

East Tennessee School of Cosmetology

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Licensed by the
Tennessee State Board of Cosmetology

Tested by the
PSI Testing Center

Approved by
TN Higher Education Commission
To Accept Veterans Benefits

Approved by the MYCAA
To accept military spouse benefits

Member of the
McMinn County Chamber of Commerce

MISSION STATEMENT

To provide an inviting, educational, and fun Christian atmosphere in which students are taught the skills necessary to achieve a successful career in the exciting beauty industry.

GENERAL INFORMATION

Admission Requirements:

Anyone requesting admission with East Tennessee School of Cosmetology must be at least 16 years of age, and

- is a high school graduate, or
- obtained a score of at least 450 on a GED (General Education Diploma), or
- completed and passed two (2) years of high school

For admission to the Teacher's Training Course, the applicant must hold a valid cosmetologist license.

Courses Offered:

- | | |
|-----------------------|------------|
| • Cosmetology | 1500 hours |
| • Manicuring | 600 hours |
| • Esthetics | 750 hours |
| • Instructor Training | 300 hours |

Classes Meet: Tuesday, Wednesday, Thursday, Friday and the 1st and 3rd Saturday of each month unless it falls on a Holiday.

Hours: 8:00 a.m. to 4:30 p.m.

We begin new classes on the first Tuesday of each month.

All Curriculums:

Theory and practical instruction is provided with emphasis on perfecting practical skills needed to provide hand-on services to clients in a salon atmosphere. Class time provides theory with practical procedures demonstrated by the teacher. All students are given exams and are evaluated with each procedure to ensure understanding of processes and practical methods of achieving desired results.

Enrollment Dates:

At present, all courses have open-enrollment.

School Calendar:

East Tennessee School of Cosmetology observes the following holidays:

- New Year's Day
- Week of fourth of July
- Thanksgiving Day and day after Thanksgiving
- Christmas week through New Year's Day

Placement:

East Tennessee School of Cosmetology will work with each student in helping them with their career choice. However, we cannot guarantee employment to any graduate, but we can provide contacts and guidance that have proven successful.

Graduation Requirements:

To graduate and earn a diploma from East Tennessee School of Cosmetology, one must:

- Earn the hours required by the State of Tennessee for the course chosen
- Complete all daily assignments
- Maintain a satisfactory rating on practical skills, and
- Pass the final State Board Mock Exam.

All financial obligations must be met before completing the course. If your account is turned over to collections, the accrued hours will not be released to the State Board of Cosmetology or testing until all financial obligations have been met.

State Examinations:

All students receiving a diploma from East Tennessee School of Cosmetology will be required to pass a State exam given by PSI Testing Center to become licensed to practice in the State of Tennessee. The school's curriculum is organized to prepare you for this exam, and more importantly, for a successful career in Cosmetology.

Privacy Act / Release of Data

The school maintains complete records of each student. We respect the right of everyone, and will not release information on anyone without their written consent. The student may view his/her file upon request to the owners.

Tuition, Fees and Course Information:

1. Cosmetology – 1500 hours

• Registration:	\$ 100.00
• Tuition:	\$ 5,500.00
• Books & Equipment:	<u>\$ 900.00</u>
TOTAL:	\$ 6,500.00

2. Manicuring – 600 hours

• Registration:	\$ 100.00
• Tuition:	\$ 2,400.00
• Books & Equipment:	<u>\$ 600.00</u>
TOTAL:	\$ 3,100.00

3. Esthetics – 750 hours

• Registration:	\$ 100.00
• Tuition:	\$ 4,500.00
• Books & Equipment:	<u>\$ 550.00</u>
TOTAL:	\$ 5,150.00

4. Teacher Training – 300 hours

- Registration: \$ 100.00
- Tuition: \$ 1,000.00
- Books & Equipment: \$ 200.00

TOTAL: \$ 1,300.00

**** Please note: All prices are subject to change, as needed**

***Concerning FASFA, Pell Grants, and Federal Aide:**

While East Tennessee School of Cosmetology does not accept Federal Funding, we do offer students a financial plan to fit your personal budget. We have in-house financing available regardless of your credit rating.

Refund Policy:

If a student cancels enrollment and requests his/her money back (in writing) within three (3) business days of signing the enrollment contract, all tuition monies collected will be refunded within thirty (30) days of the date of cancellation. The School shall retain 100% of the monies collected for books, equipment, and registration fee. The cancellation date will be determined by the postmark on written notifications, or the date the written request is delivered to the school administration, in person.

If a student cancels enrollment after three (3) business days of signing the contract, the following schedule of tuition adjustments is authorized:

1. During 50% of the payment period the school may retain 50% of the stated tuition.
2. During 50.1%-75% of the payment period the school may retain 80% of the stated tuition.
3. After 75.1% of the payment period the school may retain 100% of the stated tuition.

Any monies will be refunded within thirty (30) days of termination. If there is no written notification from the student, formal termination by the school will occur within thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

If this contract is placed in the hands of an attorney or collection agency, the student will be responsible for the entire amount, including collection fees and/or court costs. Accrued hours will therefore not be released to the Tennessee State Board of Cosmetology.

Grading Systems:

All unsatisfactory work must be completed at the end of each month. After each month, all incomplete work will become a “0” grade. All “0”s are considered non-passing hours. It is the student’s responsibility to approach the teacher for make-up work.

A mandatory State Board Mock Exam will be given to every student before graduating.

Grading Scale: 100 – 90 = A

 89 – 90 = B

 79 – 70 = C

 69 and below = Failing Grade & exam must be taken over

Leave of Absence

Students must sign a leave request from obtained from the administration office. A leave may be approved for emergency and medical reasons. During an approved leave, the hours lost will be added to the student’s projected graduation date.

Leaves may not exceed thirty (30) days.

East Tennessee School of Cosmetology
Rules & Regulations

1. Unprofessional conduct will not be tolerated including: gossip, profanity, and disrespect to teachers, patrons or peers.
2. Students must wear black pants, black closed-toed shoes, black smock and any colored shirt (not a T-shirt). The following items are considered inappropriate attire: open-toed sandals, spaghetti-strapped shirts, tank tops or revealing shirts, sheer clothing and any kind of T-shirt. Female students must arrive in day make-up and neat, clean hair. Male students must be fresh shaven or have a well kept beard and mustache. Students arriving in disregard of the above standard will not be allowed to clock in.
3. Absence must be reported no later than 8:00 a.m. Excessive absences or tardiness will not be tolerated and could lead to dismissal. A warning will be followed by probation, and if all fails, termination.
4. Any student placed on probation for attendance, academic inadequacies, or disregard of rule and regulations may be terminated if no satisfactory progress is made with-in the probation period.
5. The school retains the right to immediate termination in regard to extreme, severs or offensive behavior. The student has the right to appeal the decision, and will be scheduled for and appeals meeting with school officials. The decision of the Director will be final.
6. Students are not to execute or receive personal phone calls except in the case of emergency. Phones will be answered by receptionist or school official only.
7. Students are permitted two (2) ten minute breaks, one in the morning and one in the afternoon. Breaks must be taken between 10:00 am and 3:00 pm. Students are allowed 30 minutes for lunch. **CONSIDERATION OF PATRON WILL ALWAYS BE FIRST.**
8. Students assigned a clinic patron are not permitted to reassign the patron to another student for any reason. If necessary to reassign, all assignments will be delegated by a teacher.
9. If assistance with a patron or project is required, a teacher must be consulted. No student is to assist fellow students with practical assignments or patrons.
10. Do not have personal conversations with fellow students while either of you have a patron.
11. Students will be given personal service only if all patrons are considered first. Personal service time has to be approved by one's teacher.

12. One student will be assigned weekly as receptionist.
13. Each student is responsible to the condition of his/her kit and work area.
Hair must be swept after each haircut, not after full service is completed.
Kit is subject to inspection by teacher at any time and should be in condition for State Board inspection at any time!
14. To comply with state sanitation laws, students must learn to clean after themselves. Each month the teacher will assign cleaning duties to each student. Duties will be checked. Failure to complete a duty will result in a warning. If warning is not heeded, probation will follow. If student leaves early, duty must be done before departing.
15. No Student can refuse patron assignments.
16. Each student, before completing course must:
 - a. Meet all financial obligations in full.
 - b. Complete and pass all test and assignments.
 - c. Pass Pre-State Examination given by the school.
17. No eating in theory class; no eating or drinking in the clinic area.
18. The school will not tolerate the use of alcoholic beverages or illegal drugs.
19. East Tennessee School of Cosmetology is a non-smoking school. No Smoking on school property. Smoking in your car is allowed, with exception of cigarette butts must not be thrown out on school property.
20. No PDA (Public Display of Affection) on school property.
21. Students not clocked in by 8:00a.m. Will not be permitted to clock in until theory class is over. Tuesday and Wednesday is 10:00 and Thursday and Friday is 9:00.
22. Weather related school closings will be the same as the Athens City School systems.
23. If any student is terminated, they can request a review of their contract after 30 days. They may be allowed to be reinstated.
24. Students are responsible for their own kit. If any properties of students are left at the school it will become property of the school if not picked up 30 days from last date of attendance.
25. East Tennessee School of Cosmetology does accept all PASSED hours from any approved cosmetology school.

Students with V.A. Benefits:

26. All veterans that drop from enrollment from East Tennessee School of Cosmetology before completing the designated number of hours will only be required to pay for the hours they received. If payment has been received, a refund will be given for the hours not accumulated.
27. After five tardiness's a month, veterans will be penalized by losing one of their personal days. The personal days for cosmetology 1500 hour course are 21 days, manicuring, esthetician and teacher training is 10 personal days per contract. If tardiness continues, a student can be put on probation. If a student on probation continues to show unsatisfactory progress, they will be terminated from veteran's approval.
28. Upon registration all students, including veterans, will be given a copy of the school's catalog containing rules and regulation and a copy of contract.