

*Creating Tomorrow’s Cosmetology and Barber Professionals*

STUDENT INFORMATION AND

APPLICATION PACKET

VOLUME 1-2018

CONTACT INFORMATION

Rocky Mountain Academy of Hair, Skin and Nails

315 E. 5th Street

Casper, Wyoming 82601

Admissions: (307) 265-3588

Student Salon Appointments: (307) 237-4247

Fax: (307) 265-3558

[www.rockymountainacademy.net](http://www.rockymountainacademy.net)

COURSES OF STUDY

The Wyoming Board of Cosmetology and the Wyoming Board of Barber Examiners set the courses of study for the cosmetology and barbering careers. Upon completion of the chosen course of study a student becomes eligible to sit for the state licensure exam. Upon passing the state licensure exam a paper license will be mailed to the new professional and they may begin working in the industry. The courses of study offered at Rocky Mountain Academy of Hair, Skin and Nails are as follows:

Cosmetology: The cosmetology course of study combines the hair styling, nail technology and esthetic programs. Students learn all the services that a professional cosmetologist is legally allowed by state law to perform on the hair, skin and nails.

Hair Styling: The hair styling course of study includes all the legally sanctioned services as outlined by state law that can be performed on the scalp and hair. These include hair cutting, chemical services (such as perming, straightening and color) styling and massage.

Nail Technology: The nail technology course of study includes all the legally sanctioned services as outlined by state law that can be performed on the hands and feet. These include manicuring, pedicuring, acrylic and gel sculptured nails, nail art and massage.

Esthetics: The esthetics course of study includes all the legally sanctioned services as outlined by state law that can be performed on the skin. These include facials, electrical treatments (galvanic current, high frequency, and micro current), waxing, make-up and eye lash extensions.

Barbering: The barbering course of study includes all the legally sanctioned services as outlined by state law that can be performed on the hair and skin of the head. These include hair cutting, styling, facials and shaving.

Barber Styling: The barber styling course of study includes all the legally sanctions services as outlined by state law that can be performed on the hair and skin of the head. These include hair cutting, chemical services (perming, straightening and color), styling, facials and shaving.

TUITION, PAYMENTS AND FUNDING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program | Hours | Months | Tuition | Kit and Books | Total Cost |
| Cosmetology | 1600 | 8 | $9000.00 | $1000.00 | $10000.00 |
| Hair Styling | 1000 | 6.5 | $6000.00 | $1000.00 | $7000.00 |
| Nail Technology | 400 | 2.5 | $4000.00 | $500.00 | $4500.00 |
| Esthetics | 600 | 3.5 | $5500.00 | $500.00 | $6000.00 |
| Barbering | 1000 | 6.5 | $7000.00 | $1000.00 | $8000.00 |
| Barber Styling | 1250 | 8 | $8000.00 | $1000.00 | $9000.00 |

**NEW CLASSES START THE FIRST MONDAY OF EVERY MONTH**

Tuition Payment Policy: Students pay in advance of the education they will receive. Payments are due by the first Monday of each month. Students earning an average of 21 hours or more each week must pay $800.00 each month until the total cost of their program is paid in full. Students earing an average of 20 hours or less each week must pay $800.00 their first month then can drop to $400.00 each month until the total cost of their program is paid in full. The total cost of a student’s program must be paid in full in order to sit for the state licensure exam.

Tuition Refund Policy: Once a payment has been made for monthly tuition it will not be refunded. Students who pay a large portion or the full cost of their tuition prior to starting will be refunded the unused balance excluding the cost of the kit and books, all tuition for prior months, and current month’s tuition if after the first Monday of the month of withdrawal. Students approved for the Department of Veterans Affairs benefits that withdraw, are dismissed, or fail to complete the course for any reason will be refunded tuition and fees based on exact pro-rata days attended, less ten percent of the pro rata amount. Proof of eligibility for, or receipt of, VA benefits may be required.

Kits and Books: All kits and books at Rocky Mountain Academy of Hair, Skin and Nails are sold to each student at cost. Kits are built to include all the equipment needed to work as a professional in the field well beyond school. A price list of kit items can be obtained upon request by any student of Rocky Mountain Academy of Hair, Skin and Nails. Rocky Mountain Academy of Hair, Skin and Nails uses the newest version of the Milady Standard Textbooks, workbooks and exam review books for cosmetology, nail technology, esthetics, and barbering. If a student leaves school prior to graduating for any reason they forfeit their kit. Kits can only be taken out of the school once a student has been issued a diploma. The only exception to this are students receiving veterans benefits who may take their student kit with them.

Funding Programs: Rocky Mountain Academy of Hair, Skin and Nails **does not** accept any Pell grants and FAFSA. State funding programs are accepted but must be worked out prior to enrollment. If you are the recipient of a scholarship, check with the issuing entity to see if it can be used for your program.

Transfer Students: There is a one-time transfer fee of $1000.00 for transfer students from other schools. All applicable transfer hours will be credited to the students account at a rate of $4.00/hour. Transfer students must purchase a Rocky Mountain Academy of Hair, Skin and Nails Kit. Transfer students must also purchase a set of Milady Standard Textbooks, workbooks and exam review books unless they have their books form their former school and they are the current edition of Milady Standard used at Rocky Mountain Academy of Hair, Skin and Nails.

TUITION, PAYMENTS AND FUNDING

Changing Course of Study: Enrolled students wishing to change their course of study will be charged a one-time non-refundable fee of $1000.00. Students enrolled in the Cosmetology program, who wish to switch to nail technology or esthetics, will have to purchase new books and student kit for their new program. Tuition for the new program will be determined by subtracting the number of hours accrued in the cosmetology program that can be applied to the new program at a cost of $3.00/hour taken out of the tuition cost of the new program. Cosmetologists switching to hair styling will not need to purchase a new kit or books. Esthetics, nail technology and hair styling students wishing to switch to cosmetology will not be assessed the $1000.00 change of course fee.

Programs for Licensees: The following programs are only available to persons holding a valid license form the Wyoming Board of Cosmetology. Total cost of the program includes all required books and student kits.

|  |  |  |
| --- | --- | --- |
| Program | Hours | Total Cost |
| Cosmetology adding Barbering | 150 | $5000.00 |
| Nail Technology or Hair Styling Adding Waxing | 125 | $800.00 |
| Cosmetology or Esthetics continuing education in Lashes | 50 | $5000.00 |
| Lapsed License Refresher Course | 100 | $1000.00 |
| State Boards Preparation | 10 | $500.00 |

ATTENDANCE AND ACADEMIC REQUIREMENTS

Attendance Requirements: Rocky Mountain Academy is an open campus. Students make their own schedules while attending school, deciding when to come in and when to leave. Students must sign-in when they arrive at school and sign-out upon leaving. If a student fails to sign-in they will receive no hours for that day. If a student fails to sign-out they will only receive one hour for that day. Students who mischaracterize or otherwise record their hours in a fraudulent way will be expelled from the program. Students receiving Veteran benefits must abide by the Veteran or Eligible Student Enrollment Addendum.

Theory Class Requirements: Students must complete 4 hours or more of theory work each week. Students must sign into theory class and sign out each day they are in attendance. Students at Rocky Mountain Academy of Hair, Skin and Nails must also attend three courses prior to graduation. These three courses are Business, Law, and Math in the Beauty and Wellness industry. Once a student’s theory requirements are met this 4 hour weekly requirement is dropped.

Practical Floor Requirements: Once a student is on the practical floor they will set their schedule in the appointment book. Because the practical floor is a full service salon it is imperative that students follow the schedule they create. Missing scheduled appointments will incur a 10 hour addition to your course of study or expulsion from the program.

Absences: Students are required to contact Rocky Mountain Academy of Hair, Skin and Nails if they plan on missing school prior to the absence. It is also the student’s responsibility to contact the school if they are going to be late. A student who has been absent for 10 days, without contacting the school will be withdrawn from their program. If a student withdraws from a program their hours will be reported to the Wyoming Board of Cosmetology or the Wyoming Board of Barber Examiners and will be kept on file for 5 years from the date withdrawn. After 5 years these hours will be forfeit. Students receiving Veteran benefits must abide by the Veteran or Eligible Student Enrollment Addendum.

Calendar 2018: Rocky Mountain Academy of Hair, Skin and Nails will be observing the following holidays and breaks for the calendar year 2018. Presidents Day 2/16/18-2/18/18, Spring Break 3/26/18-3/30/18, Memorial Day 5/25/18, Summer Break 6/21/18-7/4/18, August Break 8/20/18, Fall Break 9/14/18-9/18/18, Thanksgiving 11/21/18-11/23/18, Christmas 12/24/18-1/4/19. The school will be open all other week days for the year excluding weekends.

Grading System: Theory grades will be based on completion and corrections of all workbooks, review questions and exams for the Milady Standard curriculum for their course of study. Students must correct all course work to a score of 100% in order to be considered completed. All students must complete at least 4 chapters of course work for every 200 hours of school attended to be considered as making satisfactory progress. Students will be required to meet with the theory teacher every 200 hours to evaluate their performance. Students will be given a progress report at this time. Students who are deemed to be making unsatisfactory progress will be placed on probation and removed from the practical floor until all theory work has been brought up to current. Any student may request a progress report detailing hours, grades, applications and payment history at any time.

Course of Study Completion and Graduation: Upon completion of all state required hours and applications a diploma will be awarded and the student will become eligible to take the state licensing exam. Students must take and pass the state licensing exam for their course of study and be in possession of their paper license in order to be eligible to work.

RULES AND REGULATIONS

Code of Conduct Violations: Any infraction against the terms outlined in this enrollment agreement will lead to disciplinary action as detailed below. For violations involving violence, theft or academic dishonesty dismissal may be the first action taken based on the infraction. All violations will be recorded in the student’s file.

1st violation: Verbal Notice; 2nd violation: Witten Notice; 3rd violation: 2 day suspension

4th violation: Dismissal

Conditions for Reentrance: Consideration for reentrance will be made on a case by case basis.

Student Property: At no time will the school be responsible for damage or loss of kit supplies, clothing, jewelry, money or personal belongings of the students or clientele.

Shop Duties : All students are required to perform shop duties as part of their course of study. This includes cleaning equipment, floors, walls, windows, mirrors, etc. and restocking supplies. Failure to perform your shop duties will constitute unacceptable progress in your course of study.

Tobacco: Students may use tobacco products on their breaks and at lunch in the designated smoking areas. No use of tobacco is allowed in the classroom, bathrooms, or on the clinic floor.

Drugs/Alcohol: Students may not have or use alcohol during the designated school day. Any use of alcohol or illegal drugs on school grounds will lead to direct expulsion of student as well as reported to the proper authorities.

Student Services: All services must be approved by the instructor prior to being done. Student services are a privilege and absences/tardiness and lack of accomplishing shop duties or not completing homework will result in a loss of giving and /or receiving services.

Professional Behavior: Student behavior should remain professional at all times. There is no tolerance for gossiping or negative conversations about fellow students, clients and other professionals. These conversations are not permitted on school premises, in front of clients or with each other. Students should be respectful about language at all times. Failure to follow behavior rules will result in the dismissal of a student.

Dress Code: Students will dress in an appropriate and professional manner.

GRIEVANCE PROCEDURES

Grievance Procedures: Students may take any grievance with the school or an instructor to the Wyoming Board of Cosmetology. Contact Wyoming Board of Cosmetology Executive Director Betty Abernethy 307-777-3534.

Management/Ownership: Rocky Mountain Academy is owned and operated by Patrick Eugene Enterprises. Patrick Eugene Enterprises fully understand the laws and rules applicable on a state, federal, and local level. Patrick Eugene Enterprises is wholly owned and operated by Brian Cushing and Kirby Morris.

Instructors: Instructors for Cosmetology, Nail Technology, Esthetics and Barbering are Kirby Morris, License # WY I-633 & WY I-00348, Brian Cushing, License #WY I-E-10635 & WY I-00349 and Lindsey Champine, License #WY-I-10821 & WY I-00347.

Student Records: The school maintains student records that include grades, payment history, hours attained, etc. Any record kept by the school may be accessed and copies will be made upon student request.

By signing the line below the student acknowledges that they read and understand the grievance procedures for Rocky Mountain Academy of Hair, Skin, and Nails and that they read and understand this agreement and accept all rules, regulations, attendance, academic , tuition, payments and funding requirements addressed in this document.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ENROLLMENT FORM

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SS #\_\_\_ -\_\_\_\_ - \_\_\_\_\_\_\_\_

Name of Payee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_

Student Date of Birth \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Start Date of Student \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Needed Documentation: (*bring these documents with you at time of enrollment)*

1. Social Security Card
2. Photo Identification
3. Proof of 10th grade completion
   1. Examples: diploma, GED or transcript
4. Proof of Lawful Presence
   1. Examples: birth certificate, passport or naturalization
5. If you have been convicted of a felony you must provide:
   1. Original court record of conviction
   2. Statement of current status of conviction

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Signature of Student Date

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Signature of Payee Date

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Signature of School Date