



***Rocky Mountain Academy of  
Hair, Skin, and Nails***

*Creating Tomorrow's Cosmetology and Barber  
Professionals*

**STUDENT HANDBOOK**

VOLUME 1-2019

# Student Handbook

## Institutional Information

### Ownership/Management:

Rocky Mountain Academy of Hair, Skin and Nails is owned and operated by Patrick Eugene Enterprises. Patrick Eugene Enterprises fully understands all local, state and federal laws and rules governing the teaching of Cosmetology and Barbering. Patrick Eugene Enterprises is wholly owned and operated by Brian Cushing and Kirby Morris.

### Instructors:

All instructors at Rocky Mountain Academy of Hair, Skin and Nails are fully licensed by the state of Wyoming. All licenses can be found on display on the main clinic floor. The following is a list of all instructors, including areas of licensure and specific job assignments.

Brian Cushing: License #WY I-E-10635 (Cosmetology) and #WY I-00349 (Barbering)  
Assignment: Administration, Esthetics, Theory Classroom, and Boards Preparation for Esthetics and Nail Technology.

Kirby Morris: License #WY I-633 (Cosmetology) and #WY I-00348 (Barbering)  
Assignment: Lead Practical Instruction and Clinic Floor

Lindsey Champine: License #WY I-10821 (Cosmetology) and #WY I-00347 (Barbering)  
Assignment: Clinic Floor and Boards Preparation for Hair Styling, Cosmetology and Barbering

### Licensing Agencies:

The State of Wyoming requires all schools offering education in the fields of barbering and cosmetology to receive and hold licenses from the applicable state licensing agencies. Rocky Mountain Academy holds all licenses to operate as both a cosmetology school and a barbering school. The contact information for the two licensing agencies in Wyoming are found below.

Wyoming Board of Barber Examiners  
2515 Warren Ave, Suite 302  
Cheyenne, WY. 82002  
(307) 777-3534  
[www.cosmetology.wy.gov](http://www.cosmetology.wy.gov)

Wyoming Board of Cosmetology  
2515 Warren Ave, Suite 302  
Cheyenne, WY. 82002  
(307) 777-3534  
[www.cometology.wy.gov](http://www.cometology.wy.gov)

These two state agencies will also give students their licensure exams. Students can find information on licensing requirements for both their professional licenses and salon licenses online. Students may keep track of board activity online as well. Any member of the public including students may attend any board meeting.

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## 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 professions. 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 sanctioned 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.

### Hours, Months, and Costs Required Before Boards Exam Can Be Taken

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

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## Rules and Regulations

### Drugs and Alcohol:

At no time is it appropriate or allowed for students to use illegal drugs, alcohol or excess prescription drugs during school hours. Students will not come to school under the influence of illegal drugs, alcohol or excess prescriptions drugs. Students suspected of violating this rule will be subject to disciplinary action.

### Tobacco:

Tobacco and vaping products are allowed only outside the building. At no time should a student use any of these products inside the building.

### Student Property and Theft:

Students are required to keep all their personal property safe. Personal property includes such things as books, kit items, jewelry, phones, purses/wallets, and clothing. Lockers are provided to serve as locked storage for books, clothing, phones, and purses/wallets. Your roll-about serves as your locked storage for kit items. It is recommended that you lock your roll-about when you are not with it on the floor.

Any student caught stealing from another student, staff of the school, clients of the school, or from the school itself, will be subject to disciplinary action.

### Professional Behavior:

Student behavior should always remain professional. There is no tolerance for gossiping or negative conversations about fellow students, clients and/or other professionals. These conversations are not permitted on school premises, in front of clients or with each other. Students should always be respectful about language. Failure to follow these guidelines will lead to disciplinary action.

### Levels of Course Progression:

There are three levels of course progression. The three levels are initial, advancing and advanced.

The initial level is where all students start. They must complete unit one of their course of study along with lesson one of unit two. This level is composed of only a theory component.

The advancing level follows the initial level and is composed of both a theory component and practical component. Students must complete all the required applications for their initial applications sheet, as well as, complete at least 15% of their total hours. Excess hours over completing required applications will be spent advancing through the student's theory requirement. Upon completing the advancing level students will receive their professional kit. The table below shows the 15% hours requirement to work on the public for each course of

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study offered. It is a state law that a student complete 15% of their overall hours before working on the public.

Course of Study	15% of Total Hours	Course of Study	15% of Total Hours
Cosmetology	240	Barber Styling	187.5
Hair Styling	150	Barber	150
Esthetics	90	Nail Technology	60

The advanced level follows the advancing level and is composed of both a theory component and practical component. Students will be placed on the clinic floor and perform all required applications on clients, students, staff or mannequins. Students will also finish their theory course and prepare for graduation and their licensure exam.

## Clinic Floor:

The clinic floor is where students work, under instructor supervision, on the public to practice and master their practical skills. Only students in the advanced portion of their program can practice on the clinic floor. The table below shows the number of days it will take to meet the 15% threshold of overall hours to work on the public by state law.

Total days to meet 15% requirement for each enrollment		Hours/Day							
		Full		3/4		1/2		1/4	
Enrollment Time-Frame		9	8	7	6	5	4	3	2
Hours Each Day		9	8	7	6	5	4	3	2
<b>Course of Study</b>	15% Req								
<b>Cosmetology</b>	240	27	30	35	40	48	60	80	120
<b>Barber Stylist</b>	187.5	21	24	27	32	38	47	63	94
<b>Barber</b>	150	17	19	22	25	30	38	50	75
<b>Hair Stylist</b>	150	17	19	22	25	30	38	50	75
<b>Esthetics</b>	90	10	12	13	15	18	23	30	45
<b>Nail Technology</b>	60	7	8	9	10	12	15	20	30
<i>All hours are rounded to the nearest whole day</i>									

Advanced students make their schedule on the clinic floor. It is against the law for unlicensed persons to charge for services, however students on the clinic floor may retain any tip paid by the client to them. It is their responsibility to set the times they will arrive and be ready to take clients, as well as, the time they will be leaving. Advanced students must be open on the book all hours that they are at school. No student can turn down an appointment or refuse to do appointments. If a student has an issue with a client make the issue known to an instructor.

Student phones should remain hidden, and never interfere with a student working on a client or watching a demonstration by an instructor on the floor. Students who look at or use their phone during a service on a client, or during instructor guided services and demonstrations will face disciplinary action.

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## Student Kit

A student will be given a student kit as soon as they have met all the requirements for an initial and advancing student. All kit items must be labeled or engraved with the student's name or initials. It is the student's responsibility to examine the items in their kit and determine if there are missing items. When a student has completed this task, they must sign and date the kit item checklist in their course of study binder and return it to the administrator of Rocky Mountain Academy of Hair, Skin and Nails.

A student's kit becomes their property as soon as they have successfully taken and passed their state licensure exam. It is at this point a student may take their kit off school grounds. Some items may be taken home, but this arrangement must be made with an instructor of Rocky Mountain Academy of Hair, Skin and Nails.

Students who withdraw or leave school will have their kit stored for 6 months. After six months this kit will be dispersed, and a returning student will be required to buy a new kit.

## Infection Control Requirements:

All students are required to follow the state sanctioned infection control standard at all times. All hair must be swept-up and thrown away between each client. Styling and shampoo chairs, sinks, esthetics beds and nail tables must be cleaned and disinfected between each client. All single use items must be discarded, and all multi-use items must be cleaned and disinfected between each client.

A student's roll-about is their clean item covered storage. At no time should personal items, such as keys or money, be placed inside a student's roll-about. At no time should dirty multi or single use items be placed in a student's roll-about. A student will clean the inside of their roll-about regularly, and they will keep it closed when ever they are not removing an item from their kit to use on a client. A student's roll-about must be closed when working on the public, and when a student is not with their roll-about. The school may inspect a student's roll-about at anytime to check with compliance. If a student is not following these guidelines, they may be subject to disciplinary action.

It is the student's responsibility to clean and disinfect their multi-use items after every client. No item should be left in the disinfectant longer than specified in the manufacturer's instructions. Items that are left in the disinfection area longer than is needed for proper disinfection to take place may be lost to the student. If a student suspects that they left their item they need to contact an instructor, who will see if their item was taken. They may have it back in exchange for .25 cents/item.

## Shop Duties

Students at Rocky Mountain Academy of Hair, Skin and Nails are required to complete shop duties on a daily basis. Shop duty assignments are by student choice, but they are also first

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come first serve. When a student arrives at school, they must sign in on the sign-in sheet. At the same time students will write down the shop duty they are responsible for that day and mark it off the shop duty roster. No two students can have the same shop duty on the same day. Shop duties will be checked periodically throughout the day for completion. Failure to complete shop duties may lead to loss of hours for the day and/or disciplinary action.

## Student Services:

Student services are free at Rocky Mountain Academy of Hair, Skin and Nails so long as the minimum requirements for such services have been met. A student wishing to receive free services must have completed at least 4 hours of theory work the week prior to the service. Theory work hours are assessed on a weekly basis and a student eligibility list will be posted in the dispensary area of the clinic floor each Tuesday. A student who is listed is eligible for free services the whole week the eligibility list is posted. Only students on the eligibility list may receive free services without instructor permission. Any other student wishing to receive services must pay to receive them.

Students who are receiving a free service will have that time blocked out on the clinic floor reservation computer. A student who is paying for their service must make an appointment. Students receiving free services may have their appointment removed if the space is needed by a clinic floor customer. This does not apply to students paying for services, as they will have a set appointment. No student services may happen on Saturdays.

## Student File:

The school will keep all records of the student on file. These records will include but are not limited to enrollment agreements, hours, payment history, academic progress, etc. The student may request the contents of their file at any time. Copies will be made and given to the student within 5 days of this request being made.

## Graduation Requirements:

Students will be awarded a diploma upon completing all required theory and practical tasks, completing all required hours for their program of study, and having paid their tuition and all other fees in full. Upon completion of their program a student will fill out a Final Hours sheet and an Application to Examine to sit for their state licensure exam. Students must pay the application fee to the Wyoming Board of Cosmetology or the Wyoming Board of Barber Examiners in a money order in the amount of \$148.00 for Cosmetology, Nail Technology, Esthetics and Hairstyling, or \$185.00 for Barbering and Barber Styling. This fee must accompany a student's Application to Examine and pays for a student's licensure exam and first years license.

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## Policies and Procedures

### Nondiscrimination:

Rocky Mountain Academy of Hair, Skin and Nails does not discriminate on the basis of sex, age, race, color, religion, ethnic origin, sexual orientation, or gender identification in admitting students.

### Admissions:

A student wishing to begin a program at Rocky Mountain Academy of Hair, Skin, and Nails must meet the following criteria and provide documentation of each as proof:

- a. 16 years of age or older (photo id or passport)
- b. Social Security Card
- c. 10<sup>th</sup> grade completion or its equivalent (diploma, GED or transcript)
- d. U.S. Citizenship or Legal Resident (Birth Certificate, passport, green card)

If a student has been found guilty of a felony conviction the student must provide:

- e. Original court record of the conviction
- f. Statement of current status of conviction

A felony conviction may disqualify you from licensure by the Board of Cosmetology or the Board of Barber Examiners based on the type of crime committed. The decision to grant or deny licensure is made on a case-by-case bases by each state board.

Every student is on an individualized learning plan at Rocky Mountain Academy of Hair, Skin and Nails. This means the student gets to choose their start date, and they have flexibility in determining how to set up their schedule to meet their hours requirement for the week. Students are required to have documentation of being 16 years of age or older (photo id), of having completed the equivalent of 10<sup>th</sup> grade, of US citizenship or legal resident status, and have their social security card at the signing of the enrollment agreement. If students are starting the same day they are enrolling they must also have their first tuition payment. They will receive their books and their course of study binder. If a student wants to enroll early, they have the choice not to pay until their first day of school. In such cases they will not be given their books or course of study binder. If these students wish to have their books and course of study binder, their tuition will be due the day of signing the enrollment agreement.

### Attendance:

Students are required to attend the number of hours agreed to in their enrollment agreement. Students do have flexibility in how and when they complete these hours. For example, a ½ time student is required to attend 4 hours/day, or 20 hours/week. This student could attend 4 hours for 5 days each week, or 5 hours for 4 days each week, or any other combination each week



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that would add up to 20 hours. Below is a chart detailing the total number of school days a program will cover for each program of study and enrollment time-frame.

Total days to completion for each enrollment		Hours/Day							
Enrollment Time-Frame		Full		3/4		1/2		1/4	
Hours Each Day		9	8	7	6	5	4	3	2
<b>Course of Study</b>	Total								
<b>Cosmetology</b>	1600	178	200	229	267	320	400	534	800
<b>Barber Stylist</b>	1250	139	157	179	209	250	313	417	625
<b>Barber</b>	1000	112	125	143	167	200	250	334	500
<b>Hair Stylist</b>	1000	112	125	143	167	200	250	334	500
<b>Esthetics</b>	600	67	75	86	100	120	150	200	300
<b>Nail Technology</b>	400	45	50	58	67	80	100	134	200
<i>All hours are rounded to the nearest whole day and these numbers do not reflect sick days or leaves of absence.</i>									

## Hours Tracking:

The Wyoming Board of Cosmetology and Wyoming Board of Barber Examiners sets the hours requirement for each course of study allowed under the law. An accurate accounting of the hours a student earns is vital for accurate reporting to the state. Students are required to sign in on the sign in sheet located in the classroom of Rocky Mountain Academy of Hair, Skin and Nails. A student will sign in first thing upon arrival at school. When a student leaves, they must sign out on the same sheet. It is fine to sign in and out multiple times a day so long as it is as accurate a picture of a student's attendance as possible. Rocky Mountain Academy of Hair, Skin and Nails requires students to sign in and sign out at the nearest half hour. Students should sign in and out using the 12-hour clock. Students who do not sign out will only earn .5 hours for that day unless it can be proven, either by the appointment book on the clinic floor or student evidence, to be otherwise. Students who do not sign in will receive zero hours for the day. If the student was in attendance, it is the student's responsibility to prove they were at school for the hours they say they were. Any student who is found to have lied about their hours in any way will be subject to disciplinary action.

Hours will be tabulated daily by the school. Hours will be reported both to the state and to students within 5 business days of the last day of each month. Students will track their own hours each month. If a student feels that the officially reported hours do not match the hours they have for themselves, they should bring their evidence to the administer of the school and hours will be compared. If a discrepancy is evident the school will correct the error.

## Transfers from other States or Institutions:

Rocky Mountain Academy of Hair, Skin and Nails will accept all hours that are accepted and registered by the Wyoming Board of Cosmetology and/or the Wyoming Board of Barber

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Examiners. These hours will transfer in at a discount to overall program tuition of \$4.00/hour. For example, if a student is transferring from another institution and has 500 hours recorded with the Wyoming Board of Cosmetology, those hours will all transfer, and the student will be given \$2000.00 ( $\$4.00 \times 500$  hours) toward the tuition for the cosmetology program, leaving them 1100 hours (1600 hours-500 hours) to complete and \$8000.00 ( $\$10,000$  total tuition- $\$2000$  transfer credit) to pay for the rest of their program. Students will receive books and a kit as part of their program.

## Transfers In-School:

If a student who is enrolled at Rocky Mountain Academy of Hair, Skin and Nails chooses to change their course of study or add a new course of study they will have all applicable hours and tuition applied to their new course of study. For example, if a student completed their nail technology course of study and decided to add on cosmetology they would have all their applicable hours transferred into the cosmetology course of study, in this case 310 hours would transfer, and they would be given \$1937.50 as tuition credit, calculated by taking the 310 hours that transfer and multiplying it by \$6.25, the cost per hour of the cosmetology course.

Students who have graduated from the cosmetology course at Rocky Mountain Academy of Hair, Skin and Nails also qualify for a tuition reduction in the barber crossover program of 50%.

## Payments:

Payments for tuition are due monthly. Tuition payments pay for the scheduled hours for each given month and are non-refundable unless the school terminates an enrollment agreement, or a student can prove mitigating circumstances led to their withdrawal. Payments will be calculated by taking the program tuition by hour, multiplying it by the hours scheduled for a day, multiplied by the school days in the given Student Enrollment Month. A Student Enrollment Month runs from the students first day of school to the day before that date in the following month. For example, if a student's first day of school was May 12, then their Student Enrollment Month would run from May 12 through June 11<sup>th</sup>. If that student is a cosmetology student and is scheduled to attend  $\frac{3}{4}$  time and there are 19 school days in the Student Enrollment Month the calculation would be ( $\$6.25 \times 6$  hours/day  $\times 19$  days in the month = \$712.50 tuition due for that Student Enrollment Month. Students will receive an invoice at least 5 days prior to their tuition due date. If a student has paid in advance of their tuition due date they will receive a tuition update letter that will detail the payment made as well as the total owed and total refund available. Students will receive this tuition update letter not less than 5 days after their tuition due date. A student's first tuition payment is due their first day of school before receiving books. Their tuition due date will be the same day the next month and so on. If a tuition due date falls on a day school is not in session, the next open school day will be when tuition is due. For example, if a student started class November 4<sup>th</sup> their next tuition payment would be due December 4<sup>th</sup>. If December 4<sup>th</sup> was a Sunday, then their tuition

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payment would be due the following open school day of Tuesday, December 6<sup>th</sup>. Their next tuition payment would be due January 4<sup>th</sup>.

## Code of Conduct Violations:

Any infraction against a student's enrollment agreement or the rules, policies and procedures detailed in the student handbook will lead to disciplinary action. A student who is found to have violated their enrollment agreement or student handbook will first be given a verbal notice of the violation by any instructor or staff of Rocky Mountain Academy of Hair, Skin and Nails. This verbal notice will be documented and placed in the student's file. A second violation will lead to a written notice sent to or given to the student by the administrator of Rocky Mountain Academy of Hair, Skin and Nails. A copy of this written notice will be placed in the student's file. A third violation will lead to a 2-day suspension to begin the first full school day after the violation. A fourth violation will lead to the student's dismissal from their enrollment agreement and their removal from their course of study. In this case the withdrawal will follow the guidelines outlined in the withdrawal and settlement section of this handbook.

## Withdrawal and Settlement:

### Withdrawal:

Withdrawal means that the student or the school has decided to terminate their relationship. The student or the school may terminate the enrollment agreement. All refund terms apply no matter who terminates an enrollment agreement. All payments to the school are based on scheduled hours and are made for a monthly time frame. All refunds are based on this same model. Rocky Mountain Academy does not refund monthly tuition payments. Once tuition has been paid for the month, it is no longer refundable. To withdraw a student must do so in writing, or in person. They must sign a withdrawal form and a final hours sheet. If withdrawing in writing, a student will be mailed their withdrawal form and final hours sheet. They must complete the withdrawal form and sign the final hours sheet and return it to the school. Failure to return the originals of these forms within 14 days of receiving them will incur a \$10.00 non-signing fee. Once these two forms have been completed and returned to the school, or once 14 days have passed, a refund check will be mailed out within 14 days. For students who pay in advance of their education, either prior to starting, or in a lump sum, the following terms apply.

### Withdrawing by student choice prior to starting:

If a student enrolls prior to starting school and has not opened their textbooks and return their courses of study binder, they will receive a full refund of all monies paid. If their textbooks have been opened (the plastic wrap that bounds the books together is broken), the books are now their property and they will be charged \$250.00 for the books. Withdrawing students must also return their course of study binder. If they do not return this binder intact they will be charged an additional \$25.00. For example, if two students, who wanted their first day to be March 10<sup>th</sup>, enrolled March 1<sup>st</sup> and paid their first month's tuition at this time they would be

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given their textbooks and course of study binders. If the first student decided not to start and came in to the school March 9<sup>th</sup> with their books in their original binding and their course of study binder in good repair, then the whole amount paid on March 1<sup>st</sup> would be refunded. If the second student decided not to start and came in to the school March 3<sup>rd</sup> but their books were not in their original binding and their course of study binder was in poor shape or missing pieces they would be assessed \$250.00 for the books and \$25.00 for the binder, a total of \$275.00, and the rest of what was paid on March 1<sup>st</sup> would be refunded.

Withdrawing by student choice after starting:

If a student has started classes and they withdraw, they will be charged tuition based on their last monthly tuition due date, as agreed to in the student enrollment agreement. All other monies will be refunded to the student. A student must notify the school of their withdrawal in person, or in writing before their next tuition due date. Failure to do so may lead to another month's tuition being charged. For example, a student starts April 9<sup>th</sup> and pays their monthly tuition based on their enrollment agreement. On April 30<sup>th</sup> they decide to not pursue their course of study anymore and let the school know through a letter, or in person they will be withdrawing. Once a withdrawal form has been completed and a final hours sheet signed the student will be refunded any tuition that was paid over what was owed April 9<sup>th</sup>. If the student only paid April 9<sup>th</sup>'s tuition, they are not entitled to a refund.

Withdrawing with mitigating circumstances:

If a student is withdrawn by the school for any reason, or if there are mitigating circumstances that cause a student's withdrawal then tuition will be pro-rated to the student's last day of attendance. Mitigating circumstances are anything outside a student's control, that can be documented, and forces a student to withdraw. Examples of mitigating circumstances include but are not limited to major illnesses, accidents such as car crashes or deaths in a family. Reasons for the school to officially withdraw a student include but are not limited to violations of a student's enrollment agreement or any violation of the policies, rules and procedures outlined and detailed in the student handbook. For example, if a student paid their tuition on its due date of March 20<sup>th</sup>, and the student was involved in a major car accident on April 5<sup>th</sup> and that was also their last day of attendance prior to the accident, the school would provide a withdrawal form and final hours to the student when they were able to deal with them, the student would provide the school with a doctor's note and completed forms, and the school would pro-rate the student's refund, only charging for March 20<sup>th</sup>-April 5<sup>th</sup>. All other monies would be refunded.

Withdrawing while using VA benefits

If a student withdraws from school or is withdrawn by the school for any reason and is receiving benefits from the Veterans Administration they will have their tuition and refund pro-rated to the student's last day of attendance. For example, if a student paid their tuition on its due date of March 20<sup>th</sup>, and the student withdraws April 5<sup>th</sup> and that was also their last day of

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attendance prior to withdrawing, the school would provide a withdrawal form and final hours to the student and they will complete the forms. The school would then pro-rate the students refund, only charging for March 20<sup>th</sup>-April 5<sup>th</sup>. All other monies would be refunded.

## Withdrawal by school-unofficial

An unofficial withdrawal happens when a student stops attending but does not notify the school in writing or in person. The school will monitor attendance every 30 days to determine if such a withdrawal has happened. In cases of unofficial withdrawal, the school will fill out the withdrawal form and final hours sheet. Students will receive a refund only if they have paid more than was owed on their last payment due date. If they are due a refund, they will be assessed a \$10.00 non-signing fee and the refund will be sent to the address of the payee on file.

All refunds will be made to the person who is paying for school. It is imperative that the person who is paying for school, either the student, parent, or benefactor, have their current and accurate mailing address on file with the school. If the payee is not available at withdrawal the refund will be mailed to the address on file.

## Readmittance:

Students who wish to return to their course of study within one calendar year of withdrawing, and have no code of conduct violations, will be readmitted under their original enrollment agreement. All hours and past payments will be counted for full credit. If student needs books, kit or kit items, or course of study binder, these must be bought at the time of readmittance. The student will also have to pay their first month's tuition. The day a student re-enrolls in a program will become their new tuition due date each month. Students who want to re-enroll after one calendar year has elapsed will be admitted under a new and current enrollment agreement, with possible changes in costs. All payments and hours will be accepted from prior enrollment. Hours will be lost after five calendar years following withdrawal and the student will be required to complete the whole program of study from start to finish.

For students who were withdrawn by the school for violations of their enrollment agreement or violations of the rules, policies and procedures in their handbook readmittance will be determined on a case by case basis. In these cases, the student must give the school a written explanation of what caused them to be withdrawn, and how this has been corrected and won't be an issue going forward.

## Satisfactory Academic Progress:

All students must meet Satisfactory Academic Progress (SAP) to stay in good standing. SAP includes both an academic and attendance requirement. To meet the academic portion of SAP a student must have completed and corrected all theory work and have completed to an instructor's satisfaction the total number of practical applications required by your next SAP evaluation. To meet the attendance requirement of SAP a student must attend at least 90% of

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their scheduled hours within the SAP evaluation time frame. Students will be given a detailed break-down of all SAP requirements for each of the evaluation points below at the time of enrollment. These requirements will be evaluated at three points in a student's course of study. The chart below will show at what hours these three evaluations will take place based on the program of study taken.

Course of Study	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Cosmetology	500	1000	1500
Barber Stylist	350	700	1150
Hair Stylist	300	600	900
Barber	300	600	900
Esthetics	150	300	500
Nail Technology	100	200	300

If a student is deemed to be not meeting SAP they will be given 10 calendar days to appeal for probation. If a student can show extenuating circumstances that contributed to their not meeting SAP, or can show that they are now meeting SAP, they will be placed on probation until their next evaluation time. All appeals must be made in writing and must include any relevant documentary evidence to support extenuating circumstances or the meeting of SAP (i.e. doctors notes, accident reports, grade sheet, attendance records, etc.). If at that point a student is meeting SAP they will be placed back in good standing and removed from probation. If a student is still not meeting SAP a determination will be made by the student and the school as to the student's status in their program of study. The school or student or both may decide to create an intervention plan that outlines in detail how a student can meet SAP. This intervention plan must state the areas of deficiency, a plan on how to resolve the deficiency, and a reasonable time table to re-evaluate a student's status. If a student successfully completes their intervention plan they will be placed back in good standing. If a student decides to not appeal for probation, to not take part in an intervention plan, or fails to complete their intervention plan the school may withdraw a student and make all refunds as stated in the Withdrawal and Settlement Policy.

The charts below show the number of days that will be completed prior to each evaluation for each course of study based on a student's scheduled hours. Students will receive their evaluation within 5 school days after they have reached their evaluation time, based on their scheduled hours. All the days listed in the following charts are rounded to the nearest whole day and do not take into account sick days or leaves of absence.

Cosmetology					
Evaluation	Hours	1/4	1/2	3/4	Full Time
1 <sup>st</sup>	500	250	125	84	63

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2 <sup>nd</sup>	1000	500	250	167	125
3 <sup>rd</sup>	1500	750	375	250	188

Barber Styling					
Evaluation	Hours	1/4	1/2	3/4	Full Time
1 <sup>st</sup>	350	175	88	59	44
2 <sup>nd</sup>	700	350	175	117	88
3 <sup>rd</sup>	1150	575	288	192	144

Barber/Hair Styling					
Evaluation	Hours	1/4	1/2	3/4	Full Time
1 <sup>st</sup>	300	150	75	50	38
2 <sup>nd</sup>	600	300	150	100	75
3 <sup>rd</sup>	900	450	225	150	113

Esthetics					
Evaluation	Hours	1/4	1/2	3/4	Full Time
1 <sup>st</sup>	150	75	38	25	19
2 <sup>nd</sup>	300	150	75	50	38
3 <sup>rd</sup>	500	250	125	84	63

Nail Technology					
Evaluation	Hours	1/4	1/2	3/4	Full Time
1 <sup>st</sup>	100	50	25	17	13
2 <sup>nd</sup>	200	100	50	34	25
3 <sup>rd</sup>	300	150	75	50	38

## Leave of Absences:

Any student may request a leave of absence from their course of study by filling out the Leave of Absence Request Form. This form should be filled out and returned to the administrator of Rocky Mountain Academy of Hair, Skin and Nails at least 2 weeks prior to the planned leave of absence. To be granted the form must be filled out completely, with no blanks, and it must be signed by the student requesting the leave of absence. To be granted there must be a reasonable expectation that the student requesting the leave of absence will return. If the school feels that granting the leave of absence will only prolong a student's exit from the program it will not be granted. The total number of days not attended by a student in a calendar year from the student's date of enrollment will not exceed 10% of the total scheduled days set out in the enrollment agreement. For example, if a nail technology student is half-

# Student Handbook

time, they will be scheduled to complete in 100 days. In this case this student could not miss more than 10 days, including sick leave, leaves of absence or any other absence from school, in the calendar year from their start date. Any leave of absence that is granted will extend a student's enrollment agreement by that many days. If a student returns early from a leave of absence, only the days that were missed will affect a student's graduation date.

Leaves of Absences may be granted without prior written request in cases of unforeseen circumstances, such as a student who is involved in a car accident that will require some recovery time. In these cases, Rocky Mountain Academy of Hair, Skin and Nails will grant the leave of absence and the student may sign it when they return to school. The student's graduation date will be affected by this form of leave of absence as well.

All leaves of absence will be placed in a student's file, along with any supporting documentation such as doctors' notes.

## Grievance Procedure Policy:

Any student who has a grievance against another student or any staff member of Rocky Mountain Academy of Hair, Skin, and Nails must first seek redress through the internal grievance procedure describe here. Only after this process has run its course should students take their grievance outside the school.

Any student who has a grievance must first fill out a complaint form and return the form to the administrator of Rocky Mountain Academy of Hair, Skin and Nails. The administrator will review the form and investigate the nature and validity of the complaint. This may include an interview with all parties identified in the complaint form. All complaint forms must include the name of the person making the complaint to be considered as valid. Any unsigned complaint will be dismissed as invalid. The administrator of Rocky Mountain Academy of Hair, Skin and Nails will take all necessary disciplinary actions deemed appropriate. Copies of all complaints and decisions made about a complaint will be kept in each student's file.

If a student feels that the internal grievance procedure did not adequately address their issue, they may contact the Wyoming Board of Cosmetology, or the Wyoming Board of Barber Examiners and follow their complaint process.

## List of Fees:

Books	\$250.00
Course of Study Binder	\$25.00
Non-signing fee at withdrawal	\$10.00
Lost Item Fee per Item	\$0.25
State Boards Fee for Cosmetology Board	\$148.00
State Boards Fee for Barber Board	\$185.00



# Student Handbook

## School Calendar for 2019

# 2019

### JANUARY

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### MARCH

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

s	m	t	w	t	f	s
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days in Session:226  
Days Not in Session:35

January 1<sup>st</sup>-5<sup>th</sup>  
February 2<sup>nd</sup>  
March 1<sup>st</sup>-2<sup>nd</sup>  
March 30<sup>th</sup>

April 19<sup>th</sup>-20<sup>th</sup>  
May 18<sup>th</sup> and 21<sup>st</sup>  
June 14<sup>th</sup>-15<sup>th</sup>  
July 13<sup>th</sup> and 16<sup>th</sup>

August 2<sup>nd</sup>-3<sup>rd</sup>  
August 31<sup>st</sup>  
September 20<sup>th</sup>-21<sup>st</sup>  
October 19<sup>th</sup> and 22<sup>nd</sup>

November 1<sup>st</sup>-2<sup>nd</sup>  
November 28<sup>th</sup>-30<sup>th</sup>  
December 24<sup>th</sup>-31<sup>st</sup>

Classes Will Resume  
on January 7<sup>th</sup>, 2020