules from the Board of Barbers and Hairdressers for sanitation. They must be adhered to vigorously for the protection of the public. In addition to learning to do basic hair services you will be instructed and assigned sanitation and cleaning duties as part of your curriculum and to ensure the comfort and safety of the public. Failure to do your sanitation duties, thoroughly and diligently is just as detrimental to your satisfactory or unsatisfactory of your practical work as the hair or other services assigned to you.

Personal hygiene is a must to be successful in school and during your eventual career. Pay special attention to fresh breath, the use of deodorants, anti perspirants, colognes and perfumes to combat body odor or bad breath.

Over use of colognes and perfumes can be as offensive as the non use to clients of a sensitive nature. Students may have their tools and stations inspected for sanitation and cleanliness on both an announced and unannounced basis. Sanitation violations can result in probation or dismissal.

Repeated sanitation violations may result in dismissal. Students are responsible for the station, desk area, shampoo bowls assigned or used by them to keep clean and in presentable condition. All students will assist in cleaning towels and capes, gowns etc.

m. Professional demeanor

All students serving the public must be pleasant and courteous. If difficulties arise, the student will notify an instructor. Students must take all appointments assigned to them. Failure to take a client assigned to the student is grounds for probation, suspension or dismissal. Vulgar or profane language, gossip and the promotion of other products or services to clients other than what the school provides is strictly forbidden and is grounds for suspension, probation or dismissal.

n. Equipment, tools and books

Issued to the student, tools, texts etc. may not leave the facility until paid for in full. Equipment or tools belonging to the academy are to NEVER be removed from the premises and doing so constitutes theft and is immediate cause for dismissal and all legal remedies will apply both civil and criminal.

Students are responsible for their own assigned equipment, including text and tools along with their personal property. No borrowing of assigned tools or texts will be allowed. If you take tools or texts home for additional study or practice it is your responsibility to have it back in school to perform your duties.

o. Client Safety

Particular care should be given to the client when using scissors, clippers, combs, or any tools or applying any chemical that have the potential to cause injury to the client or student. Students performing a chemical service for clients will not leave the client unattended except when directed to do so by an instructor.

p. Common areas

The waiting areas, reception desk areas both front and back are not congregation places for students. You are here to learn you should be in the classroom either studying text, working on mannequins or on clients as assigned or directed by an instructor. The classroom is an acceptable area to take a break, but you must clock out before taking a break and the academy reserves the right to limit the number of students on break at any given time. Friends and family are not allowed in instructional areas, except in the clinical areas when they are receiving service or if the student is escorting them to an administration area for a scheduled appointment with school personnel. If you wish to take a lunch break with a visitor it will be necessary for you to use one of the common areas of the mall.

q. Monthly time sheets

Are the responsibility of the student and must not leave the class room.

They shall be completed on the first work day of the month and turned in to the theory instructor on duty.

r. Leave of absence

Any student requesting a leave of absence must fill out a leave of absence form. Leave of absence may be granted based upon the determination of validity and need along with review of student's attendance record as indicated in their file.

s. Progress reports and student records

Are kept in corporate offices and are available for review after the 15th of the month upon written request. If photocopies are requested a \$1.00 fee may be required to offset the cost of paper and toner supplies.

t. Unsatisfactory progress

Whether relating to academic, practical or behavior, whether due to lack of effort ability can lead to suspension, or termination, reentrance will be on a probationary status to be determined if allowed

u. Adherence to Rules and Regulation

Of both the academy and State agencies is a must for continuance or successful completion of your education. Failure to abide may result in suspension or termination. Students will be expected to comply with written amended rules to these policies and regulations.

v. Diplomas

Students completing the course of education in GOOD STANDING, inclusive of academic, attitude and financial obligation to the academy will receive a diploma and qualify for continuing education provided by the academy and help in job placement or career counseling. Those students not in good standing in any of those three areas will not receive any of the above.

I _____ have read these entire rules and regulations and agree to abide by them as witnessed by my signature below.

Date: _____

_____ (your signature)

_____ (signature of Mane Place academy personnel)

Tuition for Mane Place academy

Application fee of \$75.00. Non refundable, this fee is to schedule an interview to see if the training is suitable for you and conversely to see if you are suitable for the program we offer.

Tuition for the course is \$6650.00 (six thousand six hundred fifty dollars)

Books and other study materials \$595.00; your student permit \$125.00; equipment and tool kit fee \$1800.00 (one thousand eight hundred dollars); lab fee \$705.00

The sum total is \$9875.00 (nine thousand eight hundred dollars) for the entire course of instruction.

Prior to the first day of your scheduled class you will have paid as a minimum;

\$75.00 application fee to interview, and in addition must pay \$2,275.00 (two thousand two hundred seventy five dollars) as a down payment leaving you a balance owed of \$7,600.00 (seven thousand six hundred dollars).

Some students may qualify for in house loan due to qualifying factors, cosigners, collateral etc., satisfactory credit report or score and ultimately to be determined on a case by case basis and the ability of the academy based upon enrollment numbers and demand.

Other options for students seeking financial aid are OJT sponsored by the Dept. of Labor, bank loans, or seeking a grant from various entities, including Native corporations.

If you qualify for academy financing the interest will be charged at 10.5% per annum. If you obtain other financing your monthly payment to Mane Place academy will be \$844.44 per month payable on or before the first day of the month, (a late fee of \$75 for funds received 5 days after the first day of the month will be assessed to your account balance and must be paid in addition to your monthly payment before the following month's payment is due) until the final months payment is due when the payment will be \$844.48

Example: payment plan for students with alternative financing, attending Mane Place academy.

Total tuition, books, equipment, lab fees and permit fees = \$9,875.00

ALL payments are due on or before the first day of the month

Due on or before 1st day of your start date \$2,275.00 (\$1800.00 for kit and \$400.00 for texts (\$195 balance for study materials that are used throughout the course) both are **non refundable** after issued to you on your 2nd day of class, therefore refund for tuition (if applicable) would only apply to tuition credited after the 1st day of your second month of attendance.

the 1 st day of your 2 nd month	\$844.44
the 1 st day of 3rd month	\$844.44
1 st day of 4 th month	\$844.44
1 st day of 5 th month	\$844.44
1 st day of 6 th month	\$844.44
1 st day of 7 th month	\$844.44
1 st day of 8 th month	\$844.44
1 st day of 9 th month	\$844.44
1 st day of 10 th month	\$844.48

	\$9,875.00

Example: payment plan of students attending Mane Place academy using in house financing

Total tuition, books, equipment, lab and permit fees = \$9,875.00

ALL payments are due on or before the first day of the month

due on or before 1st day of your start date \$2,275.00

leaves a balance of \$7600.00 with interest of 10.5% per annum

1 st day of 2 nd month	\$881.82
1 st day of 3 rd month	\$881.82

1 st day of 4 th month	\$881. 82
1 st day of 5 th month	\$881.82
1 st day of 6 th month	\$881.82
1 st day of 7 th month	\$881.82
1 st day of 8 th month	\$881.82
1 st day of 9 th month	\$881.82
1 st day of 10 th month	\$881.82

\$7936.38

+ \$2200.00 paid as enrollment and first mos. deposit

\$10,136.38

Your true finance cost for your tuition is \$336.38

Students have the option to pay all fees in full before starting classes.

A 10% discount of tuition will apply if you choose to remit payment in full. We deduct the kit, materials and permit fee, but include tuition and lab fees for figuring discounts.

i.e. \$7355.00 - \$735.5 (10% of tuition & lab fees) = \$6619.50

\$6619.50+ \$1800.00 +\$595.00+125.00= \$9139.50

Based upon our payment plans you are effectively getting almost one month of your tuition for free when you pay for your tuition upfront. For students that are able to secure alternative financing or have funds available to them it is worthy of serious consideration in determining how to pay for their education.

Larger down payments can be accepted before starting school to lower your monthly payments in the examples provided. Since it can vary greatly with how much a student can pay as a down

payment, calculations will be made on an individual basis to determine what your monthly payments would actually be.

All tuition fees are due on or before the 1st day of the month, payments made after the 5th of the month will be assessed a \$75 late fee, failure to pay tuition or late fees (if applicable) will prohibit you from remaining in good financial standing with the academy, and may forfeit your right to a diploma and delay your taking the state board exam. Unpaid balances will accrue interest at 1% per month. If you have unpaid tuition for a current month you will not be admitted to clock in or receive credit hours towards the state requirements for the following month until your account is current. This could extend the length of your contract and incur additional monthly tuition fees and interest.

The law provides for a cooling off period to protect student tuition funds, you have until the close of the first business day of your scheduled attendance to submit a written notice to Mane Place academy of your intent to cancel the enrollment contract and receive a full refund of tuition fees paid less the application fee. (see addendum B pg. 22-23)

Itemized list of contents of student kit issued to student upon the second day of attendance at Mane Place academy.

- 1 textbook Milady Standard textbook of Cosmetology
- 1 workbook Milady Standard workbook of Cosmetology
- 1 packet each; clips bobby and hair pins; 1 packet of jaws; 1 packet section clips
- 3cutting combs, 2 rat tail combs, 1 detangling comb, 1 pick, 1 clipper comb
- 1 denman brush; 1 vent brush; 2 roller brushes
- 1 blow dryer; 1 marcel type curling iron; 1 flat iron
- 1 injector razor with blades (additional blades must be purchased by student if needed or desired)
- 2 haircutting shears, 1 for human hair, 1 for mannequin (students are responsible for resharpening or reconditioning shears at their own expense; 1 thinning shears
- 1 adjustable clipper; 1 trimmer; 1 neck duster
- 1 manicure kit; 1 water bottle, 1 manikin head
- 1 smock or apron; 1 cape; 1 box of disposable gloves (additional gloves available for purchase), 4 packs of sanek neck strips
- 1 rollaway tote for storage of above items

These are YOUR tools provided for you, treat them carefully, any replacements of texts, or tools will be available but it will be an additional cost to replace and ship items that get lost, stolen or broken distributed to you the student. Shampoos, conditioners, perms, colors, foils etc. along with a few common styling aids, hair sprays, setting lotions, will be provided for your training, but individual styling aids that you prefer to use must be purchased by you the student at a discounted cost to be determined solely by Mane Place academy. Many common use tools will be provided by Mane Place academy but you are responsible for their condition while you are using these tools, dryers, chairs, carts and other common use tools, if you damage them due to negligence or abuse you may be required to replace them at actual replacement cost as an additional cost to you above and beyond your financial obligation to the academy as outlined in your contract for instruction.

Mane Place academy refund policy and student's right to cancel

Addendum B

Student's right to cancel: The student has the right to cancel the enrollment contract until the first day of instruction or attendance.

If a student (or a minor student's parent or legal guardian) cancels, by receipt of written notification to Mane Place academy, prior to the first class period scheduled for the student, the contract for enrollment is cancelled and student shall receive a full refund, less the application fee of \$75.00. Whereas a student has received funding by OJT, VA or other student financial programs their policy concerning refund will take precedence.

If a student (or minor student's parent or legal guardian) wishes to cancel the contract after the beginning of the first scheduled class period, the following refund schedule shall apply: **Note; no tuition is credited toward your account until the 1st day of the 2nd month of attendance upon receipt of that payment.**

Attendance time	Percentage of tuition refund
During the 1 st day of class but prior to the 2 nd day of class	100%
after the 1 st day of class but not more than 10% of class time	90%
after 10% of class time but prior to 20%	80%

after 20% but prior to 25%	55%
after 25% but prior to 50%	30%
after 50% of class time	0%

- Attendance time is defined as the elapsed time between the first class period of the course of education and the date of the student’s last physical appearance. Attendance is figured upon 173 days necessary for course completion but NOT the 184 allowed by contract to accommodate the students anticipated needs for time off. Refund is calculated by the elapsed time as defined in the first sentence.

Upon receipt of a student’s written notice of cancellation Mane Place academy shall have five (5) days to acknowledge the students cancellation or last recorded day of attendance and thirty (30) days to refund appropriate funds to either the student or the agency providing student funding whichever is determined to be applicable according to the above refund policy. All books, materials and tools provided to the student are of a personal nature and dependent upon student’s maintenance and care for them, they are the individual student’s to keep in their possession, thus the \$1800.00 fee for books, tools and permits is non refundable and is credited to your account before any tuition is credited to your account of the \$2275.00 down payment to enroll in school.

Student signature _____

Date: _____

This page has been intentionally left partially blank so you may make note of questions or concerns you may have about either our rules and regulations or philosophy of education to address with an academy instructor or administrator. Please read the entire catalog and contract for instruction carefully and thoroughly. You may consult either concerned parties and/or an attorney to advise and help you in your questions or decisions. Remember if there's anything you're unclear about, ask before you sign any documents, once you've signed in the appropriate spaces you are acknowledging by your signature that you agree to abide by our policies, rules and regulations. The contract for instruction is a legal document and proper due diligence and careful consideration should be taken before signing said document. **NOTE: No school can guarantee transferrable hours, credits or program, it is at the sole discretion of the receiving institution. The preceding paragraph is not intended to alarm you, but to insure you know you are making commitments to your education by agreeing to our policies in alignment with our commitment in providing facility, equipment and staff so that you may receive the best education possible, and prepare you to take and pass your state board exam and get on the road to becoming a successful hair designer.**

Mane Place academy

MENINGITIS Know Your Risk
Learn About Vaccination

Important Notice:

Information in this handout has been gathered from the Alaska Postsecondary Student Immunization Act (HB185), signed into law effective May 18, 2005. Additional information was gathered from the Alaska Department of Health and Social Services' Division of Public Health and the Web site of the American College Health Association at http://www.acha.org/projects_programs/meningitis. The Alaska Commission on Postsecondary Education (ACPE) cannot provide medical information and is not responsible for any medical information provided to schools or to students. For questions specific to meningitis, immunization, and related diseases, please consult a qualified medical professional.

Did you know?

Meningococcal disease is a contagious but largely preventable bacterial infection that most often leads to meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or a condition called meningococcal septicemia, which is an infection of the blood.

Meningococcal disease is caused by bacteria called *Neisseria meningitidis* that are spread person-to-person through the air (usually by sneezing or coughing), through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, or through intimate contact, such as kissing. This disease is not as contagious as things like the common cold or the flu, and it is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

Meningococcal disease is a serious illness that can lead to death within a few hours of onset; one out of ten cases is fatal, and in one out of seven survivors it can lead to severe and permanent disabilities, such as brain damage, hearing loss, seizures, or limb amputation.

What are the symptoms of meningococcal disease?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. A rash may also develop over parts of the body, or the entire body. Other symptoms include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. These symptoms can develop over several hours, or they may take 1 to 2 days. As the disease progresses, seizures may develop. If you notice these symptoms - in yourself, friends, or others - you should contact your college health service or local hospital immediately.

Who is at risk for meningococcal disease?

Anyone can get meningococcal meningitis, but scientific evidence suggests that college freshmen living in campus housing are at moderately increased risk to get this disease when compared to the general college population. The reasons for this increased risk are still not known for certain, but factors may include such things as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing personal items.

Other risk groups include infants and young children, household contacts to a person with meningococcal disease, refugees from parts of the world with high rates of meningococcal disease, laboratory workers who work with this bacteria, and military recruits.

Are there vaccines against meningococcal disease?

Yes, there are two safe and effective vaccines that protect against four strains of the bacteria that cause meningococcal disease - serogroups A, C, Y, and W135. Immunization against meningococcal disease will decrease the risk of contracting the illness from these meningococcal strains.

How can meningococcal disease be prevented?

Many cases of meningococcal disease can be prevented. The Centers for Disease Control and Prevention and the American College Health Association recommend that all first-year students living in residence halls be vaccinated against meningococcal disease. All other college students under the age of 25 years who wish to reduce their risk for the disease may choose to be vaccinated.

Vaccination is safe and effective. It protects against four of the five most common strains (or types) of bacteria that cause meningitis. Approximately 70 to 80 percent of cases in the college age group are caused by strains that are potentially vaccine-preventable. The most commonly reported adverse reactions among adolescents and adults in clinical studies were pain at the injection site, headache, and fatigue. These respond to simple measures (ibuprofen or acetaminophen) and resolve spontaneously within a few days.

For More Information

To learn more about meningitis and immunization, visit the websites of the American College Health Association, www.acha.org/meningitis, and the Centers for Disease Control and Prevention, www.cdc.gov/ncidod/diseases/submenu/sub_meningitis.htm.

I have received a copy of this notice on meningococcal disease.

I have received an immunization against meningococcal disease.

Student
Name

Student Signature
Date

Addendum D (REQUIRED)

ACPE IA. PO Box 110505, Juneau, AK 99811-0505.907.465.6741 • EED.ACPE-IA@alask

Mane Place academy Absence request form(10a)

Student name: _____

Type of absence requested:

___ Sick ___ Vacation ___ Bereavement

___ Military ___ Jury Duty ___ Family leave ___ Other

Dates of absence requested: From: _____

To: _____

Reason for absence in detail: _____

_____ (use additional pages if needed)

You must submit requests for absences, other than sick leave. **Revised completion date & or tuition if necessary:** _____

Conditions for LOA: _____

_____ Student signature

_____ Date

Academy use only below.

___ approved ___ rejected

Comments:

_____ school official signature

_____ date

I, _____ of _____, age, _____ DOB ___ / ___ / _____

telephone number _____; hereby enroll as a student in **Mane Place academy**
1255 Airport Way #6, Fairbanks, AK 99701.

Check as appropriate:

___ Cosmetology I & II (1650 hours to be completed in 46 weeks)

Beginning ___ / ___ / ___ to ___ / ___ / ___.

___ Transfer Student with _____ hours (required hours for transfers and student's over 46
week contract will be prorated at \$850.00 per month; 1 mos. = 170 hours) to be completed by
___ / ___ / ___ or at \$5.00 per credit hour.

PRICES: \$6650.00 for Cosmetology I & II

\$ 2520.00 Books and Equipment and student permit

\$705.00 lab fees

\$850.00 per month for Transfer Student into Cos. II or additional time required to complete
course.

Total fees for a complete course of instruction are **\$9875.00** (nine thousand eight hundred
seventy five dollars)

\$2275.00 Total minimum due First Day of Class.

Cosmetology I (approx 350 hours) teaches the basic skills of cosmetology. Topics include but
are not limited to men's and women's haircutting, permanent waving, tints, bleaches, and hair
coloring. Theory and application is taught on these topics. Work is done mainly on mannequins.
Cosmetology II (1300 hours) expands on the first 350 hours in all phases of Cosmetology. Work
is done mainly on the paying public. Completion of both courses allows the student to fulfill all
the requirements necessary to take the State of Alaska Hairdresser Exam. Students graduating in
good standing receive a diploma. (Theory homework of approximately 2-3 hours per week.)
Tuition is \$ payable on the first day of class. Both courses (Cos.I & Cos. II) require you to
attend 38 hours per week for (4), days. Wed. through Friday 10 hours and 8 hours on Sat.
If additional instruction beyond the 46 weeks is required, it will be provided at \$ 850.00
per month or partial months(1 month= 170 hours).

If the amounts required under this agreement are not paid when due, and this agreement is placed
by Mane Place academy with an attorney for collection through legal proceedings or otherwise,
the student or his guarantor shall pay all reasonable attorney fees to Mane Place academy
together with costs and reasonable expenses of collection.

The student acknowledges that he/she has received and read the Institutional catalog and understands
the rules and regulations of Mane Place academy and that he/she has read and understands the refund
policy as stated in this agreement. The student agrees to abide by those rules. The student
acknowledges and understands that failure to abide by the rules and regulations of Mane Place academy
may result in suspension or acknowledges and agrees that dismissal from the center does not release the
obligation to pay any sums due and owing under this agreement.

Textbooks and equipment will be available for sale on the first day of class and provided during the 2nd
day of class. The cost will be \$2520.00. These costs are not refundable because of the personalized
nature of these items, particularly the equipment.

This agreement constitutes the entire agreement between student and Mane Place academy. There are no express or implied warranties except those enumerated in this agreement. No waiver of any breach by either party of the terms of this agreement shall be deemed a waiver of any subsequent breach. Mane Place academy, as signatory of the enrollment contract, is subject to all claims and defenses of the student or student's successors in interest arising under the contract.

No modifications of this agreement shall be binding upon either of the parties unless reduced to writing and subscribed by both of the parties with this same formality as this agreement.

This agreement shall be construed and governed in accordance with the laws of the State of Alaska.

If any provision of this agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect. This contract is a legally binding instrument upon si All prices are quoted in cash, a 3% fee will be added to any funds paid for via credit card. A late fee of \$75 is charged for each month a student is not current on tuition for the month.

gnature by the student and/or guarantor and signing and acceptance by the institution.

SIGNATURE OF APPLICANT: _____ DATE_____.

SSN#: _____ date of birth: _____

SIGNATURE OF PARENT OR GUARANTOR: DATE_____.

ADDRESS OF PARENT OR GUARANTOR: _____

SSN# _____

PHONE. _____

SIGNATURE OF WITNESS:_____

Mane Place academy in fulfilling its part of this agreement hereby admits as a student in its school and agrees to furnish said student with the specified course of instruction.

Mane Place academy by_____: