

Table of Contents

Contact Info & School Owners/Officers.....	Page 1
Licensing & Accrediting Agencies:.....	Page 1
Mission Statement:.....	Page 2
Administrative staff and faculty:.....	Page 2
Programs & Career opportunities:.....	Page 2
Placement, Exam, & Completion Rates.....	Page 2
School facilities & Equipment:.....	Page 3
Admissions Requirements:.....	Page 3
Program Start Dates, Cost, Schedules.....	Page 3
Cosmetology Program Descriptions/ Curriculum.....	Page 4
Massage Program Descriptions/ Curriculum.....	Page 5
Nail Program Descriptions/ Curriculum.....	Page 6
Esthetics Program Descriptions/ Curriculum.....	Page 6
Scheduled Holidays Off.....	Page 7
Satisfactory Academic Progress & Grading Scale.....	Page 7
Cancellation & Refund Policy:.....	Page 8
<u>General Rules, Policies & Procedures to include:.....</u>	<u>Page 8</u>
.....Counseling Services available:.....	Page 8
.....Job Placement policy:.....	Page 8
.....Scholarship policies.....	Page 8
.....Non-discrimination Statement:.....	Page 9
.....Student access to files:.....	Page 9
.....Release of information:.....	Page 9
.....Transfer In & Restart Policy:.....	Page 9
.....Graduation requirements & Document awarded.....	Page 9
.....Achievements.....	Page 9
.....Earning Credit.....	Page 9
.....Required assignments.....	Page 9
.....Safety & Sanitation.....	Page 9
.....Disciplinary & Termination Policy.....	Page 9
.....Conduct policy.....	Page 9
.....Theft or stealing.....	Page 9
.....Drug & Alcohol Policy.....	Page 9
.....Student recruitment Policy:.....	Page 9
Attendance Policies & Procedures:.....	Page 9
Dress Code.....	Page 11
Financial Aid information:.....	Page 12

Headlines Contact Info:

Location: All programs are located in Tuscany Square in Downtown Rapid City

Cosmetology, Esthetics, Nail, and Massage Clinic: 333 Omaha Street Suite 6 & 7

Cosmetology, Nails, Massage & Esthetics Admissions Office: 333 Omaha Street Suite 6 & 7

Financial Aid Office: 333 Omaha Street Suite 6 & 7

Mailing Address for all departments: 333 Omaha Street, Suite 6 & 7 Rapid City, SD 57701

Phone Numbers & Emails:

Cosmetology, Nail, Massage & Esthetics Interviews, Info. & Questions

605-348-4247 ext. 13 Email: HeadlinesAdmissions@yahoo.com

Financial Aid & Business Operations

605-348-4247 ext. 14 Email: Headlines@rushmore.com

Toll Free: 1-877-395-9809

Website: www.HeadlinesAcademy.com

Headlines Academy is owned by: Headlines Academy, INC
Peggy Sproat – President, Treasurer, CEO, Fiscal Officer

Sandy Seachris – Vice-President, Secretary, Dir. of Cosmetology, Nail & Esthetics Education

Licensing, Accrediting Agencies, and Certification Boards

Nationally accredited by the **National Accrediting Commission of Cosmetology Arts and Sciences. INC.** NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences.

4401 Ford Avenue Suite 1300
Alexandria, VA 22302
Phone #703-600-7600
Web Site: www.naccas.org



Cosmetology, Nail, & Esthetic programs Licensed by:

South Dakota Cosmetology Commission:

500 E. Capitol Pierre, SD 57501

Phone: 605-773-6193

Web Address: <http://www.state.sd.us/dcr/cosmo/cosmo-ho.htm>

Email: cosmetology@state.sd.us

NCA

401 N. Michigan Ave Chicago,

IL 60611

nca1@ncaares.org www.ncaar.es.org

[es.org](http://www.ncaar.es.org)

(866)871-0656

NCA | National
Cosmetology
Association

Career + Creativity + Community.



The National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) is a nationally accredited credentialing body, formed to set high standards for those who practice therapeutic massage and bodywork. It does this through a nationally recognized certification program that evaluates and attests to the core skills, abilities, knowledge and attributes expected of entry-level practitioners of therapeutic massage and bodywork.

WWW.NCBTMB.COM
1901 S. Meyers Rd Ste. 240
Oakbrook Terrace, IL 21275-8845
703-610-9015 · 703-610-9005
1-800-296-0664 (totally automated line)

South Dakota Board of Massage Therapy



sdmtb.msp@midconetwork.com <http://doh.sd.gov/boards/Massage/>

The mission of the South Dakota Board of Massage Therapy is to protect the health and safety of the public by licensure of qualified persons and enforcement of the statutes, rules, and regulations governing the practice of Massage Therapy, including processing and investigating properly filed complaints and holding hearings as warranted. Upon completion you will be eligible for application to National Certification Board of Therapeutic Massage & Bodyworks for national testing & certifications.



American Massage Therapy Association (AMTA)

500 Davis Street Ste. 900 Evanston, IL 60201

www.amtamassage.com

Toll-Free 1-877-905-2700

Phone 847-864-0123

Fax 847-864-1178

Email info@amtamassage.org



Associated Bodywork & Massage

Professionals (ABMP) recognizes courses at Headlines Academy of Massage. Our course meets or

exceeds the requirements set forth by ABMP for their professional or certified level of memberships. Associated Bodywork and Massage Professionals (ABMP) is a membership organization serving the massage, bodywork, somatic, and esthetic professions. ABMP competes effectively for members by providing the best value and most responsive, knowledgeable service www.abmp.com 1

271 Sugarbush Drive Evergreen, Colorado 80439 9766

<mailto:expectmore@abmp.com>

Phone: 800-458-2267 Fax: 800-667-8260

Our Mission Statement

As educators we will take every opportunity to continue to educate ourselves to current, scientific and technical developments of our professions, exemplifying the importance of knowledge.

We will listen to our students and endeavor to treat each question and situation fairly, thereby, creating a mutual relationship of respect, trust and teamwork.

We will inspire personal and professional development of ethics through our own pursuit of higher standards of conduct.

We will support and stimulate students' need to create and experiment, by nurturing their efforts while instilling a solid base of safe, healthy skills and practices.

We will provide an opportunity to achieve a quality cosmetology, massage, nail tech and esthetic education for a group of learners who have the ability to benefit from these programs.

Through the results of higher standards our graduates will be able to meet and surpass the expectations of future clients and employers.

It is with this in mind we begin each day at the Academy.

Staff Administration & Faculty

All of our instructors and office personnel have a vast range of experience in the field as Cosmetologist, Nail Technicians, and Massage Therapist. Learn from what the best have to offer. Continuing education, experience, and instructor training for our staff is key ingredient.

Director of Operations

Chris Jackson

Administrative Assitant

Marilyn Fransen

Cosmetology Instructors

Sandy Seachris, Peggy Sproat, Rachel James, Dana Hoffman, Nichole Finch, Joni Peterson, Dana Pacecca, Helen Miller

Advisory Board Members Cosmetology

Misty Koch, Yanga Allison, Chelly Halterman, Sandy Seachris, Peggy Sproat, Kevin Huether, Lisa Werlinger, Linda Pratt, Lori Eggersgluess, Carrie Martinez, Annette Bissinger, Tammy Braband

Esthetician Instructors

Rachel James, Joni Peterson

Advisory Board Members Esthetics

Misty Koch, Yanga Allison, Chelly Halterman, Sandy Seachris, Peggy Sproat, Kevin Huether, Lisa Werlinger, Linda Pratt, Lori Eggersgluess, Carrie Martinez, Annette Bissinger, Tammy Braband, Brandie Ellerton

Nail Technology Instructors

Rachel James, Sandy Seachris

Advisory Board Members Nail Technology

Misty Koch, Yanga Allison, Chelly Halterman, Sandy Seachris, Peggy Sproat, Kevin Huether, Lisa Werlinger, Linda Pratt, Lori Eggersgluess, Carrie Martinez, Annette Bissinger, Tammy Braband, Brandie Ellerton

Massage Instructors

Natalie Marsh, Liberty Madison & Brandie Ellerton - Director

Advisory Board Members

Misty Koch, Yanga Allison, Chelly Halterman, Sandy Seachris, Peggy Sproat, Kevin Huether, Lisa Werlinger, Linda Pratt, Lori Eggersgluess, Carrie Martinez, Annette Bissinger, Tammy Braband, Brandie Ellerton

Cosmetology, Nail & Esthetics Career Opportunities

The world of cosmetology is changing! The latest 2007 National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS) Job Demand Survey with salons and salon chains indicates there is a great deal of diverse opportunities for future cosmetologists. Whether starting your career or looking for a change-of-life career alternative, cosmetology now offers numerous creative choices from hair design, massage, spa care and aesthetics to nail care, education and sales.

Not so surprisingly, 76% of salon owners who tried to fill open salon positions in 2002 said they were not always able to find qualified and licensed applicants.

In 2007 the average base income per full-time employee was estimated to be about \$36,000. Based upon a typical 50% commission factor, the average 2007 income for salon professionals was \$18.08 per hour while salon owners averaged \$24.36 per hour. The corresponding full-time salaries were \$48,720 for salon owners and \$36,360 for all non-owner salon professionals – inclusive of tips. Today, the professional salon industry continues to offer terrific new employment opportunities to qualified job seekers as hair designers, aestheticians, make up artists and massage therapists -- to qualified job seekers. Whether it is to launch a new career or to begin a mid-life career change, cosmetology offers many new opportunities. Currently, there are many exciting and positive career options in cosmetology.

Massage Career Opportunities

The touch therapies profession is growing steadily in the United States. This is a result of both wider public recognition and career change trends.

Associated Bodywork & Massage Professionals estimates that approximately 165,000 individuals practice massage, bodywork and somatic therapies as a full-or part-time vocation in the United States. **A significant change in the demographics of U.S. practitioners has emerged the past few years, due primarily to the financial viability of a career in massage.** In the past, individuals who chose massage, bodywork, or somatic therapies as a career were often considered to be choosing an alternative lifestyle. **These days the profession is experiencing a more professional image.**

While a number of full-time practitioners earn \$40,000 to \$60,000 per year, many individuals in the profession choose to pursue massage as a part-time vocation. As a result, average hours per week devoted to massage is fewer than 40 and median income from the practice of massage therapy is under \$20,000. More than 800 massage therapy schools graduate more than 45,000 trained students each year. Only an estimated 25% of American adults have experienced a professional massage, but that number grows each year.

The Interview

We do not require an aptitude test prior to acceptance. We accept students mainly on the basis of recommendations, maturity, stability, & dependability. This is all discussed during the personal interview process. The interview is our opportunity to get to know you as well as explain our curriculum and make sure you understand our policies & rules.

Our Academy is a private institution and reserves the right to reject any applications.

Statistics from our NACCAS 08-09 Annual Report

Placement Rate = 88.71%

Completion Rate 85.33%

Pass/Fail Rate for State Exam 96.67%

School Facilities & Equipment

Headlines Academy was established in 1981 and first accredited in 1985. We are locally owned and operated by licensed cosmetologist in downtown Rapid City. With much planning and excitement we have moved our school to a new location. This move to the newly remodeled Tuscany Square on the corner of 3rd and Omaha Street has been a great benefit to everyone. With 13,600 sq. Feet on one level, we think you will agree that the quality instruction along with new equipment makes our beautiful facility a must for your education experience. We have also secured private parking for our students and staff to make parking more convenient.

We can accommodate over 100 massage, cosmetology, Esthetics, and Nails students Comfortably, however we limit our class sizes to provide a quality education. We take pride in our curriculum because we know we go above and beyond to add in advanced classes in hair, skin, nails, and massage.

Come see for yourself our comfortable learning facilities!

Admissions Requirements

Admissions Requirements recommended to be completed 30 days before class starting day

- 1. Age:** Cosmetology: At Least 17 years old. Massage, Esthetic, & Nail: At least 18 yrs old
- 2. Education Required:** High-School Diploma or GED (Transcripts are not necessary but helpful for the interview process)
- 3. We Need:** Copy of Birth Certificate & HS Diploma or GED with legible dates & Copy of Photo ID
- 4. Complete:** (forms supplied) Admissions Application & 2 Personal recommendations.
- 5. Financial Aid:** Complete FAFSA if interested in applying for Financial Aid
- 6. Submit Registration/Application Fee**
- 7. Set up Appointment for interview!**

Start Dates, Cost and Class Schedules

Cosmetology 2100 Clock Hours:

Classes Start Each:

March June* September * December*

Class Schedule:

Pre-Clinic Training (1st 10 Wks)

Mon. – Fri. 8:00 am – 4:30 pm

Clinic Floor Training:

Mon., Wed., Fri., and Sat 8 am – 4:30 pm

Tue. & Thur. 8:00 am – 8:00 pm

8 hrs per day x 5 days a wk = 40 hrs per wk (1/2 hr lunch)

Estimated 13 months to completion

COST:

Tuition\$13650

Application/Registration Fee \$50

Equipment & Books.....\$1000

Rental Fees\$100

TOTAL COST\$14,800

Monthly payments may be scheduled for students making cash payments.

Nail Technology 400 Clock Hours:

Classes Start Each:

*Spring * Fall*

Class Schedule:

Pre-Clinic Training (1st 4 Wks)

Mon. – Fri. 8:00 am – 4:00 pm

Clinic Floor Training:

Mon., Wed., Fri. and Sat. 8 am – 4:30 pm

Tue. & Thur. 8:00 am – 8:00 pm

7.5 hrs per day x 5 days a wk = 35 hrs per wk (1 hr lunch)

Estimated 13 weeks to completion

COST:

Tuition\$

Application/Registration Fee \$200

Equipment & Books.....\$870

Rental Fees\$30

TOTAL COST\$4300

Monthly payments may be scheduled – There will be NO financial aid available for this course. Partial acceptance into the program is based on 1st available to pay for program.

Massage Therapy 600 Clock Hours:

Classes Start Each: March June * October*

Class Schedule:

Monday – Wednesday 8am – 4:30 pm

(1/2 hour Lunch)

Clinic Schedule:

TBD

8 hrs per day x 3 days a wk = 24 hrs per wk

Estimated 6 months to completion

COST:

Tuition.....\$7200

Application/Registration Fee \$100

Table, Equipment & Books\$1250

Rental Fees.....\$50

TOTAL COST\$8600

Monthly payments may be scheduled for students making cash payments.

Esthetic Program 600 Clock Hours:

*Classes Start each: April * October*

Class Schedule

Monday -Wednesday 8:00am-4:30pm ½ hr lunch

8 hours a day x 3 days a wk = 24 hours per week

Estimated 6 Months to completion

COST:

Tuition.....\$6300

Application/Registration Fee\$300

Equipment & Books\$1000

Rental Fees.....\$100

TOTAL COST.....\$7700

Monthly payments may be scheduled for students making cash payments

* Prices subject to change without notice. * Students additional cost for linens, supplies, parking, elective classes may amount to an estimate of \$250 - \$600

Cosmetology 2100 hours

Program Descriptions & Curriculum

It's all about expressing yourself through your creativity and ability to apply your knowledge and techniques to give your client a superb head to toe look.

There is a science supporting each aspect of the program. Our professional teaching staff will take you, step by step, through those sciences and share, with you, their experience and successes.

Our program insists you have numerous opportunities to practice hands on experiences in each subject. We accept just 12 –16 students per class, insuring you an excellent student to teacher ratio.

As your natural talents and creativity begin to harmoniously connect to the in-depth sciences, a more confident "you" will emerge. People may even mention it to you because when you do what you like to do "IT SHOWS!!"

Career Opportunities

Cosmetology career opportunities are as follow; Hair color Specialist, Texture Specialist, Cutting Specialist, Salon Trainer, and Distributer/Sales Consultant.

Course Description

Throughout the twenty one hundred hour course, you will learn theoretically, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

Theory of each concept, presented through lecture, texts, videos, and DVD's.

Practical experiences in each concept through demonstrations and hands on applications are vital to this profession.

Clinic floor Headlines Academy also operates a clinic to perform services for the general public. After 11 weeks of training, students will participate in clinic services each week.

Advanced Classes Most Wednesdays throughout the program are reserved for advanced or specially classes. These classes are designed to enhance your basic education and give you that extra edge when it comes time for state board exams and working in the salon.

Outline of Subjects

Milady's Standard Cosmetology Textbook & Fundamentals CD-ROM

This textbook was the creation of Nicholas F. Cimaglia, founder of Milady Publishing Company, which he established in 1927. In 1938 Nick Cimaglia published the first edition of Milady's Standard Textbook of Cosmetology, and it has been the textbook of choice for cosmetology education ever since and has undergone many revisions. Throughout its lifetime, it has consistently been the most-used cosmetology textbook in the world. Milady is committed to making the best cosmetology education available. The included CD-ROM is a great addition to help the visual learner who must see & hear it done to retain the information.

Part 1 – Orientation

Cosmetology: The history and opportunities
Life Skills
Your professional Image

Communicating for success
Part 2 – Cosmetology Sciences
Infection Control: Principles & Practice
Anatomy and Physiology
Basics of Chemistry and Electricity

Part 3 – Hair Care

Properties of the Hair & Scalp
Principles of Hair Design
Shampooing, Rinsing, and Conditioning
Haircutting
Hairstyling
Braiding and Braid Extensions
Wigs and hair enhancements
Chemical Texture Services
Hair coloring

Part 4 – Skin Care

Histology of the Skin
Hair removal
Facials
Facial Makeup

Part 5 – Nail Care

Nail Structure and Growth
Manicuring and Pedicuring
Advanced Nail Techniques

Part 6 – The business of Cosmetology

The Salon Business
Seeking Employment
On the Job

Milady's Standard System of Salon Skills: Student Course Book & Clinic Success Journal

This textbook will provide the practical skills that will serve them well in the salon. It will create graduates who are savvy in business & communications skills as well as experienced in technical abilities. The Clinic Success Journal contains a 50 week Appointment Journal to help you schedule classes and appointments, as well as organize your personal life.

Salon Exploration

Haircutting: Blunt haircutting, Graduated Cuts, Layered Shapes, Cuts with clippers & razors.

Hairstyling: Fresh Twist, Blow-drying, Curling Iron, Back Combing, Thermal Styling, Hot Rollers, Diffusing Curly Hair, and Press & Curl.

Texture Services: Bricklay, Spiral, Angular Stack, Contour Set, Twist Spiral, Piggyback, Curvature, "V" Formation, Directional Wave, Chemistry of Chemical Hair Relaxers.

Hair coloring: Patch & Strand Test, Mixing Technical, Color Enhancements, Virgin Hair, Single Process, Covering Gray, Double Process Blonding, Highlights: Face Frame, Full Head, Panels, Chunky, & Balayage Techniques.

Men's Haircutting: Long, Medium, & Short Layer, Tapers: Medium Graduated, Classic, Contemporary, Gentleman's, High, & Short Brush Taper.

Business Bits: Setting goals, planning, attitude & teamwork. It's about time, dressing for success, work ethic. Money management, avoiding negative people, building your clientele, establishing your reputation. Keeping your success journal, continuing education &

professional development, & salon policies.

Business Bits: Is retailing really important? Computers in the salon, salon hygiene, appointment schedule, & reception area. Client consultation, establishing rapport, to shake or not to shake, verbal communication, asking the right questions, & active listening. Shampoo bowl etiquette, Clue #2: Lose the You, dealing with difficult people, giving criticism constructively, referrals, marketing, client retention.

Advanced Esthetics

We pride ourselves on our development of our advanced esthetics/skincare curriculum that is included in our program . From research of our own, as well as education from Bio Elements, our students are able to offer the public highly specialized skincare services during school and in the salon.

We have the highest quality facial machines available at all times for students to use during client services.

Each of the following classes are offered to all our students, as we have seen the overwhelming need for facial treatments in our society: Acne Facials & Acne Maintenance, Anti-aging Facials, European Facials, Spa Facials, Advanced Training on Facial Machines, Advanced skin Analysis with wood lamps & magnifying lamps, Aroma therapy & Herbs, body wraps, & Stone Massage Facials. We also offer training in complete body waxing, advanced makeup techniques, & theatrical makeup

Advanced Nail Classes

We believe a well-rounded Cosmetologist will be the most successful and most desired by salon owners. When our students are hired in a salon the employers know that they have hired a student that has hands on experience with clients. The skill of applying artificial nails is no exception. We teach artificial nails to all our students before they go to the clinic floor so they can get the most experience possible. Our students have competed in Distributor Hair Show's Nail competitions and have taken 1st place 3 of the 4 years held. One year they even swept the competition.

Massage 600 hours

Program Descriptions & Curriculum

The Power of touch can help your clients reach a healthy balance between relaxation and revitalization.

Professionals will teach you a variety of massage techniques and treatments. Through the in-depth study of human sciences, you will learn how your clients respond to them.

Throughout the program, you may also find yourself becoming more healthy and centered. When you express yourself through a profession you truly enjoy, it shows!

Career Opportunities

Massage Therapist career opportunities are as follows:

Massage Clinic/ Office, Physical Therapy Center, Chiropractic Office, Physicians Office, Sports Clinic, Tanning Salon.

Course Description

Throughout the six hundred hour course, you will learn theoretically, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

Theory: of each concept, presented through lecture, texts, Power Point, videos, and DVD's

Practical: experiences in each concept through demonstrations and hands on applications are vital to this profession.

Clinic floor: Headlines Academy also operates a clinic to perform

services for the general public. After 16 weeks of training, students will participate in 4 clinic services each week. Tuesday & Thursday at 1:00, 2:30, 4:00 & 5:30 pm. Massages are available for \$25.00. Come see for yourself the benefits you will be delivering to your own clientele.

Outline of Subjects

Trail Guide to the Body.

This book is the best choice for learning palpatory & anatomy skills. This book delivers information about the muscular & skeletal systems in a beautifully illustrated, user-friendly way. The segment makes learning the necessary skills for hands on professionals interesting, memorable and easy.

Chapter 1 - Navigating the Body

Chapter 2 - Shoulder & Arm

Chapter 3 - Forearm & Hand

Chapter 4 - Spine & Thorax

Chapter 5 - Head, Neck & Face

Chapter 6 - Pelvis & Thigh

Chapter 7 - Leg & Foot.

Milady's Theory & Practice of Therapeutic

Massage Textbook

This textbook will provide you with a strong foundation for a career as a professional massage therapist. This book presents information regarding the structure and function of the body relevant to massage, the basic techniques used in therapeutic massage, considerations for the operation of successful massage business, and a review of a variety of specialized massage techniques.

Part I -

The History & Advancement of Therapeutic Massage
Historical Overview of Massage
Requirements for the Practice of therapeutic Massage –
Scope of Practice, Licenses, Educational requirements,
health requirements.
Professional Ethics – Personal Hygiene, Health Habits,
Communication Skills, & Professional Image.

Part II –

Human Anatomy & Physiology
The Integumentary, Skeletal, Muscular, Circulatory, Nervous,
Endocrine, Respiratory, Digestive, Excretory, & Human
Reproductive Systems.

Part III

Massage Practice
Effects, Benefits, Indications, and Contraindications of
Massage
Equipment & Products
Sanitary and Safety Practices
The Consultation
Classification of Massage Movements
Application of Massage Technique
Procedures for Complete Body Massages
Face & Scalp Massage
Hydrotherapy
Massage for Nursing & Healthcare
Athletic / Sports Massage
Specialized Massage to include Prenatal, Lymph, Deep
Tissue, Neuromuscular, Muscle Energy, Passive Positioning,
Energetic Manipulation, Organ Meridians – Yin & Yang,
Stress Therapy & Relaxation Massage, Chair Massage, Other
Somatic Therapies.
Therapeutic Exercise

Part IV

Massage Business Administration
Attitude/Self-Image/Public Image
Beginning a Business & Planning
Business Costs, needs & location
Buying a business, licenses, permits, protection.
Marketing, Bookkeeping, Employees, & Management.

Massage Therapist's Guide to Pathology

This book is written to present a wealth of complicated, interrelated, and convoluted material in an orderly fashion, but it can also provide an accurate reference and quick answers to the practitioner who needs to make a fast, well-informed decision.

- Chapter 1: Integumentary System Conditions
- Chapter 2: Musculoskeletal System Conditions
- Chapter 3: Nervous System Conditions
- Chapter 4: Circulatory System Conditions
- Chapter 5: Lymph and Immune System Conditions
- Chapter 6: Respiratory System Conditions
- Chapter 7: Digestive System Conditions
- Chapter 8: Endocrine System Conditions
- Chapter 9: Urinary System Conditions
- Chapter 10: Reproductive System Conditions
- Chapter 11: Miscellaneous Conditions

Other specialty classes and modalities may include but are not limited to:

- Classic Swedish Movements
- Equine Horse Massage Therapy
- Geriatric
- Reflexology
- Trigger Point
- Neuromuscular
- Aromatherapy
- Nutrition
- Stone Massage
- Pre Natal Massage
- Infant Massage
- Energetic Modalities
- Reiki
- Joint Movement & Stretching
- Strength Training
- NCBTMB & State Licensing Requirements

Nail Technology 400 hours **Program Descriptions & Curriculum**

Each year professional nail technicians perform more than \$6 billion worth of manicuring, pedicuring, and artificial nail services for millions of fashion-conscious clients. The business of nails has grown enormously over the past several years and will continue to grow.

You are fortunate because you will learn from gifted instructors who will share their skills and experiences with you. You will meet other industry professionals at seminars, workshops, and conventions where you'll learn the latest techniques, specific product knowledge, and management procedures. You will build a network of professionals to turn to for career advice, opportunity, and direction. Whatever direction you choose, we wish you a successful and enjoyable journey.

Career Opportunities

Nail Tech career opportunities are as follow; Full-service Salons, Nail Only Salons, Booth Rental, and Salon Ownership.

Course Description

Throughout the four hundred hour course, you will learn theoretically, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

Theory: of each concept, presented through lecture, texts, videos, and DVD's.

Practical: experiences in each concept through demonstrations and hands on applications are vital to this profession.

Clinic floor: Headlines Academy also operates a clinic to perform services for the general public. After 4 weeks of training, students will participate in clinic services each week.

Advanced Classes: Throughout the program are many days that are reserved for advanced or specially classes. These classes are designed to enhance your basic education and give you that extra edge when it comes time for state board exams and working in the salon.

Outline of Subjects

Milady's Standard Nail Technology Textbook & Workbook

Part 1 – Orientation

- History and Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

Part 2 – Sciences

- Infection Control/ Principals & Practices
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry Simplified
- Basics of Electricity

Part 3 – Nail Care

- Manicuring
- Pedicuring
- Electric Filing
- Nail Tip, Wraps, and No-Light Gels
- Acrylic (Methacrylate) Nail Enhancements
- UV Gels
- The Creative Touch

Part 4 – Business Skills

- Seeking Employment
- The Salon Business
- On The Job

Esthetics 600 hours **Program Descriptions & Curriculum**

You are about to begin a journey into a career ripe with opportunity for success and personal satisfaction. The need for professional estheticians has grown and promises to continue to expand in the next decades, providing ample room for personal success in a variety of career paths.

When your school experience begins, consider how you will approach your goals and focus on becoming a licensed esthetician. There is a science supporting each aspect of the program. Our professional

teaching staff will take you, step by step, through those sciences and share, with you, their experience and successes.

Our program insists you have numerous opportunities to practice hands on experiences in each subject. We accept just 6 students per class, insuring you an excellent student to teacher ratio.

As your natural talents and creativity begin to harmoniously connect to the in-depth sciences, a more confident, knowledgeable skincare specialist will emerge. Why not start on your career path today?

Career Opportunities

Esthetics career opportunities are as follow; Full-service Salons, Spas, and Medical esthetics practice.

Course Description

Throughout the six hundred hour course, you will learn theoretically, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

Theory: of each concept, presented through lecture, texts, videos, and DVD's.

Practical: experiences in each concept through demonstrations and hands on applications are vital to this profession.

Clinic floor: Headlines Academy also operates a clinic to perform services for the general public. After 4 weeks of training, students will participate in clinic services each week.

Advanced Classes: Throughout the program are many days that are reserved for advanced or specially classes. These classes are designed to enhance your basic education and give you that extra edge when it comes time for state board exams and working in the salon.

Outline of Subjects

Milady's Standard Fundamentals for Estheticians **Textbook & Workbook**

Part 1-Getting Started

Skin Care History and Opportunities
Your Professional Image

Part 2-General Sciences

Sanitation and Disinfection
Anatomy and Physiology
Chemistry for Estheticians
Cosmetic Chemistry
Basics of Electricity

Part 3-The Skin Sciences

Physiology and Histology of the Skin
Skin Disorders and Diseases
Skin Analysis
Product Selection and Ingredients
The Treatment Room

Part 4-The Principles of Esthetic Procedures

Massage
Basic Facials and Treatments
Machines
Hair Removal
Advanced Esthetics Topics: An Industry Overview
The World of Makeup

Part 5-The Business of Skin Care

The Salon/Spa Business
Selling Products and Services

Advanced Esthetics

From research of our own, as well as education from Bio Elements, our students are able to offer the public highly specialized skincare services during school and in the salon. Our students will also be trained and certified in microdermabrasion.

Each of the following classes are offered to all our students, as we have seen the overwhelming need for facial treatments in our society: Acne Facials & Acne Maintenance, Anti-aging Facials, European Facials, Spa Facials, Advanced Training on Facial Machines, Advanced skin Analysis with wood lamps & magnifying lamps, Aroma therapy & Herbs, body wraps, & Stone Massage Facials. We also offer training in complete body waxing, advanced makeup techniques, & theatrical makeup

*Scheduled Holidays Off for all programs:
January 1, Monday after Easter, Memorial Day, July 4th (or day before in on a weekend), Labor Day, Thanksgiving Day & Friday after, and 3 days for Christmas.

Satisfactory Academic Progress **(SAP)**

1. **SAP** in attendance and academic work is a requirement for all regularly enrolled students of the Academy. Students who receive funding through any federal title IV financial aid program must maintain SAP status in order to continue eligibility for such funds. Students without Federal Funding must make SAP also to stay in school.
2. **Determination of SAP Status:** Newly enrolled or transfer students are considered meeting SAP on the first date of attendance and that status is continuous to the first SAP checkpoint. Checkpoints are at 8 week intervals for massage program, 2 month intervals for cosmetology program, 2 week intervals nail program and 8 week intervals for esthetics. The first interval begins on the first day of attendance. Monthly grades are averaged together and included in the evaluation. Students must reach required hours of attendance by SAP checkpoints (as outlined under Attendance) with a grade point average (GPA) of at least 75% (C), to be considered meeting SAP and eligible to graduate.
3. **Probation, suspension, and re-instatement of status:** Students meeting minimum SAP requirements at any checkpoint will continue that status until the next checkpoint. A student must meet SAP requirements at least one time before mid point of any course.
4. **Students who fail SAP requirements,** at any checkpoint, will be placed on probation for the next SAP evaluation period with the opportunity to meet SAP requirements at the next checkpoint. Students are considered meeting SAP during this SAP evaluation period.
5. **Students who fail to meet SAP at the end of the probationary period** are placed on suspension and may follow the appeal procedure for re-instatement of SAP status if the student feels there is reason to reverse the non-SAP status. Students have 30 days to begin the appeal process, and if the student has not begun the appeal process at the end of 30 days, the student will be terminated from the program with the exception of students who have encountered unusual circumstances preventing them from making the appeal timely.
6. **Appeal Procedure:** Students who are suspended after failing to achieve SAP may appeal by submitting a written statement of appeal to the Director of Education along with supporting documentation (reasons they feel the decision should be reversed) and a request for a hearing. The Director will set

a hearing time and notify the student of date and time within 5 days of receiving the written appeal.

7. **Student may request that parents/guardians, and spouse** attend the hearing. The Director of Education and at least 2 other staff or faculty members will be in attendance. A decision will be mailed to the student within 5 business days of the hearing. The decision will be final.

8. **Extenuating Circumstances:** Students not meeting SAP, due to illness, family member death or other extenuating circumstances, have an additional 30 day probationary period within which to meet SAP beyond the first probationary period and before being considered not meeting SAP, in which to meet the SAP requirements. Student must submit a request for review.

9. **Attendance:** Course must be completed within 150% of published length. Students must have attended at least 75% of all hours scheduled at each SAP checkpoint to be eligible to graduate. The 75% will be calculated on a cumulative basis. SAP checkpoints will continue from the first day to the final day of attendance. Course length is defined as the amount of time required to complete the course without absences.

10. **Grading:** Using a scale of 0-100%, the Academy will measure and assess theory assignments, practical assignments, grooming, conduct, attendance, and sales ability when determining grades earned. The minimum required cumulative GPA is 75% (C)

11. **Grading Scale:**

Excellent	(A)	95% - 100%
Good	(B)	85% - 94%
Satisfactory	(C)	84% - 75%
Failing	(D)	0% - 74%

12. **Approved Leave of Absence** and allowed absences: Students may miss up to 10% of scheduled hours without being assessed additional tuition fees. Students who have serious or emergency reasons may request in writing a leave of absence from 1-180 days without additional tuition assessment and or loss of SAP status as long as such reasons are approved by the Director of Education and documented appropriately. A Leave of Absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Financial hardship leaves are not permitted; make sure you are financially stable before starting classes with our Academy.

13. **Course incomplete, withdrawal, repetition, and non-credit remedial courses:** A student who has temporary interruptions or withdraws from school, then applies to return will return with the same SAP status as when withdrawn. Incomplete, repetitions and remedial courses do not apply at the Academy.

14. **Re-Instatement of Aid:** Students who meet SAP by the end of the probationary period or who appeal and the appeal decision returns the student to SAP status will automatically be re-instated to eligible students. However, the Academy cannot guarantee that all federal, state, or private funds that were scheduled to be awarded will still be available. Sometimes, students must reapply.

Withdrawal & Settlement Policy

1. An applicant not accepted by the college, shall be entitled to a refund of all moneys paid.
2. If a student, or in case of a minor student (his/her parent or guardian), cancels his/her enrollment contract and demands his/her money back in writing within three business days of the signing of the enrollment contract all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date or the date said notification is delivered in person to the Academy's business office whether or not the student has or has not begun training.
3. If student cancels, or in case of a student under legal age (his/her parent or guardian cancels his/her enrollment contract three days after the contract but prior to class start date he/she shall be entitled to a refund of all moneys paid to the college less registration fee of [\$50. Cosm] – [\$100 mass]. – [\$200

Nails] – [\$300 esthetics]

4. Enrollment time is defined as the time elapsed between the class start date and the date the student officially withdraws from classes. A student is considered officially withdrawn when:
 - A) The student notifies the college of the date the student intends to withdraw. Such notification must be in writing and mailed or delivered to the Director of Education in person. In the case of the student being on an approved leave of absence and does not return from the leave, the documented date for return from the leave of absence is used as the date of withdrawal.
 - B) The college has expelled the student if the student has been expelled, the date the college notified the student in writing by mail or in person is the official date of withdrawal. If the student has been expelled for breaking the Academy policies, it is still considered a drop/withdrawal and the student is subject to all cost involved with the withdrawal.
 - C) The student has not attended classes for 30 days, and is not on an approved leave of absence and has not notified the college of withdrawal. The withdrawal date will be the first class day after the 30 days have expired.
5. Moneys due the applicant or student shall be refunded within 30 days of official withdrawal date.
6. In the event the college closes permanently and ceases to offer classes, all students shall be entitled to a pro-rata refund of tuition. If course is canceled, prior to instruction, student is fully refunded.
7. Refunds pertain to tuition only. Fees, books, equipment and other purchases made by the student are non-refundable
8. An administrative fee of \$150 is assessed to students who drop, withdrawal, or are expelled prior to graduation or completion of course. This is to cover the cost of processing paperwork and is considered in calculating moneys due the college. Moneys due the college are to be paid within 30 days of withdrawal.
9. For students who enroll in and begin classes the following schedule of tuition adjustment applies:

Percentage of time Enrolled to Total Time of Course	Percentage of Total Contracted Tuition Amount due to College
.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9 %	45%
25% TO 49.9%	70%
50% AND OVER	100%

General Rules, Policies, & Procedures

Housing: The Academy does not own student housing, but can supply lists of possible housing upon request, as well as information on finding roommates.

Counseling Services: We offer academic, career placement and individual counseling. Should you have a personal crisis during enrollment, our staff is always ready to help, or will help you find professionals within our community. We encourage you to sign up with an instructor at their posted counseling times.

Job Placement: Although, the Academy does not guarantee student job placement in a position of employment upon completion of training, we have abundant job resources through our many professional relationships with business owners and managers. We take pride in assisting our graduates to find their desired career opportunity.

Academy Scholarships: Scholarships can be awarded to students and applied against tuition owed on the students account when student completes the program requirements. Please ask for a scholarship application from our office.

Non-Discrimination Policy: This college does not discriminate on the basis of age, sex, race, ethnic origin, color or religion. This college is a private

institution and reserves the right to reject applicants who seem unable to adapt to the profession they are applying for.

Student's privacy of and access to records policy: Adult students, parents of minor students have the right to inspect and review information in the students file. Notify the financial aid office in writing listing of the documents you want to inspect. The financial aid office will endeavor to prepare documents for you or set up a time for you to review your file within 10 business days of the date the written request was received. Should more than five letter size documents be requested from student's file, a fee of \$1.00 per page would be accessed for the preparation of each additional page.

The Academy complies with the FERPA policy in handing information contained within your student file. In most cases, students or parents must sign a release for each request of information to any party other than student or parent. However in some cases, your information may be sent without your release. Please request a copy of FERPA regulations for more information. State Board of Cosmetology, Government agencies and our CPA/auditor have access to student files at any time.

Transfer In Policy: Students seeking to transfer to the Academy from another college are counseled and evaluated in the same manner followed during admissions of all students. In addition transfer student's prior training will be evaluated to determine if all hours from previous training program are acceptable. Comparable previous hours of training are accepted.

Graduation Requirements & Licensing: Students must maintain satisfactory academic and attendance progress according to the College SAP policy to be eligible to graduate. The following must be complete in order for the student to receive a diploma and be eligible to graduate. 1) All course requirements have been satisfied with a minimum 75% GPA. 2) Hours complete within 150% of the published course length. 3) Complete all required practical & theory assignments. 5) Completed exit counseling on the internet. 6) All moneys paid to the Academy

Cosmetology, esthetic, & nail students will then be eligible to take a state board test for licensing at the South Dakota Cosmetology Commission in Pierre, SD.

Massage students will then be eligible to take the test for their massage therapy license through the National Certification Board of Therapeutic Massage & Bodyworks for national testing & certification.

Earning Credit: All courses at the Academy are measured in clock hours. To earn and be credited clock hours for course requirements, students must physically attend and perform assignments in the areas stipulated in the minimum course requirements. Your time is rounded to the nearest quarter hour after the scheduled class time starts or before class time ends. To earn one hour of credit, students are required to physically attend one hour of class. Students are required to physically attend the number of hours contracted for the program.

Required Assignments: Students will participate in actual public clinic floor practical assignments and cleanup duties at the end of the day and other required clean up days, under the direction of College faculty as part of their training. Students & Staff are responsible for any cleaning and/or janitorial work throughout the building if asked to do so. Refusal to take or complete clinic or classroom assignments will result in a zero for the assignment in application of grades and automatically sent home for the day at minimum.

Safety & Sanitation: Staff & Students are required to observe all safety and sanitation rules prescribed by the Academy in accordance with Local, State and Federal Laws & Rules. These include SD Cosmetology Commission, OSHA and MSDS to name a few. Cosmetology, Esthetics & Nail students are responsible for their working stations and equipment to be in compliance with SDCC at all times. State Board inspectors will visit the school and evaluate each students work area on an individual basis.

Disciplinary and Termination Actions: Students will agree and understand that should they violate any College rules or policies, or be found guilty of misconduct, the Academy may take disciplinary action against the student and suspend or terminate the student from the program. The student should understand what constitutes misconduct and the appropriate sanctions are at the sole discretion of the college. Drop fees will apply should the student be

terminated by the Academy for whatever reason.

Conduct Policy: Inappropriate conduct, such as swearing, arguing and loud or inappropriate discussions, with or around staff, other students or especially our clients will not be tolerated. Inappropriate grooming or apparel, theft, deceit, or any behavior the Academy deems, as misconduct will be considered during application of grades at minimum. Any student making a disruption will be asked to leave as to not disrupt the other students' education.

Theft or stealing from other students, the Academy, or clients is taken very seriously and may be grounds for permanent dismissal. All purchases must be paid directly to a staff member. Lockers and locked closets are provided; please use them for any valuables or cash. Students are encouraged to use a book bag that will accommodate a paddle lock to store cash, jewelry or other personal possessions, or quite simply not to bring valuables to school. Should something come up missing, it is negligence on your own part for not locking it up and should not be brought up for accusations.

Students and staff under the influence of illegal drugs and alcohol during school hours are taken seriously, and grounds for permanent dismissal. Be aware of any prescription drugs that may affect your judgment also, please confer with your physician. If use of illegal drugs or alcohol is in question the student or staff will be confronted, and may be asked to take a drug test. Refusal to do so may result in termination or expulsion

Student recruitment: It is the policy of the Academy that our school does not recruit students already attending or admitted to another school offering a similar program of study.

Massage Linens: Students are required to supply and maintain linens for classroom and clinic activities. A list of linens required is included in your "First Day" flier. All of your linen supply must be clean, folded, labeled and stored in our common linen closet before class time each day. Linens not in use, and laundry bags are kept in the linen closet during class and clinic activities.

Attendance Policy **Cosmetology, Nail & Esthetics** **Program**

Message from Instructing Staff: Don't Waste a Moment. It is your education. You will want to be here, we have so much to share with you.

Absences or Tardies may become necessary during your enrollment at the Academy. If so, please trust that we will treat appropriate absences with understanding. It is our desire that you are able to successfully build a clientele during your enrollment. Building a clientele will be a measure of our success and dependability that will be useful for job references.

We are grateful to and value each salon guest participation in your education. Please help us continue the respect we have established in our community. Also, continue that respect to your instructing staff and fellow classmates, as they are counting on you also.

Missed classes during classroom schedule can affect your foundation of education at the Academy. An abundance of knowledge is offered in the classroom, in order for you to grasp our concepts and strategies throughout the program. Any student missing obsessive hours during classroom may be asked to repeat those classes again.

The Academy is a clock hour program. Each student will be given a name badge to scan in and out. To receive credit, students must physically attend classes. 2100 hours for Cosmetology is required in area outlined by the Academy and the South Dakota Cosmetology Commission. Only 8 hours of instruction can be recorded in a given day. Your hours are rounded to the nearest ¼ hour at the end of the day.

When a student scans their badge in front of the time clock with the bar code facing the time clock, there will be a single beep to let the student know that

their bar code was registered. A second later there will be four short beeps to let the student know that they are either clocked in or out. Please look at the computer monitor to make sure you are clocked in or out. This is your responsibility.

All students need to clock in for the day, out for lunch, in from lunch, and clock out for the end of the day. If a student forgets to clock out for the day, the computer will go back to the last activity for their clock out time. Forgetting to clock in and out will cause you to lose hours for the day. If a student forgets to clock in/out for lunch then the student will be docked a minimum of 15 minutes. Remember, we record your hours of attendance and you will want to guard each hour of attendance by clocking in and out accurately. If you forget your badge you can pay \$.50 for each punch to the Student Rep. Fund to be clocked in manually.

As the SD labor law states we are not required to give lunch or and other type of breaks. However we will try at all cost to give you 1 - 30 minute lunch break & 2 - 10 minute breaks. A student is required to clock in/out for any other breaks taken other than the two ten minute breaks. Students will receive only minutes that they are scanned in for.

Students need to be on the Student Salon floor or in the theory classroom by 8:00am or 11:30am on the respected days, depending on their attendance schedule. Students who are not seated in theory, ready with books and supplies by the scheduled times are counted tardy and may not clock in until the next available break in class. You will not begin earning hours until your time of arrival has been recorded.

If you leave class or the Academy premises notify your instructor of the time you are leaving and you when you will return. Students must have permission from an instructor to leave early. The instructor will call up to extension 20 when you leave and when you return.

If a student is going to be absent or late, the students need to call extension 20

If you have called before 8:00 or 11:30am to say you will be late and you are here before 9:00am or 12:30pm, you will be considered tardy. If it is on a theory day then you will not be allowed into class until the first break intern you will not receive time for this period. If it is a non theory day then your time will be rounded to the next quarter hour. If you have called before 8:00 or 11:30 to say that you will be late, and you are here before 8:05 or 11:35 am, you have until 1 hr to provide a free tardy or pay \$2.00 to have your tardy erased. This money will go into the student advisory fund and needs to be given to the Attendance Director. If the Attendance Director is not present at the school it needs to be given to an instructor. If you did not call to say you would be late then you do not have the privilege of buying or using a free tardy.

If you have called and said that you would be in at 10:00am, and will not be in at the specified time then you need to call back in to give a new time that you will be in. Students who do not call back in to give a new time a clock in after the specified time that they said that they would be in will be given a No Call. Students who do not call before 8am or 11:30am will be considered a No Call. If the student does come in to school they will receive hours for the time that they were clocked in. Students who No Call on a Saturday will receive 2 No Calls for the day.

Students will be put on a pts system for Tardies/Late/LE/No Calls. During an SAP period each student will start with 12 pts. If a student uses all of their points in the SAP period then the student will be placed on a 30 suspension. Each time a student starts a new SAP period the student will also start over with the 12 pts at the beginning. All previous Tardies/LE/No Calls/ Lates will be dismissed so the student will start fresh.

Points will be deducted as follow:

NC (No Call) = 3 Not calling in before 8:00am or 11:30am or not coming in or calling again by students said time for being late.

LE (Leaving Early) = 1 Leaving before 4:30pm or 8:00pm for whatever reason without a Pre Plan.

T (Tardy) = 1 Calling before 8:00am or 11:30am and being to school clocked in by 9:00am or 12:30pm

L (Late) = 1 Calling before 8:00am or 11:30am and being to school clocked in after 9:00am or 12:30pm

Students will not receive a Tardy/Late/LE/No Call if a Pre Plan is granted with in 48 hrs prior to missing school.

You need to fill out a pre-plan slip with the date you fill it out, your request absent date and return date. Turn slip into the Attendance Director this must be done 48 hours in advance. Only 15% of the student body may be granted excused absences for any class day. Absences are granted on a first come, first serve basis. Make your request as early as possible, especially if you have a special event. You are also responsible for marking yourself out on the appointment book.

Absences affect your grades. Students, who have absences, can receive a zero for theory assignments, testing and practical work for any days absent. Students may wish to come to school to just take tests or hand in homework if they are planning on missing school. Free Tardy Coupons & buying a free tardy \$2.00 (paid to Student Representative Fund), are available if utilized within the 1st five minutes.

Attendance Policy **Massage Program**

Instructors take attendance and check the attendance line before and after each class every day. If a student is going to be absent or late, the students need to call extension 15 with an excuse as to why they are going to be absent or late. The student must call at least 15 minutes prior to class starting and it is at the discretion of the Director whether it will be excused or unexcused. It is important and beneficial to you to be clear on the phone when stating your name and describing circumstances regarding your absence.

The Academy is a clock hour program. To earn one hour of credit, students are required to physically attend one hour of class. Students are required to attend 600 clock hours in the required areas and complete all assignments to be eligible to graduate.

Please be in the classroom and seated by the scheduled class time. Students who are not in attendance by scheduled class time are recorded as tardy.

If you are tardy for class, your instructor will have you sign your attendance sheet as documentation. Your time is rounded to the next quarter hour. Therefore, if you are ten minutes late for class, you will be recorded as fifteen minutes late.

With the exception of emergencies, all absences and tardies are recorded as unexcused unless requested at least 48 hours in advance.

When an emergency does occur that causes you to be tardy or absent, you must give details and or documentation so that it may be excused.

Remember, students who have unexcused absences receive a zero for all assignments missed during their absence.

If the absence or tardy is excused, you do have an opportunity to make up the work with an automatic 10% reduction.

In regards to illnesses, we will allow 3 absences due to illness to be excused during the 6-month course. If you are absent for more than 2 consecutive days, we will ask for documentation from your physician.

You may be suspended or expelled from the Academy for excessive tardies and absences. Missed classes during classroom schedule can affect your foundation of education at the Academy. An abundance of knowledge is offered in the classroom, in order for you to grasp our concepts and strategies throughout the program. Any student missing excessive hours during classroom may be asked to repeat those classes again.

Glossary of Terms for Attendance

Policy

Absence: is any regularly scheduled class or clinic time, when a student is not in attendance.

Emergency excused absence or tardy: circumstances such as illness, injury or equally important and irreversible circumstances that occur preventing your attendance. A student has notified the school of circumstances before school starts, describing circumstances clearly in a written, dated and signed statement or has presented acceptable documentation, within 10 days, to verify circumstances.

No Call: when you do not call in to say you will be late or absent, or leave without notice.

Pre-plan: when a student has written a request for an absence or tardy by giving the appropriate 48 hour notice and the request have been granted by a staff member.

Tardy: student is late for class or clinic

Cosmetology, Massage Nail & Esthetics Dress Code and Grooming Policy

You have chosen a people industry as your profession. First impressions will include your appearance. Your hair, makeup and attire are the key elements to your success in client building. Remember, you are here to impress your clients and others in this industry.

All students' appearance and attire must be gender appropriate. Male students must have styled hair, a clean shave, manicured nails and professional solid black, white, or gray male pants & solid black, grey or white shirts. Female students must have styled hair, obvious makeup applied, manicured nails and professional female solid black, white, or gray slacks, Capri's or skirts with solid white, grey or black tops. Students cannot wear shirts or pants with patterns or designs. Color may be used with belts, jewelry, scarfs, and shoes.

At anytime if a staff member believes you are not in dress code they will ask you to clock out and to fix the problem. The instructor will give the student a time limit to be back. If a student does not return, in the allowed time the students will receive an unexcused absence.

Smocks are provided for you in your kit. Smocks must be worn at all times during basics and on the clinic floor, this includes the reception desk. Smocks must be buttoned up. Black Aprons are allowed, however what clothing is exposed must be within the other dress code criteria. Follow the laundry directions and care for them, as you are required to replace them should they be destroyed or lost. Jackets, hoodies or sweatshirts are not to be worn at anytime.

Shoes: Flip Flops or any types of glorified flip flops are not allowed. Shoes should be chosen for comfort, support and toe safety. Shoes should be clean and polished. No types of heavy industrial type shoes, tennis shoes or hook type lace up boots are allowed. You must have pedicured toes if wearing sandals or opened toed shoes. We are in a salon atmosphere, not going to the beach, or the gym. There are many types of shoes available, you may be asked on an individual basis not to wear a certain pair of shoes again.

All apparel worn must be clean, pressed and without holes.

Shirts must be solid black, grey or white with cap sleeves at minimum. No pictures, sayings, words or logos. They must cover your midriff and back if you raise your arms, no bra straps should show. No low cut tops or cleavage showing. T-shirts, sweatshirts, & spaghetti straps are not allowed.

Dresses & Skirts must be solid black or white and no more than 1" above the knee when sitting down. No shorts or skirts are allowed on any days.

Professional dress slacks must be solid black white or gray and look professional, clean, and neat and pressed. They cannot have any pattern or

pinstripes on them. Pant cuffs should not be frayed or torn. Jeans are allowed on Wednesdays if the student pays \$1.00 to the Student Advisory Fund, or on designated days. This Applies to esthetic students also.

Name badges (\$5.00) & nametags (\$4.00) must be worn at all times. We have guest demonstrators and state board inspectors that come in frequently and they need to be able to identify you. It is a state law. One comes in your kit. Take care of it, and if it is damaged or lost you are responsible for replacing it.

Body piercing- you may only have 1 facial piercing. Lip rings are not permitted. Tongue piercing is allowed as long as it is not showing, played with, or visible. We recommend a short or invisible bar. Nose and brow rings or studs are permitted as long as they are one piece (no chains). Other jewelry should be respectable and tasteful as to not be offensive.

Tattoos are permitted if they are tasteful and not offensive. Please ask at your admissions interview if they need to be covered up.

Hickeys are considered unprofessional and tasteless and should be covered by apparel. Better yet remember you are an adult. You will be asked to go home if you have a hickey and not return until it is gone or when you can cover it 100%.

Hair must be styled, make up applied (females), and nails groomed at all times during your schooling and in your career. This includes Wednesdays & during basics. Let your creative side shine through and show pride in your profession through yourself. From this day forward you should never leave the house without your hair and makeup done, you are your best business card. You choose this profession, look the part.

Students who arrive for class or clinic without following all of the dress code rules will be clocked out and sent home. Be groomed before you come to school, you will not be allowed to do this during class or on the clinic floor. You will be automatically clocked out if engaging in this activity during school time.

Massage Dress Code and Grooming Policy Continued

You must shower everyday before coming to class. You will be working closely with your classmates and clients during practical application assignments. It is respectful to have a clean body.

You must wear black scrubs for all public clinic activities.

You must wear shoes during class and clinic. You may wear open toed shoes (as long as they have good support) and your toes are pedicured.

Shoes must be non-slip soles, low heeled, clean, and in good repair. Shoes that are clunky, make noise, and leave black marks are not permitted.

Fingernails may not extend beyond the fingertip and must be clean and filed. Jewelry such as rings, watches, and bracelets may not be worn during massages in class or clinic. It is best to leave all valuables at home.

The holster and lotion bottle must be worn during clinic.

Cell Phone Policy

Cell phones are NOT ALLOWED in class or clinic under any circumstances! Cell phones may be used on break (outside) or lunch only (Student Breakroom). If you are caught breaking this policy, any instructor can/will excuse you from class/clinic to meet with Director.

1st offense=2 day suspension
2nd offense=4 days suspension
3rd and above=2 days added for each violation
(6 days,8days,10days.....)

Any offenders must set up a meeting with Director before they will be released from suspension and allowed to return to class. You will be required to sign documentation of suspension for each violation of policy. This will be

filed in your permanent records.

Please inform your friends, family, daycare, or place of employment about our telephone/ cell phone policy. They will not be able to talk to you when they call, but they can leave a message.

FINANCIAL AID

Being an accredited college we are able to accept and participate in state, federal and private financial aid programs, as well as Veterans Assistance (VA) & Vocational Rehabilitation Benefits.

The FAFSA "Free Application for Financial Student Aid" is used to determine eligibility for students. Federal grants and loans are administered according to the US Dept. of Education requirements. Selection and eligibility for other grants, loans and scholarships are established and administered by each individual agency.

To apply for the FAFSA go to www.fafsa.ed.gov and use our school code number #016231 to have your financial aid information sent directly to our financial aid office. At that point the financial aid director will mail you an award letter or call to set up an appointment to review your eligibility. We can help you understand how to fill out forms and apply for financial aid, do not hesitate to call our office.

We work with each student to determine the financial aid sources available to him or her. You may also be eligible for an Academy Scholarship. We suggest you set up an appointment at least 30 days prior to class start date to insure your aid is processed and ready. Although we recommend 30 days, we can have estimates ready the same day, and results within 3 days.

Throughout enrollment students are responsible to maintain satisfactory progress for academic and attendance progress. Please read our policy carefully included in this brochure.

All loans must be repaid, even when the student does not complete the program, and in that case, some grants, loans and scholarships may have to be returned as well without payment options.

You only earn as much financial aid as you have completed the clock hours. Read and understand the cancellation & Settlement Policy before you begin classes.

In School Scholarships will only be available once all requirements are completed, and account is paid in full. This includes Loan Exit Counseling.

Web Sites you will find useful:

www.fastweb.com

www.fafsa.ed.gov

www.mygreatlake.org

www.mapping-your-future.org/oslc

www.wachovia/education.com

“Education is not preparation for life,
education is life.” John Dewey

Don't Waste a Moment! Research this opportunity at:
Headlines Academy, INC.
School of Cosmetology, Massage, Nails & Esthetics

333 Omaha Street Suite 6 & 7
Rapid City, SD 57701

Cosmetology, Nail, Massage & Esthetics Program Interviews, Information & Questions:
605-348-4247 Extension 13
HeadlinesAdmissions@yahoo.com

Financial Aid & Business Operations
605-348-4247 Extension 14
Headlines@rushmore.com

Toll Free: 1-877-395-9809
www.HeadlinesAcademy.com

Revised 8/25/10
