



**1761 Bustleton Pike**  
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Established 1974

# SCHOOL CATALOG

*Cat rev: November 2018*

*This Catalogue is true and correct in content and policy*

**Stephen A. Wallin**

President

## **School's Name(s)**

The "Bucks County School of Beauty Culture Inc.", may also be referred to and is known as Bucks County School of Beauty Culture, BCSBC, the school and the institution.

## **Language**

This Catalog and the Courses that make up the Programs offered at this institution are written and taught in the English language only.

## **The Mission of the School**

The long-range mission of the institution is to provide a basis for life-long learning on the part of its graduates leading to employment.

## **Vision of the Institution:**

Graduates must be able to assess their own needs in terms of technological equipment and training to meet the needs of an ever changing world. A current change that is likely to continue for the foreseeable future is the country's move from a manufacturing to a service economy. Along with this change, there is a strong interest on the part of many young people in entrepreneurship. These specific societal changes prompt the school's desire to meet those needs by strengthening the curriculum available to its graduates by offering a program which includes management topics in its basic curriculum. Beauty is a service industry, and those who are trained in its diverse aspects are ensured long-term and profitable employment. There is an already strong and highly efficient placement assistance program at BCSBC and its rate of success can only increase as the school continues to certify graduates with expertise in all levels of the business of beauty culture.

## **School History**

Dorothy J. Wallin founded the beauty school in 1974. Her son, Stephen A. Wallin relocated from San Diego, California, the same year, to accept a position of President and Chief Operating Officer. Dorothy and Steve's observations of other schools lead them to adopt a different mission for their school than what was typical of beauty schools. Their prime directive was to establish an educational facility that focused on teaching the job skills graduates would need to be successful. They did not want to be just another beauty school that focused on just getting students the minimum they need to pass a state test and get a license.

Over the years Steve's sisters, Gayle and Wendi, have joined the school's administration and still firmly believe that the job skills, not license oriented perspective is what created the successful enterprise of today and will be the foundation for the schools advancement in the future.

## **Philosophy and Objectives**

The Bucks County School of Beauty Culture Inc. (BCSBC) seeks to provide a modern up-to-date education and training in a highly specialized field to those students who meet its admissions requirements. The school offers the benefits of its instructional programs to those willing to attempt its rigorous curriculum. BCSBC takes an interest in the whole person and makes every effort to ensure that capable students can attend and progress.

The school offers comprehensive programs, educating its students to work as Hairdressers, Estheticians (skin specialists), Nail Technicians, and Electrologists.

These programs require understanding of both the "art" and the "science" of beauty culture. Since such topics require a qualified faculty with broad knowledge the BCSBC has recruited instructional personnel who can meet its high standards. The desire for faculty of the highest quality is in keeping with the school's philosophy of striving for excellence in the level of its graduates.

The administration of BCSBC maintains that its instructional mission centers upon the teaching of both the theory and the practice of beauty. This belief derives from the fact that research, knowledge and styles continually change. Graduates will have to adapt to new technology and fashion trends. The school persistently avoids training for obsolescence; it trains its students so that they can "grow into" new approaches smoothly, by providing a solid foundation in the scientific principles which underline the techniques taught in the programs.

### **Admission Process (and policy on non-discrimination Title IX)**

Although the school does not have a formal closing date for applications, qualified students are accepted at any time prior to the first day of class, students are encouraged to apply early. We strongly urge prospective students to visit the campus. Bucks County School Of Beauty Culture, Inc. does not actively solicit students already attending or admitted to another school offering a similar program. Bucks County School of Beauty Culture admits students of any race, creed, color, age, religion, ethnic origin, national origin, sex or disability. The school is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Title IX coordinator is Steve Wallin, whose office is in the school building, 1761 Bustleton Pike, Feasterville, PA and available via phone or text at 215 322-0667 and receives email at [swallin@bcsbc.edu](mailto:swallin@bcsbc.edu).

### **How to Apply**

Application to the Bucks County School of Beauty Culture Inc. may be done in various ways but most commonly is done in the following two steps.

Potential students are invited to attend a tour and information session which may be done either with a group or by private appointment. Anyone may utilize the private appointment and it is recommended for individuals that have special needs such as continuing education, transfers, or returning graduates. Information is presented using power point and covers admissions requirements, satisfactory academic progress, matriculation and credit for previous training, various program options, tuition and all other related costs. Candidates may choose to register at this time but are informed of the schools preference to attend a resource advising-financial aid session first. This allows potential students the opportunity to go home and discuss what they have learned prior to making a commitment to the school (registration). Most candidates receive a school catalogue via mail prior to their appointment to tour. Those that walk in without an appointment or those that have made their appointment too recently to mail are presented with a catalogue at this time. A sample enrollment agreement is mailed to the candidate following the tour.

The Resource or Financial Aid session is a private appointment with a professional advisor. Information relevant to the candidates and/or parents income (having the previous year's 1040 income tax information is helpful) is used to calculate the amount projected to be received through the financial aid process. The advisor will then present various options for payment of the balance. The candidates may now

register. Registration guarantees the candidate the tuition cost of the program and a seat as a student in the classroom or addition to the waiting list.

**Admission Requirement:**

Students must be at least sixteen years of age and have completed high school or have completed the recognized equivalent of a high school diploma, such as a general educational development or GED certificate, or have completed home schooling at a secondary level as defined by state law.

**Acceptable Admissions Documentation:** Copies of documentation listed below will be retained in the students file.

- The high school diploma or official high school transcript with school seal affixed (original only, not a copy)
- Signed statement from an official at the high school or school district stating high school completion date (Original only, not a copy)
- The GED or copy of the GED official letter with passing scores
- Home Schooling completion documentation

**Admissions Exceptions:** A student may also be admitted if they are beyond the age of compulsory school attendance as prescribed by the state of Pennsylvania. (35 years of age or older) The student will need to provide a copy of one form of identification proving the student is at least 35 years of age

*(Please note a student would not be eligible to receive Title IV financial aid unless the student meets one of the recognized equivalents of a high school diploma)*

A person without a High School diploma may enroll with documentation of enrollment in a GED program. A student that is a senior in High School may be admitted if the student's parent, guardian or the student's guidance counselor provide documentation showing that the student fully intends to graduate from High School and signs a disclaimer acknowledging that the student will not be able to graduate from BCSBC until they graduate from High School or GED.

**Foreign Educational Requirements:**

A student who has completed high school or postsecondary school in a foreign country must provide a copy of their original high school diploma and a valid English translation. You are required to have your foreign credentials evaluated by a foreign diploma evaluation service to show that you have the equivalent of a secondary education in the United States. Foreign students that are least 35 years old that cannot obtain their high school diplomas from their native country may be admitted as prescribed under the Admission Exceptions requirement for compulsory school age.

**Credit for Previous Training:**

Documentation from the school in the form of a graduation certificate/diploma and/or state license is required. Students may receive credit for all or some of the clock hours earned previously in a cosmetology school. The matriculation of clock hours is based on achieving the candidates desired end result, noting that this institutions programs are measured in weeks. The receiving institution, rather than the previous training institution, decides whether to accept clock hours for transfer and where those hours are to be applied within the scope of this schools programming. Students seeking a transfer should notify the admissions office of

their intent, usually during the tour and information session. (see How to Apply) The transfer of clock hours earned at other recognized institutions may be granted at the discretion of the school director. Students are responsible for requesting transfer from other institutions and securing the official documentation. Assistance is available from this school's office for those challenged by this process.

### **Criminal Disclaimer:**

Though it is not an admissions requirement, it is important to note that the application for testing in Pennsylvania asks "If you have been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations. Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of court."

### **Post graduate Compensation Estimates**

Specific national, regional, and local payment scales are very difficult to provide, as some salons pay a salary and some pay commission only. Many also prefer a combination of both salary and commission. Most professionals depend mainly on the commission part of their compensation packages. Based on a 50% commission with an average hourly salon rate of between \$40 to \$50 per hour, professionals should be able, after 6 to 12 months of establishing a clientele in the salon (approx. 20 hours per week book), to earn an income starting at \$20,000 to \$25,000 annually. Sustained growth resulting from longevity in the salon produces progressively higher income levels. More Compensation Estimates which can be found on the school's web site are in the "O-Net Compensation Summaries" at: <http://bcsbc.edu/gainful-employment-disclosures/3826846> and Indeed Job Search and Info at: <http://www.indeed.com/salary?q1=cosmetologist&l1=Philadelphia%2C+PA+19102>

### **Graduate Job Placement:**

The school maintains a computerized placement service which provides all students and graduates equal access to the employment opportunities being presented to the school. There are usually numerous positions available in the system. The school cannot guarantee employment to any graduate and does not certify the availability or quality of the positions posted in the system.

### **Statement of Disclosures:**

A comprehensive series of disclosures required to comply with Gainful Employment regulation imposed by the Federal Department of Education is available on the school web site at: [www.bcsbc.edu](http://www.bcsbc.edu). The following Graduation, Placement and Licensure Statistics are compiled by the National Accrediting Commission of Career Arts and Sciences as the Summary to the Annual Report. The report was submitted in April of 2018.

**Graduation and Placement Statistics** are compiled by the National Accrediting Commission of Career Arts and Sciences as the Summary to the Annual Report. The report was submitted in November of 2018.

**Licensure** Statistics are collected by Pearson Vue, a third party testing service contracted by the Pennsylvania State Board of Cosmetology:  
The school's licensure rate is 97% or 36 of 37 graduates that took the Pennsylvania State Board of Cosmetology Licensing Exams passed.

**Graduation:** The school's completion rate is 90% or 61 of 68 students enrolled went on to graduate.

**Placement:** The school's placement rate was 67% or 41 of 61 eligible graduates were reported as employed.

**Classroom Hours of Operation:**

Day time students: Monday - Friday, 9:00 am to 3:00 pm.

Night time students: Monday - Thursday, 6:00 pm to 10:00 pm.

**Educational Format:** There are four Job Skills. A program may be comprised of one job skill or some combinations of the following four Job Skills.

- #1 Esthetics (Skin Care & Cosmetics)
- #2 Nails (Manicuring, Artificial Nails and Nail Art & Sciences)
- #3 Electrolysis
- #4 Hairdressing (Cosmetology)

The Job Skill Programs *are comprised of smaller courses*. Day courses usually are 4 or 12 weeks in length. Evening courses are 7, 8 or 15 weeks. The following courses make up the various programs. Class sizes vary but normally average less than 20 students per course.

**Program Descriptions**

The following programs are comprised of the courses described later in this catalog.

**Program Combinations**

Students can choose any one or many combinations of the following programs. Please see the information in the sections called Financial Information plus Registration and Payments. (pages 14 & 15)

**Cosmetology (Hairdressing)**

Hairdressing is a comprehensive program designed to give students basic and advanced job related skills, coordination and training to be successful as a Hairdresser. Subjects Taught: History & Career Opportunities, Professional Image & Communicating for Success, Infection Control (Sterilization), Bacteriology, Anatomy & Physiology, Blow Drying, Roller Setting, Braiding & Hair Extensions, Coloring, Facials, Manicuring, Perms & Chemical Texture Services, Scalp Treatments, Shampooing, Shaping (Scissor & Razor Cutting), Hair Styling, Thermal Curling & Straightening, Licensure Prep & Employment, State Law and Salon Business. Heavily supervised clinic experiences gradually increase in frequency and longevity until students gain confidence and agility. This program prepares graduates for entry level employment as a stylist, hairdresser, beautician and other hair related occupations. Graduates receive a diploma upon graduation. This program is designed to surpass

the minimum licensing requirements. Graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure. **Graduation requires earning the "To Graduate" clock hours found in the following chart.**

### **Cosmetology (Hairdressing) Programs:**

Always contain the following 3 Prerequisite Hairdressing courses:

- 1. Hairdressing One (HR 1)**
- 2. Hairdressing Two (HR-2)**
- 3. Hairdressing Clinic One (HRC1)**

**PLUS** -Hairdressing Clinic Two (HRC2) or any one Non-Hair programs listed below.

<u>Program</u>	<u>Weeks</u>	<u>to Graduate</u>
Cosmetology (Hairdressing) (day)	50	1250 hours
Cosmetology (Hairdressing) (eve)	94	1250 hours
Hairdressing & Esthetics (day)	52	1300 hours
Hairdressing & Esthetics (eve)	98	1300 hours
Hairdressing & Nails (day)	52	1300 hours
Hairdressing & Nails (eve)	98	1300 hours
Hairdressing & Electrolysis (day)	52	1300 hours
Hairdressing & Electrolysis (eve)	98	1300 hours

### **Non-Hair Programs - Overview**

Non-Hair Programs either individually, combined or when used as elective to Hairdressing, all contain the course called Fundamentals of Non-Hair Services. This course is an essential course but does not have to be repeated when it appears as part of other programs or electives. Non-Hair programs each also contain a course that covers the pertinent job skills and a clinic to ensure sufficient practice.

Program	Total Weeks	Maximum Time Frame	SAP* Requirement	Minimum to Graduate
Esthetics (day)	16 Weeks	480 hours	83.34%	400 hours
Esthetics (eve)	30 Weeks	480 hours	83.34%	400 hours
Nails (day)	16 Weeks	480 hours	83.34%	400 hours
Nails(eve)	30 Weeks	480 hours	83.34%	400 hours
Esthetics & Nails (day)	28 Weeks	840 hours	83.34%	700 hours
Esthetics & Nails (eve)	53 Weeks	840 hours	83.34%	700 hours

\*SAP – Satisfactory Academic Progress

### **Esthetics Program**

The Esthetics program teaches students a scientific approach to corrective and protective skin care. The program covers the use of various machineries such as galvanic current, high frequency, rotary brush peeling, pneumatic vacuum and ionic vapor used, depending on skin type, during the facial or bacial. The program also teaches cosmetics and other related topics such as Aromatherapy, Consultation, Cosmetics, Masks, Make-up, Salon Management, Skin Diseases & Disorders, Specialty Treatments, Massage, Nutrition, Paraffin Spa Masks, Preparation & Product Knowledge, and Waxing. **This program consists of the courses, Skin Care (Esthetics) and Cosmetics, Fundamentals and the Skin Care Clinic**, either as a specialty program for a diploma (graduation certificate) or used as an elective to

the Hairdressing Program. A license is available in Pennsylvania and this program will cover exam preparations. **Graduation requires earning a minimum of 400 hours** earned by completing the Skin Care (Esthetics) and Cosmetics course, the Fundamentals course and the required weeks spent in a Skin Care Clinic. There are very few physical demands on the Esthetician. Some physical characteristics which may enhance working as a profitable professional are a steady hand, upper arm strength, and strong lower back. A small percentage of estheticians have been prone to develop carpal tunnel. Graduates will be qualified to work as Estheticians in a licensed Cosmetology shop, Salon or Spa, Make-up Specialists in a licensed shop, Salon or Spa or for a Skin Care or Cosmetic Line. Skin Care companies hire Estheticians as product educators for professional Estheticians. Graduates have also found that specific medical offices such as Eye Physicians and Spa's/Salon run by Medical Doctors (referred to as Med-Spa's) offer careers unique to the Esthetic field. A graduate is also able to own and operate their own Esthetics salon in Pennsylvania. This program prepares graduates for entry level employment as an Esthetician, skin care consultant, make-up artist and other esthetics related occupations. Upon Graduation a diploma will be awarded.

### **Nails**

The Nails program covers all related aspects of being a profitable professional in the nail industry. Some of the topics covered are manicuring & gel manicuring, pedicuring, acrylic sculpturing, tipping, wrapping, gel bonding, nail extensions, hand, arm, foot & leg massage, aromatherapy oils, paraffin spas and nail art & design.

**This program consists of the courses, Nail Technician, Fundamentals and the Nail Care Clinic**, either as a specialty program for a diploma (graduation certificate) or used as an elective to the Hairdressing Program. A state license is available in Pennsylvania and this program will cover exam preparations. Nails prepares the student to be a profitable professional nail technician. There are few physical demands placed on a Nail Technician. Some physical characteristics which may enhance working as a profitable professional are lower arm strength, flexible wrists, and strong fingers. A small percentage of manicurists have been prone to develop carpal tunnel. **Graduation requires earning a minimum of 400 hours** earned by completing the Nails course, the Fundamentals course and the required weeks spent in Nail Care Clinic. Upon graduation each student will be qualified to work in a Licensed Cosmetology or Nail Tech/Manicuring shop or own and operate their own Nail Care (Manicuring) salon. This program prepares graduates for entry level employment as a manicurist, nail technician, nail artist and other nail related occupations. Upon Graduation a diploma will be awarded.

### **Electrolysis**

Currently there is no separate licensure or exam available in the State of Pennsylvania for Electrolysis by itself so it has to be taken as an elective to the Hairdressing program. This program teaches Electrolysis, Thermolysis, the Blend Electrolysis systems and other related subjects. Practice in probe insertion, sanitization and safety procedures plus the supporting theory will train students to remove hair as a profitable profession. Other subjects taught: Analysis, Consultations, Examinations, Exercises, Insertions, Probe Positioning, Problems, Procedures, Regrowth, Scheduling and Terminology. There are few physical demands



on the Electrologist. Some physical characteristics which may enhance working as a profitable professional are flexible wrists, good eye sight, and a steady hand. A small percentage of Electrologists have been prone to develop lower back strain and eye strain. This program taken as part of the Hairdressing program requires **earning a minimum of 400 hours** by completing the Electrolysis job skills course and the Fundamentals course plus the additional weeks spent in the Electrolysis Clinic. Upon graduation each student receives a diploma (graduation certificate). This program prepares graduates for entry level employment as an Electrologist and other hair removal occupations.

### **Course Descriptions – (Specific Classes)**

The following are the courses that make up the previously described programs.

#### **Hairdressing Course Descriptions**

##### **Hairdressing One**

12 weeks full time days / 23 weeks part time eves

Maximum Time Frame = 360 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 300 hours

Hairdressing One (1) is the first course of the Hairdressing Core. This course has two primary goals. The first is to provide students with the basic skills, co-ordination and training towards becoming a hairdresser. The second primary goal is preparation for Hairdressing two and the remaining courses students will need to complete their program. Hairdressing one is a comprehensive unit of the Hairdressing program designed to give students basic skills, co-ordination and training in preparation for the remainder of the units needed to graduate. This unit is a prerequisite for all other hair oriented programs and is a mandatory portion of the Hairdressing Program. Each student must satisfactorily complete this unit.

##### **Hairdressing Two**

12 weeks full time days / 23 weeks part time eves

Prerequisite: Hairdressing One

Maximum Time Frame = 360 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 300 hours

Hairdressing Two (2) is the second course of the Hairdressing Core Program. Hairdressing Two is a transitory unit of the Hairdressing program designed to polish the basic skills learned in Hairdressing One and insures each student's progress prior to being dedicated as a clinic student. Heavily supervised clinic experiences at the commencement of this program gradually increase in frequency and longevity until students gain the confidence and agility to be a dedicated clinic student. This unit is a prerequisite to being a dedicated clinic student and is a mandatory portion of the Hairdressing program. This course has two primary objectives. The first is to provide students with advanced skills, co-ordination and training towards becoming a hairdresser. The second primary goal is preparation and introduction to the Hairdressing clinic and the remaining courses students will need to complete their program.

### **Hairdressing Clinic One**

12 weeks full time days / 22 weeks part time eve

Prerequisites: Hairdressing One and Two

Maximum Time Frame = 360 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 300 hours

Hairdressing clinic one is the first dedicated clinic experience grading a student's clinical work on people by the use of generic lesson plans (procedure guides). Students are graded daily on their progress, attitudes and maintaining satisfactory progress to graduate. Students are graded upon completion of any clinical service. The following are some of the services which are offered in the clinic: Wash & Blow Dry, Wash & Set or Thermal Straightening, Facials, Finger-waving, Hair Coloring, Foil Hi-lighting & Lo-lighting, Color Correction, Hair Cutting & Hairstyling, Up-do's & Braiding, Make-Up Applications, Manicures, Permanents, Keratin Hair Treatments, Scalp Treatments, Shampoo and Theory Assignments.

### **Hairdressing Clinic Two**

14 weeks full time days / 26 weeks part time eve

Prerequisites: Hairdressing One, Two and Hairdressing Clinic One

Maximum Time Frame = 420 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 350 hours

Hairdressing clinic two is an optional continuation (for Hairdressing only students) to the dedicated clinical experiences. The instructor grades students' clinical work on people by the use of generic lesson plans (procedure guides). Students are graded daily on their progress, attitudes and maintaining satisfactory progress to graduate. Students are graded upon completion of the following services: Wash & Blow Dry, Wash & Set or Thermal Straightening, Facials, Finger-waving, Hair Coloring, Foil Hi-lighting & Lo-lighting, Ombre & Balyage Techniques, Color Correction, Hair Cutting & Hairstyling, Up-do's & Braiding, Make-Up Applications, Manicures, Permanents, Keratin Hair Treatments, Scalp Treatments, Shampoo and Theory Assignments.

## **Non-Hair Course Descriptions**

### **Fundamentals of Non-Hair Services**

4 weeks full time days / 7 weeks part time eves

Maximum Time Frame = 120 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 100 hours

This course is a requisite for all other non-hair programs. The goal of this course is to provide students with the fundamental knowledge of the common topics of study in preparation for the job skills courses in the Manicuring, Esthetics, and/or the Electrolysis program. The Fundamentals course is a separate element to aid in the reduction of studying the same topics redundantly when any combination of two or more non-hair services. The background subject matter includes but is not limited to hygiene, poise, professional ethics, state law, sanitation and sterilization and bacteriology, anatomy & physiology and other topics relevant to non-hair programming.

### **Skin Care (Esthetics) and Cosmetics**

4 weeks full time days / 8 weeks part time eves

Prerequisite: Fundamentals of Non-hair Services

Maximum Time Frame = 120 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 100 hours

The Skin Care and Cosmetics course is the job skill element of the Esthetics Program. This course has two primary goals. The first is to provide students with the technical knowledge of the job skills relevant to becoming an Esthetician and/or Make-up artist. The second primary goal is to insure each student has sufficient practice in a clinic environment to refine the job skills. The Esthetics program teaches students a scientific approach to corrective and protective skin care. This course may be taken with Fundamentals and Skin Clinic as a specialty course for a diploma (Graduation certificate) or used with Fundamentals & Skin Clinic as an elective to the Hairdressing Program. A license is available in Pennsylvania and this course will cover exam preparations. Esthetics prepares the student to enter the Skin Clinic to be a profitable professional Esthetician.

### **Skin Care Clinic**

8 weeks full time days / 15 weeks part time eves

Prerequisite: Fundamentals or Non-Hair Services & Skin Care and Cosmetics

Maximum Time Frame = 240 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 200 hours

Skin Care Clinic is a dedicated clinic experience grading students clinical work on people by the use of generic lesson plans (procedure guides). Students are graded daily on their progress, attitudes and maintaining satisfactory progress to graduate. Students are graded upon completion of the following services: Facials and Baciials, Waxing (Hair removal), Specialty Skin Treatments and other services. This clinic may be taken in combination with other non-hair clinics.

### **Nail Technician**

4 weeks full time days / 8 weeks part time eves

Prerequisite: Fundamentals of Non-hair Services

Maximum Time Frame = 120 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 100 hours

The Nail Technician and Nail Art course is the job skill element of the Nails Program. This course has two primary objectives. The first is to provide students with the technical knowledge of the job skills relevant to becoming a Manicurist/Nail Technician. The second objective is to insure each student has sufficient practice in a clinic environment to refine the job skills. This course covers all related aspects of being a profitable professional in the nail industry. A state license is available in Pennsylvania and this course will cover exam preparations.

### **Nail Care Clinic**

8 weeks full time days / 15 weeks part time eves

Prerequisite: Fundamentals of Non-Hair Services & Nail Technician Courses

Maximum Time Frame = 240 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 200 hours

Nail Care Clinic is a dedicated clinic experience grading students clinical work on people by the use of generic lesson plans (procedure guides). Students are graded daily on their progress, attitudes and maintaining satisfactory progress to graduate. Students are graded upon completion of the following services: manicuring & gel manicuring, pedicuring, acrylic sculpturing, tipping, wrapping, nail art & design, gel bonding, paraffin spas and other services. This clinic may be taken in combination with other non-hair clinics.

### **Electrolysis**

4 weeks full time days / 8 weeks part time eves

Prerequisite: Fundamentals of Non-hair Services

Maximum Time Frame = 120 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 100 hours

The Electrolysis course is the job skill element of the Electrolysis Program. This course has two primary objectives. The first is to provide students with the technical knowledge of the job skills relevant to becoming an Electrologist. The second objective is to insure each student has sufficient practice in a clinic environment to refine the job skills. Electrolysis, Thermolysis, the Blend and related subjects comprise the nature of this program. Practice in probe insertion and the sanitation and safety procedures plus the supporting theory needed to remove hair as a profitable professional.

### **Electrolysis Clinic**

8 weeks full time days / 15 weeks part time eves

Prerequisite: Fundamentals or Non-Hair Services & Electrolysis

Maximum Time Frame = 240 hours

Satisfactory Academic Progress = 83.34%

Minimum Graduation requirement = 200 hours

Electrolysis Clinic is a dedicated clinic experience grading students clinical work on people by the use of generic lesson plans (procedure guides). Students are graded daily on their progress, attitudes and maintaining satisfactory progress to graduate. Students are graded upon completion of the following services: Analysis, Consultations, Electrology, Examinations, Exercises, Insertions, Probe Positioning, Problems, and other Procedures. This clinic may be taken in combination with other non-hair clinics.

### **Scope and Sequence of Courses in the Programs**

The following Scope and Sequence of courses is for day programs. The only difference day and evening programs is the number of weeks. See program information starting on page 8 for evening weeks.

The remaining information, Maximum Time Frame, SAP and Minimum to graduate are the same.

The Program Titles are followed by the Identifier used by the schools Computer system, EX: **Program Title** (day id / eve id).

### **Cosmetology (Hairdressing) Program**

<u>Courses</u>	<u>Total Weeks</u>	<u>Maximum Time Frame</u>	<u>SAP* Requirement</u>	<u>Minimum to Graduate</u>
Hairdressing One	12	360	83.34%	300
Hairdressing Two	12	360	83.34%	300
Hair Clinic One	12	360	83.34%	300
Hair Clinic Two	14	420	83.34%	350
<b>Total Program</b>	<b>50</b>	<b>1500</b>	<b>83.34%</b>	<b>1250</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

### **Hairdressing and Esthetics Program**

<u>Program</u>	<u>Total Weeks</u>	<u>Maximum Time Frame</u>	<u>SAP* Requirement</u>	<u>Minimum to Graduate</u>
Hairdressing One	12	360	83.34%	300
Hairdressing Two	12	360	83.34%	300
Hair Clinic One	12	360	83.34%	300
Fundamentals of Non-Hair Services	4	120	83.34%	100
Skin Care and Cosmetics	4	120	83.34%	100
Skin Care Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>52</b>	<b>1560</b>	<b>83.34%</b>	<b>1300</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

### **Hairdressing and Nails Program**

<u>Program</u>	<u>Total Weeks</u>	<u>Maximum Time Frame</u>	<u>SAP* Requirement</u>	<u>Minimum to Graduate</u>
Hairdressing One	12	360	83.34%	300
Hairdressing Two	12	360	83.34%	300
Hair Clinic One	12	360	83.34%	300
Fundamentals of Non-Hair Services	4	120	83.34%	100
Nails and Nail Art	4	120	83.34%	100
Nail Care Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>52</b>	<b>1560</b>	<b>83.34%</b>	<b>1300</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

### **Hairdressing and Electrolysis Program**

<u>Program</u>	<u>Total Weeks</u>	<u>Maximum Time Frame</u>	<u>SAP* Requirement</u>	<u>Minimum to Graduate</u>
Hairdressing One	12	360	83.34%	300
Hairdressing Two	12	360	83.34%	300
Hair Clinic One	12	360	83.34%	300
Fundamentals of Non-Hair Services	4	120	83.34%	100
Electrolysis	4	120	83.34%	100
Electrolysis Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>52</b>	<b>1560</b>	<b>83.34%</b>	<b>1300</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

## Esthetics Program

Program	Total Weeks	Maximum Time Frame	SAP* Requirement	Minimum to Graduate
Fundamentals of Non-Hair Services	4	120	83.34%	100
Skin Care and Cosmetics	4	120	83.34%	100
Skin Care Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>16</b>	<b>480</b>	<b>83.34%</b>	<b>400</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

## Nails Program

Program	Total Weeks	Maximum Time Frame	SAP* Requirement	Minimum to Graduate
Fundamentals of Non-Hair Services	4	120	83.34%	100
Nails and Nail Art	4	120	83.34%	100
Nail Care Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>16</b>	<b>480</b>	<b>83.34%</b>	<b>400</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

## Esthetics and Nails Program

Program	Total Weeks	Maximum Time Frame	SAP* Requirement	Minimum to Graduate
Fundamentals of Non-Hair Services	4	120	83.34%	100
Skin Care and Cosmetics	4	120	83.34%	100
Nail Technician and Nail Art	4	120	83.34%	100
Skin Care Clinic(s)	8	240	83.34%	200
Nail Care Clinic(s)	8	240	83.34%	200
<b>Total Program</b>	<b>28</b>	<b>840</b>	<b>83.34%</b>	<b>700</b>

The Minimum to Graduate qualifies graduates to take the Pennsylvania State Board exams.

\*SAP – Satisfactory Academic Progress

## School Calendar

The School is closed for winter break from December 24 until the first business day after January 1<sup>st</sup>. Spring break is the Friday before and Monday after Easter and every, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving. Exact dates will be posted at least two weeks prior to the scheduled school closing.

In the case of inclement weather, students are instructed when they start classes to make sure the school is open prior to leaving their homes. School Open/Closed status is available after 7am for day classes or 3pm for evening classes. Call school's main phone # (215)-322-0666.

See the "YOUR CAREER STARTS" (addendum) included in the brochure packet with this catalog for class start dates.

## Continuing Education

Refresher or brush-up programs are called private tutorials and are available on a customized basis. Contact the school to discuss your specific needs. An educational plan is developed for each student after a needs analysis is complete. The objective is to provide the continuing education necessary to maintain a high standard of professionalism. Content may vary depending on a student's needs. The prerequisite for this program is that all students must be licensed by a state with appropriate documentation.

## Scholarship Information

Scholarship information is available in the guidance office of your home school.

## Financial Information

We are committed to making the school affordable to all students. Through a variety of financial assistance programs, we are able to ensure that for the majority of our students cost does not become a prohibitive factor. Please refer to the Web Site to determine the tuition charges, books, supplies & uniform.

See: <http://bcsbc.edu/admissions/3826848> Click on "Cost of Attendance".

## Registration, Tuition Payments & Supplies

**Registration** for any program offered at the Bucks County School of Beauty Culture, Inc. is \$100.00. Persons taking combinations of programs will only be charged a one-time registration fee of \$100.00. Registration is due at the time a student signs an Enrollment Agreement. The school strongly suggests students attend an information session with the school director prior to registration where admissions requirements, programs and available start dates, history of the school, tuition schedules and refund policies are reviewed.

**Tuition** may be paid to the school through options such as, In-House Payment Program, Higher Education Services (HES) Installment Payment Plan (IPP), third party financing such as College Ave Private Student Loans (a third party concern) and/or with Federal Title IV Financial Aid for those who qualify in programs recognized by the Federal Department of Education. Students may elect to use the In-House Financing plan, the private installment payment plan through Higher Education Services (HES), the College Ave Private Student Loans or a combination of payment plans for any or part of tuition and/or until Financial Aid applications are approved. All *Financial Aid* participants must attend at least one Financial Aid and Resource Advising Session and complete an Entrance Interview. Upon graduation, any student who has used Federal Financial aid must also attend an Exit Interview.

**The Financial Aid Department is available for student assistance Monday and Wednesday from 9:00 a.m. to 4:00 p.m. and Tuesday and Thursday from 1:30 p.m. to 9:00 p.m.**

*In-House Financing:* A student may choose to finance a balance of tuition with this optional In-House Financing plan. The tuition balance will incur a 10% finance charge which is added to the balance and divided by the appropriate number of months on a student's enrollment agreement. The balance due may be paid to the school on a monthly basis. Statements are produced monthly showing the status of each student's account. The advantage to using this plan is for the student who may be able to pay the full balance of tuition within either the first 30 or 90 days of their start date. 30 days is like cash on a short term enrollment agreement (ex: Esthetics, Nail Tech or Esthetics & Nail Tech Programs) and the 10% finance charge will be credited back to the students account if the tuition balance is paid within the first 30 days. 90 days is like cash on a longer term program (ex: Cosmetology & Hairdressing + one elective) and the 10% finance charge will be credited to the students account if the tuition balance is paid within the first 90 days.

*HES-IPP payment plan:* This is a payment plan program administered by Higher Education Services. The plan allows for a monthly payment plan without any finance charges to the student. Higher Education will only charge a student a one-time application fee based on the program in which the student is enrolled. The student may choose to use the payment coupon roster for each monthly payment due, enroll for auto-debit electronic payments or pay monthly by using an electronic check (debit from an account) over the phone. Please see the Catalog Supplement for additional details.

*College Avenue Student Loans:* College Avenue is a private student loan company. This is a credit based student loan with the interest rate based on the Students and/or Co-signers credit report. College Avenue offers a variety of payment options and a student and/or co-signer can pre-qualify without it affecting their credit report. College Avenue will loan a student their full tuition and you may also include supplies and living expenses, if desired. College Avenue Loans are extremely popular with students taking a short term program for which there is no Title IV financial aid available. There is a Catalog supplement included in the school's brochure packet, please see this pamphlet for additional information.

Students purchase their supplies at a wholesale price through Universal Techniques Inc. (a wholesale beauty supply), which is a completely separate entity from the Bucks County School of Beauty Culture, Inc. Universal Techniques is located in the same building as the school. These kits are packed to the specification of BCSBC, Inc. Books and supplies are not included in the Tuition. Please see Student Supplies Price List Brochure Supplement or go to: <http://bcsbc.edu/admissions/3826848> Click on "Supplies".

### **Conduct and Behavior Policy**

The policy relating to conduct and behavior are in the Student Handbook which is distributed to all students during orientation on the first day of class. The complete description of the Schools Rules, Regulations including Conduct, Tardiness and Excused or Unexcused Absences can be found on the web site at:

<http://bcsbc.edu/current-students/3829479>

## **Student Services**

### **Internet Access**

The school has Free Wi-Fi. Router name is: Fios-4zmo0 and the password is: onset224orb92plead. Additionally classrooms are equipped with Internet Access for use by the students and staff. Students can log on and research information on new products, styles and techniques. If you are unsure how to access the Wi-Fi, please ask your instructor.

### **Lockers**

The school provides lockers in various areas of the facility. These lockers may be shared and students must provide their own locks. Please see the Administrative Assistant for assignment to a locker. For security purposes the school reserves the right to open and inspect any locker at any time. The school is not responsible for any loss of personal items, equipment or supplies contained in the lockers.



## **Housing**

The School has no on or off campus housing.

## **Commuting Students**

The school offers free on-site parking for all students and clients. Please park within the lines. No overnight parking is allowed on school property. Please note that cars parked overnight may be towed and the student will be responsible for the towing charges. The school provides no transportation services.

## **Child Care**

The school does not provide Child Care services for students. Students are encouraged to utilize their own local resources to secure Child Care.

## **Facilities and Equipment**

The Bucks County School of Beauty Culture, Inc. is located in the beautiful hills of Bucks County and occupies a modern handicapped accessible building on an easily accessible roadway. The School has ample parking for students, clinical clients and staff. The interior of the facility is divided into the following major area:

### **Administrative and storage areas - 1700 sq/ft**

The administrative space is divided into admissions, bookkeeping, secretarial, financial aid and supply. Each space is diverse in its size and level of security. Records in low security areas are maintained in locked file storage to insure confidentiality. 600 sq./ft. of this space is dedicated to the supply department and student access is strictly prohibited. Having a large scale supply department guarantees access to supplies when needed by the instructional staff.

### **Study Hall/Student Lounge – 600 sq/ft**

This area is used before class, for breaks, lunch and after school. It is equipped with refrigerator, microwave, vending machines and a change machine. Students check items out of the library (from across the hall) and study alone and in groups in this space.

### **Theory Classroom (upper level) - 600 sq/ft**

Students seated in comfortable padded chairs and modern folding tables have an excellent view of both the white board & video presentation areas along with the lecture and demo area. This classroom has a large screen monitor integrated into the instructors computer terminal for viewing digitally prepared lessons, power point presentations and internet capability. This classroom is usually used by the new hairdressing students for their first 12 weeks in Hair One.

### **Practical Classroom (upper level) – 900 sq/ft**

This classroom is equipped with ninety linear feet of manikin stations with Special illumination for quest speakers. A single styling station allows students to get the feel of working in the clinic/salon. This department has demonstration areas, ample space and storage. This also has a student overflow computer terminal with word and excel that also can be used to access the internet for research and projects.

### **Hairdressing clinic/waiting area. - 1700 sq/ft**

The recently remodeled Hairdressing clinic is equipped with five shampoo bowls and

chairs. The custom built dispensary has an additional work/cleanup sink and massive amounts of product/material storage. The clinic has three hairdryers. There are eighteen custom built styling stations with hydraulic chairs. Sanitizer jars and solution are provided by the school as are all other soft goods such as shampoo, perms, colors and the towels necessary to work on the diverse clientele using the school's facility. A full service retail waiting area, equipped with magazine and coat racks, area will seat 10-12 people comfortably.

### **Multi-Purpose Classroom (lower level) = 2,000 sq. ft.**

This is an overflow classroom that has access to a separate wet bar. The lower level is online with the schools computer network and equipped with video.

### **Esthetics/Manicuring/Electrolysis area - 1800 sq/ft**

The Esthetics, Manicuring and Electrolysis programs have rotating class schedules so the classes may be taught in the same part of the school and are labeled non-hair courses. There is a theory/ book work area which has modern folding tables with comfortable padded seats. The graphics originally displayed of a large scale blackboard are gradually being replaced with images on the large screen monitor. The monitor is integrated into the instructor's computer and is internet capable. There are approx. 600 sq/ft dedicated to a skincare clinic. This area shares a wet bar, sanitation, storage and an area for clients change. There is ample equipment supporting the job skills being taught such as ionic vapor, high frequency, rotary brush, vacu-spray galvanic current, electrology, waxing, paraffin spas, airbrushing and gel bonding machinery. The department has seven lounge stations are used for skin care, waxing or electrology, multiple manicuring tables with stools and pedicuring benches.

### **Library/ Media Center**

This dedicated area has many volumes of written material and professional journals. The pride the school takes in this library/ media center is firmly exhibited in its collection of DVD and video tapes covering all aspects of being a cosmetology related professional. Students may borrow materials for overnight use, or research projects under the supervision of an instructor.

### **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress is a standard that each and every student must maintain throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. The Bucks County School of Beauty Cultures Satisfactory Progress Policy is measured in both quantitative terms (attendance/hours), as well as qualitative terms (academics/grades). Students must maintain an academic grade average of 70% or above and maintain a minimum attendance level of at least 83.34%. The minimum attendance level (83.34%) equals Satisfactory Academic Progress and the Minimum to Graduate. Attendance and Grades are recorded and can be reviewed by currently enrolled students at any time via the student access terminal.

### **Academic Standard:**

Grading is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. *A modified pass/fail system is used to show whether a student is meeting*

*satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.*

Clinic students are graded according to the gradable experience per their procedure guides. The grades awarded to clinic students are based on their skills as compared to the lesson plans for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of each course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal.

Classwork is considered unsatisfactory until the student makes up the assignment that was not completed by a due date. If the student was absent, the instructor uses a personal folder system for each student where missed work given for the day will be placed. Students are advised to check their folders after an absence.

Listed below is the percentile conversion table:

"O" - Outstanding	= 95 – 100
"S" – Satisfactory	= 70 – 94
"U" - Unsatisfactory	= 69 or below

### **Attendance Standard:**

A student must attend a minimum of 83.34% of the hours they are scheduled to attend on the student's enrollment agreement.

1. Full-time day students are scheduled for 30 hours weekly.
2. Part-time evening students are scheduled for 16 hours weekly.

A student's attendance pace is determined by the following formula:

Scheduled attendance X 83.3% = Minimum Satisfactory Progress. Additionally the Minimum Satisfactory Progress equals the Minimum to Graduate. For example, a student who is scheduled to have attended 30 clock hours per week for the first 12 weeks of attendance would have cumulative scheduled attendance of 360 clock hours. If the student attended 300 of the 360 scheduled hours, his/her attendance pace would be 83.3% (300/360) and would be meeting the attendance requirement of this policy. Using the formula above:  $360 \times 83.34\% = 300$ . Scheduled hours will only be adjusted by official school closings (holidays, snow closings, in-service days) and approved student leaves of absence. A student's attendance progress will be officially measured as a *percentage (83.34%)* of the *scheduled hours* compared to the actual hours attended.

### **Minimum/Maximum Time Frame:**

The time frame for a student to complete his/her program of study is based on the number of weeks required for each program. A student's registration agreement has a start date and an end date with the number of weeks required to complete the specific program. Students are expected to maintain their scheduled attendance of

either 30 hours per week as a full time student or 16 hours per week as a part time student.

Students who maintain maximum satisfactory progress in attendance will complete the program during the required minimum time frame. Students who do not maintain their scheduled hours or only maintain minimum satisfactory progress (83.34% of their schedules) will not graduate within the minimum time frame. This means they will not graduate on the end date per their registration agreement. A student's original expected graduation will be extended if the student is granted a leave of absence(s) while in attendance. The leave of absence will extend a student's contract and maximum time frame by the same number of days taken in the leave of absence.

The maximum time frame is no longer than 150% of the NACCAS approved program length based on 100% attendance schedule measured in clock hours completed.

Transfer hours are accepted for a student when transferring from another institution. Those transferred hours are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory academic progress evaluation periods are based on actual contracted hours at this school.

### **Overtime Charges:**

The student **must** complete their training within the maximum time frame allowed. If a student fails to meet the minimum hours required to graduate within the maximum time frame date extended to them by the school, then the school will bill the student for overtime charges. Overtime charges will be calculated based on the remaining hours needed in order to graduate. Overtime charges are billed at an hourly rate. The rate is determined by dividing the tuition amount by the total hours in the program.

There are no overtime charges for the number of additional days or weeks required for the student to graduate with the minimum number of hours required for a specific program due to scheduled holidays, weather related closings or in-service closings. This is considered an extension of the original expected graduation date. When this occurs, the school will calculate the number of days/eves the school was closed for the school will extend the students current graduation date by the same number of closings that occurred during the students scheduled attendance dates. There will be no additional tuition charges for extending the students graduation date in this occurrence.

### **Attendance Review and Evaluation Periods:**

Attendance progress is available daily on the Student Access Terminal. A student's cumulative course hours are reviewed by the school monthly to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and issued a monthly review letter. Students will be advised on how to improve their progress and required to sign the review letter. Monthly reviews begin after a student has completed at least 4 weeks of attendance and occur regularly every month. A student may re-establish satisfactory academic progress and/or

financial aid eligibility by any of the following: Re-testing, extra credit tasks, attending study halls or attending additional hours in addition to their regular schedule.

Students are notified and are required to sign a formal satisfactory academic progress evaluation, which determine continuing eligibility for federal student aid and/or active student status. The SAP evaluation will list the results including the minimum standard for the specific evaluation period, the student's actual hours for the evaluation period and whether or not the student is achieving satisfactory academic progress. This is performed at the end of each midpoint. A midpoint is based on the students program. Typically, the midpoint is the end of each financial aid payment period or the midpoint of the student's current academic year. Students who do not receive federal student aid are evaluated in the same manner using the same midpoint check system. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. A midpoint is defined in actual clock hours completed.

Please refer to the following chart for each programs evaluation points:

Cosmetology:	450 hours, 900 hours, 1075 hours
Hairdressing & Esthetics:	450 hours, 900 hours, 1100 hours
Hairdressing & Nails:	450 hours, 900 hours, 1100 hours
Hairdressing & Electrolysis:	450 hours, 900 hours, 1100 hours
Esthetics & Nails:	350 hours
Nails:	200 hours
Esthetics:	200 hours

The school performs reviews and evaluations for every student, regardless of their payment arrangements, not just Title IV recipients.

Students must attend their schedules or at least maintain attendance above the minimum required attendance for each monthly review in order to graduate within the minimum contracted weekly Time Frame. Holiday's, Snow Days and any other day the school is officially closed during a student's regular scheduled attendance is considered an excused school day. These particular excused school days are **not the same** as a student's excused absence. Excused school days will not be counted as a scheduled day of attendance and hence will not be included in the 83.34% attendance requirement.

### **Financial Aid Warning and Probation:**

Students who fail to meet either of the two progress standards as of the evaluation date will be placed on "Financial Aid Warning" (FAW) status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. At the end of the FAW period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory progress and remain eligible for federal student financial aid. Any student who fails to meet the published standards at the end of his/her FAW period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy and is granted "Probation" by the institution. The school will determine that satisfactory academic progress standards are attainable and can be met by the end of the

subsequent evaluation period. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent payment period only. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on financial aid warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### **Appeals:**

A student who has been designated as not making satisfactory progress may appeal this determination with the institution based on mitigating circumstances. The student's appeal must be made in writing to the school director and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances, such as but not limited to: death of family member, illness, transportation issues, economic issues, etc., that caused the student to fail to meet the school's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The school will review the student's appeal and related documentation and its resulting decision will be final.

### **Reinstatement of Status:**

Generally, most students who enroll in the school are considered to be making satisfactory progress during their initial evaluation period. A student who has been granted Probation is still considered satisfactory until the evaluation period is over. Students who are returning to school after a temporary interruption (ie: leave of absence or course breaks) are reinstated under the same satisfactory academic progress status as they had prior to their departure.

### **Course Incompletes, Terminations/Withdrawals and Repetitions:**

During Orientation, students are issued a student handbook covering the Rules and Regulations, which includes information on Termination, Excused and Unexcused Absences and Tardiness (lateness), including this SAP Policy.

The school does not offer grades of "incomplete" and accordingly, these have no impact on SAP. A student who does not pass or drops a class prior to its completion may be permitted to repeat that class. Since all classes have specific start dates, the student would have to wait until the class becomes available on the schedule. The class must be completed within the minimum time frame of the student's current enrollment. The uncompleted class will have no effect on the student's cumulative attendance progress. Repeating classes however will continue to affect the student's cumulative academic progress. Students who extend their programs or contract for extended time still must be able to complete the program within 150% of the program or course length, according to federal regulation. Continued course repetitions can result in the student no longer being able to complete the program within the required time frame. Once such determination is made, the student will be considered as not making satisfactory progress.

A student who is following the rules of absence and calling or contacting the school to excuse their absence will be able to do so until the 20<sup>th</sup> day of excused absences. This policy states the maximum number of excused absences that can occur from a student's last day of attendance is 20. After the 20<sup>th</sup> excused absence, the school will withdraw the student. According to Federal Law, the school will determine a student's intent to withdraw if the student has had 14 consecutive Unexcused Absences, with no contact and no attendance after the student's last day of physical attendance. In the case of a student continuing to contact the school and telling us they do intend to return but do not return, the policy of the school will allow the student no more than 20 excused absence days. In the case that there is no correspondence from the student and the absences have been unexcused, the school will adhere to the 14 day rule in determining that the student does not intend to return. At that point, it will be determined to withdraw the student.

If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal the student is treated as returning to the same progress status as when they left including the payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with the school's financial aid administrator to discuss the conditions under which federal aid may be awarded for the repeated courses and the enrolled program.

### **Graduation:**

Upon completion of the educational requirements, number of total weeks and hours of training, the graduation student will receive their diploma.

### **Make Up Work:**

Students who fail to meet assignment deadlines or miss scheduled examinations due to an absence or emergency, must document the situation with their instructor and the School Director. The student will be informed by their instructor and/or the school director as to the make-up procedures and the time allowed to submit the work or take a missed examination in order to receive the proper credit and grade.

### **Reinstatement of Federal Financial Aid:**

Federal student financial aid is suspended when a student is considered as not making satisfactory progress. Upon acceptance and approval of an appeal, federal financial aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. Federal aid for any payment period that occurs within a period of unsatisfactory progress will be permanently forfeited.

## **Federal Educational Right of Privacy Act**

The Federal Educational Right to Privacy Act is frequently referred to as FERPA. The student has the right to review their student files with one-day notice to the financial aid administrator, the school Director or a designated representative of the school. Printouts and Photocopies are available for .25 cents per page. This institution will not release information about an individual student without the expressed written consent of the student. Information will be released if the student is a dependent minor and then only to the student and the student's parent or guardian. Information may be released to the school's accrediting agency, governmental and regulatory agencies as required. See the web site for the privacy policy <http://bcsbc.edu/bcsbc-ferpa-policy/3826837> and release form at: <http://bcsbc.edu/ferpa-authorization-form/3833467>.

## **Refund Policy**

The following refund policy is duplicated in each student's Enrollment Agreement and is Pro-Rated. It applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure. (a) An applicant rejected by the School shall be entitled to a refund of all tuition and fees paid prior to enrollment. (b) If a student (or in case a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days (determined by postmark or date of personal delivery) of the signing of an enrollment agreement, and/or paying the registration fee, all tuition and fees collected by the school shall be refundable. (c) If a student cancels his/her enrollment after three business days from the payment of registration and/or signing he/she shall be entitled to a refund of tuition paid to the school less the registration or enrollment fee of \$100.00. (d) Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance. Any refund due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 45 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. (e) Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days. (f) The cost of the kit and supplies is not included in tuition adjustment computations.

(g) If the school is permanently closed and no longer offering instruction after a student enrolled, the student shall be entitled to a pro-rated refund of tuition.

(h) If a course is canceled subsequent to a student's enrollment; the school shall at its option; (1) provide a full refund of tuition paid; or (2) provide completion of the course. (i)

The following reimbursement schedule of tuition plus a \$100.00 fee for termination will be retained or collected by the school for students who enroll and begin classes based on actual hours attended:

Percentage of Enrollment Time Completed	Percentage of Total Tuition Owed to School
0.01% - 5.00%	5%
5.01% - 10.00%	10%
10.01%-15.00%	20%
15.01%-20.00%	30%
20.01%-25.00%	40%
25.01%-30.00%	50%
30.01%-40.00%	60%
40.01%-50.00%	70%
50.01%-100.00%	100%



(j) A student will be withdrawn according to this refund policy as stated in the enrollment agreement, section 5, part (a)-(i)

(k) The withdrawn student will be informed during the exit interview process of (1) This schools Refund Policy calculation results and (2). The Return of Title IV Funds calculation results (see the Return of Unearned Title IV funds below). (l) The Enrollment Agreement also contains the custom Student Reimbursement Schedule (see (i) above) which includes conversion tables for attendance to hours and dollars. This will be calculated, delivered and explained during their Tour and Interview held prior to registration and at the signing of the enrollment agreement during registration.

### **Return of Unearned Federal Title IV Funds**

Federal regulations have been enacted which state that students may forfeit a portion of federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students:

- (1) Who have received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal Direct Student Loans (Stafford) and/or Federal Direct Parent Loans for Undergraduate Students (PLUS).
- (2) Who were terminated or withdrew from this institution after physical enrollment had begun, or had fallen below half time attendance.

Return to Title IV funds calculation is based on payment periods of time and scheduled attendance. Payment Periods are defined by the Program in which a student is enrolled and the minimum number of hours within the program. For example, a student enrolled in the Cosmetology Program must complete a minimum of 1250 hours. The payment periods would be defined as payment period #1, 0-450 hours, payment period #2, 451-900 hours, etc.

Scheduled attendance is defined as the number of clock hours a student is scheduled to attend between the 1<sup>st</sup> date in the period and the last date of attendance in the period. This is based on the student's schedule of either being a full time student (30 hours per week) or a part time student (16 hours per week). Scheduled attendance will not include days the school was closed (ex: Holidays) or any Leaves of Absences taken by the student.

Students who have completed over 60% of their scheduled attendance within the payment period are considered to have earned all of the Title IV Federal aid that has been disbursed for that payment period and if applicable, any previous payment periods. If the student completed 60% or less of their scheduled attendance in the specific payment period, than the Title IV aid that had been disbursed is not considered earned and the Return of Unearned Title IV Funds Calculation will determine how much Title IV funds the school is obligated to return to the U.S. Department of Education's Federal Programs.

The Return to Title IV unearned funds calculation will be done before the schools Tuition Refund calculation is performed. If the school is required to return the majority of the Title IV funds received, in many cases, the Return of Unearned Title IV Funds will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy could also result in the student owing a refund of unearned federal aid to the Department of Education.

### **Re-Admittance Policy**

Students who withdraw or terminate their course of study at Bucks County School of Beauty Culture, Inc. will be readmitted without loss of credit hours. Students will not be charged a re-entry fee (re-registration) unless their time of absence from the school has been more than six months.

- a. Students will pay \$100.00 re-entry (re-registration) fee if they are re-admitted more than 6 months after withdrawing or terminating their course of study.
- b. The student will be billed the same price per hour as their original contract unless the school has incurred a price increase.
- c. Any student who was mandatorily withdrawn from the Bucks County School of Beauty Culture, Inc. will only be re-admitted at the discretion of the administration. (Ex: misconduct, unsatisfactory progress, stealing, abusive behavior, etc.). Students withdrawn by the school must sign an agreement for re-admittance if the school grants them the permission to re-admit. These students are billed again at the price per hour and/or program as their original contract unless six months has elapsed. If so, a \$100.00 re-admittance fee will be charged.

Bucks County School of Beauty Culture, Inc. does not actively solicit students already attending or admitted to another school offering a similar program study.

### **Leave of Absence Policy:**

In the event a student finds it necessary to be absent from school for an extended period of time or even a small period of time, he/she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

1. A Leave of Absence will extend the student's expected graduation date and maximum time frame by the same number of days taken in the leave of absence.
2. A student must follow this policy in requesting a Leave of Absence.
3. The Leave of Absence, together with any additional leaves of absence, must not exceed a total of 180 calendar days in any 12 month period.
4. The twelve month period referenced in these provisions starts on the first day of the first leave.
5. A student is required to request a leave in advance of the leave unless there is an unforeseen circumstance that would prevent the student from doing so.
6. Students must request a leave in writing and it must be signed and dated.
7. The student must also specify a reason for the Leave of Absence.
8. The school must approve the request for a leave of absence and determine if the student is expected to return to school.
9. The leave will not result in any additional charges to the student.

A student's request for a leave of absence must be either submitted in writing, and/or included on the leave of absence agreement. The request must be approved by the institution to be considered an official leave of absence. One criteria the school uses to approve a student's request for a leave is to determine if the student is reasonably expected to return to school after the leave is over. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be determined to intend to withdraw. The day the student was expected to return to school will be the withdrawal date and the last date of the student's physical attendance will be used in the school's refund calculation and the

Return to Title IV Unearned Tuition calculation. Failure to return from a leave of absence may affect a student's Title IV federal loan repayment terms which could include the expiration of a student's grace period. This would occur if a student takes a leave of absence for the maximum of 180 days and then fails to return to school. Repayment on federal student loans begins 6 months after a student's last date of attendance. In this case, a student would be obligated to start repayment immediately and forfeit the grace period.

## **Policy Statement of Non-Discrimination - Title IX**

The school is in compliance with the Office for Civil Rights of the United States Department of Education (OCR) and does not discriminate in the admissions process, educational programs or activities on the basis of Sex, Race, Religion or Socio-Economic Status. The school has designated Stephen A. Wallin as the Title IX coordinator. Inquiries concerning the application of Title IX and its implementing regulations may be referred to Steve Wallin, the Title IX Coordinator by calling 215 322-0666 or by emailing him at [swallin@bcsbc.edu](mailto:swallin@bcsbc.edu). His office is in the schools building located at 1761 Bustleton Pike, Feasterville, PA 19053. or to OCR directly at Office for Civil Rights of the United States Department of Education, Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107.

### **Criminal Awareness & Campus Security Policy Clery Act, Violence Against Women (VAWA) Act & Title IX Compliance** Statistics Updated 7/19/17

The school evaluates this policy annually and updates are based on evidence based statistics. The annual campus Security report statistics are prepared using the crime statistics posted on the Pennsylvania State Police web site. The Lower Southampton Police department does not issue township statistics and refers all inquiries to the State Police web site. The State Police only list schools that have crimes on file. There is no listing for the Bucks County School of Beauty Culture on the State Police site and there for there has been no reported crime. The school has no written memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.

All information pertinent to Title IX, Clery Act, VAWA or criminal action is represented in the Student Handbook which is distributed to students during orientation on the first class and all new employees to inform them about campus security. Updates to this policy are distributed to students, staff and current employees and discussed annually.

All students and employees are encouraged to report any and all criminal action that occurs on campus to the administration. The administration is defined as the School Director, Financial Aid officer, or administrator in charge.

The school can assist anyone including but not limited to students, graduates, professionals, faculty and administrators suffering domestic violence, dating violence,

stalking and physical or mental abuse with information from professional organizations in the community like: NOVA (network of victim assistance) or A Woman's Place. Memoranda's of Understanding whenever available are on file with these organizations. There are no pastoral and professional counselors associated with the school.

The school can make no "promise of confidentiality." The staff or administration must report to the Title IX coordinator any and all incidents to any member of the school community. The school's Title IX coordinator will collect, classify and count crimes reported and crime statistics.

Through this policy the school has made the student population aware of the Federal Campus Sexual Assault Victims' Bill of Rights.

Survivors shall be notified of their options to notify law enforcement.

Accuser and accused must have the same opportunity to have others present.

Both parties shall be informed of the outcome of any disciplinary proceeding.

Survivors shall be notified of counseling services.

Survivors shall be notified of options for changing academic and living situations

We have sponsored crime prevention including sexual violence, domestic violence, dating violence, stalking and physical or mental abuse programs annually in the past. We monitor our drug policy and we have **NO** incidence of murder, rape, other sexual offenses, robbery, aggravated assault, burglary and motor vehicle theft.

Additional information on sex offenders is available on the PA State police web site: <http://www.pameganslaw.state.pa.us/>

For the record, the school has **NO** liquor law, sexual offenses, and drug abuse or weapons possession violations within the last calendar year or the three years preceding it. If such an offense or violation should occur, the Lower Southampton Police by dialing 911 would be summoned immediately. The campus community would be informed of such incidences via a published bulletin or on the schools announcement monitor located in the student lounge and a report of the statistics of such incidence in this criminal awareness policy are posted by September 1 of each calendar year.

There were **NO** reported incidents of theft, during the most recent calendar year and during the three preceding calendar years.

Students shall report any invasion of personal or school belongings, sexual misconduct, known possession of illegal weapons and/or illegal substances to the School Director, Financial Aid officer, or administrator in charge. Victims or witnesses can report crimes on a voluntary, confidential basis for inclusion in the annual security report.

The school encourages students and employees to be responsible for their own security and the security of others. The administration is responsible for accurate and prompt reporting of all criminal actions to the Lower Southampton Police Department by phoning 911 or (215) 357-1234. Through this policy we encourage prompt reporting of all crimes to the aforementioned police

This is a single building campus and is open to the public Monday through Thursday from 8:30 am to 10:00 pm and on Friday from 8:30 am to 3:00 pm. Exterior entries may be locked from 4:00 pm to 5:00 pm for security purposes.

There is no campus law enforcement.

There are no residences on campus.

The school has no off-campus organizations.

The manufacture, use, distribution or sale of alcoholic beverages or illegal drugs is prohibited on campus. Lockers are issued to students for the sole purpose of storing school supplies and personal items.

A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws can be found in the controlled substance abuse policy contained in this handbook.

The school will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

## **Faculty, Staff and Ownership of the School**

### **Administrative Staff**

Steve Wallin – Director/Owner

Gayle Edwards – Financial Aid Director/Owner

Wendi Showmaker – Administrator/Owner

Kristina Rawlins – Administrative Coordinator

Laura O'Brien – Administrative Coordinator2 Admissions & Sales

### **Faculty**

Lauren Stokes	Instructor	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Christina Rabic	Instructor	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Carol Ulrick	Instructor	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Susan Coyle	Instructor	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Kristina Rawlins	Instructor & Support Staff	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Wendi Showmaker	Instructor & Support Staff	Associates of Specialized Technology Degree & Pennsylvania Cosmetology Teachers License
Steve Wallin	Instructor & Support Staff	Masters of Business Administration Degree & Pennsylvania Cosmetology Teachers License

**Licensed by:**

Pennsylvania State Board of Cosmetology  
2601 North 3rd Street  
Harrisburg, Pa 17110  
(717) 783-7130

**Accredited by:**

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

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