



## STUDENT HANDBOOK



## CHROME INSTITUTE OF COSMETOLOGY

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2024 School Catalog  
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## OUR MISSION STATEMENT:

The Chrome Institute of Cosmetology is an INCLUSIVE learning environment! Our mission is to:

1. Provide state approved and industry relevant education to students so they can successfully pass state licensure examinations.
2. Provide career placement support to our graduates in their chosen field of study.
3. Ensure a learning environment conducive to positive interactions and one where our students can flourish.
4. Model professionalism and maintain the highest level of professionalism for each and every student.”

Chrome Institute of Cosmetology strives to provide a first-class education that prepares students to pass the state board licensing examination and gain industry related employment. Our system includes a state-of-the-art facility, experienced instructors, and a curriculum developed in conjunction with the feedback from all area salons and spas. We provide our students with the most industry relevant education in all areas of product, color lines and techniques.

## ADMISSION REQUIREMENTS:

To qualify for admission into one of our programs, the potential student must either be a high school graduate, or a holder of high school graduation equivalency certificate.

**Chrome Institute of Cosmetology does not accept Ability-To-Benefit (ATB) students.**

## ADMISSIONS PROCEDURES

- Complete an Initial Application: Complete the initial application form and submit it to the school. This form can be obtained by requesting it from the school and are provided to any interested candidate during his or her prospective student tour.
- Application Fee: Your initial application will not be processed until a non-refundable application fee of \$100.00 is received. The application fee can be submitted in the form of cash only if received in person. A receipt will be issued in the application fee is made in person. The fee may also be mailed into the school in the form of a check, cashier's check, or money order made payable to Chrome Institute of Cosmetology. ***PLEASE DO NOT MAIL CASH!*** This fee is not included in the tuition cost. An application fee waiver may be considered in the rare occurrence that a student is applying as a "Transfer Student" due to the transferring students' current school sudden closure without notice.
- Submit a current 2x2 Photo: This photo should be a recent photo of the applicant in the size of passport photo. This photo will be placed in your student file and used as a second form of identification, when requesting access to your permanent student files.
- Provide the following Documentation:
  - A) **Identification:** Photocopy of an official, signed social security card.
  - B) b. Additional Identification (please provide only one):
    - Copies of a passport, a government-issued identification, a driver's license, or a birth Certificate.
  - C) **Education Documentation:** Provide either a copy of a high school diploma, a copy of high school transcripts or a High School Equivalency diploma. Foreign Diplomas or Transcripts: Chrome Institute of Cosmetology will accept a foreign diploma or transcript, but it **MUST** be equivalent to a U.S. high school diploma and must be translated into English and evaluated and certified by a credentialed evaluation service. It is the responsibility of the potential student to have the foreign diploma or transcript translated and evaluated and certified. Any cost occurred for this is to be paid for by the potential student. This fee is not included in the cost of tuition.
- **Personal Interview:** Your personal interview will be conducted during your tour of the facility. The tour portion of the personal interview process may be waived if the student is reenrolling or is a graduate returning for a different program of study.
- **References:** All students wishing to use Title IV Funds must submit two references in order to complete the Master Promissory Note. (Note: At this time the school does not participate in Title IV)

- **Master Educator Documents:** Anyone wishing to enroll in the Master educators' program must meet the above requirements as well as provide a valid and current cosmetology license.

If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible so the school can review your request.

Any SAP hours accepted by the school are applied to the total number of hours necessary to complete the program. These hours are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Please refer to the school transfer policy for additional information.

## ADMISSIONS REQUIREMENTS (DELAWARE-Cosmetology AND Esthetics)

- a) No person shall be licensed under this subchapter unless the person has done all of the following:
1. Successfully completed an education equivalent to a tenth-grade education. Proof of the required education shall be a certified high school transcript or any other document or affidavit which constitutes reliable proof of educational attainment as determined by the Board.
  2. **ESTHETICS ONLY:** Completed a course of study of not less than 600 hours in the principles pertaining to the practice of aesthetics; or completed 1200 hours in an apprenticeship to a licensed aesthetician, with the total number of hours worked per day not to exceed 10, nor to exceed 40 per week, excluding make-up hours. An apprenticeship must be completed within 2 years.  
**COSMETOLOGY ONLY:** — The successful completion of a minimum of 1,500 classroom hours of continuous training for a complete course in cosmetology. School owners shall have the option of the amount of hours of training per day and shall be able to choose which days of the week the student works provided the hours accumulated do not exceed 40 hours per week, excluding make-up hours. The Board shall establish by regulation the portion of the 1,500 classroom hours that may be credited to an applicant who previously obtained classroom hours while studying to become an aesthetician, nail technician or electrologist. A cosmetologist may obtain a shaving certification in connection with the cosmetologist's license upon successful completion of a course in shaving consisting of at least 35 hours of instruction from a licensed barbering instructor.
  3. Passed the national examination required in § 5128 of this title.
  4. Paid the appropriate fee as established by the Division of Professional Regulation.
  5. Shall not have any impairment related to drugs or alcohol that would limit the applicant's ability to undertake that applicant's licensed practice in a manner consistent with the safety of the public.
  6. Shall not have been convicted of a crime substantially related to the practice of aesthetics. In determining whether a crime is substantially related to the practice of aesthetics, the Board shall not consider a conviction where more than 10 years have elapsed since the date of conviction if there have been no other criminal convictions in the intervening time. After a hearing or review of documentation demonstrating that the applicant meets the specified criteria for a waiver, the Board, by an affirmative vote of a majority of the quorum, or, during the time period between Board meetings, the Board President or his or her designee, may waive this paragraph (a)(6), if it finds all of the following:
    - a. For waiver of a felony conviction where the crime was committed against a person, more than 3 years have elapsed since the date of the conviction and for all other felonies, more than 2 years have elapsed since the date of conviction. At the time of the application the applicant may not be incarcerated, on work release, on probation or parole at Level III Supervision or higher, or serving any part of a suspended sentence and must be in substantial compliance with all court orders pertaining to fines, restitution and community service.

- b. For waiver of a misdemeanor conviction or violation, at the time of the application the applicant may not be incarcerated, on work release, on probation or parole at Level III Supervision or higher, or serving any part of a suspended sentence and must be in substantial compliance with all court orders pertaining to fines, restitution and community service.
  - c. The applicant is capable of performing as a licensed aesthetician in a competent and professional manner.
  - d. The granting of the waiver will not endanger the public health, safety or welfare.
7. Shall not have been the recipient of any administrative penalties regarding that person's licensed practice, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, and/or have not entered into any "agreements" which contain conditions placed by a Board on that person's professional conduct and practice, including any voluntary surrender of a license. The Board may, after a hearing, determine whether such administrative penalty is grounds to deny licensure.
  8. Shall not have any disciplinary proceedings or unresolved complaints pending against that person in any jurisdiction where the applicant previously has been, or currently is, licensed to practice aesthetics.
- β) As set forth in Board rules and regulations, foreign-trained applicants shall provide evidence satisfactory to the Board of training equivalent to that required in paragraph (a)(2) of this section, in addition to meeting all other requirements of this section.
- χ) When a person who feels the Board has refused or rejected an application without justification; has imposed higher or different conditions for the person than for other applicants or persons now licensed; or has in some other manner contributed to or caused the failure of such person's application, the applicant may appeal to the Superior Court.
- δ) Where the Board has found to its satisfaction that an application has been intentionally fraudulent, or that false information has been intentionally supplied, it shall report its findings to the Attorney General for further action.

### ACCEPTANCE:

Once all of the above mentioned has completed by the potential student, your enrollment application will be reviewed by the School Director and designated team. Once the decision has been made the enrollment team and director, the applicant will receive notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process, this includes re-entry students (withdrawals) and transfer students.

### TRANSFERS: (APPLIES TO COSMETOLOGY STUDENTS ONLY)

Anyone wishing to transfer to Chrome Institute of Cosmetology must submit a notarized or official transcript from your current cosmetology school. Students wishing to transfer to Chrome Institute of Cosmetology from an out-of-state cosmetology school must provide verification from the appropriate licensing authority in that state.

- Chrome Institute of Cosmetology **does not** recruit students that are currently enrolled and attending other schools offering similar programs. The school does not guarantee the transferability to its hours to any other institution unless it has a written agreement on file of current acceptability of such hours from other institutions. Transfer-in and/or re-entry students may be required to purchase books, equipment uniform and any and all supplies necessary to complete the course of study.
- **TRANSFER IN:** Chrome Institute of Cosmetology will accept transfer hours from other schools based on an evaluation of the student's comprehension of the specific course material. This evaluation will consist of a written and practical exam. The maximum accepted transfer hours are 600 clock hours. All transfer students must attend a minimum of 650 hours at Chrome Institute of Cosmetology. The only exception to this, is if the student has completed 900 hours and has passed the Pennsylvania State Cosmetology Examination.



- The current cost for transfer hours is \$14.00 per hour attended; this does not include the cost of a required complete and current student kit.
- Please note that students transferring to another school may not be able to transfer all the hours they earned at Chrome Institute of Cosmetology; the number of acceptable transferrable hours is at the discretion of the school you are transferring to and depends on the policy of the receiving school.
- A Notarized Transcript or official transfer hours Statement from other schools will be accepted.
- Transfer hours will not be accepted after a contract has been signed with Chrome Institute of Cosmetology.
- The number of accepted transfer hours will be determined by The School Director and Enrollment Team.
- In the event of extraordinary circumstance, a student is enrolling from a school that has suddenly closed without notice. Chrome Institute of Cosmetology may allow a student to transfer in more than 600 hours. Chrome Institute of Cosmetology will still evaluate the prospective student via written and practical examination and credit them accordingly with the number of hours related to their course knowledge.

## RE-ENTRY STUDENTS:

A student who has withdrawn officially or unofficially, will re-enter the school under the following conditions:

- In the same satisfactory academic progress status as at the time of withdrawal.
- Any and ALL outstanding tuition, fees, and overtime expenses must be paid in full before the student is eligible for re-enrollment.
- Previous tuition payments will be credited towards the student's new balance.
- Tuition fees and costs are subject to change.
- All reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
- Submit a \$100.00 re-entry fee.
  - The School WILL NOT deny re-admission to any member serving our country if that was the reason for the withdrawal as long as student was in good standing at the time of withdrawal. The \$100.00 fee will be waived in this circumstance.
  - Any re-admission will be at the sole discretion of Chrome Institute of Cosmetology.
  - Re-admission for a student requires an additional personal interview with the School Director.
  - Touring the facility is not necessary for re-entry students.
  - Student's re-enrolling will be placed on a 30-day evaluation period. During the 30-day evaluation period, the student must demonstrate that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress.

## STUDENT ORIENTATION:

All incoming students will receive an orientation either prior to the beginning of school or on the first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements.

## SCHOOL FACILITIES:

Chrome Institute of Cosmetology is a state-of-the-art facility located in Beautiful Newtown Square Pennsylvania. Our campus is easily accessible from Interstate 95, West Chester Pike, The Blue Route, Route 322 and Route 202. We are conveniently close to New Jersey and Delaware, making it possible to earn the required hours to be licensed to practice in Multiple States. Our 15,000 square-foot facility includes a student lounge / café, a beautiful salon clinic floor, 4 Learning centers, an Esthetician Learning Center, an Esthetic clinical room, Student Lockers, a Reception Desk, Managerial Offices and all Necessary Equipment needed to Create the Finest Learning environment.



## CONTRACT COSTS/EXTRA-CHARGES & PAYMENT TERMS:

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. **School will charge additional tuition for hours remaining after the contract ending date at the rate of \$14 per hour for Cosmetology PA, Cosmetology Delaware, Master Educator, and Barber Programs. Additional \$16.25 for Esthetician PA & DE Programs. Payable in advance until student program completion.** The school may charge a \$25 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a reentry fee to students who have withdrawn and wish to reenter more than 30 days after termination, of \$150.00. The tuition rates current at the time of reentry will apply to the balance of training hours needed for students who reenroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees. Payments made via Debt/Credit Card or over the phone may be subject to a 3.5% processing fee.**

## PROGRAM COSTS:

### *Cosmetology Tuition: 1250 Clock Hours*

Tuition	\$17,500.00
Kit, Textbooks, and Lab Fees	\$2,862.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT-\$20,462.00 (Extra Instructional charges-\$14.00 per hour)

### *Cosmetology Tuition: 1500 Clock Hours (Delaware)*

Tuition	\$21,000.00
Kit, Textbooks, and Lab Fees	\$2,862.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT = \$23,962.00 (Extra instructional charges-\$14.00 per hours.)

### *Master Educator Tuition: 600 Clock Hours*

Tuition	\$8,400.00
Kit, Textbooks, Lab Fees	\$530.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT- \$9,030.00 (Extra instructional charges- \$14.00 per hour.)

### *Barber Tuition: 1250 Clock Hours*

Tuition	\$17,500.00
Kit, Textbooks, Lab Fees	\$3,604.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT- \$21,204.00 (Extra instructional charges- \$14.00 per hour.)

***Esthetician Tuition: 400 Clock Hours***

Tuition	\$6,500.00
Kit, Textbooks, Lab Fees	\$1,908.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT- \$8,508.00 (Extra instructional charges- \$16.25 per hour.)

***Esthetician Tuition: 600 Clock Hours (State of Delaware)***

Tuition	\$9,750.00
Kit, Textbooks, Lab Fees	\$1,908.00
Application Fee (nonrefundable)	\$100.00

TOTAL INVESTMENT- \$11,758.00 (Extra instructional charges- \$16.25 per hour.)

*(All Programs / Courses are instructed in English)*

## COURSE OUTLINES:

### **Course Name: COSMETOLOGY PA**

**Course Description:** This Program consists of 1,250 hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest instruction to the student to prepare them to pass the state licensing examination and prepare them to have a successful career in the Cosmetology industry. This includes but is not limited to, extensive instruction and practical experience in all types of Hair Cutting, Hair Coloring, Permanent Waving, Client Customer Service, Personal and Social Development, Retail Knowledge, Client Record Keeping, Business and Managerial Ethics, Proper Sanitation, State Laws and Regulations, Salon Administration, Job Readiness Interviewing and Resume Building.

**Course Level:** Basic

**Course Length:** 1,250 Hours

**Program Length in weeks:** 42-63 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- Classroom Theory: These classes will be instructed by a Licensed Cosmetology Instructor using Milady Cosmetology Textbooks. Weekly Testing will take place during this time.
- Classroom Practical: These hands-on classes will be instructed by a licensed Cosmetology Instructor using Mannequins and other styling tools, chemical and styling equipment.
- Clinic Learning Experience: These hands-on classes will be instructed by a licensed Cosmetology Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Cosmetology PA program is to prepare graduates who are able to:

- Observe the State of Pennsylvania's laws and rules as they apply to the field of Cosmetology
- Demonstrate all sanitation laws and rules.
- Demonstrate infection control procedures
- Know the importance of professional image
- Define functions of skin and scalp
- Demonstrate industry appropriate haircutting techniques.
- Demonstrate industry appropriate hairstyling techniques.
- Demonstrate industry-appropriate chemical service techniques.
- Demonstrate industry-appropriate manicuring techniques.
- Demonstrate industry-appropriate esthetics techniques.
- Demonstrate professional business skills and infection control procedures on the clinic floor.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 1,250-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75%, they will be provided another attempt. Retakes once passed with a score of 75% or higher will only be given 75% as the passing score. This applies to all retake's theory or practical.
- 300-hour Cutting Certification.
- Approximately 600-hour written exam.
- Approximately 900-hour final written exam and State Law final exam. *(Must pass these exams to be eligible to take your state board exam early at 900 hours.)*
- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

**Course Reference/Instructional Materials:**

Textbook	Workbook	ISBN#	Copyright
MILADY Standard Cosmetology 13th Edition	MILADY Standard Cosmetology Theory Workbook	Textbook: 978- 1-285-76941-7 (hard cover) Workbook: 978- 1-285-76945-5	Cengage

**COSMETOLOGY PA Course Content:**

Curriculum	Subject Hours	Total Hours
Orientation	5	5
History of Cosmetology, Cosmetology Opportunities, Professional Image, Communication and Life Skills	13	18
Properties of the Head and Scalp, Chemistry, Electricity, Anatomy, Physiology and Infection Control	107	125
Salon Business, Resume, Seeking Employment and Salon Readiness	42	167
Skin Education, Facial, Make-Up and Hair Removal	90	257
Nail Structure and Growth, Manicuring, Pedicuring and Advanced Techniques	80	337
Draping, Shampooing and Conditioning	49	386
Principles of Hair Design, Haircutting and Hairstyling	363	749
Braiding, Extensions, Wigs and Enhancements	93	842
Hair Coloring	159	1001
Chemical and Texture Services	205	1206
State Laws	45	<b>1250</b>

## Course Name: COSMETOLOGY DE

**Course Description:** This Program consists of 1,500 hours to satisfy Delaware State requirements. The Program is designed to provide the finest instruction to the student to prepare them to pass the state licensing examination and prepare them to have a successful career in the Cosmetology industry. This includes but is not limited to, extensive instruction and practical experience in all types of Hair Cutting, Hair Coloring, Permanent Waving, Client Customer Service, Personal and Social Development, Retail Knowledge, Client Record Keeping, Business and Managerial Ethics, Proper Sanitation, State Laws and Regulations, Salon Administration, Job Readiness Interviewing and Resume Building.

**Course Level:** Basic

**Course Length:** 1,500 Hours

**Program Length in weeks:** 50-75 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- Classroom Theory: These classes will be instructed by a Licensed Cosmetology Instructor using Milady Cosmetology Textbooks. Weekly Testing will take place during this time.
- Classroom Practical: These hands-on classes will be instructed by a licensed Cosmetology Instructor using Mannequins and other styling tools, chemical and styling equipment.
- Clinic Learning Experience: These hands-on classes will be instructed by a licensed Cosmetology Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Cosmetology DE program is to prepare graduates who are able to:

- Observe the State of Delaware's laws and rules as they apply to the field of Cosmetology
- Demonstrate all sanitation laws and rules.
- Demonstrate infection control procedures
- Know the importance of professional image
- Define functions of skin and scalp
- Demonstrate industry appropriate haircutting techniques.
- Demonstrate industry appropriate hairstyling techniques.
- Demonstrate industry-appropriate chemical service techniques.
- Demonstrate industry-appropriate manicuring techniques.
- Demonstrate industry-appropriate esthetics techniques.
- Demonstrate professional business skills and infection control procedures on the clinic floor.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 1,500-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75%, they will be provided another attempt. Retakes once passed with a score of 75% or higher will only be given 75% as the passing score. This applies to all retake's theory or practical.
- 300-hour Cutting Certification.
- Approximately 600-hour written exam.

- Approximately 900-hour final written exam and State Law final exam.
- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

**Course Reference/Instructional Materials:**

Textbook	Workbook	ISBN#	Copyright
MILADY Standard Cosmetology 13th Edition	MILADY Standard Cosmetology Theory Workbook	Textbook: 978-1-285-76941-7 (hard cover) Workbook: 978-1-285-76945-5	Cengage

**COSMETOLOGY DE Course Content:**

Curriculum	Subject Hours	Total Hours
Orientation	5	5
History of Cosmetology, Cosmetology Opportunities, Professional Image, Communication and Life Skills	13	18
Properties of the Head and Scalp, Chemistry, Electricity, Anatomy, Physiology and Infection Control	107	125
Salon Business, Resume, Seeking Employment and Salon Readiness	42	167
Skin Education, Facial, Make-Up and Hair Removal	90	257
Nail Structure and Growth, Manicuring, Pedicuring and Advanced Techniques	80	337
Draping, Shampooing and Conditioning	49	386
Principles of Hair Design, Haircutting and Hairstyling	363	749
Braiding, Extensions, Wigs and Enhancements	93	842
Hair Coloring	159	1001
Chemical and Texture Services	205	1206
State Laws	45	1250
Additional Practical (Hands-On)	250	1500



## Course Name: ESTHETICIAN PA

**Course Description:** This Program meets the required number of hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest education to the student to prepare them to pass the state licensing examination and prepare them to have a successful career as an Esthetician. This includes but is not limited to extensive instruction and practical experience in Facials, Facial Massage Techniques, Make-Up Knowledge, Make-Up Application, Hair Removal and Customer Service. The State of Pennsylvania requires 300 hours of education to become a licensed Esthetician; however, our course consists of 400-hours of education. By adding those additional 100 hours, the student will be able to master the skills and techniques of an Esthetician through advanced instruction, which prepares the student for entry into the salon and spa industry.

**Course Level:** Basic

**Course Length:** 400 Hours

**Program Length in weeks:** 20-28 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- **Classroom Theory:** These classes will be instructed by a Licensed Cosmetology or Esthetician Instructor using Milady Esthetics Textbooks. Weekly Testing will take place during this time.
- **Classroom Practical:** These hands-on classes will be instructed by a licensed Cosmetology or Esthetician Instructor using Mannequins and other styling tools, chemical and styling equipment.
- **Clinic Learning Experience:** These hands-on classes will be instructed by a licensed Cosmetology or Esthetician Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Esthetician PA program is to prepare graduates who are able to:

- Know State Board of Pennsylvania's rules and laws as it applies to licensing as an Esthetician.
- Demonstrate infection control procedures
- Demonstrate all sanitation laws and rules.
- Know the importance of professional image.
- Understand how major body systems are related to skin and esthetics.
- Analyze different skin types and identify disorders and diseases of the skin.
- Describe the functions of the skin
- Understand the chemical reactions of cosmetics and skin care products on the skin
- Explain the use of facial devices and technology and perform facial treatment procedures.
- Identify face shapes and proportions for makeup applications and create a variety of makeup looks.
- Demonstrate lash and brow tinting procedures.
- Demonstrate smei-permanent lash extension procedures.
- Demonstrate waxing service techniques.
- Identify the relationship between energy balance and complementary therapies
- Describe client preparation, treatment suitability, and confidentiality and privacy issues

Demonstrate professional business skills and infection control procedures on the clinic floor.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 400-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt until they meet the score of 75% or more.
- 100-hour skill evaluation test.
- 250-hour final written exam and State Law final exam. \*\*\* Must pass these exams to be eligible to take your state board exam early at 250 hours. \*\*\*
- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

#### Course Reference/Instructional Materials:

Textbooks	Workbooks	ISBN#	Copyright
MILADY Standard Esthetics: Fundamentals, 12th Edition  MILADY Foundations 1st Edition	MILADY Esthetics: Fundamentals Workbook 12th Edition  MILADY Foundations Workbook 1st Edition	Textbook 1: 978-1-337-09502-0 Textbook 2: 978-1-337-09525-9 Workbook 1: 978-1-337-09504-4 Workbook 2: 978-1-337-09527-3	Cengage

#### ESTHETICIAN PA Course Content:

Curriculum	Subject Hours	Total Hours
Orientation	5	5
Professional Attitude and Best Business Practices	20	25
Sanitation	14	39
History of the Skin, Chemistry and Skin Disorders,	105	144
Product Knowledge	20	164
Facial Treatments, Facial Massage, Microdermabrasion and Electrotherapy/Light Therapy	186	350
Waxing and Tweezing	10	360
Make-Up	30	390
State Laws	10	<b>400</b>

## Course Name: ESTHETICIAN DE

**Course Description:** This Program meets the required number of hours to satisfy Delaware State requirements. The Program is designed to provide the finest education to the student to prepare them to pass the state licensing examination and prepare them to have a successful career as an Esthetician. This includes but is not limited to extensive instruction and practical experience in Facials, Facial Massage Techniques, Make-Up Knowledge, Make-Up Application, Hair Removal and Customer Service. The State of Pennsylvania requires 600 hours of education to become a licensed Esthetician.

**Course Level:** Basic

**Course Length:** 600 Hours

**Program Length in weeks:** 29-40 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- Classroom Theory: These classes will be instructed by a Licensed Cosmetology or Esthetician Instructor using Milady Esthetics Textbooks. Weekly Testing will take place during this time.
- Classroom Practical: These hands-on classes will be instructed by a licensed Cosmetology or Esthetician Instructor using Mannequins and other styling tools, chemical and styling equipment.
- Clinic Learning Experience: These hands-on classes will be instructed by a licensed Cosmetology or Esthetician Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Esthetician DE program is to prepare graduates who are able to:

- Know State Board of Delaware's rules and laws as it applies to licensing as an Esthetician.
- Demonstrate infection control procedures
- Demonstrate all sanitation laws and rules.
- Know the importance of professional image.
- Understand how major body systems are related to skin and esthetics.
- Analyze different skin types and identify disorders and diseases of the skin.
- Describe the functions of the skin
- Understand the chemical reactions of cosmetics and skin care products on the skin
- Explain the use of facial devices and technology and perform facial treatment procedures.
- Identify face shapes and proportions for makeup applications and create a variety of makeup looks.
- Demonstrate lash and brow tinting procedures.
- Demonstrate semi-permanent lash extension procedures.
- Demonstrate waxing service techniques.
- Identify the relationship between energy balance and complementary therapies
- Describe client preparation, treatment suitability, and confidentiality and privacy issues

Demonstrate professional business skills and infection control procedures on the clinic floor.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 600-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt until they meet the score of 75% or more.
- 100-hour skill evaluation test.
- 250-hour final written exam and State Law final exam.
- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

**Course Reference/Instructional Materials:**

Textbooks	Workbooks	ISBN#	Copyright
MILADY Standard Esthetics: Fundamentals, 12th Edition  MILADY Foundations 1st Edition	MILADY Esthetics: Fundamentals Workbook 12th Edition  MILADY Foundations Workbook 1st Edition	Textbook 1: 978-1-337-09502-0 Textbook 2: 978-1-337-09525-9 Workbook 1: 978-1-337-09504-4 Workbook 2: 978-1-337-09527-3	Cengage

**ESTHETICIAN DE Course Content:**

Curriculum	Subject Hours	Total Hours
Orientation	5	5
Professional Attitude and Best Business Practices	20	25
Sanitation	14	39
History of the Skin, Chemistry and Skin Disorders,	105	144
Product Knowledge	20	164
Facial Treatments, Facial Massage, Microdermabrasion and Electrotherapy/Light Therapy	186	350
Waxing and Tweezing	10	360
Make-Up	30	390
State Laws	10	400
Additional Practical Hands-On	200	600

## Course Name: BARBERING

**Course Description:** This Program consists of 1,250 hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest instruction to the student to prepare them to pass the state licensing examination and prepare them to have a successful career in the Barber industry. This includes but is not limited to, extensive instruction and practical experience in all types of Hair Cutting, Hair Coloring, Permanent Waving, Client Customer Service, Personal and Social Development, Retail Knowledge, Client Record Keeping, Business and Managerial Ethics, Proper Sanitation, State Laws and Regulations, Barber shop Administration, Job Readiness Interviewing and Resume Building.

**Course Level:** Basic

**Course Length:** 1,250 Hours

**Program Length in weeks:** 42-63 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- **Classroom Theory:** These classes will be instructed by a Licensed Barber Instructor using Milady Barber Textbooks. Weekly Testing will take place during this time.
- **Classroom Practical:** These hands-on classes will be instructed by a licensed Barber Instructor using Mannequins and other styling tools, chemical and styling equipment.
- **Clinic Learning Experience:** These hands-on classes will be instructed by a licensed Barber Instructor using the skills learned in your classroom practical classes. These services will be performed on the public.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Barbering program is to prepare graduates who are able to:

- Observe the State of Pennsylvania's laws and rules as they apply to the field of Barbering
- Demonstrate all sanitation laws and rules.
- Demonstrate infection control procedures
- Know the importance of professional image
- Define functions of skin and scalp
- Demonstrate industry appropriate haircutting techniques.
- Demonstrate industry appropriate hairstyling techniques.
- Demonstrate industry-appropriate chemical service techniques.
- Demonstrate industry-appropriate esthetics techniques.
- Demonstrate professional business skills and infection control procedures on the clinic floor.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 1,250-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75%, they will be provided another attempt. Retakes once passed with a score of 75% or higher will only be given 75% as the passing score. This applies to all retake's theory or practical.
- 300-hour Cutting Certification.
- Approximately 600-hour written exam.
- Approximately 900-hour final written exam and State Law final exam.

- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

#### Course Reference/Instructional Materials:

Textbook	Workbook	ISBN#	Copyright
MILADY Standard Barbering 6th Edition	MILADY Standard Barbering Student Workbook 6th Edition  MILADY Standard Barbering Exam Review 6th Edition  MILADY Standard Shaving	Textbook: 978-1-305-10055-8  Workbook: 978-1-305-10066-4  Exam Review: 978-1-305-10067-1  Shaving: 978-1-337-62045-1	Cengage

#### BARBERING Course Content:

Curriculum	Subject Hours	Total Hours
Honing and Stropping	25	25
Shaving and Various uses of the straight razor	240	265
Haircutting, Hairstyling, and Hairpieces	535	800
Shampoo and Scalp massages	25	825
Haircoloring	25	850
Massaging (Facials)	25	875
Hair waving or curling (Perms) and Straightening	25	900
Scalp and Skin disease	50	950
State Board of Barbering Laws, Rules, and Regulations	50	1000
Physiology	50	1050
Sterilization and Sanitation	50	1100
Hygiene	25	1125
Bacteriology	25	1150
Electricity (ultraviolet, high frequency, infrared, curling irons)	25	1175
Professional ethics and Barbershop demeanor	25	1200
Manager – Barber instructions, instruments, shop management, examination orientation and preparation for related items	50	1250



## Course Name: MASTER EDUCATOR

**Course Description:** This Program meets the required number of hours to satisfy Pennsylvania State requirements. The Program is designed to provide the finest education to the student to prepare them to pass the state licensing examination and prepare them to have a successful career as a Cosmetology or Esthetician Instructor. This includes but is not limited to, extensive instructional experience in Professional Practices, Learning Environments, Learning Types, Teaching Techniques, Communication, Coaching and Classroom Management.

The State of Pennsylvania requires 500 hours of education to become a licensed Cosmetology Instructor; however, our course consists of 600-hours of Education. By adding those additional 100 hours, the student instructor will be able to master the skills and techniques necessary to assure a successful career as Cosmetology Instructor through assisting and observing a licensed Cosmetology Instructor in the classroom and salon clinic area.

**Course Level:** Basic

**Course Length:** 600 Hours

**Program Length in weeks:** 20-60 Weeks (Depending on Schedule)

**Instructional Method:** This course will be divided into 3 experiences.

- **Classroom Theory:** These classes focus on the different learning types, classroom setup, theory of instruction, etc.... using The Milady Master Educator textbook. Weekly testing will take place during this time.
- **Student Classroom Teaching:** You write your own lesson plans and teach actual students from your lesson plans. You will also assist a licensed Instructor during this time.
- **Clinical Student Teaching:** During this time, you will assist a licensed Instructor in the hands-on live model portion of the Cosmetology or Esthetician Program.

**Course Objective:** The goal of Chrome Institute of Cosmetology, Master Educator program is to prepare graduates who are able to:

- Demonstrate classroom management; including conflict management and professionalism.
- Demonstrate organizational skills in the education environment.
- Demonstrate sequential steps and procedures in lesson planning
- Demonstrate the outcomes of instruction; goals and objectives
- Demonstrate academic advising; including student performance feedback delivery and improvement plan development
- Demonstrate the use of instructional aids and materials.
- Demonstrate oral presentation methods.
- Observe State Board of Pennsylvania Laws and Rules

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The following tests and grading procedures are incorporated during the student's 600-hour course:

- Students must receive 75% or higher on all quizzes, exams and hands on tests. If the student scores under 75% They will be given another attempt until they meet the score of 75% or more.
- 150-hour skill evaluation test.
- 300-hour written exam.
- 400-hour final written exam and State Law final exam. (\*\*\*) Must pass these exams to be eligible to take your state board exam early at 400 hours. (\*\*\*)
- Practical assessments.

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

**Course Reference/Instructional Materials:**

Textbook	Workbook	ISBN#	Copyright
MILADY Master Educator Student Course Book Third Edition	MILADY Exam Review for Master Educator	Textbook: 978-1-133-69369-7 Workbook: 978-1-133-77659-8	Cengage

**MASTER EDUCATOR Course Content:**

Curriculum	Subject Hours	Total Hours
Orientation	5	5
Learning environment, styles and principles	30	35
Methods of Teaching and educational aids	45	80
Lesson Planning	60	140
Classroom Presentations	30	170
Assessment of student progress and advising students	40	210
Career Preparation and Professional Practices	90	300
Student Classroom Teaching	150	450
Student Clinic Teaching	150	<b>600</b>

## GRADUATION REQUIREMENTS:

In order to graduate from the students enrolled program, the student must:

1. Satisfactorily complete and pass all required quizzes, projects and both written and practical exams.
2. Complete scheduled hours
3. Meet all tuition and fee requirements.
4. Maintain satisfactory academic progress requirements for attendance with a minimum of 75% and GPA minimum of 75% and within maximum timeframe for the program.
5. Complete required graduation paperwork and documents
6. Complete exit/graduate counseling interview
7. Payment of any outstanding tuition and or any outstanding financial balance to the school or make satisfactory payment arrangements.

**Upon completion of our programs, student receives a “DIPLOMA”.** Please note that students will not be considered as a graduate, and your diploma and transcripts will not be released to you until all financial obligations have been paid.

**Once a student has met all these requirements, he or she will receive a Graduation Diploma and Official Final Transcripts and be considered a graduate of Chrome Institute of Cosmetology.**

## EMPLOYMENT/PLACEMENT ASSISTANCE:

Chrome Institute of Cosmetology offers academic and graduate employment services to students. The school **does not guarantee** employment but does assist through internal job board, internal & external career days, and by continuing local relationships with salons and other possible beauty related employers.

To ensure students are receiving the most from the available campus resources, we encourage all students to meet with administration early in their programs and maintain contact throughout their education. This will increase their chances for success in their chosen fields.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult with administration for advice on networking and interviewing skills.

In addition, students participate in career development as part of the program curriculum, which focuses on job search tools and resources, and professionalism. Students develop career-planning strategies preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are sent out after graduation.

Administration will release information specific to a student or graduate's career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

## 2024 SCHOOL CALENDAR:

Holiday/School Closure	Date
New Year's Day	January 1, 2024
Easter	April 1, 2024
Memorial Day	May 27, 2024
Independence Day Week (Summer Break)	July 1, 2024 – July 5, 2024
Labor Day	September 2, 2024
Thanksgiving Day	November 28, 2024
Day After Thanksgiving	November 29, 2024
Christmas Eve (Winter Break)	December 24, 2024 – January 3, 2025

This is subject to change yearly as extra days surrounding these holidays MAY be added. The actual dates will reflect the particular calendar year. We are closed the full week of the 4th of July for summer break and the week between Christmas and new year for Winter break. Additional holidays may be added to the schedule at the discretion of school administration. If a Holiday is added the students' contract will be addended to include the addition of the holiday, so that the hours missed for that day will not reflect on your missed time allotment.

The school is open for business unless there is a declared State of Emergency. Inclement weather closures will be reported via Chrome Institute of Cosmetology social media sites as well as 6abc and Fox 29.

## 2024 CLASS START DATES:

July 15<sup>th</sup>, 2024 – All Programs

September 9<sup>th</sup>, 2024 – All Programs

November 11<sup>th</sup>, 2024 – All Programs

MONTHLY ENROLLMENT AVAILABLE FOR MASTER EDUCATORS... PLEASE CALL THE SCHOOL TO DISCUSS

	Week One	Week Two	Week Three	Week Four	Week Five
<b>January</b>	3 <sup>rd</sup> (Wednesday)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
<b>February</b>	5 <sup>th</sup>	12 <sup>th</sup>	19 <sup>th</sup>	26 <sup>th</sup>	X
<b>March</b>	4 <sup>th</sup>	11 <sup>th</sup>	18 <sup>th</sup>	25 <sup>th</sup>	X
<b>April</b>	2 <sup>nd</sup> (Tuesday)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
<b>May</b>	6 <sup>th</sup>	13 <sup>th</sup>	20 <sup>th</sup>	27 <sup>th</sup>	X
<b>June</b>	3 <sup>rd</sup>	10 <sup>th</sup>	17 <sup>th</sup>	24 <sup>th</sup>	X
<b>July</b>	Summer Break (No Start This Week)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
<b>August</b>	5 <sup>th</sup>	12 <sup>th</sup>	19 <sup>th</sup>	26 <sup>th</sup>	X
<b>September</b>	3 <sup>rd</sup> (Tuesday)	9 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	30 <sup>th</sup>
<b>October</b>	7 <sup>th</sup>	14 <sup>th</sup>	21 <sup>st</sup>	28 <sup>th</sup>	X
<b>November</b>	4 <sup>th</sup>	11 <sup>th</sup>	18 <sup>th</sup>	25 <sup>th</sup>	X
<b>December</b>	2 <sup>nd</sup>	9 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	Winter Break

## NON-DISCRIMINATION POLICY:

The school does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provide equal access to its educational programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Johnny Chambers, Owner  
Chrome Institute of Cosmetology  
1 Campus Boulevard  
Newtown Square, PA 19073  
(484)-222-4808 ext.100  
Email: [johnny@chromesalonpa.com](mailto:johnny@chromesalonpa.com)

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is request to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form**. For further information on notice of non-discrimination, see the information below:

### **The Office for Civil Rights (OCR) National Headquarters**

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue Southwest, Washing, D.C. 20202-1100  
Phone: (800) 421-3481      TDD: (800) 877-8339      Fax: (202) 453-6012  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### **The Office for Civil Rights (OCR) Philadelphia Office**

Office for Civil Rights  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Phone: (215) 656-8541      TDD: (800) 877-8339      Fax: (215) 656-8605  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## PHYSICAL DEMANDS:

Cosmetologists, Barbers, and Estheticians can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Barbers, and Estheticians may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Barbers, and Estheticians to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

## SCHOOL OWNER'S:

Chrome Institute of Cosmetology, LLC (DBA) Chrome Institute of Cosmetology is an independently owned and operated Cosmetology Institute. The institution is owned by: Johnny and Becky Chambers.

Johnny Chambers  
President/Director  
1 Campus Blvd  
Newtown Square, PA 19073  
(484)-222-4808 ext.100  
[Johnny@chromesalonpa.com](mailto:Johnny@chromesalonpa.com)

Becky Chambers  
Vice President  
1 Campus Blvd  
Newtown Square, PA 19073  
(484)-222-4808 ext.100  
[Johnny@chromesalonpa.com](mailto:Johnny@chromesalonpa.com)

## BRIEF HISTORY OF OWNERSHIP:

Chrome Institute of Cosmetology was founded in 2018 by notable precision hair cutter, stylist and salon owner Becky Chambers and her Husband Johnny Chambers who is a renowned colorist, licensed cosmetology instructor and salon owner. The Chambers opened the much-anticipated Chrome Salon of Media in November of 2012 and won best new business of Media in 2012 after being opened 2 short months. Becky put together an amazing team at Chrome and together with her team continued to grow the salon year after year becoming one of the most talked about salons in Delaware County. Johnny spent his day working at all the major Cosmetology Schools in the area. He did it all in the school setting from teach to school director and attended annual meetings for the American Association of Cosmetology Schools "AACCS" and the National Accrediting Commission of Career Arts & Sciences "NACCAS". In March 2017 the Chambers opened their second salon location Chrome Salon of Chadds Ford. They grew the second location by instilling the same business practice that made them notable in their Media location. The Chambers saw while their salons had amazing talent, the new talent coming from Cosmetology school had to be re trained to the products and techniques used at the salon. They quickly discovered a need for a "Unique Cosmetology School", one that was inclusive and not exclusive, one that taught all major brands and techniques and not just singularly focused on one. Out of this Chrome Institute of Cosmetology was born.

## PA STATE BOARD OF COSMETOLOGY:

Penn Center  
2601 N 3<sup>rd</sup> Street  
Harrisburg, PA 17110  
Telephone: (717)-783-7130  
Website: [www.dos.pa.gov](http://www.dos.pa.gov)

## ACCREDITATION:

Accredited  
National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
Telephone: (703)-600-7600



Fax: (703)-379-2200  
Email: [support@naccas.org](mailto:support@naccas.org)  
Website: [www.naccas.org](http://www.naccas.org)

## STUDENT SERVICES:

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

## STUDENT ADVISING & GUIDANCE:

Chrome Institute of Cosmetology makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

## PERSONAL COUNSELING SERVICES/AGENCIES:

Chrome Institute of Cosmetology administrative and educational leadership are available to provide resource information to students who may seek or need personal and or professional assistance. All student matters are confidential and are never shared with anyone unless a release form has been signed by the student stating who the school can release the information to in accordance with FERPA.

- |  |   |
|--|---|
| 1. Valley Creek Crisis Center (24 hours/7days) | 610-918-2100  |
| 2. Crisis Text Line                            | 741741  |
| 3. National Suicide Prevention Talk Line       | 1-800-273-TALK  |
| 4. Para ayuda en español                       | 1-888-628-9454  |
| 5. National Women's Health Information Center  | 1-800-994-9662 <a href="http://womenshealth.gov">womenshealth.gov</a> |
| 6. National Domestic Violence Hotline          | 1-800-799-7222 OR 1-800-787-3224                                      |
| 7. National Sexual Assault Hotline             | 1-800-656-4673  |

## PERSONAL INFORMATION RECORDS UPDATE/CHANGES:

1. Address/Telephone Number Changes: Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal

Service or other delivery carrier service, with an address correction.

2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

## RIGHTS RESERVED:

Chrome Institute of Cosmetology reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Chrome Institute of Cosmetology has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

## SCHEDULE CHANGES:

Chrome Institute of Cosmetology reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

## TRANSCRIPTS:

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received enrollment date range, and status of the student. Official transcripts are issued by the school's designated official. Transcript requests maybe made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph \ and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

Please note there is a **\$25 Transcript Request fee** for any transcript requests.

## STUDENT POLICIES:

### **GROUNDS FOR TERMINATION**

Chrome Institute of Cosmetology reserves the right to terminate or to suspend a student for any reason and with or without previous warning; including, but not limited to:

1. Excessive tardiness or absences.
2. Failure to comply with conduct and employability standards.
3. Damage to property belonging to the school or its employees or other students.
4. Breach of school policies, rules or regulations.
5. Bullying, conduct, harassment, violence, or any conditions that pose or may pose a threat to other students, guests, or employees.
6. Providing fraudulent or misleading information/documentation required for admissions, financial aid, or attendance.
7. Failure to make satisfactory arrangements for payments of tuition/expenses;
8. Failure to make satisfactory academic progress.
9. Drugs, alcohol, possession of and or substance abuse. (Required use of any controlled substance requires official authorization by a licensed medical provider)

## **TARDINESS**

Students must report to class on time. Late arrival for any reason must be communicated and explained to the designated school official or current instructor. Excused and Unexcused is discussed below in the "Attendance" section.

## **ATTENDANCE**

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process and on time program completion. Students must inform the school of any planned absence by completing a **Student Absence Notification Form** prior to the date of the planned absence (EXCUSED). In cases of illness, emergency or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than 30 minutes prior to their courses scheduled start time to notify their classroom instructor and/or the Clinic Instructor. If the student does not adhere to this contact time, the student's absence or tardy will be deemed UNEXCUSED.

- Student absent 14 consecutive regularly scheduled course days without contact will be immediately dismissed from the school on the 15th scheduled day of non-attendance.

Unscheduled school hours and days that may be offered are at the school's discretion for make-up time and or work and completion of guest services. Any student falling below 75% attendance will be subject to disciplinary action and could be in jeopardy of being withdrawn.

**The student withdrawal date for any student that withdraws or is dismissed from the school will be the last date of attendance.** Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Example:

Attended hours = 250.0

Absent hours = 28.0

Scheduled hours = 278.0

Percentage =  $250/278 = 89.93\%$

## **CONDUCT AND PROFESSIONAL STANDARDS:**

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school.
  2. Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
  3. Vandalizing, stealing or being in possession of stolen property.
  4. Falsifying personal information on school documents and/or presentation of forged documents.
  5. Drugs, alcohol, possession of and or substance abuse not authorized by a licensed medical provider.

## ALCOHOL AND DRUG PREVENTION

Chrome Institute of Cosmetology supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

## SATISFACTORY PROGRESS

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 75% and average cumulative attendance of 75% to be considered making SAP and to complete the scheduled course within the maximum time frame. **See full Satisfactory Academic Progress Policy for additional information.**

## FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled. All payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination: **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees.**

## CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

## DRESS CODE

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is enforced at all times during the student's school hours, while on school premises, while attending via distance education (if applicable), as well as when attending school sponsored events.

Students are expected to use good taste and judgement in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that the school wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

1. Students are required to dress professionally.
  - All Students must wear only black head to toe.
  - Esthetician Students must wear top & bottom BLACK scrubs.
  - Shoes should be black, professional, and comfortable. NO SLIPPERS. MUST BE CLOSED TOE.
    - **The following is a list of unacceptable dress for students:**
    - Flip flops, sandals, slippers, or any other open toe shoes
    - Jeans or clothing made of denim (This will only be allowed on dress down days or "Jean Days")
    - Tank tops, sleeveless tops, or sheer clothing
    - Printed t-shirts other than those with a "CHROME" logo
    - Short skirts/dresses that fall above the fingertips
    - Shorts, spandex, or athletic apparel
2. Student dress code must be always followed during school hours, while on school premises or at school sponsored events.
3. Students who do not adhere to the school's dress code must clock out and leave the school premises or school sponsored event until they are in compliance with the student dress code.
4. All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
5. Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than school designated wear or other unprofessional clothing is prohibited.

6. No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
7. Hands and fingernails must be clean and manicured students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
8. Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.

## MAKE-UP WORK

Students must make-up failed or missed tests and incomplete assignments.

## CHILDCARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare. The school is available to assist with finding childcare resources.

## TIME CLOCKS AND CLOCK HOURS

Student hours are recorded on a time clock each day. It's the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. **To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity that is unsupervised by a licensed instructor. Students will receive hours for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the designated school official.

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

## NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school.

## SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments,

personal attacks, cyber bullying, or any conduct that is not in compliant with the school's standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media account, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Chrome Institute of Cosmetology Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education. The Satisfactory Academic Progress Policy applies to every student enrolled. **(Currently Chrome Institute of Cosmetology does not participate in Title IV HEA Program)**

- This policy applies to every student enrolled in NACCAS approved program.
- All students are provided with this policy prior to enrollment in any of the school's currently offered programs.
- The policy is also applied consistently to all students enrolled in a specific program and is scheduled for a particular category of attendance, either part-time or full-time.

Student training is measured and communicated by:

1. Attendance (Quantitative) and;
2. Academic Grades (Qualitative)

**A.** Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain a cumulative academic grade percentage of 75% and average cumulative attendance of 75% at the designated evaluation periods throughout the course or their respective program of study to be considered making SAP and to complete the scheduled course within the maximum time frame.

**B.** *The School's academic year is defined in 900 clock hours and 30 academic weeks of instruction.*

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on SCHEDULED hours as follows:

PROGRAM NAME / CLOCK HOURS	EVALUATION PERIOD (Scheduled Hours & Weeks)	ACADMEIC YEAR LENGTH
Cosmetology PA / 1,250	450/900/1250 15/30/42	900 Hours
Cosmetology DE / 1,500	450/900/1200/1500 15/30/40/50	900 Hours
Master Educator / 600	300/600 10-30/20-60	900 Hours
Esthetician PA / 400	200/400 10/20	900 Hours
Esthetician DE / 600	300/600 14/29	900 Hours



Barbering / 1,250	450/900/1250 15/30/42	900 Hours
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### ACADEMIC YEAR PER PROGRAM

PROGRAM	ACADEMIC YEAR 1	ACADEMIC YEAR 2
Cosmetology PA	900 Hours	350 Hours
Cosmetology DE	900 Hours	600 Hours
Master Educator	600 Hours	X
Esthetician PA	400 Hours	X
Esthetician DE	600 Hours	X
BARBERING	900 Hours	350 Hours

- C. The maximum time a student has to complete is 133% of the course length. All minimum course lengths are determined by **Chrome Institute of Cosmetology** or **National Accrediting Commission of Career Arts And Sciences (NACCAS)**. Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may later re-enroll at the school on a cash pay basis should the student's Federal Financial Aid be terminated. At no time can a student exceed 150% of the program length regardless of the payment method.

### MAXIMUM TIME FRAME

The Maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

PROGRAM NAME / HOURS	STATUS	HOURS P/WEEK	PROGRAM HOURS	MAXIMUM TIME FRAME WEEKS	MAXIMUM SCHEDULED HOURS
Cosmetology PA 1,250 Hours / 42 Weeks	Full Time	30	1,250	55.43	1,663
Cosmetology PA 1,250 Hours/ 63 Weeks	Part Time	20	1,250	83.15	1,663
Cosmetology DE 1,500 Hours/ 50 Weeks	Full Time	30	1,500	66.5	1,995
Cosmetology DE 1,500 Hours/ 75 Weeks	Part Time	20	1,500	99.75	1,995
Master Educator 600 Hours/ 20- 37.5 Weeks	Full Time	16 – 30	600	49.88 – 26.6	798
Master Educator 600 Hours/ 40- 60 Weeks	Part Time	10 – 15	600	79.8 – 53.2	798
Esthetician PA 400 Hours/ 20 Weeks	Full Time	21	400	25.33	532
Esthetician PA	Part Time	15	400	35.46	532

400 Hours/ 28 Weeks					
Esthetician DE 600 Hours/ 29 Weeks	Full Time	21	600	38	798
Esthetician DE 600 Hours/ 40 Weeks	Part Time	15	600	53.2	798
Barbering 1,250 Hours/ 42 Weeks	Full Time	30	1,250	55.43	1,663
Barbering 1,250 Hours/ 63 Weeks	Part Time	20	1,250	55.43	1663

The maximum time frame allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 133% of the scheduled hours. **Chrome Institute of Cosmetology evaluation periods are based on Scheduled hours completed.**

Students who exceed the maximum time frame shall be terminated from the program. Should the student meet re-enrollment criteria, student will be re-entered in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admissions policy.

Establishes evaluation periods (which may coincide with payment periods established with the US Department of Education for purposes of Title IV funding, if applicable) in accordance with the following:

- A. For courses or program with a total length that is one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program; and
- B. For courses or programs with a total length that exceeds one academic year, each full academic year, is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the course or program is either;
- C. Treated as a single evaluation period if the remainder is less than or equal to half of an academic year, or
- D. Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

- D. Students will be sent or provided a Satisfactory Academic Progress Report upon reaching each evaluation period. (The school may elect to omit evaluations at the conclusion of the last evaluation period within a course or program.) SAP will be evaluated at the conclusion of each evaluation period and completed within **seven (7) school business days** of the scheduled evaluation. Students who are found not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student's file and additional copies of a student's SAP report is available to each student upon request.
- E. A student's academic grade percentage is determined by:

- a) Theory exams;
- b) Practical exams, and;
- c) Practice/technical activities

GRADE	PERCENTAGE	Description
A	100% - 94%	Excellent
B	93% - 87%	Very Good
C	86% - 80%	Passing
D	79% - 75%	Needs Improvement
F	74% - under	Failure

Students meeting the minimum requirements for academics 75% and attendance 75% at the evaluation are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable), unless the student is on warning.

- F. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended divided by their scheduled hours = cumulative % of attendance.

- G. A student will be placed on **warning**, but considered to be making SAP during the warning period, if the student's attendance falls below 75% or their academics fall below 75%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be placed on probation.

In the event the student **withdraws, or other official interruption**, the student, upon returning to school, maintains the status as of the time of departure. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by at least the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

- H. **Withdrawals and Incompletes** have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing, if the student meets quantitative SAP standard, Chrome Institute of Cosmetology does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

- I. With regard to SAP, a student's **transfer hours** accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on SCHEDULED contracted hours at the school.

- J. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not considered meeting minimum standards for satisfactory academic progress if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and

- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

**K. Appeal Process:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 7 calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with the supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and be reported to the student within 7

calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

- a) **Students who do not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on or has prevailed upon appeal of the determination that has resulted in the status of probation.**

**L. Non-Credit, Remedial Courses, Repetitions:** Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**M. Re-establishing eligibility:** Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 75% academic grade percentage and will be able to complete the program within the maximum time frame.

Students **NOT** meeting satisfactory academic progress (SAP) will receive a hard copy of their SAP determination at the time of each evaluation.

## **ADDITIONAL SCHOOL POLICIES:**

### ***ACADEMIC DISHONESTY/CHEATING***

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

### ***RELEASE***

The student and/or legal guardian grant Chrome Institute of Cosmetology the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

## ***EQUIPMENT & PERSONAL BELONGINGS***

Each student is responsible for their own equipment, books and personal belongings and is provided a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

## **STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY:**

*(Students are provided with this information as part of Pre-Enrollment prior to enrollment and during orientation via this catalog.)*

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
  - a. Make an appointment to discuss the matter informally with the School Director or designee. If not resolved at this level, the student may:
    - i. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved:
    - ii. The official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the student's satisfaction:
    - iii. Student may submit to the program State Board and/or NACCAS only after the student has exhausted the institutions' internal complaint process.

### ***PA STATE BOARD OF COSMETOLOGY***

Penn Center  
2601 N 3<sup>rd</sup> Street  
Harrisburg, PA 17110  
Telephone: (717)-783-7130  
Website: [www.dos.pa.gov](http://www.dos.pa.gov)

### ***NACCAS***

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
Telephone: (703)-600-7600  
Fax: (703)-379-2200  
Email: [support@naccas.org](mailto:support@naccas.org)  
Website: [www.naccas.org](http://www.naccas.org)

## PAYMENT AGREEMENT:

All student payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any changes in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages financial aid/payments.

**BILLING:** Tuition payments are due based on the schedule established through the financial planning process. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable. Students are responsible for paying the total tuition and fees. Debit/Credit card payments are subject to a 3.5% processing fee.

## *SCHOLARSHIP & FEE WAIVERS*

Chrome Institute of Cosmetology reserves the right to offer scholarships and waive fees to eligible students. The scholarship details and how students qualify for these opportunities do vary based on the most current offer. Potential students are given the details about the most current scholarship opportunity before they enroll in school, during their tour.

Scholarships/Fee Waivers are applied to the students account upon initial enrollment. Should a student decide to take advantage of a scholarship opportunity or a waiver of fees provided by Chrome Institute of Cosmetology, please note they agree to the following statement...

"Students who receive a scholarship from Chrome Institute of Cosmetology and withdraw from our programs will forfeit their scholarship. We do provide the scholarship upfront. However, if the program is not completed, the scholarship will be lost, and the scholarship funds will be owed back to the school.

If receiving a scholarship, please sign and date below to agree to these terms and as acknowledgement."

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Scholarship Amount\$: \_\_\_\_\_

## REFUND POLICY – NOTICE OF CANCELLATION:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. **This refund policy/notice of cancellation complies with the mandated policy.**

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely.** Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. **All refund calculations are based on scheduled hours.**

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if, applicable), kit, books, uniforms and other supplies issued and opened in any manner.

**OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:**



1. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee (if, applicable).
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee (if, applicable).
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee of \$100.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.
  - In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

**THE POLICY REQUIRES THAT:**

- Unofficial withdrawals or clock hour students are determined by the school through monitoring clock hour attendance of students at least every (30) calendar days.
- For a School that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. As a clock hour school, the refund is calculated based on the students last date of attendance.
- Unofficial withdrawals for non-clock hour student are determined by the school through monitoring of student's completion of class participation in learning activities such as class assignments, examinations tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
- All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- A non-refundable registration fee of \$100 is charged, if applicable.
- A termination fee of \$150 is charged, if applicable.

**MINIMUM TUITION ADJUSTMENT SCHEDULE**

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%



## **COURSE and/or PROGRAM CANCELLATION POLICY:**

If a course or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

- a) Provide a full refund of all monies paid; or
- b) Provide completion of the course and/or program.

If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b) Provide completion of the course and/or program; or
- c) Participate in a Teach-Out Agreement; or
- d) Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

- a) Provide a pro rata refund; or
- b) Participate in a Teach-Out Agreement.

**\*The school is NOT currently eligible to participate in federal Title IV Financial Aid Programs**

## **STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY:**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Chrome Institute of Cosmetology has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the designated school official. Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records, that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation the school, or if there is an unresolved disciplinary or academic dishonesty action against the student

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or stating the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardian of a dependent minor student may file complaints regarding alleged failure to comply with FERPA with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

## ADMINISTRATION & FACULTY AS OF September 2024

NAME	POSITION	DEPARTMENT
Johnny Chambers	Owner / Director	Director
Becky Chambers	Owner / Social Media	Social Media
John Chambers Sr.	Director of Operations	Operations
Joseph Chambers	Director of Admissions & Financial Aid	Admissions & Financial Aid
Lori Kaplan	Director of Education / School Supervisor	Education
Karen Popp	Esthetician Instructor	Education
Rita Chambers	Front Desk Coordinator	Operations
Keishona Robinson	Cosmetology Instructor	Education

## STUDENT OUTCOMES:

Student outcomes in GRADUATION, LICENSURE, AND PLACEMENT RATES. The following statistics represent institutional outcomes for GRADUATION, LICENSURE (exam pass rates), AND PLACEMENT Rates as of 11/30/2023 as reported to NACCAS for the 2022 student cohort.

**Graduation Rates:** Of the students scheduled to graduate from the program in the reporting year, the percentage that actually graduated before the annual report deadline.

Location	Cosmetology PA	Cosmetology DE	Esthetician PA	Esthetician DE	Master Educator	Barbering	All Students	All Programs
Main Campus (Newtown Square PA)	14 of 15 93.33%	N/A (No Students Enrolled During Reporting Period)	22 of 23 95.95%	N/A (No Students Enrolled During Reporting Period)	2 of 2 100%	N/A (No Students Enrolled During Reporting Period)	38 of 40	95%

**Placement Rates:** Of those graduating from the graduation cohort who are eligible for placement, the percentage of those who were placed prior to the annual report deadline.

Location	Cosmetology PA	Cosmetology DE	Esthetician PA	Esthetician DE	Master Educator	Barbering	All Students	All Programs
Main Campus (Newtown Square PA)	14 of 14 100%	N/A (No Students Enrolled During Reporting Period)	19 of 22 86.36%	N/A (No Students Enrolled During Reporting Period)	2 of 2 100%	N/A (No Students Enrolled During Reporting Period)	35 of 38	92.11%

**Licensure Rates:** Of the graduates from the graduating cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.

Location	Cosmetology PA	Cosmetology DE	Esthetician PA	Esthetician DE	Master Educator	Barbering	All Students	All Programs
Main Campus (Newtown Square PA)	13 of 14 92.86%	N/A (No Students Enrolled During Reporting Period)	15 of 17 88.24%	N/A (No Students Enrolled During Reporting Period)	2 of 2 100%	N/A (No Students Enrolled During Reporting Period)	30 of 33	90.91%

## EMERGENCY SCHOOL CLOSINGS:

The school is open for business unless there is a declared State of Emergency. Inclement weather closures will be reported via Chrome Institute of Cosmetology social media sites as well as 6abc and Fox 29. If a situation arises that may have an effect on normal hours of operation, students will receive instructions from the school management through social media, email and/or text message. Examples causing school closures could be:

- Weather
- Power Outage
- Unsafe Campus Environment

## SCHOOL DELAYS:

The school is open for business unless there is a declared State of Emergency. If a situation arises that may have an effect on normal hours of operation, students will receive instructions from the school management through social media, email and/or text message. Examples causing school delays could be:

- Weather
- Power Outage
- Unsafe Campus Environment

## POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES:

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Chrome Institute of Cosmetology. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the way specific courses are conducted, and/or modification of school policies and procedures. Chrome Institute of Cosmetology is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program, or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the campus director, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations to follow:

1. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
2. Applicants requesting accommodations must be acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the admissions officer and or the campus director.

## SCHOOL POLICY ON POLICIES:

The school reserves the right an any time to make policy changes. Notice of policy changes will be given at least 10 days prior to implementation. Notice is given via email, internal postings and announcements for both students and staff.

## SEXUAL HARASSMENT/SEXUAL ASSAULT:

Chrome Institute of Cosmetology considers sexual harassment, including sexual assault, of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Pennsylvania Human Rights Law, and Title IX of the Education Amendments, and is punishable under both federal and state laws.

Chrome Institute of Cosmetology is committed to maintaining a learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities. Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male.

Administration will take prompt equitable and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible, consistent with The School's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliations. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

Students who believe they have been sexually harassed should issue complaints immediately to school leadership.

### HOUSING:

Chrome Institute of Cosmetology currently does NOT offer student housing. However, school personnel can assist those students who are local or new to the area with prospective housing recommendations.

### ADVISING OBJECTIVES:

If a student needs academic, attendance and or personal advising, the school administration and educational team are available. The school's advising objectives are:

- To assist student(s) with personal and career goal setting.
- To assist student(s) with job placement.
- To listen to personal matters and provide information as to where assistance can be found.
- To assist with locating financial aid support in the form of grants, loans, scholarships for eligible students.
- To review with a student their progress monthly concerning grades, attendance theory, practical or student salon clinic activities.
- To provide support and conflict resolution guidance.
- To provide needed support in relation to student experience at the school.

## INDUSTRY OPPORTUNITIES & OCCUPATIONS:

### BARBERS, COSMETOLOGY, & HAIRSTYLISTS

QUICK FACTS: BARBERS, COSMETOLOGISTS, & HAIRSTYLISTS	
2023 Median Pay	\$35,080 per year \$16.87 per year
Typical Entry Level Education	Post secondary nondegree award
Work Experience In Related Education	None
On-The-Job Training	None
Number of Jobs, 2022	618,900
Job Outlook, 2022-32	8% (Faster than average)
Employment Change, 2022-32	47,200

#### What Barbers, Hairstylists, and Cosmetologists Do:

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and other services related to personal appearance.

#### Work Environment:

Barbers, hairstylists, and cosmetologists work mostly in barbershops or salons. Most are full time, although part-time work is common. Work schedules may vary and often include evenings and weekends. Physical stamina is important, because they are on their feet for most of their scheduled work day.

Hairdressers, hairstylists, and cosmetologists held about 618,900 jobs in 2022. The largest employers of barbers, hairdressers, hairstylists, and cosmetologists were as follows:

- Personal care services 48%
- Self-employed workers 46%
- Retail trade 4%

#### Pay:

The median wage for barbers, hairstylists, and cosmetologists was \$16.87 in May 2023.

#### Job Outlook:

The overall projected growth is 8% from 2022-2032, faster than the average for all occupations.

#### Duties:

- Inspect and analyze hair, skin, and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color lighten and condition hair
- Chemically change hair textures
- Cut, dry and style hair
- Receive payments from Clients
- Clean and disinfect all tools and work areas.

Those who operate their own businesses/salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

#### WORK SCHEDULES:

Many barbers, hairstylists, and cosmetologists work full time; however, part-time positions are also common. Those who run their own salons may have long workdays. Work schedules often include evenings and weekends, the times when salons are the busiest. Those who are self-employed usually determine their own schedules.

## LICENSES, CERTIFICATIONS and REGISTRATIONS:

Barbers, Hairstylists, and Cosmetologists must obtain a license in order to work. Qualifications for a license vary by state, but generally, a person must fulfill the following criteria:

- Reached a minimum age of 16
- Received a high school diploma or equivalent
- Graduated from a state licensed cosmetology or barber school.

After graduating from a state-approved training program, students take a state licensing exam that includes a written test and, in some cases, a practical test of styling skills or an oral exam.

Combine the two licenses. A fee usually is required to apply for a license, and continuing education units (CEUs) may be required with periodic license renewals.

Some states have reciprocity agreements that allow licensed barbers and cosmetologists to get a license in another state without needing additional formal training or state board testing, but such agreements are not common. Consequently, people who want to work in a particular state should review the laws of that state before entering a training program.

## EMPLOYMENT:

Much of the projected employment growth in these occupations is due to recovery from the COVID-19 recession that began in 2020 and is likely to occur early in the decade.

The need for barbers and hairdressers will stem primarily from population growth, leading to greater demand for basic hair care services. In addition, an increased demand for hair coloring, hair straightening, and other advanced hair treatments is expected to continue over the projection's decade.

Barbers, hairstylists, and cosmetologists continue to compete with providers of specialized services, such as nail and skin care. Consumers often choose manicurists and pedicurists and skincare specialists for these services, rather than to visit Barbers, hairstylists, and cosmetologists for them. Still, employment is expected to grow to meet increased demand for personal appearance services.

(Resource: US Industry Outlook, <https://www.bls.gov>)

## SKINCARE SPECIALISTS

QUICK FACTS: SKINCARE SPECIALIST	
2023 Median Pay	\$43,200 per year \$20.77 per hour
Typical Entry Level Education	Post secondary nondegree award
Work Experience In Related Education	None
On-The-Job Training	None
Number of Jobs, 2022	82,000
Job Outlook, 2022-32	9% (Much faster than average)
Employment Change, 2022-32	7,500

### What Skincare Specialists Do:

Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.

### Work Environment:

Skincare specialists usually work in salons and beauty and health spas, and some are self-employed. Although most work full time, many work evenings and weekends.



Skincare specialists held about 82,000 jobs in 2023. The largest employers of skincare specialists were as follows:

- Personal Care Services 53%
- Self-Employed 24%
- Offices of Physicians 9%
- Health and Personal Care Stores 5%
- Traveler Accommodations 3%

Skincare specialists usually work in salons and beauty and health spas. Some work in medical offices. Skincare specialists may have to stand for extended periods of time.

Because skincare specialists must evaluate the condition of the skin, good lighting and clean surroundings are important. Protective clothing and good ventilation also may be necessary, because skincare specialists often use chemicals on the face and body.

### Pay:

The median hourly wage for skincare specialists was \$20.77 in May 2023.

The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$13.27, and the highest 10 percent earned more than \$39.10.

- Offices of Physicians \$23.65
- Personal Care Services \$20.75
- Health and Personal Care Services \$17.88
- Traveler Accommodation \$16.61

### Job Outlook:

Employment of skincare specialists is projected to grow 9 percent from 2022 to 2032, much faster than the average for all occupations.

About 12,400 openings for skincare specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

### Duties:

Skincare specialists typically do the following:

- Evaluate clients' skin condition and appearance
- Discuss available treatments and determine which products will improve clients' skin quality
- Remove unwanted hair, using wax, lasers, or other approved treatments
- Clean the skin before applying makeup
- Recommend skin care products, such as cleansers, lotions, or creams
- Teach and advise clients on how to apply makeup, and how to take care of their skin
- Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems
- Disinfect equipment and clean work areas

Skincare specialists give facials, full-body treatments, and head and neck massages to improve the health and appearance of the skin. Some may provide other skin care treatments, such as peels, masks, and scrubs, to remove dead or dry skin.

In addition, skincare specialists create daily skincare routines for clients based on skin analysis and help them understand which skincare products will work best for them. A growing number of specialists actively sell skincare products, such as cleansers, lotions, and creams.

Those who operate their own salons have managerial duties that include hiring, firing, and supervising workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

#### WORK SCHEDULES:

Skincare specialists typically work full time, and many work evenings and weekends. Working more than 40 hours a week is common.

#### LICENSES, CERTIFICATIONS and REGISTRATIONS:

After completing an approved cosmetology or esthetician program, skincare specialists take a written and practical exam to get a state license. Licensing requirements vary by state, so those interested should contact their state board.

Many states offer continuing education seminars and programs designed to keep skincare specialists current on new techniques and products. Post-licensing training is also available through manufacturers, associations, and at trade shows.

#### EMPLOYMENT:

The projected increase in employment reflects demand for services being offered, such as mini-sessions (quick facials at a lower cost) and mobile facials (making house calls) directly from skincare specialists rather than hairdressers, hairstylists, and cosmetologists. Employment growth also should result from the desire among many women and a growing number of men who seek out skincare services to reduce the effects of aging, to look good on social media platforms, and to lead a healthier lifestyle through better grooming.

(Resource: US Industry Outlook, <https://www.bls.gov>)

#### STUDENT RECORDS:

### Privacy Act Information

Students may review their records at any time. We guarantee the rights of students and parent-guardians of dependent minors to access their records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent, guardian of dependent minor.

Information related or regarding students will only be released upon receipt of a written consent form from the student if independent or a written consent form from his/her parent/guardian if a dependent minor.

All student records are secured at the school in locked file cabinets. Only administrative and educational team members have access to these files.

The school provides adequate safeguards of student records requested by governmental agencies as follows:

- Written legally authorized requests are required from the agency desiring information.
- The school protects the privacy rights of students and staff members.
- The school provides for necessary duplicate records of any information sent out of the school.
- The school does not publish a student directory containing pertinent information about a student.
- The school will provide and permit access to student and other school records as required for any 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.

The school ensures the release of personal information from the student, and/or parent or guardian, if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The college maintains cumulative education records for each student for a minimum of six years after graduation or termination of said student.

## HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY:

Chrome Institute of Cosmetology is committed to maintaining a learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices. Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated at Chrome Institute of Cosmetology. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by Chrome Institute of Cosmetology. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individuals against whom the complaint is filed as much as possible, consistent with The School's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred. Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliations. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violations of this policy may be subject to disciplinary action up to and including termination.

## PARKING:

Students must abide by local (city and/or landlord) parking rules, which are announced during your initial tour, your initial meeting to complete your school enrollment paperwork and also on your first day of class.

**Chrome Institute of Cosmetology will not be responsible for parking violations and/or towing fees. Chrome Institute of Cosmetology does offer on-site parking.**

## GUEST ARTIST/SPEAKERS AND CAREER FAIRS:

All Students will have the opportunity to be educated and introduced to both local and national guest artists, speakers, educators, industry experts, and various product manufacturers. Students who volunteer and willingly allow any guest artist, industry expert, or product specific employee to alter their appearance in any way, accept full responsibility and consent for any and all services performed.

## FIELD TRIPS:

Field trips to local professional retail, salon, spa, school, resort, and or locations related to the on hand work our students are offered throughout the year. These events and field trips may take place during school hours, or after school hours, including but not limited to: evenings and weekends. In some cases, there may be additional travel and or entry expense occurred by the student. An example of this would be our yearly attendance to the IBC Show in New York City. Students are not required to attend this trip. If the Student does not attend the trip to the IBC Show or any other trip that requires an additional expense, the student will be provided daily instruction at our

facility, if the trip occurs during normal enrollment time and/or normal operating hours. All students must complete a written consent form to participate in any and all Chrome Institute of Cosmetology field trips. In order to earn hours for any activities, trips or classes being held off campus, a Chrome Institute of Cosmetology Teacher or Representative must be in attendance to validate your presence. For selected field trips that do not require an additional expense, if a student elects to not participate, they may not be able to attend school and accrue hours during that time.

### STATE LICENSING DISCLAIMER:

The state may refuse to grant a license to a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the State Board of Cosmetology to deny licensure. The State Board of Cosmetology may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Chrome Institute of Cosmetology is not responsible for students denied licensure.

### CONSTITUTION DAY:

Chrome Institute of Cosmetology celebrates Constitution Day each year. For more information, visit [www.constitutionday.com](http://www.constitutionday.com)

### VOTER REGISTRATION:

Students are encouraged to register to vote in State and Federal Elections.

Voter registration and election date information for the State of Pennsylvania can be found at [www.votespa.com](http://www.votespa.com)

### 2024 CLASS START DATES:

July 15<sup>th</sup>, 2024 – All Programs

September 9<sup>th</sup>, 2024 – All Programs

November 11<sup>th</sup>, 2024 – All Programs

MONTHLY ENROLLMENT AVAILABLE FOR MASTER EDUCATORS... PLEASE CALL THE SCHOOL TO DISCUSS

### 2024 SCHOOL CALENDAR:

Holiday/School Closure	Date
New Year's Day	January 1, 2024
Easter	April 1, 2024
Memorial Day	May 27, 2024
Independence Day Week (Summer Break)	July 1, 2024 – July 5, 2024
Labor Day	September 2, 2024
Thanksgiving Day	November 28, 2024
Day After Thanksgiving	November 29, 2024
Christmas Eve (Winter Break)	December 24, 2024 – January 3, 2025

	Week One	Week Two	Week Three	Week Four	Week Five
January	3 <sup>rd</sup> (Wednesday)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
February	5 <sup>th</sup>	12 <sup>th</sup>	19 <sup>th</sup>	26 <sup>th</sup>	X
March	4 <sup>th</sup>	11 <sup>th</sup>	18 <sup>th</sup>	25 <sup>th</sup>	X
April	2 <sup>nd</sup> (Tuesday)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
May	6 <sup>th</sup>	13 <sup>th</sup>	20 <sup>th</sup>	27 <sup>th</sup>	X
June	3 <sup>rd</sup>	10 <sup>th</sup>	17 <sup>th</sup>	24 <sup>th</sup>	X
July	Summer Break (No Start This Week)	8 <sup>th</sup>	15 <sup>th</sup>	22 <sup>nd</sup>	29 <sup>th</sup>
August	5 <sup>th</sup>	12 <sup>th</sup>	19 <sup>th</sup>	26 <sup>th</sup>	X
September	3 <sup>rd</sup> (Tuesday)	9 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	30 <sup>th</sup>
October	7 <sup>th</sup>	14 <sup>th</sup>	21 <sup>st</sup>	28 <sup>th</sup>	X
November	4 <sup>th</sup>	11 <sup>th</sup>	18 <sup>th</sup>	25 <sup>th</sup>	X
December	2 <sup>nd</sup>	9 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	Winter Break

This is subject to change yearly as extra days surrounding these holidays MAY be added. The actual dates will reflect the particular calendar year. We are closed the full week of the 4th of July for summer break and the week between Christmas and new year for Winter break. Additional holidays may be added to the schedule at the discretion of school administration. If a Holiday is added the students' contract will be addended to include the addition of the holiday, so that the hours missed for that day will not reflect on your missed time allotment. The school is open for business unless there is a declared State of Emergency. Inclement weather closures will be reported via Chrome Institute of Cosmetology social media sites as well as 6abc and Fox 29.

**SCHOOL HOURS:**

	FULL-TIME	PART-TIME
MONDAY	9:00 AM – 4:00	5:00 PM – 10:00 PM
TUESDAY	9:00 AM – 4:00	5:00 PM – 10:00 PM
WEDNESDAY	9:00 AM – 4:00	5:00 PM – 10:00 PM
THURSDAY	9:00 AM – 4:00	5:00 PM – 10:00 PM
FRIDAY	9:00 AM – 4:00	X

**EVACUATION PROCESS:**

In case of a school emergency and evacuation is required, students, administration, educational staff and guests should evacuate through the nearest exit immediately. All emergency exit maps are posted throughout the facility.

When exiting the building please gather at the designated evacuation location and remain there until an all-clear sign has been given by a campus official.

**LOCKDOWN PROCEDURE:**

In the event of a potential situation where an “active shooter” or other activity posing imminent danger to building patrons, staff and students, all persons will follow the school’s lockdown procedure and stay secured until such time all clear protocol has been initiated.

## **TERMINATION POLICY:**

Chrome Institute of Cosmetology reserves the right to terminate a student's enrollment for improper or immoral conduct or failure to comply with the educational requirements, and/or the terms as agreed upon within the enrollment agreement/contract. The student will be charged a termination fee of \$150.00

## SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY:

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- Protect clients' clothing by appropriately draping them.
- Ask clients to remove any jewelry, hair accessories, glasses, etc.
- Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water, and follow manufactures safety instructions.
- Wear gloves when using chemicals.
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

## STATE LICENSURE AND TESTING PROCEDURES:

**As of November 24, 2014, the Pennsylvania State Board of Cosmetology no longer requires a hands-on practical portion of the state board examination for cosmetology, Master Educator or an esthetician license. The examination now consists of a combined theory and theory practical computer examination.**

**As of December 24, 2014, the Pennsylvania State Board of Cosmetology now allows students to take the state licensing examination early while still attending school. Cosmetology students can take the examination once they have reached the 900-hour mark. Master Educator students can take the examination once they have reached the 400-hour mark. Esthetician students can take the examination once they have reached the 250-hour mark.**

Students that wish to take the examination early while still attending Chrome Institute of Cosmetology must satisfactorily complete and pass all quizzes, projects and both written and practical exams. They must also be eligible to take and successfully complete the final written exam and State Law final exam for the particular program attending. All students must have completed the academic requirements and be up to date with their financial obligations before any transcripts are sent to the states testing facility, Pearson Vue. If you choose to take your examination early, you will not be issued a license until your completed transcript has been submitted to Pearson Vue. Students who apply for early testing will not receive a temporary license.

## STUDENT KIT:

### COSMETOLOGY:

(Please note that students are responsible for the purchase of stationary supplies.)

- Jumbo Duffle Bag W/Wheels
- Milady Hard Cover Cosmetology Textbook
- Milady Soft Cover Cosmetology Workbook
- Wahl All Star Combo Set
- FHI Heat Curve 1" Styler
- Wet Brush
- Denman Brush Set (2)



- Babyliss Marcel Curling Iron ¾"
- FHI Heat Dryer 1875W AC
- Carbon Cutting Comb
- Tourmaline Carbon Comb Set
- 1 1pc Manicure and Pedicure Set
- Carbon Pin Tail Comb
- 9" x 12" Large Mirror
- Digital Timer
- Alpine White Nail Polish
- Natural Nail Base Coat
- Charged Up Cherry Nail Polish
- Nail Topcoat
- Sharkfin Shears (4 shears)
- Manicure Bowl
- Tint Bowl System
- Mirabella Essential Artist Kit
- 16 Oz Spray Bottle
- 8 Oz Applicator Bottle
- Nylon Bristle Nail Brush
- Cutting Cape
- Chemical Apron
- 3" Boar Bristle Brush
- Comb Out Rake Comb
- Perm Rods Short White
- Perm Rods Long White
- Perm Rods Long Gray
- Perm Rods Jumbo Orchid
- 3" Butterfly Clips
- Steel Single Prong Clips
- Bleach Brush
- 10 Piece Swatch Test Kit
- Metal Rat Tail Comb
- Shampoo Cape
- All-Purpose Cape
- Perfect Alligator Clip
- 2-Ms. Kim Manikins
- Ms. Maya Manikin (Natural Hair)
- Ms. Natalie Manikin (Long Hair)
- Deluxe Tripod Stand



#### BARBERING:

(Please note that students are responsible for the purchase of stationary supplies.)

- Jumbo Duffle Bag W/Wheels
- Milady Hard Cover Barbering Textbook
- Milady Soft Cover Barbering Workbook
- Milady Soft Cover Barbering Exam Review
- Milady Soft Cover Barber Shaving Book
- FHI Heat Curve 1" Styler
- Wet Brush
- Denman Brush Set (2)

- Babyliss Marcel Curling Iron ¾"
- FHI Heat Dryer 1875W AC
- Carbon Pin Tail Comb
- Elite Nano Comb Set
- 11pc Manicure and Pedicure Set
- 9" x 12" Large Mirror
- Digital Timer
- Alpine White Nail Polish
- Natural Nail Base Coat
- Charged Up Cherry Nail Polish
- Nail Topcoat
- Sharkfin Shears (4 shears)
- Manicure Bowl
- Tint Bowl System
- 16 Oz Spray Bottle
- 8 Oz Applicator Bottle
- Nylon Bristle Nail Brush
- Barber Cape
- Extended Size Cape
- Neck Duster
- Barber Strop
- Clubman Nick Safe
- Clubman Finest Talc
- Neck Strips (Sanek)
- Aftershave
- Shave Cream
- Clean & Fresh Beard Serum
- 3" Boar Bristle Brush
- Comb Out Rake Comb
- Perm Rods Short White
- Perm Rods Long White
- Perm Rods Long Gray
- Perm Rods Jumbo Orchid
- 3" Butterfly Clips
- Steel Single Prong Clips
- Bleach Brush
- All-Purpose Cape
- Perfect Alligator Clip
- Magnum Manikin
- Calvin Manikin
- Brad Manikin
- Mr. Frank Manikin
- Deluxe Tripod Stand
- Artist Club Razor
- Mustang Shave Razor
- Mustang Shaving Razor Blades
- Babyliss Foil FX Double Foil Shaver
- Babyliss Black FXONE Clipper
- Babyliss Black FXONE Trimmer
- Andis Blade Care 7 in 1
- Andis Blade Cleaning Brush



- Boar Bristle Brush
- Wahl Flat Top Comb (Black & White)
- Clipper Comb Flat Top
- Tweezers

#### **MASTER EDUCATOR:**

**(Please note that students are responsible for the purchase of stationary supplies.)**

- Milady's Master Educator Hard Cover Instructor Textbook
- Milady's Master Soft Cover Instructor Workbook

#### **ESTHETICIAN:**

**(Please note that students are responsible for the purchase of stationary supplies.)**

#### **Mirabella Pro Box Make-Up Kit (Includes the following)**

- Professional Artist Box
- Brushes
  - Detail
  - Dual Finish Blush & Powder
  - Pro Eye Blender
  - Sculpting/Serum
  - Wet/Dry Eyeshadow
- Contouring Kit Medium
- Dual Pencil Sharpener
- Essential Artist Kit Palette
- Eye Definer – Foil & Twig
- Flawless Silicone Blender
- Invincible V – Dark
- Lasting Lash Waterproof Mascara
- Lip Definer – Nude
- Luxe Advanced Formula – Angelic, Vintage, & Heartbreaker
- Mascara Wand (25pack)
- Perfect & Correct Finishing Powder
- Perfecting Lip Definer
- Prime for Face
- Skin Tint Crème – I C, III N
- SWAK – Berried Modern Matte & Rosy Rouge
- The Brow Medium Pencil
- Velvet Lip Pencil – Vice
- Wipe Out Makeup Wipes

#### **\*Dermalogica Esthetics Kit (Includes the Following) \***

Milady Esthetician Bundle HARD COVER TEXTBOOKS

Milady Esthetician Bundle SOFT COVER WORKBOOKS

- Calming Botanical Mixer
- Multi Vitamin Power Exfoliant
- Exfoliant Accelerator 35
- Colloidal Masque Base
- Massage gel cream
- Post Extraction Solution
- Multi-Active Toner

- Special Cleansing Gel
- Ultra-Calming Cleanser
- Daily Micofoliant
- Solar Defense Booster SPF50
- Multi Vitamin Power Recover Masque
- Pre-Cleanse
- Welcome Pack
- Dermalogica Masque Fan Brush
- Face Mapping Prescription Sheets
- Facial Sponges
- Carry Case
- "The Book"
- Scaling gel
- Mixing Spatula
- 7 PC Body Brush Set
- 5 Pc Esthetic Tool Set
- 5 Pc Eyebrow Set
- Comb Out Cape
- 3 Pc Mixing Bowls

## FEDERAL RETURN OF TITLE IV FUNDS POLICY:

### **THIS PORTION IS NOT YET APPLICABLE AS OUR PROGRAM DOES NOT CURRENTLY RECEIVE TITLE IV FUNDING.**

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program

- Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.
- For student who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount for which he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame the institution will not make the post-withdrawal disbursement to the student.
- The Federal Return of Title IV Funds formula dictate the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.
- The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60 percent point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).
- The amount to be returned is calculated by subtracting the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is

calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

- If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
  - A) Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;
  - B) Official withdrawal applies when a student notifies the school in writing or in person.In both cases, the last day of attendance will be used in the return of Title IV calculation.
- School scheduled breaks of five (5) or more consecutive days are excluded from the Return to Title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break.
- Title IV funds will be returned to the United States Department of Education within 45 days.

NOTE: A student who withdraws prior to completing 60 percent of the charging period may be required to repay some of the funds released to the student because of a credit balance on a student's account.

Refunds to Title IV programs will be made in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant

## **STUDENT FINANCIAL AID RELEASE & POLICY FOR VERIFICATION OF TITLE IV FUNDING:**

### **STUDENT FINANCIAL AID RELEASE: (NOT YET APPLICABLE TO THE SCHOOLS' PROGRAMS)**

Any student contracted to complete a course at Chrome Institute of Cosmetology agrees that the school cannot guarantee the student loan process. A Federal Parent PLUS Loan requires a credit check and is based on the parent's credit rating. A Pre-Approval for a Parent PLUS Loan does not guarantee that the parent will receive a Federal Parent PLUS Loan. It is absolutely necessary for the parent to pass a satisfactory credit check when the loan is certified. The school has no control over the approval process. It is up to the student and or their parent to make sure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servers and Schools, as authorized.

### **POLICY FOR VERIFICATION OF TITLE IV FUNDING: (NOT YET APPLICABLE TO THE SCHOOLS' PROGRAMS)**

Chrome Institute of Cosmetology has policies and procedures that it must follow for verification of Title IV Funding. Verification is required by the U.S. Department of Education. Students are randomly selected to provide additional information. Chrome Institute of Cosmetology provides students with a verification form so they can provide the necessary information. Chrome Institute of Cosmetology gives the student 30-days to return the completed form to the financial. If verification documents are not submitted by the due date, the student will be required to make monthly cash pay status until verification is completed. FAME is the software that handles our student overpayments and will notify the school so it can make the corrections to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make-up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale for all programs.

Grading Letter	Score	Description
A	100-94	Excellent
B	93-87	Very Good
C	86-80	Passing
D	79-75	Needs Improvement
F	74-under	Failure

**WARNING:**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the academic and attendance requirements, he/she will be deemed ineligible to receive Title IV, HEA Program funds. Any student on warning status who fails to meet the minimum requirements at the next evaluation point will be expelled. A student may only be granted one consecutive warning period. Students who are expelled have the ability to appeal. If the appeal is granted the student would be in a probationary status. Students on warning are eligible for Title IV financial funding, if applicable.

**PROBATION:**

Students who fail to meet the minimum requirements for attendance and academic progress during the warning period, will allow for the student to be placed on probation. Probation can occur if the school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student may also be granted probationary status if the student prevails upon appeal of a negative progress determination prior to being placed on probation.

**EXPULSION:**

Students who have been expelled will be ineligible to return unless they submit an appeal in writing that is approved by the designated school official. When Title IV funding is offered by the school, students who are expelled are not eligible when in an expelled status.

**TERMINATION/EXPULSION APPEAL PROCESS:**

The student must submit a written appeal to the school director describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. An appeal hearing will take place within 15 business days of receipt of the written appeal.

The student can appeal for such reasons as death of a relative, an injury or illness of the student or other allowable circumstances.

The student must also submit in writing why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation, and that all results of the appeal will be maintained in written form in the students' file.



This hearing will be attended by the student, parent/guardian (only if the student is a dependent minor), the student's instructor, the Operations Director, and the School Director. A decision on the student's appeal will be made within 3 business days after the appeal hearing by the School Director and will be communicated to the student in writing. This decision will be final. Should appeal end in student favor and satisfactory academic progress is met during established evaluation time, students access and eligibility to Title IV funding may be re-established.

### COACHING AND CORRECTIVE ACTION:

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon industry professional. The school team will coach all students to correct noncompliant or destructive behavior.

- **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or receive a coaching session when they do not comply with guidelines.
- **Professional Image Standards:** Professional Image standards were created to provide guidance and direction to students as they develop their professional image. Students may be clocked out and released for the day when they do not meet professional image standards.
- **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.
- **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience a coaching session or termination.
- **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as "future salon industry professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may receive a coaching session or be terminated.

#### **Corrective Action Steps:**

Once a student has received 2 coaching sessions for the same offense, the student may be suspended from school. If a student receives 2 more coaching sessions after readmission from a suspension of more than 2 days, the student's enrollment at the school may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/or immoral conduct.

### ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY:

The school prohibits the possession, use, or being under the influence of alcohol or an illegal substance on School premises or at a school activity.

### CATALOG INFORMATION:

This catalog includes the most up to date information the school has regarding course outlines, course pricing, kit items, school policies, etc. This catalog was last updated on December 9<sup>th</sup>, 2024.