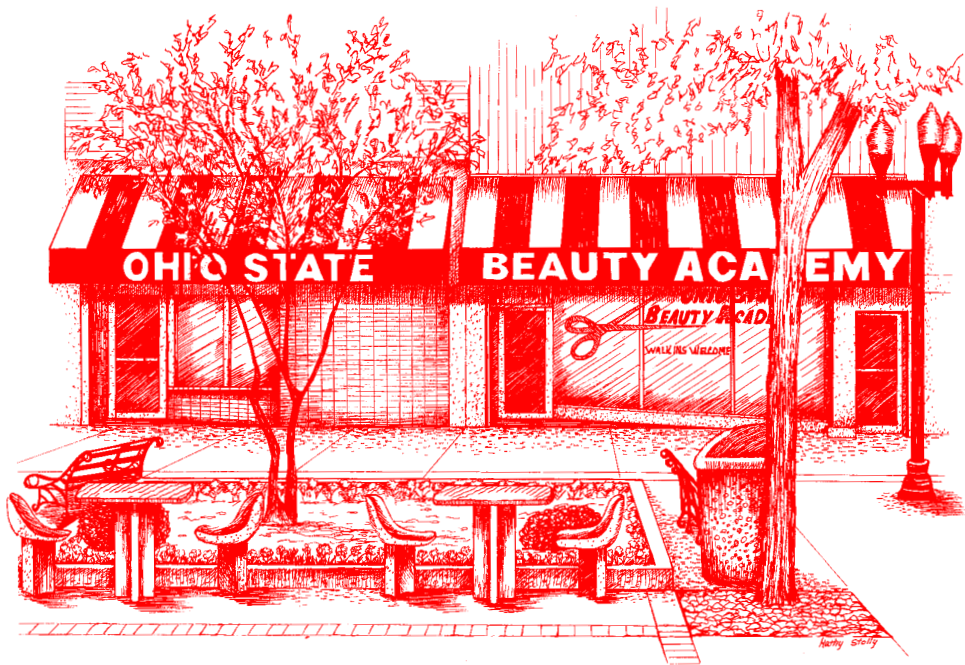


# Ohio State Beauty Academy



## **2008-09 CATALOG**

57 TOWN SQUARE • LIMA, OHIO 45801

419/229-7896 • FAX 419/229-0799 • [www.ohiostatebeauty.com](http://www.ohiostatebeauty.com)

**WE WELCOME YOUR CONSIDERATION  
OF A NEW REWARDING CAREER IN  
“THE WORLD OF COSMETOLOGY ARTS & SCIENCE”**

It is our intention and hope that this catalog will clarify your questions as to the scope of training and costs to you in terms of your time, efforts and resources.

The Academy’s two full-time programs are detailed and thorough. The programs can be completed in approximately 12 months for the basic cosmetology program and 14 months for the cosmetology/managers program. No time is lost on partial days, extended holidays, or weeks between quarters or terms; therefore, you can be a state licensed, working stylist/cosmetologist in the shortest possible time.\*

\* Assuming proper attendance

We encourage you to fully read the enclosed material to assist you in this important career decision. Our staff will further assist you with any further questions you may have at the time of your personal interview.

This is to certify that this catalog is true and correct in content and policy.

Greg Stolly, President

Revised July, 2007



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## *Ohio State Board of Cosmetology*

*James R. Rough, Executive Director*  
3700 S. High Street, Suite 101, Columbus, Ohio 43207-4041  
Phone: (614) 466-3834 & Fax: (614) 644-6880  
www.cos.ohio.gov email: ohiocosbd@cos.state.oh.us

August 11, 2004

OHIO STATE BEAUTY ACADEMY LLC  
57 W TOWN SQUARE  
LIMA OH 45801

Enclosure: AWARD of EXCELLENCE

Dear Superintendent/Owner:

The Ohio State Board of Cosmetology recently reviewed the performance of examinees for cosmetology licenses from all schools in the State for the period July 1, 2003 to June 30, 2004. Your school has placed in the top 20% of all schools as measured by passage percentage. Your school is to be commended on a job well done. The Board recognizes that excellence is a result of the effort and energy of the staff and students. Your teaching staff for cosmetology should be particularly commended, as the Board's experience is that great teachers have students who regularly perform well on the State cosmetology examination.

Please find enclosed an "AWARD of EXCELLENCE" certificate for your school. Thank you for your efforts and keep up the good work.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Rough".

James R. Rough  
Executive Director

## **mission statement**

To provide an equal opportunity to all people desiring a career in Cosmetology, to give each student the best training possible, teaching them the specific skills and related subjects necessary for them to succeed in the Cosmetology industry.

## **cosmetology and you**

Becoming a licensed Managing Cosmetologist requires only 1800 hours of training here at the Academy. With regular full-time attendance, these hours will take approximately 12-14 months to complete. The length of the course is not, however, the only thing to consider when you are trying to decide if Cosmetology would be the best career for you.

One factor to consider is physical health. Stylists not only work with their hands and arms but they are also standing much of the day. Health, endurance, and energy level are very important to your success in the field of Cosmetology.

All students here at the Academy receive the same quality of education as they progress through our course, and yet, when surveyed, salon owners agree that there are differences between a stylist that simply “holds a job in a salon” and the especially successful stylist that becomes well known in their community, and achieves well above average income levels. You might think that the difference between these stylists is their technical skills (their ability to do cuts, perms, and color). Technical ability levels do vary some, but the real difference is the personality and attitude of the stylist. It’s the stylist that appears confident, friendly, and helpful that seems to develop a loyal clientele much faster.

## **a brief history**

This Academy is a development of the original school organization founded in Columbus, Ohio in 1935. The school was acquired in 1980 by George R. Schwier, who started with the organization in 1960 in Columbus, Ohio. The school then sold in 2002. The school is under the direction of its current president Greg Stolly. Partners in the limited liability company are Greg Stolly and Jerry Lewis.

## **member affiliations**

The National Association of Accredited Cosmetology Schools (NAACAS)  
The Ohio Association of Cosmetology Schools (OACS)  
Better Business Bureau (BBB)

## **licenses and approvals**

The Academy is licensed by the Ohio State Board of Cosmetology, 101 Southland Mall, Columbus, OH 43207-4041. ID# 11-00-0546. Phone 614-466-3834.

Approved by the Ohio Department of Education to offer Veterans Training.

## **accreditation**

The Academy is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, (703) 600-7600, Fax (703) 379-2200. Reference # 045015-00.

## **working conditions**

Cosmetologists generally work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important because they stand a great deal. Prolonged exposure to hair and nail chemicals may be hazardous and cause irritation. Cosmetologists may work more than 40 hours a week. This often includes evenings and weekends.

## **employment**

According to the survey "Job Demand in the Cosmetology Industry, 1999" there were 1,286,000 professionals employed in the nation's 296,563 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5 stations, 2 or 3 full-time employees and part-time employees. Salon owners report an average of 174 clients per week.

Salon owners report that they planned on filling 500,000 positions in the first six months of 1999. Approximately 3 out of 4 salon owners who looked for new employees in 1998 reported difficulty in finding qualified personnel. Employment prospects are good for recent cosmetology program graduates. There were approximately 180,000 positions for recent graduates. The survey also revealed that 60% of salon employees work full-time, 29% are part-time (20-35 hours), and 11% are low time (less than 20 hours).

The same survey indicates that the average salon income, including tips, appears to be about \$18.50 per hour.

How a stylist is compensated by a salon is also significant in their overall income picture. Three primary ways a stylist can be compensated are commission only, salary only, and salary plus commission. Many salons pay on a commission only basis. For example, a stylist would receive 50% of all money that was paid to the salon by the stylist's clients. So, if a stylist took in a total of \$500 in a week, their gross pay would be \$250. If the salon pays a salary only, the stylist would receive the hourly wage for the hours they worked, regardless of how many clients they served. Some salons will pay a salary plus commission, which is an hourly salary plus a percentage commission on all income taken in above and beyond the base salary. A fourth way in which a stylist could receive their income is where booth rental is the system used. Booth rental is a system where the stylist pays a fixed weekly or monthly amount to use the equipment and the salon itself. Also, the stylist must purchase all of their own products, towels, and other supplies needed. Any money left over, after the booth rent and supply bills are paid remains with the stylist, and becomes their compensation. Because the stylist is considered to be self-employed, all taxes and other payroll deductions must be paid by the stylist themselves.

The advancements available to you in cosmetology are most unlimited. Upon receiving your license, you can work as a stylist in any salon in Ohio, as well as many other states. Ohio

Cosmetology licenses and/or training are recognized by many other states, which allows you to relocate and work in those states by simply applying for their license.

The first important step toward any of these career opportunities is acquiring your Cosmetology training at a quality school that is genuinely interested in your development and future.

## **housing/transportation/parking**

Most of the Academy students live within daily commuting distance so the Academy does not maintain housing of its own. We will be happy, however, to assist out-of-town students in finding satisfactory housing at a reasonable rate.

Due to transportation costs, many students carpool when possible. If a ride is shared with only one other person it will cut commuting cost in half. For example: If the approximate cost to commute is \$3.50 per day, car pooling with one other person would reduce that to \$1.75 per person.

**Parking** is provided free of charge to all students. However, if a student's attendance rate falls below satisfactory progress, the school reserves the right to pull the student's parking permit.

## **student counseling**

A member of our staff will be available for counseling students throughout their training to discuss any problems, suggestions, concerns, or questions that may exist concerning the student's training. Communication with the Academy staff is vital to your success.

## **appeal**

A student has the right to appeal a determination of unsatisfactory progress as follows:

1. All appeals shall be addressed, in writing, to the Administration.
2. As soon as reasonably possible, an appeal hearing will be scheduled. During this hearing, the student may present facts in opposition to or mitigation of the original determination.
3. A decision regarding the appeal shall be rendered, in writing, within two days two days of the date of the hearing.

If, upon appeal, the original determination of unsatisfactory progress is overturned, the student shall be fully reinstated within the program and shall be eligible to receive any authorized Federal Financial Assistance, if applicable, for the time period in question, retroactive to the date of the original determination.

## **admissions requirements**

The Academy requires a high school diploma or a certificate of General Educational Development (GED), the prospective student must be 18 years of age, and complete a personal interview to be accepted for admission. The school does not accept convicted felons.

## **non-discrimination**

The Academy accepts all qualified students without regard to sex, race, color, religion, age, financial status, or country, are of origin or residence, creed, or ethnic background. However, the school does not accept convicted felons.

## **school calendar**

The Academy starts new classes for Cosmetology courses on the first or second Tuesday of every other month.

The hours of attendance at the Academy are 8:30 a.m. to 5:00 p.m. Tuesday through Thursday, and Friday 8:30 a.m. to 3:00 p.m., and after completing Freshman/Junior Department, one Saturday per month 8:00 a.m. - 2:00 p.m. is required. The Clinic is also open on Monday from 8:30 a.m. - 5:00 p.m. Mondays are optional, not required.

Manicurists start classes the second Tuesday of every other month and their hours of attendance are 8:30 a.m. to 5:00 p.m. Tuesday through Thursday, and 8:30 a.m. to 3:00 p.m. Friday.

The Academy observes the following holidays and is closed on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

## **school facilities and equipment**

The Academy has approximately 15,000 square feet of training and office area located on three floors plus a basement level containing a student lounge.

**The Clinic Floor** has 31 work stations, 6 shampoo bowls, 6 hair dryers, manicure station, reception area, and dispensary.

**The Manager, Senior, & Junior Department** on the third floor has a classroom, 25 workstations, 3 shampoo bowls, 4 hair dryers, manicure facilities, and a dispensary.

**The Freshman Department** on the second floor has a classroom, 30 workstations, 10 shampoo bowls, 4 hair dryers, and a dispensary.

**The Junior Department** on the third floor has a classroom, 20 workstations, 3 shampoo bowls, and a dispensary.

Each classroom is equipped with whiteboards, wall charts, and projectors. TV/VCRs and video-tapes are also available to be used.

**The Basement** has recently been remodeled and has thirteen work stations, study and review area, whiteboards, overhead projector, TV/VCR, 2 shampoo bowls, and 3 dryers. The area is used for review/refresher classes. A lunch/break area is also located in the basement area.

**The Business Offices** are located next to the Clinic. The Financial Aid Office is located in this building along with the Office Manager and the Administrative Assistant. The President's Office, as well as a conference room, are also located in this building. A study area is also located in this building along with 4 computers which are hooked up with high speed internet. These computers

are for student use.

## **satisfactory attendance policy - attendance**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in OSBA. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

### **attendance progress** (Revised 7-17-07)

Full time: Day Students

ATTENDANCE: Full-time students must attend at least 83 hours per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

NOTE: The contracted length of the 1800 hour Cosmetology/Manager course for students attending 30 hours per week is 15 months. The 1500 hour Cosmetology course for students attending 30 hours per week is 12.5 months. Any student not completing the course within 16.5 months (1800 hour) or the 13.5 months (1500 hour) may be charged \$6.00 per hour of additional instruction needed to complete the course. Note: We give students 10% cushion. Example: 1800 hour over 15 months + 10% = 16.5 months.

Leaves of absence can not exceed 180 days and are only granted in emergency situations. All requests and approvals for leaves of absence must be made in writing, signed by the student, approved by the President, and retained in the student's file. Students on a leave of absence are not considered to be making satisfactory progress for two weeks. Other leaves may be approved at the discretion of the President.

Vacations or other personal absences are considered excused if noted on contract at the time of registration or if later approved by the President and proper forms are completed.

Attendance Probation: Students are evaluated for Academic and Attendance Progress at the following hours: (450, 900 and 1350) however, attendance is carefully watched from the first day the student begins their training here at OSBA. The proper steps are taken in the month to month evaluation to assist students to achieve their goals. It is the schools opinion that students who attend on a regular basis have a much higher percentage of successfully passing state board exam upon completion of programs.

Month to Month Attendance Evaluation: Weekly students are advised of hours tracked from the prior week. These reports are given to students at the beginning of each week. At the end of the month hours are totaled and the students are given a report within the first couple days of the following month. Students who fall below the required 83 hours are counseled by the school President. It is at the President's discretion to make notes in the students file for reasons leading to below standard attendance and the President may put the student on a 60 day probation for attendance issues. If that student is on attendance alert the following month, that student will be put on a weekly attendance watch which requires the student to clock 22.5 hours per week. If the student fails to reach 22.5 hours for any one week the student may be dismissed. Notes are kept

in back of student files in regards to documentation and all meetings. If the student is dismissed they may re-apply for admission through the re-admission Appeals Board which includes the Financial Aid Director, the Administrative Office Manager and the Director of Education. They determine whether a student is to be re-admitted.

If the student is re-admitted they are made aware that they will be re-admitted with conditions. In most cases a 60 day probation is the condition. If the student fails to meet attendance standard any one month, the student may be dismissed permanently with no chance for re-admission.

## **dress code**

Uniforms are to be purchased prior to starting date and worn upon entry. They are to be professional material and style. No denims, corduroys, cargos, or knits.

**Females:** Tops in any color. Black smocks are provided in kit and must be worn at all times. Dress slacks or skirts (no higher than 3 inches above the knee) in solid black, white, or khaki. Stockings must be flesh, black, or white colored hose or solid colored socks to match slacks. Any sweater worn must be solid black or white. Shoes must be solid black or white and must be kept clean.

**Males:** Shirts in any color. Smocks are provided in kit and must be worn at all times. Dress slacks in solid black, white, or khaki. Shoes must be solid black or white and must be kept clean.

## **grade requirements**

The following factors will be measured in determining Satisfactory Academic Progress:

Non-clinic work (test grades, workbooks, etc.).

Clinic work (grades from clinic worksheets, task sheets and senior projects)

All non-clinic and clinic work is graded according to the following grading scale:

94% to 100%	= Excellent
86% to 93%	= Good
80% to 85%	= Average
75% to 79%	= Poor
74% and Below	= Unsatisfactory/Failing

Students must maintain a minimum of a 75% average in order to be considered making satisfactory progress. Students are permitted to take any failed exam over once with the second grade substituting the first, even if it is a lower grade. Our institution does offer course incompletes, repetition or non-credit remedial courses; therefore, they have no effect on satisfactory progress.

## **determination of satisfactory progress**

The students will be evaluated at the following intervals for the following programs:

1. 450, 900, & 1350 hours for the Cosmetology (1500 hour) and Managing Cosmetology (1800 hr.) Programs
2. 300 hours for the Manager program (60 hour and 300 hour evaluation).
3. 50 & 150 hours for the Manicurist program (written final and practical evaluation).

Student must maintain a minimum of a 75% grade average and be attending at a pace leading to completion of the course within 1 1/2 times the enrollment period to be considered to be making satisfactory Academic Progress until the next evaluation. Students must meet both attendance and grade requirements at least one evaluation to be considered making satisfactory progress as of the mid-point of the academic year. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

Students who do not meet minimum requirements at evaluation will be placed on probation until the next evaluation. During probation if the student is considered to be making satisfactory progress, then financial aid funds will be disbursed, if applicable. At the end of the probationary period the student's progress will be re-evaluated and if the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student's enrollment and financial aid, if applicable, will be terminated.

## **school policy**

These rules and regulations may be modified at any time at the discretion of the President.

**Professional behavior**, appearance, and conversation is expected at all times.

**Telephone calls and visitors** are not permitted except for bonafide emergencies.

**Personal property** is the student's responsibility. Lockers are provided and students must furnish their own locks. The school is not responsible for personal property.

**Daily sign-in** is required upon entering the school as well as promptness in reporting to class. Tardy students or those who have been absent must check in with the secretary.

**Regular and prompt attendance** is required. Electronic hand scan technology allows students to check in and out on a daily basis. Students having difficulty checking in or out should notify the office manager.

## **re-enrollment policy**

If a student has dropped from the Academy they must pay a \$100.00 re-enrollment fee, If the re-enrollment start date is 180 days after student's last physical date of attendance.

The previous tuition paid will be credited toward the new tuition on condition the new start date is within one year of the student's last physical date of attendance.

Regardless of whether the student voluntarily drops or is terminated from enrollment by the school, the student will have only **one opportunity for re-enrollment**. If the student is dropped the second time, he/she will not be accepted for re-enrollment again.

In cases where the student is terminated due to lack of attendance, the re-enrollment will be under a 60 day probationary period with attendance being monitored closely. If the student does not

meet the attendance requirements of the school during any probation, the student can be dropped at the school's discretion.

If the student goes past their contract date for completion, he/she may be charged at the rate of \$6.00 per hour for the hours they have left to complete the course for which they were contracted.

## **policy concerning transfers**

The school abides by the policies of the Ohio State Board of Cosmetology regarding transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board and then forwarded to the Academy. Students wishing to transfer from OSBA to another school must have all fees paid in full before a transfer of hours takes place.

## **safety requirements**

Here at the Academy, student and customer safety is emphasized in every area of the program. Sanitation and sterilization are, of course, important in order to deter the spread of any harmful bacteria or viruses, as is testing for skin sensitivities or allergies prior to some of the professional services rendered in the customer styling clinic. Safety precautions concerning the use of electricity and electrical appliances is also stressed. During clinic orientation all students will be informed about first aid rescue breathing and choking. Safety must be considered first in any situation because an injury to anyone involved, whether it be the student, stylist, or customer, hurts everyone involved.

## **refund policy**

If a student or dependent student and his/her parent or guardian cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all money collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school administration in person. This policy applies regardless of whether or not the student has actually started training.

If the student cancels his/her enrollment after the three business days of signing the enrollment agreement or contract, but prior to entering classes, he/she will be entitled to a refund of all money paid to the school, less the registration fee.

An applicant rejected by the school shall be entitled to a full refund of all money.

## **institutional refund policy**

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

A student who withdraws with total enrollment time between 0.01% and 4.9% of course com-

pletion shall be obligated for 20% of the total tuition price.

A student who withdraws with total enrollment time between 5% and 9.9% of course completion shall be obligated for 30% of the total tuition price.

A student who withdraws with total enrollment time between 10% and 14.9% of course completion shall be obligated for 40% of the total tuition price.

A student who withdraws with total enrollment time between 15% and 24.9% of course completion shall be obligated for 45% of the total tuition price.

A student who withdraws with total enrollment time between 25% and 49.9% of course completion shall be obligated for 70% of the total tuition price.

A student who withdraws with total enrollment time of 50% or more of course completion shall be obligated for the total tuition price.

For students who enroll, begin classes, and receive Federal Pell Grants both the Institutional and the Return to Title IV Funds calculation will be completed.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any moneys due the applicant or student shall be refunded within 30 days of formal cancellation as defined in item (1) of formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

Enrollment time for the purpose of calculating refunds, is defined as the time elapsed between the actual starting date and the student's last day of physical attendance. A refund may account for any absence time that occurs during the student's enrollment period.

Students who terminate prior to course completion will be charged \$100.00 Administrative fee.

It is understood and agreed that part of the curriculum of the course includes practice by the students upon each other and upon other individuals of the various techniques, methods and practices of cosmetology. While engaged in such practice, the student is acting as an agent for other students likewise engaged and not as an agent for the school. No responsibility is assumed by the school for any negligence, carelessness, or lack of skill in any degree. The student further agrees that no action, either in law or equity, will be maintained or caused to be maintained by the student against the school arising out of negligence, carelessness, or lack of skill in any degree during the practice of the various techniques, methods and practices of cosmetology herein referred to, and the student agrees to keep the school harmless from any and all claims arising in favor of or from the acts of the student.

The student agrees to abide by all rules, regulations and procedures of the school. Failure to abide by said rules, regulations and procedures may be deemed cause for dismissal or suspension of the student by the school.

Every student is required to attend (1) one (6) six hour Saturday (8:00 a.m. - 2:00 p.m.) per month after the completion of the Freshman/Junior Departments. It is the sole responsibility of the student to know the Saturdays they are scheduled to attend. Any student who must absent them-

selves from a scheduled Saturday are expected to notify the school prior to 8:45 a.m. on the date they were to attend and must have a bona fide written excuse. Failure to attend a required Saturday will result in disciplinary action by the school.

If a school is permanently closed and no longer offering refund of tuition or if a course is cancelled subsequent to a student's enrollment, the school shall, at its option: 1) provide a full refund of all moneys paid; or, 2) provide completion of the course.

In the case of illness, disabling accident, or death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both.

The cost of extra items to the student such as instructional supplies or equipment need not be considered in tuition adjustment computations provided charges are itemized separately in enrollment agreement, catalog or in other data furnished the student before enrollment.

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

Kits are the property of the student once paid for. They are non-returnable and non-refundable.

## **employment assistance**

Students needing placement assistance will be furnished with a list of the names, addresses, and telephone numbers of area salons. When a student or graduate has decided on salons that interest them, we will, if requested, contact the salons and set up interview appointments. The Academy does not guarantee any graduate a job, or an income level. The school's website [www.ohiostatebeauty.com](http://www.ohiostatebeauty.com) also has current job openings for students to review.

## **students right to access**

Any student wishing to view his/her records may do so. Parent or guardians of students under the age of 18 may view the student's records. No information regarding student's records will be released or viewed without permission from the student, and if student is under the age of 18, the parent or guardian. Third parties requiring information must do so in writing. All record viewing must be done under the supervision of the Administrative Staff. State and Federal agencies may view student's records according to State and Federal regulations.

In order to protect the privacy of students and their families, Federal Law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the Student Financial Aid programs.

- 1.) A school must give the student the opportunity to inspect and review his/her educational records.
- 2.) Disclosure may be made to authorize representatives of the U.S. Department of Education, The Office of The Inspector General, or State and Local educational authorities.
- 3.) Disclosure may be made if it is in connection with Financial Aid that the student has received

or applied for.

4.) Disclosure may be made to an organization that is conducting studies concerning the administration of student aid programs on behalf of an educational agency or institution.

5.) When student information has been disclosed to one of the parties listed above, that party may redisclose that information to additional parties who are authorized to receive this information without prior written consent.

6.) An institution may disclose directory information (name, address, telephone number, date of birth, major of student, dates of attendance, degrees or awards), if it has given notice that they may deny authority to publish one or more items.

7.) In the case of an emergency, personal information to appropriate parties, in connection with the emergency, can be released if knowledge of the information is necessary to protect the health or safety of the student.

8.) If someone should make an inquiry about you, the student, we will do our best to take a message and attempt to locate you. This is designed to protect your right to privacy.

## **scholarships**

The Academy offers a total of \$18,500 in scholarships each year. These are in the form of sixteen \$1000 Academic Scholarships and five \$500 Adult Learner Scholarships. One scholarship per high school senior is awarded to current graduating high school seniors upon the applicant's completion of an essay and information at the annual scholarship testing day. Five \$500 Adult Learner Scholarships are available through the open house as well. For more information and dates of the scholarships call the school at (419) 229-7896.

## **graduation and licensing requirements**

Upon completion of the state's required number of clock hours of attendance, carry a 75% or better in clinic and non-clinic work, and full payment of all fees, bills, and obligations to the school, the student will be issued a certificate by the school.

Upon completion of the above requirements the Academy then certifies the students hours with the Ohio State Board of Cosmetology. The State Board requires a \$31.50 examination fee and after successful completion of testing another \$45.00 licensing fee for two years. Thereafter, license renewal is every two years. Work permits are also available at \$7.50 each.

## **veteran's administration**

Veteran students must maintain at least 75% of scheduled hours or he/she will be terminated from the veteran training program and will no longer be eligible to receive further educational benefits from the Veteran's Administration for his/her course of study. The hour requirements are monitored monthly.

## attendance rules

Three days tardy and/or three early clock-outs in any one month equals a day of unexcused absence. Four unexcused absences in a month will result in a 30-day probation. The Department of Education requires students to be making satisfactory academic progress to receive government funds.

Fifty-four (54) weeks are allowed to complete the 1500 hour program. Sixty-six weeks are allowed for the 1800 hour program. A makeup fee of \$6.00 per hour will be charged over and above the allotted time except excused medical absence. Excused medical absence requires written verification by a licensed physician or dentist.

**Make-up Policy.** Any student missing more than 1-1/2 days in a week (of the first 15 weeks of training) will be required to retake the entire week. This is to ensure that student retains and receives proper training.

**After completing** Freshman/Junior section, one Saturday per month will be required.

Vacations or other personal absences are considered unexcused unless noted on application at time of registration or if later approved by the President and proper forms must be completed.

**Probation, suspension or termination** can result after counseling with a student regarding repeated infractions of these policies. A student may appeal to the Academy Appeal Board.

## course units

School objectives are designed to give a student complete knowledge in all subjects. The students are supervised in the practice and development of all skills.

**Shampooing:** Correct methods of administering a shampoo and selection of proper shampoo.

**Facials:** Practice of facial massage and use of packs and masks.

**Manicuring:** Basic steps in giving plain and oil manicures; including nail sculpting.

**Scalp and hair conditioning:** Students study scalp massage and the anatomy. Methods of conditioning the hair are also learned.

**Hair and hair coloring:** Introduction and advanced study of hair coloring, corrective hair coloring, choice of colors, use of effects, such as tipping, frosting, etc.

**Permanent waving:** In-depth coverage of all chemical aspects of permanent waving and chemical relaxing.

**Hair shaping:** Students learn the techniques of shaping men's, women's, black's and caucasian's hair.

**Hair dressing:** Theory and practice of various methods of curling, air waving and iron curling are introduced.

## **summation**

We at the Ohio State Beauty Academy would like to thank you for your interest in our school. We are proud of our Academy, our faculty, and our training program, and we would like to have you see it in operation. Call for an appointment to visit and see our Academy. We feel it is important for any prospective student to visit.

**course outline:** 1800 COMBINED COSMETOLOGY AND MANAGERS  
COURSE

**instructors' text:** MILADY TEXTBOOK  
SALON MANAGEMENT FOR COSMETOLOGY  
STUDENTS

## **course description**

The 1800 Manager Cosmetology Course prepares all students for the Ohio State Board Examination to become a licensed managing cosmetologist. The course study includes cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments, and other important phases of Cosmetology. This course is also designed to teach students all phases of being a manager of a salon such as hiring, payroll taxes, etc.

## **course goals**

1. The student, at the end of this course, will have the manual dexterity to successfully complete a hair cut, permanent wave, shampoo set, and manicure.
2. The student, after completion of this course and the State Board Examination, will be able to gain entrance into a beginning level job as a qualified cosmetologist.
3. To provide to the student "real life" exposure to the role of a cosmetologist.
4. To build a solid foundation of beauty culture technical skills.

## **course format**

1. The theory class starting at 0-450 hours is in one group with theory and practical classes that completely go through the text.
2. The classes continue through 451-1800 hours. The students are now brought onto the clinic floor every day.

## **course outline**

1. **Care of Scalp (28 hours)**

- A. Scalp Care
  - 1. Scalp Treatment
    - a.) oily
    - b.) dry
    - c.) normal
- B. Shampoo
  - 1. Plain Shampoo
  - 2. Oil Shampoo
  - 3. Cream Shampoo
  - 4. Dandruff Shampoo
  - 5. Liquid & Dry Shampoo
- C. Rinses
  - 1. Acid Rinse
  - 2. Cream Rinse
  - 3. Non-strip Rinse
  - 4. Reconditioning Rinse
  - 5. Color Rinse

After this segment is completed, the student will have the ability to successfully shampoo customers and have the knowledge of which rinse is best for each kind of hair.

## **2. Hair Styles (28 hours)**

- A. Finger Waves & Pincurls
- B. Styling
  - 1. Men's
  - 2. Women's
- C. Blow Dries
- D. Curling Iron

After this segment, the student will have the proper skills to complete any current hair style, including blow dry and curling iron, on men and women.

## **3. Hair Cutting (56 hours)**

- A. Scissor Cutting
- B. Razor Cutting
- C. Women's Cuts
- D. Men's Cuts
- E. Children's Cuts

After completing this phase, the student will be able to successfully execute any type of haircut on men, women and children.

## **4. Chemical Waving (56 hours)**

- A. Permanent Wave
  - 1. Heat Waves
  - 2. Cold Waves

- 3. Types of Rods
- 4. Test Curls
- 5. Permanent Waves for Men
- 6. Release Statement
- 7. Permanent Wave Record
- 8. Special Problems
- B. Chemical Relaxing
- C. Soft Curl Perms

At the end of this segment, the student will have the ability to successfully complete any type of perm wave on all types of hair. The student will also have to be able to press hair.

**5. Hair Coloring (56 hours)**

- A. Metallic Dyes
- B. Aniline Derivative Tints
- C. Patch Test
  - 1. Procedure
- D. Types of Hair Color
  - 1. Temporary
  - 2. Semi-Permanent
  - 3. Permanent
- E. Applications
  - 1. Virgin Hair
  - 2. Retouch
    - a.) Bleach
    - b.) Tint
- F. Frosting
- G. Fillers
- H. Special Effects

After completing the hair coloring phase, students will have the skills to complete any type of coloring, tint, dye or frosting on any type of hair with success.

**6. Care of Hands (90 hours)**

- A. Manicuring
  - 1. Equipment
  - 2. Shape of Nails
  - 3. Preparation of Manicure Table
  - 4. Procedures
    - a.) Electric
    - b.) Oil
    - c.) Men's
    - d.) Special
- B. Massage
  - 1. Hand
  - 2. Arm
- C. Artificial Nails

1. Nail Repair
2. Acrylics

At the end of this segment, the student will have the manual dexterity to successfully complete several types of manicures which could include a hand and arm massage or hand and arm bleach.

## **7. Care of Face (60 hours)**

- A. Facials
  1. Makeup
  2. Procedure
  3. Manipulations
- B. Special Masks & Packs
  1. Oil Skin
  2. Dry Skin
  3. Normal Skin
  4. Acne
  5. Hot Oil
- C. Eyebrow Arching
  1. Procedure
  2. Shaping
  3. Corrective Placing
  4. Waxing

After completing the face care phase, the students will be able to successfully execute any type of facial, masks and packs for any skin type, and eyebrow arching procedures.

## **8. Dispensary (30 hours)**

- A. Desk-Shop Management
  1. How to Seek and Obtain Employment
  2. Payroll Deduction
  3. Preparation of Employment Applications
- B. Personality Training
- C. General Business Practice

After completion of this phase, students will understand how to prepare for interviews, payroll procedures and general business practices.

## **9. Scientific Lectures (28 hours)**

- A. Sanitation, Sterilization & Bacteriology Pertaining to Cosmetology
- B. Cosmetic Chemistry, Electricity, Law & Special Lectures Pertaining to Cosmetology

## **10. Business Management (7.5 hours)**

- A. Scheduling, Inventory, Advertising, Insurance, Banking, Bookkeeping, Payroll, Commissions, Laws, Telephone Techniques and Salon Planning, Selling Principals.

## **11. Health and Public Safety (7.5 hours)**

- A. First Aid, Fire Codes, Fire Drills and Accident Prevention

1. Storage
  2. Fire Inspection
- 12. Advanced Hair Coloring (7.5 hours)**
    - A. Corrective Hair Coloring, Advanced Color Formulas, Laws of Color, Advanced Weaving
  - 13. Advanced Reconstructing (7.5 hours)**
    - A. Advanced Wave Techniques, Advanced Straightening Techniques, Advanced Relaxing Techniques
  - 14. Advanced Cosmetology (7.5 hours)**
    - A. Advanced Hair Analysis, Advanced Hair Shaping, Advanced Thermal Technique, Advanced Blow Drying
  - 15. Supervisory Responsibilities (7.5 hours)**
    - A. Hiring, Training, Public Relations and Employee Discipline

## references

- A. Basic Haircutting
- B. Milady Standard
- C. Clairol Color Encyclopedia
- D. Cosmetology Dictionary

## periodicals

- A. American Salon
- B. Modern Hairdresser
- C. American Hairdresser
- D. Salon Owner

## grading system

- |               |                          |
|---------------|--------------------------|
| 94% to 100%   | = Excellent              |
| 86% to 93%    | = Good                   |
| 80% to 85%    | = Average                |
| 75% to 79%    | = Poor                   |
| 74% and Below | = Unsatisfactory/Failing |

### 1800 Hour Breakdown

477 Freshman and Junior 1 Hours  
 1023 - Lab hours and one day per week  
 Review Class.

### 300 Hours Managers

60 Hours Theory  
 240 Hours Managers Projects and Lab.

## attendance

The day classes are from 8:30 a.m. to 5:00 p.m. Tuesday through Thursday and 8:30 a.m. to 3:00 p.m. on Fridays, and 8:00 a.m. to 2:00 p.m. one Saturday per month. Students attend full-time at a minimum of 83 hours per month. All students are required to attend one Saturday per month. Any students attending less than 90 hours per month are put on probation for 60 days. The minimum attendance length is 72 weeks and the maximum attendance length is 113 weeks.

## **course evaluation**

The students are evaluated at 450, 900 & 1350 hours.

**course outline:** 1500 COSMETOLOGY COURSE

**instructors' text:** MILADY TEXTBOOK

## **course description**

The 1500 hour Cosmetology course prepares all graduates for the Ohio State Board Examination to become a licensed cosmetologist. The course study includes cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments, and other important phases of cosmetology. Our school also has a large clinic open to the public and is supervised by licensed instructors. Completion of the subjects listed above will prepare the student to take the State Board Examination and become a licensed cosmetologist.

## **course goals**

1. The student, at the end of the course, will have the manual dexterity to successfully complete a haircut, permanent wave, shampoo and set and manicure.
2. The student, after completion of this course and the State Board of Examination, will be able to gain entrance into a beginning level job as a qualified cosmetologist.
3. To provide to the student "real life" exposure to the role of a cosmetologist.
4. To build a solid foundation of beauty culture technical skills.

## **course format**

1. The class starting at 0-450 hours is in theory and practical, which takes students completely through the textbook.
2. Classes continue through 451-1500 hours, at various levels as students advance in their training, students are now integrated onto the clinic floor, as well as review classes.

## **course outline**

1. **Care of Scalp (28 hours)**
  - A. Scalp Care
    1. Scalp Treatment
      - a.) oily
      - b.) dry
      - c.) normal
  - B. Shampoo
    1. Plain Shampoo

- 2. Oil Shampoo
- 3. Cream Shampoo
- 4. Dandruff Shampoo
- 5. Liquid & Dry Shampoo
- C. Rinses
  - 1. Acid Rinse
  - 2. Cream Rinse
  - 3. Non-strip Rinse
  - 4. Reconditioning Rinse
  - 5. Color Rinse

After this segment is completed, the student will have the ability to successfully shampoo customers and have the knowledge of which rinse is best for each kind of hair.

## **2. Hair Styles (28 hours)**

- A. Finger Waves & Pincurls
- B. Styling
  - 1. Men's
  - 2. Women's
- C. Blow Drys
- D. Curling Iron

After this segment, the student will have the proper skills to complete any current hair style, including blow dry and curling iron, on men and women.

## **3. Hair Cutting (56 hours)**

- A. Scissor Cutting
- B. Razor Cutting
- C. Women's Cuts
- D. Men's Cuts
- E. Children's Cuts

After completing this phase, the student will be able to successfully execute any type of haircut on men, women and children.

## **4. Chemical Waving (56 hours)**

- A. Permanent Wave
  - 1. Heat Waves
  - 2. Cold Waves
  - 3. Types of Rods
  - 4. Test Curls
  - 5. Permanent Waves for Men
  - 6. Release Statement
  - 7. Permanent Wave Record
  - 8. Special Problems
- B. Chemical Relaxing
- C. Soft Curl Perms

At the end of this segment, the student will have the ability to successfully complete any type of perm wave on all types of hair. The student will also have to be able to press hair.

**5. Hair Coloring (56 hours)**

- A. Metallic Dyes
- B. Aniline Derivative Tints
- C. Patch Test
  - 1. Procedure
- D. Types of Hair Color
  - 1. Temporary
  - 2. Semi-Permanent
  - 3. Permanent
- E. Applications
  - 1. Virgin Hair
  - 2. Retouch
    - a.) Bleach
    - b.) Tint
- F. Frosting
- G. Fillers
- H. Special Effects

After completing the hair coloring phase, students will have the skills to complete any type of coloring, tint, dye or frosting on any type of hair with success.

**6. Care of Hands (90 hours)**

- A. Manicuring
  - 1. Equipment
  - 2. Shape of Nails
  - 3. Preparation of Manicure Table
  - 4. Procedures
    - a.) Electric
    - b.) Oil
    - c.) Men's
    - d.) Special
- B. Massage
  - 1. Hand
  - 2. Arm
- C. Artificial Nails
  - 1. Nail Repair
  - 2. Acrylics

At the end of this segment, the student will have the manual dexterity to successfully complete several types of manicures which could include a hand and arm massage or hand and arm bleach.

**7. Care of Face (56 hours)**

- A. Facials
  - 1. Makeup

2. Procedure
3. Manipulations
- B. Special Masks & Packs
  1. Oil Skin
  2. Dry Skin
  3. Normal Skin
  4. Acne
  5. Hot Oil
- C. Eyebrow Arching
  1. Procedure
  2. Shaping
  3. Corrective Placing
  4. Waxing

After completing the face care phase, the students will be able to successfully execute any type of facial, masks and packs for any skin type, and eyebrow arching procedures.

### **8. Dispensary (30 hours)**

- A. Desk-Shop Management
  1. How to Seek and Obtain Employment
  2. Payroll Deduction
  3. Preparation of Employment Applications
- B. Personality Training
- C. General Business Practice

After completion of this phase, students will understand how to prepare for interviews, payroll procedures and general business practices.

### **9. Scientific Lectures (28 hours)**

- A. Sanitation, Sterilization & Bacteriology Pertaining to Cosmetology
- B. Cosmetic Chemistry, Electricity, Law & Special Lectures  
Pertaining to Cosmetology

## **references**

- A. Basic Haircutting
- B. Milady Standard
- C. Clairol Color Encyclopedia
- D. Cosmetology Dictionary

## **periodicals**

- A. American Salon
- B. Modern Hairdresser
- C. American Hairdresser
- D. Salon Owner

### 1500 Hour Breakdown

428 - Theory Freshman and Junior 1 Hours  
1072 Lab and 1 day per week review class

## **grading system**

94% to 100%	= Excellent
86% to 93%	= Good
80% to 85%	= Average
75% to 79%	= Poor
74% and Below	= Unsatisfactory/Failing

## **attendance**

The day classes are from 8:30 a.m. to 5:00 p.m. Tuesday through Thursday and 8:30 a.m. to 3:00 p.m. on Fridays, and 8:00 a.m. to 2:00 p.m. one Saturday per month. Students attend full-time at a minimum of 83 hours per month. All students are required to attend one Saturday per month. Any students attending less than 83 hours per month are put on probation for 60 days. Expected graduation from start date to completion in 1800 program is 16.5 months, 1500 hour program is 13.5 months, 200 manicuring is 7 weeks.

## **course evaluation**

The students are evaluated at 450, 900 and 1350 hours.

## **course outline:** 300 HOUR MANAGER COURSE

## **instructors' text:** SALON MANAGEMENT FOR COSMETOLOGY STUDENTS

## **course description**

In this course students are trained to deal with common management problems and issues. They are also taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the State Board Examination and become a licensed salon manager.

## **course goals**

1. The student, at the end of the course, will have the skills to successfully manage a beauty salon.
2. The student, after completion of this course and the State Board Examination, will be able to gain entrance into a management position in a salon.
3. To provide to the student "real life" exposure to the role of a salon manager.
4. To build a solid foundation of beauty salon techniques.

## **course format**

The student's work in the clinic to improve their skills and are in the classroom during scheduled manager classes.

## **course outline**

### **1. Business Management (7.5 hours)**

A. Scheduling, Inventory, Advertising, Insurance, Banking, Bookkeeping, Payroll, Commissions, Laws, Telephone Techniques and Salon Planning, Selling Principals.

### **2. Health and Public Safety (7.5 hours)**

A. First Aid, Fire Code, Fire Drills and Accident Prevention  
1. Storage  
2. Fire Inspection

### **3. Advanced Hair Coloring (7.5 hours)**

A. Corrective Hair Coloring, Advanced Color Formulas, Laws of Color, Advanced Tyme, Henna, Jazz In, Cellophane

### **4. Advanced Reconstructing (7.5 hours)**

A. Advanced Wave Techniques, Straightening Techniques, Advanced Relaxing Techniques

### **5. Advanced Cosmetology (7.5 hours)**

A. Advanced Hair Analysis, Advanced Hair Shaping, Advanced Thermal Techniques, Advanced Blow Drying

### **6. Supervisory Responsibilities (7.5 hours)**

A. Hiring, Training, Public Relations and Employee Discipline

### **7. Projects Managers and Lab (255 hours)**

## **grading system**

94% to 100%	= Excellent
86% to 93%	= Good
80% to 85%	= Average
75% to 79%	= Poor
74% and Below	= Unsatisfactory/Failing

## **attendance**

Classes are from 8:30 a.m. to 5:00 p.m. Tuesday through Thursday and 8:30 a.m. to 3:00 p.m. Fridays. Students attend full-time at a minimum of 83 hours per month. Any students attending less than 83 hours per month are put on a probation for 60 days. The minimum attendance length is 12 weeks and the maximum attendance length is 19 weeks.

## **course evaluation**

The students are evaluated at 100 and 200 hours.

## **course outline:** 200 HOUR MANICURIST COURSE

## **instructors' text:** Milady

## **course description**

This 200 hour manicuring course has been established for students who are interested in the nail care phase of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply this technique to clients in the clinic. Advanced training with Sculptured Nail application and maintenance, nail wrapping and application of nail tips is included in the course. This course will prepare the student to take the Ohio State Board Examination to become a licensed manicurist.

## **course goals**

1. The student, at the end of this course, will have the manual dexterity to successfully complete a manicure.
2. The student, after completion of this course and the State Board Examination, will be able to gain entrance into a beginning level job as a qualified manicurist.
3. To provide to the student "real life" exposure to the role of a manicurist.
4. To build a solid foundation of beauty culture technical skills.

## **course format**

1. Students are in class the first 3 weeks.
2. For the remainder of the course, the students are on the clinic floor and also "specialty classes."

## **course outline**

1. **Sterilization and Sanitation (30 hours)**
  - A. Bacteriology

- 1. Types of Bacteriology
- 2. Destruction
- B. Sterilization
  - 1. Physical & Chemical Agents
- C. Sanitation
- 2. Anatomy (3 hours)**
  - A. Bones
    - 1. Hand and Arm
  - B. Nails
    - 1. Shapes
    - 2. Anatomy
  - C. Massage
    - 1. Hand and Arm
- 3. Diseases and Disorders (30 hours)**
  - A. Diseases
    - 1. Types
  - B. Disorders
    - 1. Types
- 4. Plain and Oil Manicures (60 hours)**
  - A. Plain
    - 1. Procedure
    - 2. Polish Application
  - B. Oil
    - 1. Procedure
    - 2. Reasons for
- 5. Nail Sculpting (22.5 hours)**
  - A. Acrylic
    - 1. Types
    - 2. Procedure
  - B. Fiberglass
    - 1. Types
    - 2. Procedures
  - C. Tips and Overlays
    - 1. Reasons For
    - 2. Procedure

200 Hour Manicuring Breakdown  
 172.5 Theory and Lab Hours  
 27.5 Clinic Hours

## **course evaluation**

The students are evaluated at 100 and 200 hours.

## **references**

- A. O.P.I.

## **grading system**

94% to 100%	= Excellent
86% to 93%	= Good
80% to 85%	= Average
75% to 79%	= Poor
74% and Below	= Unsatisfactory/Failing

## **attendance**

Classes are from 8:30 a.m. to 5:00 p.m. Tuesday through Thursday and 8:30 a.m. to 3:00 p.m. on Fridays. Any students attending less than a minimum of 83 hours per month are put on probation for 60 days. The minimum attendance length is 8 weeks and the maximum attendance length is 13 weeks.

## **administration and faculty**

Greg Stolly .....President

Lisa Odom .....Office Manager

Cheryl Brayton .....Financial Aid Director

Danille Ridenour .....Financial Aid Advisor

Windy Evans.....Administrative Assistant

Kathy Laux.....Director of Education

Donna Holtzhauer .....Freshman Instructor

Lisa Army.....Clinic & Junior Instructor

Sheryl Williams .....Clinic & Managers Instructor

Margie Robey .....Clinic & Practical Instructor

Carol Ream .....Sr. Project & Task Instructor

Alicia King .....Clinic and Practical Instructor

Rebecca Fisher .....Evening Clinic and Practical Instructor

Debra Etzkorn.....Clinic Instructor

Amber Rex .....Review Instructor

## advisory board

Doug Paselk .....J C Penney Salon

Wanda Biss .....Creative Images

Frank Fisher .....Devine Hair

Steven Hayden .....Steven Michael's The Hair Studio

Lizz Downey .....Yellow Tuesdays Hair Club

Angie Wauben .....Jewels Health & Beauty Spa

Brittney Nichols .....Brittney's Design Team

Dave Dobner .....F/X Effects

Melanie Kesner .....The Cut Above

Clara Osterhage .....Great Clips

Beth Edwards .....Ezabella's Hair Studio