

CLAREMORE BEAUTY COLLEGE

Celebrating 49 years of Cosmetology Education

200 N. Cherokee Ave
Claremore, OK 74017

(918) 341-4370

www.claremorebeautycollege.com

CATALOG

July 2018

*“ Developing Cosmetology Professionals with Determination
and a Will to Succeed “*

CLAREMORE BEAUTY COLLEGE

Claremore Beauty College has earned an excellent reputation since opening its doors in April 1969. Claremore Beauty College is owned and operated by Duane Nelson. The school is conveniently located in the heart of downtown Claremore's business district.

Claremore Beauty College is licensed by the Oklahoma State Board of Cosmetology and accredited since 1988 by the National Accrediting Commission of Career Arts and Sciences, Inc. Claremore Beauty College offers the community a well trained staff that can assist you in instruction, enrollment, financial aid and other areas.

Claremore Beauty College is located in a one-story building with 3,300 square feet and can accommodate 30 students. The facility consists of 1 major clinic area, 19 work stations, 1 medium sized classroom, 2 rest room facilities, a library, and an administrative and counseling office.

Students will graduate with current techniques in the multifaceted field of Cosmetology. Claremore Beauty College offers financial assistance for those who qualify.

SCHOOL MISSION STATEMENT

Claremore Beauty College is dedicated to providing each student in the Basic Cosmetology, Manicure and Instructor course with well-coordinated educational programs. Students will gain invaluable experience while attending school and the school will be preparing graduates for employment. Students will graduate Claremore Beauty College with the most current techniques in the multifaceted fields of Basic Cosmetology, Manicure and Instructor Courses.

Claremore Beauty College does not discriminate on the basis of sex, age, religion, race, color or ethnic origin.

Crime Report Data for school is available at: <http://ope.gov/security>

All potential students are encouraged to fill out a FASFA at www.fafsa.ed.gov

National Accrediting Commission of Career
Arts and Sciences, Inc.
4401 Ford Ave., Suite 1300
Arlington, VA. 22302
(703) 600-7600 Fax (703) 379-2200

Oklahoma State Board of Cosmetology
2401 NW 23rd, Suite 84
Oklahoma City, Oklahoma 73106
(405) 521-2441 Fax (405) 528-8310

Enrollment is by appointment only.

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OPPORTUNITIES FOR OUR GRADUATES

Basic Cosmetology

Hair Stylist

Wig stylist

Manicurist

Pedicurist

Facialist

Artificial Nail Specialist

Chromotologist

Makeup Artist

Salon Owner

Nail Salon Owner

Wig Salon Owner

Cosmetic Studio Owner

Salon Manager

Salon Supervisor

Platform Artist

Styles Director

Beauty School Owner

Wig Specialist

Skin Care Specialist

Owner or Manager of Salon Chain

Manicurist

Artificial Nail Specialist

Nail Salon Owner

Sales manager for beauty products

Instructor

All of the above are opportunities for the Instructor
Teach in a School of Cosmetology

SETTING GOALS

These are some of your educational objectives! What you choose to do with your education will be up to you and your goals in life. As a cosmetologist you could qualify for most any of these positions.

As a **Basic Cosmetologist** you will be licensed to be a Hairstylist, Nail Artist and an Esthetician. Your opportunities may also include owning or operating a salon.

As a **Manicurist**, your choices relate directly to the hands and feet. Your career moves are very versatile. Artificial Nails, Nail Art, Manicuring, Pedicuring are just a few areas of choice.

As an **Instructor**, you can be teaching, supervising, and possibly owning your own school. These are only a few of the many choices in the Cosmetology field. This is the highest license in our field which permits you to be involved in any aspect of the Cosmetology field.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you! Knowledge combined with determination, devotion, and energy will make your dreams come true!

STUDENT PLACEMENT

Claremore Beauty College offers placement assistance for graduates. We will teach you how to produce a successful resume, and how to schedule interviews. In the school library, a board will be provided to post all available jobs for our graduates. Employment is not guaranteed.

STUDENT SERVICES

Students may request counseling, group tutoring sessions, private tutoring sessions, and referral to available services or help organizations for substance abuse counseling.

EXPENDABLE SUPPLIES

Claremore Beauty College furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

STUDENT UNIFORMS

Students must look professional. Black or White uniform skirt or slacks, hose or socks, and black or white fully closed, low-heeled rubber soled shoes are permitted. No sweat shirts, knit material, sleeveless tops, or low neckline cut shirts will be allowed.

ADMINISTRATIVE STAFF

Duane Nelson	Owner
Mindy Gerving	Director/Instructor
Freda Poe	Financial Aid

SCHOOL MISSION STATEMENT

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SCHOOL CALENDAR

Claremore Beauty College will be closed on the following days:

New Years Day	January 1
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving Break	Thursday and Friday
Christmas Break	December 24 thru January 1

Students will be notified by television media of school closing due to inclement weather.

If **Claremore Public Schools** are closed, so are we.

Students may start class on Monday, every six weeks. Call for start date.

ADMISSION REQUIREMENTS

- Student must be 16 years of age.
- Must have high school diploma, general education development certificate (GED).
- \$5.00 money order to register with the Oklahoma State Board of Cosmetology.
- A Basic Cosmetology License is required for instructor course.
- A copy of your birth certificate or driver's license for proof of age and social security card.
- Must make at least a 75% on Cosmetology Aptitude Test.

RECRUITMENT POLICY

Claremore Beauty College does not recruit students already attending other beauty colleges or is attending another school offering a similar program of study.

TRANSFER STUDENTS

Students transferring to another cosmetology school may request a written release from Claremore Beauty College.

Claremore Beauty College accepts all students that are registered with the State Board of Cosmetology. All hours are accepted. Transfer fee: \$50.00

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Basic Cosmetology--1500 Clock Hours

Subject	Hours
Theory	150
Manicuring and Pedicuring, including sculpturing nails, Tips and other artificial nail Application procedures and care	100
Facials and make-up	25
Scalp treatments	15
Shampooing, conditioning and rinses.....	100
Hair styling, finger waving and dressing or wigs, including thermal and blow drying ...	350
Hair coloring, tints, bleaching and other color treatments	135
Hair cutting, shaping and thinning, razors, clippers, and beard trimming	200
Eye lashes, brow dying and arching.....	25
Personality, shop management, unassigned hours for review, examinations, etc.....	175
Hair reconstructing, permanent waving and chemical hair relaxing.....	225
Total Hours	1500

Objective:

This course is designed to prepare the student in basic skills for licensure and practice of Cosmetology as prescribed by Oklahoma State Law.

Tuition	10,125
Books & Supplies.....	1,200
Lab Fee	1,200
Total Costs for this Program	12,525

A Diploma will be awarded upon completion of this course.

Employment is not guaranteed.

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Manicure--600 Clock Hours

Subject	Hours
Bacteriology, sterilization and sanitation	40
Nail structure, composition, disorders and diseases	60
Manicuring and Pedicuring.....	160
Artificial Nails.....	160
Nail Art.....	60
Salon development (business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health).....	80
Cosmetology law, rules and regulations	40
Total Hours.....	600

Objective:

To prepare the student in the basic skills for licensure and practice as a manicurist as prescribed by Oklahoma State Law.

Tuition.....	4,050
Books & Supplies	800
Lab Fee.....	800
 Total Costs for this Program	 5,650

A Diploma will be awarded at the completion of this course.

Employment is not guaranteed.

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Instructor--1000 Clock Hours

Subject	Hours
Orientation and review of cosmetology Curriculum.....	150
Introduction to teaching.....	60
Course outlining and development, including lesson planning, teaching techniques, teaching aids, and developing, administering and grading examinations.....	230
Law, beauty school management and record keeping	50
Teaching and assisting in the classroom and clinic	250
Practice teaching in the classroom.....	260
Total Hours	1000

Objective:

To prepare licensed Instructor of Cosmetology as prescribed by Oklahoma State Law.

Tuition.....	6,750
Books & Supplies	500
Lab Fee.....	500
Total Costs for this Program	7,750

A Diploma will be awarded upon completion of this course.

Employment is not guaranteed.

SCHOOL RULES

1. All instruction will come from the instructor. One student is not to advise another in any phase of his/her training.
2. Students must not leave the school at any time without first notifying the school personnel and signing out.
3. Students may not check in and out for each other.
4. Students are assigned monthly duties. Students will perform all duties specified by school personnel.
5. Students must comply with all instruction, direction, and responsibilities at all times.
6. The lunch period is for 1 hour. Students must check in and out.
7. Gum chewing is not permitted in the school. No food or drink is allowed on clinic floor.
8. Students must keep their work stations and other areas clean and sanitary at all time.
9. School phones are for business purposes only. Personal calls should be limited. Messages will be taken for incoming calls. Cell phone use not permitted in the school.
10. Students may visit with each other in the break room, but not in the presence of a patron receiving services.
11. Students may not take anything from the school or kit home without permission from the school personnel.
12. Personal items must be kept in your locker. The school is not responsible for any stolen items.
13. Students must have hair neatly styled and make-up on before class.
14. Students will pay a reduced price for services while in school. Ask Instructor on duty for permission.
15. Students will pay student prices for products used on their hair. All services must be paid for the same day received.
16. Absolutely no PROFANE or VULGAR language at any time. No intimidation or bullying will be allowed.
17. Students' family and friends will be allowed in school for services only. Any family or friend will be expected to pay full prices for any services.
18. Personal items will be kept for 6 weeks after the student has left school. *After that period they will be disposed of.*
19. Professional ethics shall be practiced at all times.
20. The use of illegal drugs or alcohol during school hours is strictly prohibited. Illegal drugs must not be used on school property at any time.
21. Smoking is allowed in designated area only.

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the director along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director within five (5) days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. Should a student prevail upon their appeal and be determined making satisfactory progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated to eligible students.

ATTENDANCE POLICY FOR FULL-TIME STUDENTS

1. Students are expected to attend school Monday - Friday, 9:00-4:00. Students are allowed a one hour lunch period (12:00 – 1:00).
2. Students are expected to be in class at 1:00 pm. Late students check in at 2:00 pm.
3. Students are expected to notify the school personnel between 8:30-9:00 in the event of expected tardiness or being absent.
4. Any student who is habitually tardy will be placed on probation and could be suspended from school as decided by the school personnel.
5. Students who miss 2 unexcused academic class periods (1:00-2:00) in 1 week will be suspended 1 day as decided by the school personnel.
6. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days as decided by the school personnel.
7. Students absent from school on Friday or Monday, the day before or after a holiday, will be suspended for 3 consecutive days as decided by the school personnel. Half days missed will follow the same policy.
8. Students who know in advance that they will need to be absent from school must work out some type of arrangement with the school prior to being absent.
9. The basic cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 week will be charged \$6.75 per clock hour until course is completed. The manicure course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 7 months or 24 weeks will be charged \$6.75 per clock hour until course is completed. The Instructor course takes a total of 8 1/3 months or 33 1/3 weeks to complete. Students who are in school more than 9 months or 38 weeks will be charged \$6.75 per clock hour until course is completed.

All accounts must be paid in full before graduation.

Students may face termination from Claremore Beauty College if they do not have 67% attendance and 75% grade average.

EXCUSED ABSENCE

The only excused absence is for medical reasons (with documented doctor's notes), jury duty, military duty and death in the family.

TARDY POLICY

Any student who is habitually tardy will be placed on probation and could be suspended from school as decided by the school personnel. At 1:00 a student is tardy and may not return to class until 2:00 pm.

ATTENDANCE POLICY FOR PART-TIME STUDENTS (Evening Class)

1. Students are expected to attend school Monday - Thursday, 5:00-10:00 pm.
2. Students are expected to check in by 4:59 pm and be in class before 5:00 pm.
3. Students are expected to notify the school personnel between 9:00-4:00 pm in the event of expected tardiness or being absent.
4. Any student who is habitually tardy will be placed on probation and could be suspended from school as decided by the school personnel.
5. Students who miss 2 unexcused academic class periods (9:00-9:30) in 1 week will be suspended 1 day as decided by the school personnel.
6. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days as decided by the school personnel.
7. Students absent from school on Friday or Monday, the day before or after a holiday, will be suspended for 3 consecutive days as decided by the school personnel. Half days missed will follow the same policy.
8. Students who know in advance that they will need to be absent from school must work out some type of arrangement with the school prior to being absent.
9. The basic cosmetology course takes a total of 18 months or 75 weeks to complete. Students who are in school more than 19 1/2 months or 81 weeks will be charged \$6.75 per clock hour until course is completed. The manicure course takes a total of 7 1/2 months or 30 weeks to complete. Students who are in school more than 9 months or 36 weeks will be charged \$6.75 per clock hour until course is completed. The Instructor course takes a total of 12 1/2 months or 50 weeks to complete. Students who are in school more than 14 months or 56 weeks will be charged \$6.75 per clock hour until course is completed.

All accounts must be paid in full before graduation.

Students may face termination from Claremore Beauty College if they do not have 67% attendance and 75% grade average.

EXCUSED ABSENCE

The only excused absence is for medical reasons (with documented doctor's notes), jury duty, military duty and death in the family.

TARDY POLICY

Any student who is habitually tardy will be placed on probation and could be suspended from school as decided by the school personnel.

CANCELLATION AND SETTLEMENT (REFUND) POLICY

An applicant rejected by the school shall be entitled to a refund for all monies. If any student or parent/guardian of a dependent minor cancels enrollment and demands money back in writing within 3 business days of the signed contract, (official cancellation date will be determined by the postmark on written notification or date information is delivered to the school). All monies collected by Claremore Beauty College shall be refunded. If a student cancels enrollment 3 days after the signed contract, but prior to classes, the student shall be entitled to a refund of all monies paid to the school.

For students who enroll and begin classes, the following schedule of refunds is authorized:

<u>Percentage of time to Total length of course and/or program billing period per contract</u>	<u>Amount of tuition to school shall retain or receive</u>
0.01 to 4.9%	20% retained or received
5.0 to 9.9%	30% retained or received
10.0 to 14.9%	40% retained or received
15.0 to 24.9%	45% retained or received
25.0% to 49.9%	70% retained or received
50.0% or more	100% retained or received

Return of Title IV Funds

90% if tuition, room, board and other charges assessed the student if the student withdraws between one day and 10% of the period for which the student is charged

80% if the student withdraws between 10.1% and 20% of the period charged.

70% if the student withdraws between 20.01% and 30% of the period charged.

60% if the student withdraws between 30.01% and 40% of the period charged.

50% if the student withdraws between 40.01% and 50% of the period charged.

Enrollment or attendance time is defined as the time elapsed between the actual starting date and date of the students last day of physical attendance in school, regardless of the time actually spent in class. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school which shall occur no more than 45 days from the last day of physical attendance or in case of leave of absence, the earlier of the documented date of return or receipt of a written notice of termination from the student while on leave. The cost of other items such as kits, books, and supplies or other fees shall not be considered in tuition adjustments. These items become the property of the student when issued and are not refundable. In case of student illness or disabling accident, death in the immediate family or other medical circumstances beyond the control of the student, Claremore Beauty College will make a settlement which is made by student with the administration office prior to the collection proceedings being initiated. Completion of transcription will not exceed \$10.00. If the course and/or program is cancelled subsequent to student enrollment, the school shall provide a full refund of all monies paid. If the school is permanently closed and no longer offering instruction, after a student has enrolled, the student shall be entitled to a refund of tuition. CBC collection policy requires that arrangements be made for payments of accounts. If a student becomes terminated or expelled by the institution, the student will receive a pro-rata refund. Claremore Beauty College collection policy requires that arrangements be made for payment of accounts before a student may graduate.

GRADING & SATISFACTORY POLICY

Students are graded according to the following system:

95% to 100%	Excellent
85% to 94%	Good
75% to 84%	Satisfactory
74% to 64%	Fair
63% or Below	Failure

A comprehensive test on theory and practical is given to the Basic Student upon completion of 450, 900, 1200 and 1500 clock hours, Instructor Course 450, 900, Manicure Students 300, 600. A student must maintain a 75% average for satisfactory progress. A final exam is given upon completion of all courses. A complete copy of the satisfactory policy will be given to each student and explained at time of enrollment.

STUDENT RIGHTS

Claremore Beauty College guarantees the rights of the student to have access to their records. The school will provide proper supervision and interpretation of records. Information about a student is released only by written instruction from the student or parent or guardian of a dependent minor student. Students are informed of all calls or requests for information. Students or parents or guardians of a dependent minor student must provide a signed release if they want information released to third parties. The school provides and permits access to students and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission or other government agencies.

GRADUATION REQUIREMENTS

Completion of the course, the required clock hours are earned, and a final exam with a grade of no less than 75% will earn the student a diploma. The graduate will then be eligible to register with the Oklahoma State Board of Cosmetology to take the state exam for a license to practice in the state of Oklahoma. The student must be in satisfactory progress status and meet the financial agreement in order to graduate.

LICENSING REQUIREMENTS

All graduates are required to pass the Oklahoma State Board of Cosmetology exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Board of Cosmetology. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements.

RECORD OF ATTENDANCE

A time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Board of Cosmetology will also be kept by the school.

RE-ENROLLMENT POLICY

Upon request for re-enrollment a check will be made to see if student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board of Cosmetology for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

CODE OF ETHICS

1. This school has as its principal objective the training of qualified cosmetologists to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the state Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and instructor's seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
9. This school advertises truthfully, and makes honest representation to its students.
10. This school refrains from any criticism which reflects unfavorably on other schools and the cosmetology profession.