

Hair Fusion
Training Institute

Volume 1, 2018

**969 Main Avenue Durango, CO
81301**

970-259-0188

hairfusiondurango.com

***“Approved and Regulated by the Colorado
Department of Higher Education, Private
Occupational Board”***

Table of Contents

Page

| | |
|-----------------------------|-----|
| Introduction | 3 |
| Attendance Requirements | 5 |
| Class Schedules | 3-4 |
| Conduct Policy | 6 |
| Dismissal | 6 |
| Educational Services | 7 |
| Enrollment Procedures | 4-5 |
| Entrance Requirements | 4 |
| Facilities | 6-7 |
| Faculty Members | 3 |
| Grading System | 6 |
| Leave of Absence | 4 |
| Placement Assistance | 5 |
| Postponement of Start | 5 |
| Previous Credits | 7 |
| Programs & Courses | 3 |
| Progress Policy | 5-6 |
| Refund Policy | 8-9 |
| School Calendar | 3-4 |
| Student Complaints | 7-8 |
| Student Grievance Procedure | 7 |

Introduction

Hair Fusion Salon/Spa and School (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The school is owned by SBL Enterprises LLC. The Officer, Director and School Agent is Susan Patzer. She is also one of the owners of Hair Fusion Salon, Spa and Training Institute.

Faculty Members

Holly Woolverton-Whatcott, President, Credentialed Instructor

Kari Kerr, Credentialed Instructor

Suzanne Corrado, Credentialed Instructor

Karleen Bates-Richardson, Credentialed Instructor

Taylor Woolverton, Credentialed Instructor

Mary Beth Livermore, Credentialed Instructor

Alyssa Packer, Credentialed Instructor

Tegan Corlies, Credentialed Instructor

Sarah Greenberg, Credentialed Massage Instructor

Programs/Courses Offered/Course Cost

Cosmetology Program

1500 Hours/\$20,000

Nail Technician Program

600 Hours/\$10,000

Barber Program

1500 Hours/\$18,000

Esthetician Program

600 Hours/\$11,000

Stand Alone Courses

Chemical Peels

24 Hours/\$600

Microdermabrasion

14 Hours/\$500

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule/ School Calendar

Full time Students: Monday through Friday 9:00-6:30 with one-half hour lunch break.

Makeup Hours: Some Saturdays allowed 10:00-5:00; If makeup hours exceed program length they will cost 1.5 the current clock hour pricing.

Part Time Students: Tuesday 10:00-5:00 Wednesday 10:00-5:30

Thursday 10:00-5:00 with one-half hour lunch break. Some Saturdays allowed for make-up: 10:00-4:00

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service.

Classes are not held on the following holidays:

| | |
|------------------|------------------|
| New Year's Day | Thanksgiving Day |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | |

Enrollment dates vary and must be discussed with Director to determine.

Programs and Courses not to exceed;

| | |
|----------------------------|-----------------------------|
| Cosmetology - 18 months | Esthetician - 8 months |
| Nail Technician – 8 months | Massage – 8 months |
| Chemical Peels – 3 weeks | Microdermabrasion – 2 weeks |
| Barber Program – 18 months | |

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

Leave of Absence

Leaves of absences are not offered.

Enrollment

Prospective students may enroll at anytime, upon completing the following; Providing proof of Highschool Diploma or Equivalency Diploma, satisfactory completion of a school admissions, and career planning interview. Upon satisfactory completion the prospective student will be required to schedule another appointment with the School Director to fill out an Enrollment Agreement, determine a start date,

and schedule of payments. Late enrollments will be accepted only one week into the course, depending on the length of the program.

Postponement of Start Date

“Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student; and,
- b. the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school’s refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.”

Placement Assistance

Hair Fusion Salon/Spa and School offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Upon identification of less than 85% attendance, a probationary period of 4 weeks with 100% attendance will ensue. The Director may request your withdrawal from the course if attendance falls below 100% during probation. Students who exceed the maximum time allotted per contract to finish their course will have to complete their training hours at an overtime rate of 1.5 the current clock hour pricing.

Progress Policy

Students must maintain an 85% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary

period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

96-100 = A Excellent

86-95 = B Above Average

76-85 = C Average

66-75 = D Below Average

Under 66 = Unsatisfactory

Every three weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. If after being talked to about any disrupting behavior; if it does not improve we will have to ask the student to leave and will abide by the refund policy, included in this catalog. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in this catalog. A student may also be withdrawn from classes if; not prepared sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all involved parties, makes final decision. The Director, or it's designee, may temporarily suspend a student whose conduct is disruptive or unacceptable. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, mat be allowed to resume attendance. Director will review each case and decide upon re-admittance.

Facilities

Our School is located at 969 Main Ave. Durango, CO. Our School is furnished with modern equipment, charts, diagrams, DVDs, computers, various books, experienced instructors and hands on training will be

available to enhance learning activity. The tools will all be there, it is up to the students to learn as much as possible.

Educational Services

Specific Program/Course Objective;

The Cosmetology, Cosmetician, Nail Technician and Barbering programs are designed to train the student in the basic skills that are needed to pass the Colorado State Board Exam and gain employment. The Massage program is designed to train the student in the basic skills needed to practice Massage in Colorado and to pass the MBLEX test. Microdermabrasion, and Chemical Peels are all stand alone courses structured to obtain advanced level employment opportunities.

Cosmetology Program-1500 hours

Esthetician Program-600 hours

Massage Program-520 hours

Barber Program-1500 hours

Nail Technician-600 hours

Chemical Peel Stand Alone Course-24 hours

Microdermabrasion Stand Alone Course-14 hours

Previous Credits

Credits from another institution will be evaluated on a case to case basis. Hair Fusion School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

If any student has a grievance/ complaint the student shall first set up an appointment with the school Director to try to come to some kind of resolution. In the event the student does not want to do this a written letter given to the school Director or mailed to school address. Once the Director has read the grievance/complaint the Director will schedule a meeting amongst all concerned parties to try to come to a written resolution.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303 862-3001. Student complaints or claims pursuant to section 23-64-121

(4) (a) or 23-64-124, C.R.S, may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. The student must file all complaints in writing. No action regarding third party complaints is required, except as required by section 23-64-121 (4) (a), C.R.S.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

| Student is entitled to upon withdrawal/termination | Refund |
|---|------------------------------|
| Within first 10% of program | 90% less cancellation charge |
| After 10% but within first 25% of program | 75% less cancellation charge |
| After 25% but within first 50% of program | 50% less cancellation charge |
| After 50% but within first 75% of program | 25% less cancellation charge |
| After 75% (if paid in full cancellation charge is not applicable) | NO Refund |

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student’s intention to discontinue the training program;
 - b. The date on which the student violates published school

policy, which provides for termination.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.