



# Hair Fusion Training Institute School Catalog

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**969 Main Avenue Durango, CO 81301**

**970-259-0188**

**hairfusiondurango.com**

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

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## **Introduction:**

Hair Fusion Training Institute (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 and Spa. Lincoln Ware and Bruce Frantz Jr. are also members of SBL Enterprises, LLC and owners of Hair Fusion Salon and Spa.

## **Faculty Members:**

Karleen Bates-Richardson: Credentialed Instructor

Suzanne Corrado: Credentialed Instructor

Emily Engelman: Credentialed Instructor

Susan Johnston: Credentialed Instructor

Kari Kerr: Credentialed Instructor

Susan Patzer: School Director

Jenna Pietrowski: Credentialed Instructor

Alyssa Rosado: School Agent/Credentialed Instructor

Taylor Toole: Credentialed Instructor

## **Programs/Courses Offered/Course Cost:**

<b>Title of Program</b>	<b>Number of Hours/Cost</b>
Cosmetology Program	1500 Hours/\$23,000
Esthetician Program	600 Hours/\$12,000
Nail Technician Program	600 Hours/\$12,000
Barber Program	1500 Hours/\$20,500

**Stand Alone Courses:**

<b>Stand Alone Courses</b>	<b>Number of Hours/Cost</b>
Chemical Peels	24 Hours/\$700
Microdermabrasion	14 Hours/\$600

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

**Class Schedule/ School Calendar:**

Full Time Students: Monday through Friday 9:00-5:30 with a one-half hour lunch break.

Makeup Hours for Full Time Students: Some Saturdays allowed 10:00-4:00. 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, and Thursday 10:00-5:00 with one-half hour lunch break.

Makeup Hours for Part Time Students: Some Saturdays allowed for make-up between the hours of 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, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Enrollment dates vary and must be discussed with the School Director.

**Programs and Courses Not to Exceed:**

<b>Title of Program</b>	<b>Program Shall Not Exceed</b>
Cosmetology	18 months
Esthetician	8 months
Nail Technician	8 months
Barber	18 months
Chemical Peel	4 weeks
Microdermabrasion	3 weeks

**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:**

A leave of absence will be considered on a case by case basis as deemed fit by the School director. Students requesting a leave of absence must do so in writing and must include:

1. The length of time the student will be gone
2. Requested start date of the absence
3. The purpose for which a leave of absence is requested

**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 Training Institute 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. If a student is 15 minutes late or leaves 15 minutes early, it will count as tardy. 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 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 four weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at the end of the course.

## **Conduct Policy:**

All students are expected to act maturely and are required to respect other students and faculty members. Quality work and active participation is expected and not to be negotiated. As a student you are responsible for keeping up with the course. If the student does not understand the assignment or task it is their responsibility to ask questions. Cell phones must be kept in an assigned locker (except for breaks). All students must communicate any issue or emergency that will impact their involvement or performance in class. Students must maintain good hygiene while present at school. This includes clean teeth, breath and body. Always dress professionally, and have clean and styled hair. Hair Fusion appointed smock and name tag must be worn at all times. Swimwear and bedtime attire are not acceptable. Clothing that exposes skin in the chest, buttocks and/or mid drift area are not acceptable. Undergarments must not be visible either by color or outline, and must be worn at all times. Students are encouraged to arrive in class with their makeup applied in a professional daytime look that is appropriate for Hair Fusion's clientele. Violence, bullying, disruptive behavior, and abusive language will not be tolerated. Students must be able to communicate with clients and carry on a conversation. Students must be able to understand clients' descriptions and always remain polite and positive. Alcohol or mind-altering drugs before or during time in class is unacceptable. Possession of weapons of any kind are not allowed at any time on school property. If this code of conduct is violated, the first offense will be a documented warning. If a second offense occurs, the student will be placed on a 30 day probationary period, during which no other offenses may be made. If a 3rd offense is made, the student may be expelled at the school director's discretion. If asked to leave, we will abide by the refund policy included in this catalog.



**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, will make the final decision. The Director, or its 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, may be allowed to resume attendance. Director will review each case and decide upon re-admittance.

**Facilities:**

Hair Fusion Training Institute is located at 969 Main Avenue in Durango, CO. The 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.

**Educational Services:**

Specific Program/Course Objective:

The Cosmetology, Esthetician, Nail Technician and Barber programs are designed to train the student in the basic skills that are needed to pass the Colorado State Board Exam and gain employment. Microdermabrasion and Chemical Peels are both stand alone courses structured to obtain advanced level employment opportunities.

All programs and courses taught are comprised of lecturing, hands on assignments, bookwork and testing pertaining to subject area. We classify hands on work as lab hours and bookwork, testing, and lecturing as theory hours.

The Cosmetology program is a total of \$23,000 and 1500 hours. The objective of the cosmetology program is to prepare the student by providing the occupational education, training and skills for an entry-level employment opportunity of/or related occupational areas of Cosmetology. Upon successful completion of the program the graduate will be eligible to sit for the Colorado State Board Practical and Written Test. The program consists of a total of 13 lessons. Disinfection, Sanitation and Safe Work Practices includes 30 hours of theory and 115 hours of lab. Chemical Texture Services include 20 hours of theory and 90 hours of lab. Hairstyling includes 35 hours of theory and 145 hours of lab. Facials and Skin Care includes 30 hours of theory and 142 hours of lab. Facial Makeup includes 5 hours of theory and 20 hours of lab. Hair Removal includes 10 hours of theory and 60 hours of lab. Shampooing, Rinsing, and Conditioning includes 12 hours of theory and 33 hours of lab. Hair Coloring includes 40 hours of theory and 180 hours of lab. Haircutting includes 40 hours of theory and 180 hours of lab. Management, Ethics, Interpersonal Skills and Salesmanship includes 4 hours of theory and 20 hours of lab. Laws, Rules, and Regulations includes 4 hours of theory and 20 hours of lab. Application of Artificial Nails includes 20 hours of theory and 95 hours of lab. Manicuring and Pedicuring includes 40 hours of theory and 33 hours of lab.

The Esthetician program is a total of \$12,000 and 600 hours. The objective of the program is to prepare the student by providing the occupational education, training and skills for an entry-level employment opportunity of/or related to occupation areas of esthetics. Upon successful completion of the program, the graduate will be eligible to sit for the Colorado State Board Practical and Written Test. The program consists of 6 lessons. Disinfection, Sanitization and Safe Work Practices includes 50 hours of theory and 160 hours of lab. Facials and Skin Care includes 50 hours of theory and 160 hours of lab. Facial Makeup includes 10 hours of theory and 20 hours of lab. Hair Removal includes 20 hours of theory and 70 hours of lab. Management, Ethics, Interpersonal Skills and Salesmanship includes 10 hours of theory and 20 hours of lab. Laws, Rules and Regulations include 10 hours of theory and 20 hours of lab.

The Barber program is a total of \$20,500 and 1500 hours. The objective of the program is to prepare the student by providing the occupational education, training and skills for an entry-level employment opportunity of/or related to the occupational areas of a barber. Upon successful completion of the program, the graduate will be eligible to sit for the Colorado State Board Practical and Written Test. The program consists of 10 lessons. Treatment of the Hair and Scalp includes 15 hours of theory and 45 hours of lab. Facial massage and Treatment includes 22.5 hours of theory and 67.5 hours of lab. Shaving includes 22.5 hours of theory and 67.5 hours of lab. Haircutting includes 67.5 hours of theory and 202.5 hours of lab. Hairstyling includes 67.5 hours of theory and 202.5 hours of lab. Permanent Waving and Chemical Relaxing includes 60 hours of theory and 180 hours of lab. Hair Coloring and Hair Tinting includes 60 hours of theory and 180 hours of lab. Laws, Rules and Regulations include 7.5 hours of theory and 22.5 hours of lab. Sanitation, Disinfection and Safe Work Practices includes 45 hours of theory and 135 hours of lab. Management Ethics, Interpersonal Skills and Salesmanship includes 7.5 hours of theory and 22.5 hours of lab.

The Nail Technician program is a total of \$12,000 and 600 hours. The objective of the program is to prepare the student by providing the occupational education, training and skills for an entry level employment opportunity of/or related to the occupational areas of a nail technician. Upon successful completion of the program, the graduate will be eligible to sit for the Colorado State Board Practical and Written Test. The program includes 5 lessons. Manicuring and Pedicuring includes 50 hours of theory and 160 hours of lab. Application of Artificial Nails includes 40 hours of theory and 110 hours of lab. Laws, Rules and Regulations include 5 hours of theory and 25 hours of lab. Management, Ethics, Interpersonal Skills and Salesmanship includes 5 hours of theory and 25 hours of lab. Disinfection, Cleaning, and Safe Work Practices include 50 hours of lab and 130 hours of theory.

The Chemical Peel stand alone course is a total of \$700 and 24 hours. The objective of the program is to prepare the student by providing the occupational education, training and skills for continuing education to enhance education in the occupation of/or related to occupation areas of a cosmetologist or esthetician. The course consists of 3 lessons. Skin analysis, conditions, contraindications and aftercare includes 2 hours of theory and 6 hours of lab. Product ingredients of cosmetic resurfacing exfoliating substances includes 2 hours of theory and 6 hours of lab. Chemical peel treatment procedures and treatment reactions include 2 hours of theory and 6 hours of lab.

The Microdermabrasion stand alone course is a total of \$600 and 14 hours. The objective of the course is to prepare the student by providing occupational education, training and skills for continuing education to enhance education in the occupation of/or related to occupation areas of a cosmetologist or esthetician. The course consists of 8 lessons. Skin includes 0.5 hours of theory and 0.5 hours of lab. Skin Type and Conditions include 0.5 hours of theory and 0.5 hours of lab. Microexfoliation includes 1 hour of theory and 1 hour of lab. Treatment procedures include 2.5 hours of theory and 2.5 hours of lab. Cleaning, Disinfection, Sterilization and Safety includes 1 hour of theory and 1 hour of lab. Laws, Rules and Regulations include 0.5 hours of theory and 0.5 hours of lab. Salesmanship includes 0.5 hours of theory and 0.5 hours of lab. Occupational Safety and Health includes 0.5 hours of theory and 0.5 hours of lab.

### **Previous Credits:**

Credits from another institution will be evaluated on a case to case basis. Hair Fusion Training Institute 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 discuss the matter in person, a written letter must be given to the School Director or mailed to the 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 resolution.

## **Student Complaints:**

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higherred.colorado.gov/dpos>, (303) 862-3001.

## **Transcript/Certificate Financial Hold Exemption Policy:**

1. Individuals may be subject to a transcript or certificate hold when such individual owes certain debts to the School for tuition or financial aid funds. Individuals will be subject to such a hold when tuition has not been paid in full by the completion of the program or when they have missed their scheduled payment by 60 days. If the individual owes more than \$1000, the School has the right to assign the debt to a third-party collection agency. If the individual is subject to such a hold, their transcripts or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/certificate request is required for one of the following reasons:
  - a. Job application
  - b. Transferring to another postsecondary institution
  - c. Applying for state, federal, or institutional financial aid
  - d. Pursuit of opportunities in the military or national guard
  - e. Pursuit of other postsecondary opportunities

3. Process and Procedure for Exemptions: Upon submission of a transcript/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2 above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of request within seven business days.
4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: Susan Patzer at: ([hairfusionsalonandspa@gmail.com](mailto:hairfusionsalonandspa@gmail.com)) or (970-259-0188).
5. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

## **Refund Policy:**

Students not accepted to the School are entitled to all monies paid. Students who cancel this contract by notifying the School within three (3) business days of signing the enrollment agreement 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.

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; or
  - b. The date on which the student violates published School policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.
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.

**Refund Table:**

<b>Money Student is Entitled to Upon Withdrawal/Termination</b>	<b>Refund</b>
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

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

School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_