

# OHIO STATE

# Beauty Academy



# MISSION Statement

To provide an equal educational opportunity to all individuals desiring a career in Cosmetology and to provide each student the best training possible while teaching them the specific skills and related subjects necessary for them to be successfully employed in the Cosmetology industry.

Thank you for considering Ohio State Beauty Academy to help you achieve your goal of becoming a cosmetologist! As a cosmetologist myself, I know the hard work it takes to become successful in the industry. I take pride in being able to provide students with a state of the art facility, well-educated faculty, and a knowledgeable staff. In addition to a solid day-to-day support system, we manage to have a lot of fun throughout the year with several events that take place. Whether it's a simple theme day at school or a publicly attended hair show, I strive to make sure you will have the chance to let your creativity show and have some fun! After graduating, you will have many career opportunities ahead of you. These include, but are not limited to, working behind the chair, becoming a platform artist, or maybe even becoming an instructor! Again, thank you for your consideration and I look forward to you joining us at the Ohio State Beauty Academy!

*Jillian Jarvis*

Vice President of Development and Operations



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# COSMETOLOGY & you

Becoming a Licensed Advanced Cosmetologist requires only 1800 hours of training here at the Academy. Expected graduation time from start date to completion is 16.5 months while scheduled 30 clock hours per week.

One factor to consider is physical health. Having good health, endurance, and energy levels are a key factor to your success in the field of cosmetology.

All students at the Academy receive the same quality of education as they progress through the course and yet, when surveyed, salon owners agree there are differences between a stylist who simply "holds a job in a salon" and the stylist who becomes well known in the community and receives well above average income levels. Although technical skills play a large role, personality and attitude are substantial determining factors in the success of a cosmetologist.



## A brief history

The Ohio State Beauty Academy was originally founded in Columbus, Ohio, in 1935. The school was acquired in 1980 by George R. Schwier, who started with the organization in 1960 in Columbus, Ohio. The Academy has had various owners since that time with the University of Northwestern Ohio taking over ownership December 31, 2008.

## Member Affiliations

### OACS

The Ohio Association of Cosmetology Schools

### BBB

Better Business Bureau

## Licenses

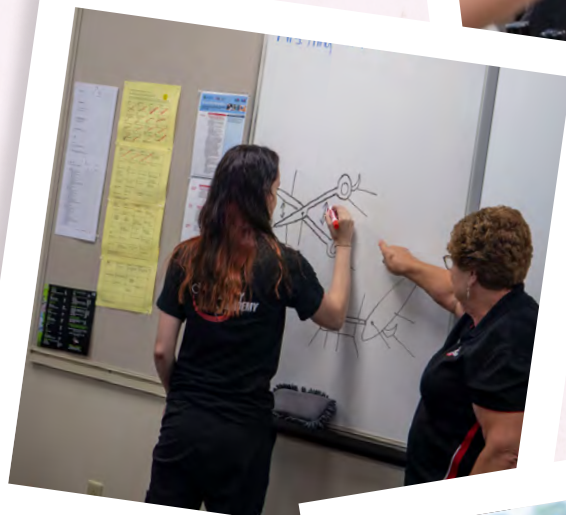
The Academy is licensed by the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, OH 43123. ID # 11-00-0647. Phone number 614-466-3834.

## Approval

The Ohio State Beauty Academy is an approved institution by the Ohio State Approving Agency for students who qualify to attend and receive Veteran's educational benefits.

## Accreditation

The Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, Phone (703) 600-7600, Fax (703) 379-2200. Reference #045015-00.





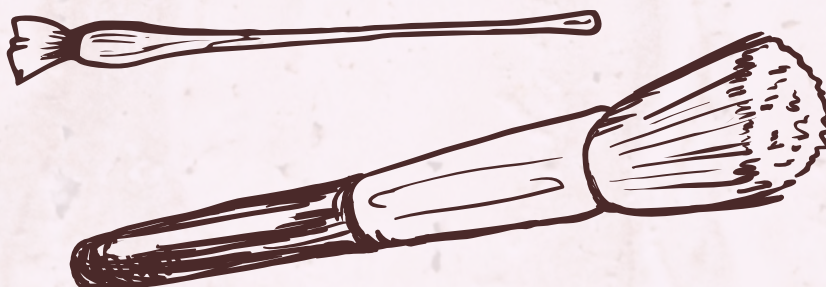
# Welcome

## Administration

DR. JEFFREY A. JARVIS	PRESIDENT
JIM BRONDER	EXECUTIVE VICE PRESIDENT
JILLIAN JARVIS	VICE PRESIDENT OF DEVELOPMENT & OPERATIONS
ALICIA KING	DIRECTOR OF EDUCATION / CLINIC SUPERVISOR
ROBIN PYLES	ADMINISTRATIVE COORDINATOR
HEIDI HUEBNER	ADMISSIONS COORDINATOR
CHERYL BRAYTON	FINANCIAL AID DIRECTOR
DANILLE RIDENOUR	ASSISTANT DIRECTOR OF FINANCIAL AID
OLIVIA KENDELL	RECEPTIONIST
LOVA PIPER	RECEPTIONIST
MELISSA MCBETH	SANITATION

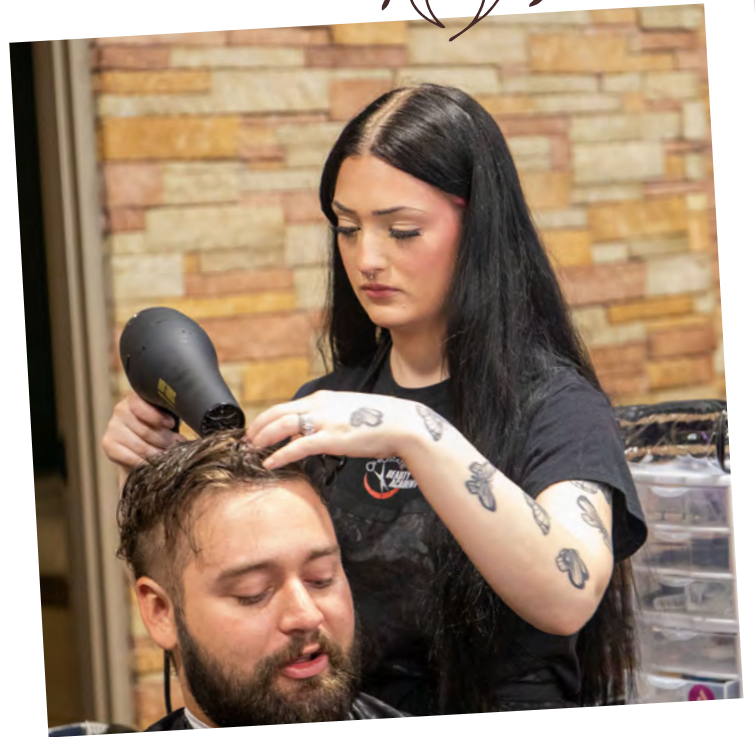
## Faculty

ALICIA KING	INSTRUCTOR
ASHLEY ENDICOTT	INSTRUCTOR
DONNA HOLTZHAUER	INSTRUCTOR
DORINDA JOHNSON	INSTRUCTOR
HEIDI HUEBNER	SUBSTITUTE INSTRUCTOR
LISA ARMY	INSTRUCTOR
SHAWN TIPPIC	INSTRUCTOR
BEVERLY UPSHAW	INSTRUCTOR



# 1800 HOUR Advanced Cosmetology Course

The 1800 Hour Advanced Cosmetology Course prepares the student to take the Ohio State Cosmetology and Barber Board exams to become a licensed advanced cosmetologist. The course of study includes: general sciences, hair care, skin care, nail care and business skills.





## *Course Format*

0-480 hours are in theory and practical,

which takes students completely through the Milady's Standard Cosmetology Textbook.

Hours 481 - 1800, students will be training on the clinic floor in advanced studies and techniques along with attending required review and advanced classes (300 hours will be designated towards the advanced program.)

## *Course Text*

Milady's Standard Cosmetology Textbook  
Successful Salon & Spa Management Textbook  
Kenra Professional Color Manual  
Kenra Professional Product Knowledge Guide

## *Course Goals*

The student, at the end of this course should

have a strong foundation and understanding in all areas of hair care, skin care, nail care, and business skills.

In addition, the student should have the skills to successfully manage a beauty salon.

The student, after completion of this course and successfully passing the State Board Examination, should be able to gain entrance into the field of cosmetology as a qualified stylist, as well as gain entrance into an advanced position in a salon if desired.

The curriculum is designed to build a solid foundation of the knowledge and technical skills related to the industry of cosmetology, as well as gain an understanding of the business aspects of the cosmetology industry.

**1800 HOUR ADVANCED COSMETOLOGY COURSE EXPECTED GRADUATION TIME FROM START DATE TO COMPLETION IS 16.5 MONTHS WHILE SCHEDULED 30 CLOCK HOURS PER WEEK.**

## GENERAL SCIENCES (80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

Infection Control & Principles/Practices  
Universal Precautions  
Anatomy  
Electricity Basics  
Chemistry Basics

## PROPERTIES OF THE HAIR & SCALP/TRICHOLOGY (80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

Diseases & Disorders  
Hair Texture  
Wave Pattern  
Chemistry

## HAIR PROCEDURES, PRACTICES & STYLING (140 HRS)

70 HRS CLINIC/35 HRS THEORY/35 HRS FLEX

Client protection  
    Draping Techniques  
Shampoos/Rinses/Treatments  
Styling & Finishing  
    Wet Styling  
    Roller Setting  
    Thermal Styling  
        Thermal Iron  
        Straightening  
        Blow Drying Techniques  
Formal Styling  
Braiding  
Wigs  
Hair Pieces  
Hair Additions  
Marcel Irons & Stoves Irons

*After completion the student should have the ability to successfully shampoo customers and have the knowledge of which product(s) are best for each type of hair. The student should have the proper skills to complete any current hair style.*

## HAIR CUTTING (230 HRS)

115 HRS CLINIC/57.5 HRS THEORY/57.5 HRS FLEX

Basic Haircutting  
    0 degree haircut  
    45 degree haircut  
    90 degree haircut  
    180 degree haircut  
Haircutting Techniques and Tools  
    Shears  
    Razor Cutting  
    Clipper Cutting  
    Trimmers  
    Shear Over Comb Cutting  
    Texturizing

*After completion the student should be able to successfully execute all basic haircutting techniques.*

## CHEMICAL TEXTURIZING (195 HRS)

97.5 HRS CLINIC/48.75 HRS THEORY/48.75 HRS FLEX

Procedures, Practices and Products  
Permanent Wave  
    Heat Waves  
    Cold Waves  
    Types of Rods  
    Test Curls  
    Permanent Wave Record  
Chemical Relaxer  
Curl Reforming/Corrections

*After completion the student should have the proper skills to complete the proper techniques to perform any type of permanent wave on all types of hair.*

## HAIR COLORING (195 HRS)

97.5 HRS CLINIC/48.75 HRS THEORY/48.75 HRS FLEX

Procedures, Practices, and Products  
Color Theory  
    The Color Wheel  
Types of Hair Color  
    Temporary  
    Semi-Permanent  
    Permanent  
Application & Proper Procedure  
    Consultation  
    Patch Test  
All Over Color & Dimensional Coloring Techniques  
    Single Process/Virgin Hair  
    Color Retouch  
    Corrective Color  
    Highlighting & Low Lighting  
        Folios  
        Cap  
        Fillers  
    Ombre/Sombre/Color  
    Melting/Balayage  
    Toner  
    Creative Colors

*After completion the student should have the proper skills to complete the proper hair coloring techniques.*

## NAIL PROCEDURES & PRACTICES (120 HRS)

60 HRS CLINIC/30 HRS THEORY/30 HRS FLEX

Nail Anatomy  
    Anatomy of Bones, Skin & Muscles  
Diseases, Disorders, & Conditions  
Basic Manicure & Pedicure Procedure  
    Equipment/Tools  
Hand, Arm, Foot, & Leg Massage  
Nail Enhancements & Maintenance

*After completion the student should have the manual dexterity to successfully complete the proper techniques for a basic manicure and pedicure.*

## SKIN CARE PROCEDURES & PRACTICES (370 HRS)

185 HRS CLINIC/92.5 HRS THEORY/92.5 HRS FLEX

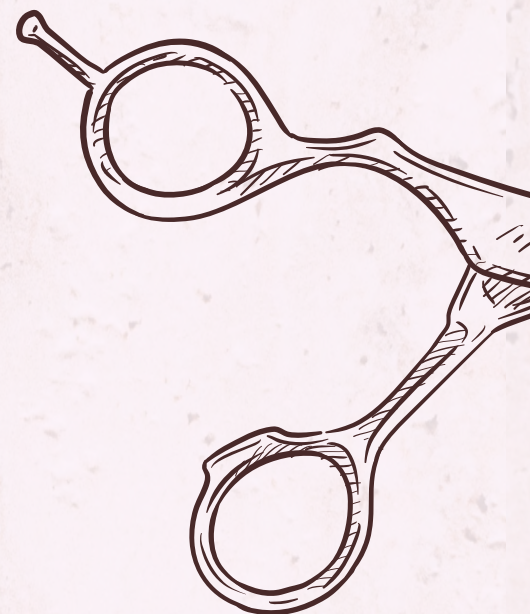
Skin Theory  
    Anatomy of Skin  
    Body Systems  
    Cells  
    Tissues  
Diseases, Disorders, & Conditions  
Basic Facial  
    Techniques  
    Treatments  
Skin Type  
Product Knowledge  
Hair Removal/Waxing  
    Eyebrow Arching  
        Procedure  
        Shaping  
        Corrective Placing  
    Lip & Chin Waxing  
Tools and Equipment  
Facial Makeup  
    Application  
        Seasonal Makeup  
        Event & Special Occasion Makeup  
        Special Effects Makeup  
    Brow Tinting  
    Product Knowledge

*After completion the student should be able to successfully understand the anatomy of skin, body systems, cells, and tissues. Students should have the skills to complete a basic facial procedures and makeup applications.*

## ARTIFICIAL LASHES/EXTENSIONS (10HRS)

5 HRS CLINIC/2.5 HRS THEORY/2.5 HRS FLEX

Procedures for both artificial lash application and extensions  
Product Knowledge



## SALON OPERATIONS & COMMUNICATION SKILLS (80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

- Salon Operations & Management
  - Retail Sales
  - Client Consultation & Retention
- Career Development
  - Resume Development
  - Interview Preparation
  - Job Search Skills
  - Professional Image
- Communication Skills
  - Listening Skills
  - Product & Service Education
  - Consultation
- Life Skills
  - Ohio Administrative Code & Ohio Revised Code
  - Inspection & Enforcement
  - Continuing Education
  - Policies and Procedures
  - Human Trafficking (1HR)

## ADVANCED TECHNIQUES (240 HRS)

120 HRS CLINIC/60 HRS THEORY/60 HRS FLEX

- Advanced Haircutting & Styling
  - Trend Cutting
- Advanced Chemical Services
  - Corrective Hair Coloring
  - Advanced Hair Formulas
  - Laws of Color
  - Advanced Dimensional Coloring Techniques
- Salon Supervision & Management
  - Hiring, Training, Public Relations
  - And Employee Discipline
- Specialized Equipment Use & Control
- Product and Service Sales Training
  - Client Consultation
  - Retention Training
  - Retail Sales
- Communication Skills

## COSMETOLOGY LAWS & RULES (10 HRS)

5 HRS CLINIC/2.5 HRS THEORY/2.5 HRS FLEX

- Ohio Revised Code Statutes
- Ohio Administrative Rules
- License and Permit Policy & Procedures
- Continuing Education Policy & Procedures
- Inspection and Enforcement Policy & Procedures

## PUBLIC HEALTH & SAFETY (50 HRS)

25 HRS CLINIC/12.5 HRS THEORY/12.5 HRS FLEX

- Sanitation Practices & Procedures
- Sterilization Practices & Procedures
- Dispensary Operations & Procedures
- Bacteriology, Contagious & Communicable Disease Control
- Salon Operations & Procedures
- Consumer & Product Safety

## REFERENCES

- Milady Standard Cosmetology
- Successful Salon & Spa Management
- Kenra Professional Color Manual
- Kenra Professional Product Knowledge Guide

## 1800 BREAKDOWN

### 480 HOURS

Freshman I and II Freshman Program

### 1020 HOURS

Clinic and one day per week in Review Class

### 300 HOURS

82.5 HOURS - Theory

145 HOURS - Practical

72.5 HOURS - FLEX

## GRADING SYSTEM

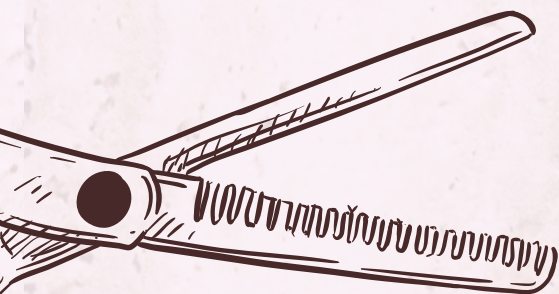
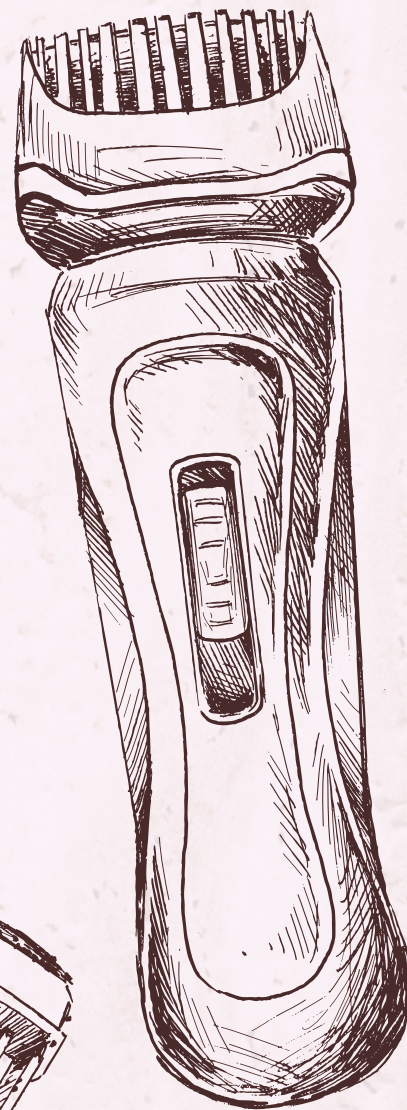
100 - 94 = Excellent

93 - 86 = Good

85 - 80 = Average

79 - 75 = Satisfactory

74 - 0 = Unsatisfactory/Failing

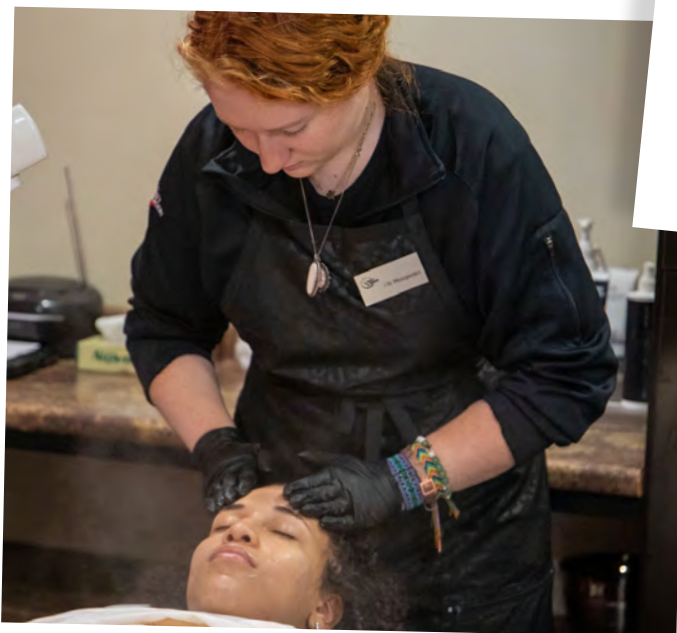


# 1800 HOUR

## Advanced Cosmetology Course

# 1500 HOUR *Cosmetology Course*

The 1500 Hour Cosmetology Course prepares the student to take the Ohio State Cosmetology and Barber Board exams to become a licensed cosmetologist. The course of study includes: general sciences, hair care, skin care, and nail care.



## Course Format

0-480 hours are in theory and practical, which takes students completely through the Milady's Standard Cosmetology Textbook.

Hours 481-1500, students will be training on the clinic floor along with attending required review classes.

## Course Text

Milady's Standard Cosmetology Textbook  
Kenra Professional Color Manual  
Kenra Professional Product Knowledge Guide

## Course Goals

The student, at the end of this course should have a strong foundation and understanding in all areas of hair care, skin care, and nail care.

The student, after completion of this course and successfully passing the State Board Examination, should be able to gain entrance into the field of cosmetology as a qualified cosmetologist.

The curriculum is designed to build a solid foundation of the knowledge and technical skills related to the industry of cosmetology.

**1500 HOUR COSMETOLOGY COURSE EXPECTED GRADUATION TIME FROM START DATE TO COMPLETION IS 13.5 MONTHS WHILE SCHEDULED 30 CLOCK HOURS PER WEEK.**



## GENERAL SCIENCES (80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

Infection Control & Principles/Practices  
Universal Precautions  
Anatomy  
Electricity Basics  
Chemistry Basics

## PROPERTIES OF THE HAIR & SCALP/TRICHOLOGY (80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

Diseases & Disorders  
Hair Texture  
Wave Pattern  
Chemistry

## HAIR PROCEDURES, PRACTICES & STYLING (140 HRS)

70 HRS CLINIC/35 HRS THEORY/35 HRS FLEX

Client protection  
    Draping Techniques  
Shampoos/Rinses/Treatments  
Styling & Finishing  
    Wet Styling  
    Roller Setting  
    Thermal Styling  
        Thermal Iron  
        Straightening  
    Blow Drying Techniques  
Formal Styling  
Braiding  
Wigs  
Hair Pieces  
Hair Additions  
Marcel Irons & Stoves Irons

*After completion the student should have the ability to successfully shampoo customers and have the knowledge of which product(s) are best for each type of hair. The student should have the proper skills to complete any current hair style.*

## HAIR CUTTING (230 HRS)

115 HRS CLINIC/57.5 HRS THEORY/57.5 HRS FLEX

Basic Haircutting  
    0 degree haircut  
    45 degree haircut  
    90 degree haircut  
    180 degree haircut  
Haircutting Techniques and Tools  
    Shears  
    Razor Cutting  
    Clipper Cutting  
    Trimmers  
    Shear Over Comb Cutting  
    Texturizing

*After completion the student should be able to successfully execute all basic haircutting techniques.*

## CHEMICAL TEXTURIZING (195 HRS)

97.5 HRS CLINIC/48.75 HRS THEORY/48.75 HRS FLEX

Procedures, Practices and Products  
Permanent Wave  
    Heat Waves  
    Cold Waves  
    Types of Rods  
    Test Curls  
    Permanent Wave Record  
Chemical Relaxer  
Curl Reforming/Corrections

*After completion the student should have the proper skills to complete the proper techniques to perform any type of permanent wave on all types of hair.*

## HAIR COLORING (195 HRS)

97.5 HRS CLINIC/48.75 HRS THEORY/48.75 HRS FLEX

Procedures, Practices, and Products  
Color Theory  
    The Color Wheel  
Types of Hair Color  
    Temporary  
    Semi-Permanent  
    Permanent  
Application & Proper Procedure  
    Consultation  
    Patch Test  
All Over Color & Dimensional Coloring Techniques  
    Single Process/Virgin Hair  
    Color Retouch  
    Corrective Color  
    Highlighting & Low Lighting  
        Foil  
        Cap  
        Fillers  
    Ombre/Sombre/Color  
    Melting/Balayage  
    Toner  
    Creative Colors

*After completion the student should have the proper skills to complete the proper hair coloring techniques.*

## NAIL PROCEDURES & PRACTICES

(120 HRS)

60 HRS CLINIC/30 HRS THEORY/30 HRS FLEX

Nail Anatomy  
    Anatomy of Bones, Skin & Muscles  
Diseases, Disorders, & Conditions  
Basic Manicure & Pedicure Procedure  
    Equipment/Tools  
Hand, Arm, Foot, & Leg Massage  
Nail Enhancements & Maintenance

*After completion the student should have the manual dexterity to successfully complete the proper techniques for a basic manicure and pedicure.*

## SKIN CARE PROCEDURES & PRACTICES (370 HRS)

185 HRS CLINIC/92.5 HRS THEORY/92.5 HRS FLEX

Skin Theory  
    Anatomy of Skin  
    Body Systems  
    Cells  
    Tissues  
Diseases, Disorders, & Conditions  
Basic Facials  
    Techniques  
    Treatments  
Skin Type  
Product Knowledge  
Hair Removal/Waxing  
    Eyebrow Arching  
        Procedure  
        Shaping  
        Corrective Placing  
    Lip & Chin Waxing  
Tools and Equipment  
Facial Makeup  
    Application  
        Seasonal Makeup  
        Event & Special Occasion Makeup  
        Special Effects Makeup  
    Brow Tinting  
    Product Knowledge

*After completion the student should be able to successfully understand the anatomy of skin, body systems, cells, and tissues. Students should have the skills to complete a basic facial procedures and makeup applications.*

## ARTIFICIAL LASHES/EXTENSIONS

(10 HRS)

5 HRS CLINIC/2.5 HRS THEORY/2.5 HRS FLEX

Procedures for both artificial lash application and extensions  
Product Knowledge

## SALON OPERATIONS & COMMUNICATION SKILLS

(80 HRS)

40 HRS CLINIC/20 HRS THEORY/20 HRS FLEX

Salon Operations & Management  
    Retail Sales  
    Client Consultation & Retention  
    Career Development  
        Resume Development  
        Interview Preparation  
        Job Search Skills  
        Professional Image  
Communication Skills  
    Listening Skills  
    Product & Service Education  
    Consultation  
Life Skills



Ohio Administrative Code & Ohio Revised Code  
Inspection & Enforcement  
Continuing Education  
Policies and Procedures  
Human Trafficking (1HR)

## REFERENCES

Milady Standard Cosmetology  
Kenra Professional Color Manual  
Kenra Professional Product Knowledge Guide

## 1500 BREAKDOWN

### 480 HOURS

Freshman I and II Program

### 1020 HOURS

Clinic and one day per week in  
Review Class

## GRADING SYSTEM

100 - 94 = Excellent

93 - 86 = Good

85 - 80 = Average

79 - 75 = Satisfactory

74 - 0 = Unsatisfactory/Failing



# 1500 HOUR *Cosmetology Course*

# 300 HOUR Advanced Course



The 300 Hour Advanced Course prepares the student who already holds an Ohio Cosmetology license to take the Ohio State Cosmetology and Barber Board examination to become an advanced license holder. The course of study includes management, marketing, creating budgets, maintaining salary cost, and team building.





## Course Format

Students work on the clinic to improve their skills and are in the classroom during scheduled advanced classes.

## Course Text

Successful Salon & Spa Management Textbook  
Kenra Professional Color Manual  
Kenra Professional Product Knowledge Manual

## Course Goals

The student, at the end of this course, should have the skills to successfully manage a salon.

The student, after completion of this course and successfully passing the State Board Examination, should be able to gain entrance into the field of cosmetology as a qualified advanced stylist.

The purpose of the course is to provide to the student "real life" exposure to the role of an advanced cosmetologist.

The curriculum is designed to build a solid foundation of business skills and salon techniques.

**300 HOUR ADVANCED COURSE EXPECTED GRADUATION TIME FROM START DATE TO COMPLETION IS 11 WEEKS WHILE SCHEDULED 30 CLOCK HOURS PER WEEK.**

## ADVANCED TECHNIQUES (240 HRS)

120 HRS CLINIC/60 HRS THEORY/60 HRS FLEX

Advanced Haircutting & Styling  
Trend Cutting

Advanced Chemical Services  
Corrective Hair Coloring  
Advanced Hair Formulas  
Laws of Color  
Advanced Dimensional Coloring Techniques

Salon Supervision & Management  
Hiring, Training, Public Relations  
And Employee Discipline

Specialized Equipment Use & Control  
Product and Service Sales Training  
Client Consultation  
Retention Training  
Retail Sales

Communication Skills  
Career Development  
Resume Development  
Interview Preparation  
Job Search Skills

Professional Image

## COSMETOLOGY LAWS & RULES (10 HRS)

5 HRS CLINIC/2.5 HRS THEORY/2.5 HRS FLEX

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy & Procedures  
Inspection and Enforcement Policy & Procedures

## PUBLIC HEALTH & SAFETY (50 HRS)

25 HRS CLINIC/12.5 HRS THEORY/12.5 HRS FLEX

Sanitation Practices & Procedures  
Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology, Contagious and Communicable  
Disease Control  
Salon Operations & Procedures  
Fire Codes, Fire Drills, And  
Accident Presentation  
Consumer & Product Safety

## REFERENCES

Milady Standard Cosmetology  
Successful Salon & Spa Management  
Kenra Professional Color Manual  
Kenra Professional Product Knowledge  
Guide

## 300 BREAKDOWN

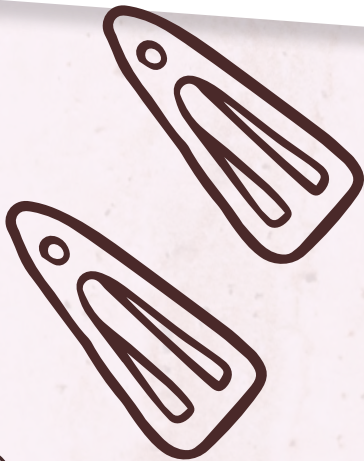
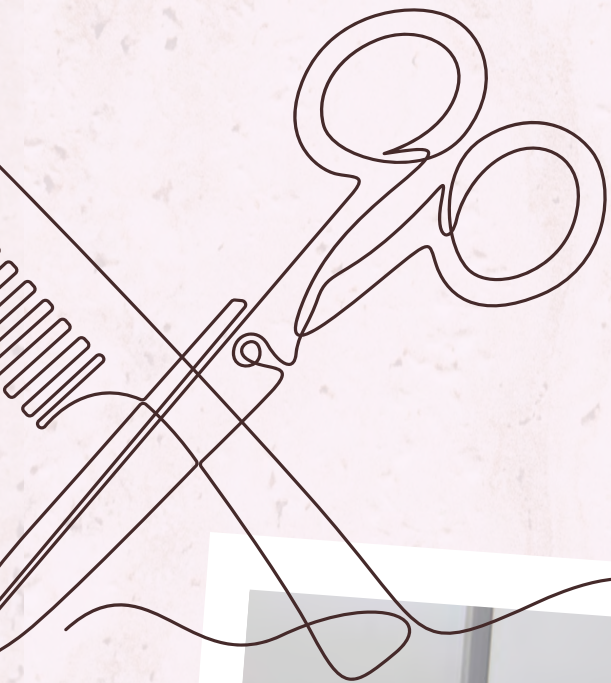
82.5 HOURS - Theory  
145 HOURS - Practical  
72.5 HOURS - FLEX

## GRADING SYSTEM

100 - 94 = Excellent  
93 - 86 = Good  
85 - 80 = Average  
79 - 75 = Satisfactory  
74 - 0 = Unsatisfactory/Failing

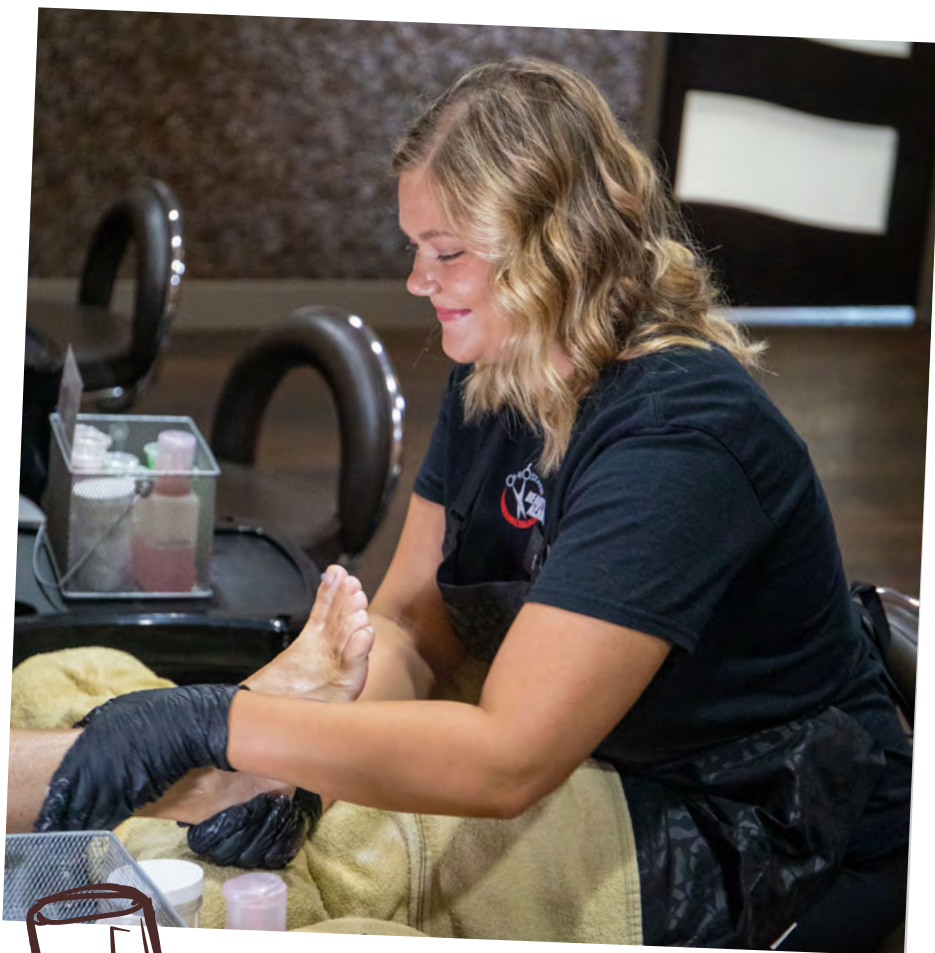
# 300 HOUR Advanced Course





# 200 HOUR *Manicuring Course*

The 200 Hour Manicuring Course prepares the student to take the Ohio State Cosmetology and Barber Board examination for licensed manicuring. It is designed for students who are interested in focusing their student in the art of nail care. The course of study includes: nail structures, nail diseases, nail shapes, nail conditions, nail maintenance, manicures/pedicures, acrylic applications, nail wrapping, gel applications, and maintenance of artificial nails.



## Course Format

Students are in the theory portion of the program for the first 3 weeks of training. For the remainder of the course, the students are on the clinic floor and also participate in "specialty classes."

## Course Text

Milady's Textbook Nail Technology  
O.P.I. Instructional Workbook  
O.P.I. Instructional DVD

## Course Goals

The student, at the end of this course should have the manual dexterity to aid in nail care. The student, after completion of this course and the State Board of Examination, should be able to gain entrance into the field of cosmetology as a qualified manicurist.

The curriculum should build a solid foundation of the knowledge and technical skills related to the industry of nail care.

**200 HOUR MANICURING COURSE EXPECTED GRADUATION TIME FROM START DATE TO COMPLETION IS 8 WEEKS WHILE SCHEDULED 30 CLOCK HOURS PER WEEK.**



**GENERAL SCIENCES (40 HRS)**  
20 HRS CLINIC/10 HRS THEORY/10 HRS FLEX

Infection Control Principles/Practices  
Universal Precautions  
General Anatomy  
    Bones, Muscles, & Systems  
    Nervous System  
    Joints and Cartilage  
    Ligaments of the Hand/Arm Joints & Cartilage  
Nail Structure and Growth  
Nail Diseases and Disorders  
Basic Electricity  
Basic Chemistry

**NAIL CARE (70 HRS)**  
35 HRS CLINIC/17.5 HRS THEORY/17.5 HRS FLEX

Client Protection  
Client Consultations  
Safety Precautions  
Basic Manicures  
Basic Pedicures  
Massage  
Tools and Equipment  
Color Theory  
Polish Application Techniques

**NAIL ENHANCEMENTS (70 HRS)**  
35 HRS CLINIC/17.5 HRS THEORY/17.5 HRS FLEX

Application Procedures, Maintenance and Repair  
    Wraps  
    Tips  
Monomer and Polymer Nail Enhancements  
UV Gel  
Electric Filing  
Product Chemistry  
Nail Art and Embellishments  
Safety & Effects

**SALON OPERATIONS & COMMUNICATION SKILLS (20 HRS)**  
10 HRS CLINIC/5 HRS THEORY/5 HRS FLEX

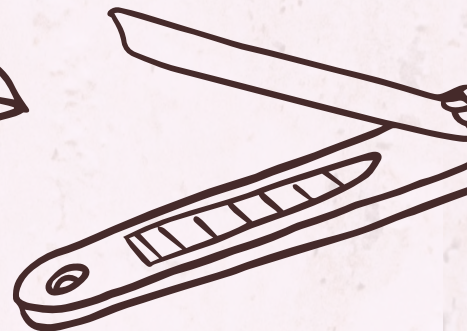
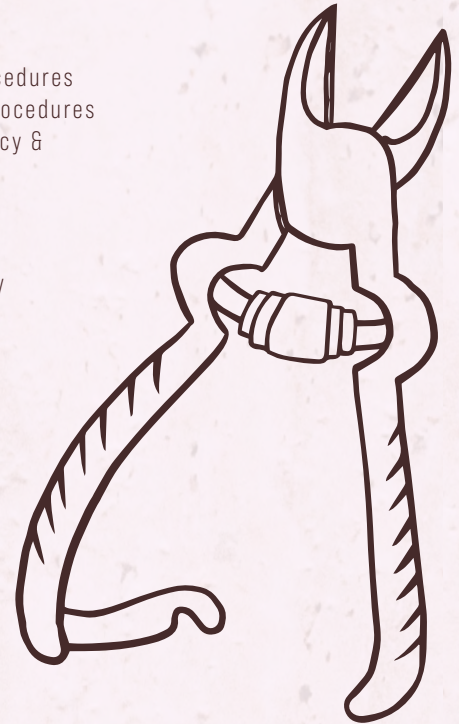
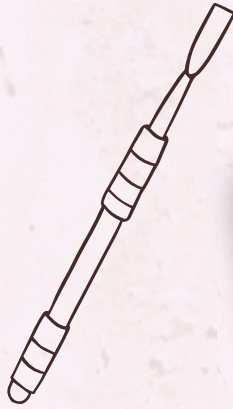
Salon Operation & Management  
Communication/Life Skills  
Career Development  
    Resume Development  
    Interview Preparation  
    Job Search Skills  
Professional Image  
Human Trafficking (1 HR)  
Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy & Procedures  
Inspection and Enforcement Policy & Procedures

**REFERENCES**

Milady's Standard Nail Technology  
O.P.I. Instructional Workbook  
O.P.I. Instructional DVD

**GRADING SYSTEM**

100 - 94 = Excellent  
93 - 86 = Good  
85 - 80 = Average  
79 - 75 = Satisfactory  
74 - 0 = Unsatisfactory/Failing



**200 HOUR**  
*Manicuring Course*



## Admission Requirements

To attend, the Ohio State Beauty Academy requires a high school diploma, an official high school transcript that clearly shows that high school was completed, or a certificate of General Education Development (GED). Students who have been home-schooled must provide the following documentation as the final transcript; a.) Transcript outlining all courses taken - transcript must be notarized, b.) Course descriptions of courses taken, c.) Grades received in those courses, d.) Date of completion of all requirements for graduation, and e.) Documentation outlining a curriculum approved by the state where the student was home-schooled, if required by state. The transcript must be by the person certifying it and be notarized to be considered official. Once received, transcript will be sent to administration for final verification. An official transcript is one that is sent directly from the high school to the Ohio State Beauty Academy. Hand delivered or faxed transcripts are not recognized as official. The prospective student must bring photo identification with birth date when completing his or her registration. In the case of a transfer student, please see transfer policy.

If you are a licensed cosmetologist and you are registering to enroll in the advanced course, you must provide a copy of your cosmetology license as proof of eligibility.

Students who have withdrawn or been terminated from a program at Ohio State Beauty Academy are eligible for re-entry only once. Approval for re-entry is determined by the Appeals Board.

The Ohio State Beauty Academy may deny admissions to any applicant for any reason not prohibited by law, including conviction of a crime. However, applicants will not be denied admission solely on their disclosure of conviction.

The Ohio State Beauty Academy does not admit Ability-to-Benefit students.

## Non-Discrimination

The Ohio State Beauty Academy is committed to a policy of non-discrimination. It admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Ohio State Beauty Academy. It does not discriminate on the basis of race, color, national and ethnic origin, sex, age, religion, and sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## School Calendar

Please review the catalog's insert for a list of the Ohio State Beauty Academy's start dates.

### MANDATORY HOURS:

Tuesday-Thursday 8:30AM to 5:00PM

Friday 8:30AM to 3:00PM

(1) 6-hour Saturday per month

### OPTIONAL HOURS:

Saturday 8:30AM to 3:00PM

Manicuring program may be offered on June 3 and scheduled hours of attendance are from 8:30AM to 5:00PM Tuesday through Thursday, and 8:30AM to 3:00PM on Friday. In order for the Manicuring program to be taught a minimum of 10 students must be enrolled in the program.

The Ohio State Beauty Academy observes the following holidays and is closed on New Year's Day, Good Friday, Independence Day, summer break, Veteran's Day, Thanksgiving weekend and Christmas break. The class schedule and starting dates are subject to change at the discretion of the administration.

## Facilities, Equipment, and Learning Resources

### THE FACILITY INCLUDES:

The clinic floor: including 90 work stations, 12 shampoo bowls (3 backwash and 9 side stand), 10 dryer chairs, 4 color processors, 4 manicure stations with built in drying stations, 10 pedicure stations, 4 facial/wax rooms, a viewable dispensary (color bar), make up application stations, water fountains, and reception/retail area.

A room for nursing mothers has been designated within the Ohio State Beauty Academy's facility.

Four Practical/Theory classrooms equipped with their own smart board, white board, Internet availability, work stations, shampoo bowls, and dispensary.

The Specialty classroom is equipped with 25 work stations and is very spacious to allow for various types of training and guest artists.

The computer lab is equipped with a smart board, white board, Internet availability, and 24 computer stations.

The student lounge offers various types of seating both indoor and outdoor, televisions, vending machines (both drink and food), refrigerators and microwaves.

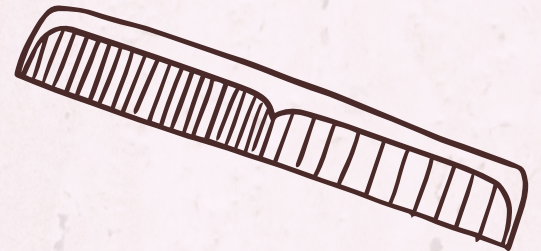
Student lockers are located in the back hallway.

The Business offices are located to the north of the clinic area while the Faculty offices are located south of the clinic area.

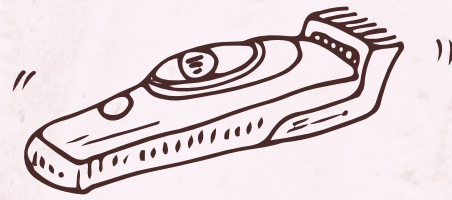
There are separate restrooms available for faculty/staff, students, and guests.

## Housing / Transportation / Parking

The Ohio State Beauty Academy does not maintain housing of its own; however, the Ohio State Beauty Academy will offer assistance in locating satisfactory housing. The Ohio State Beauty Academy does not provide transportation for students. Students are responsible for their own transportation.



# Student Guidance



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

## Attendance Policy & Rules

Attendance is carefully monitored from the first day students begin their training at the Ohio State Beauty Academy because 1) they must maintain Satisfactory Academic Progress (SAP) in order to maintain Financial Aid eligibility (see SAP Policy immediately following); 2) students who attend on a regular basis have a much higher likelihood of successfully passing the State Board Exam upon completion of the program; and 3) in accordance with the terms and conditions of the Enrollment contract, students who successfully graduate on time will not incur additional charges.

If a student is absent for seven consecutive calendar days, the student may be contacted by the school either by phone, text, email, or letter. If the student does not return within 14 consecutive calendar days from the first date of absence, the student may be terminated.

The contracted length of the 1800 hour course and the 1500 hour course consecutively is 16.5 months (66 instructional weeks) and 13.5 months (55 instructional weeks). Students are given a 10% cushion (example: holidays, bad weather, instructor training days) within their contract to complete the required hours. Any student not completing the course within the contracted time will be charged an additional fee for additional instruction beyond the contract completion date.

Currently, Ohio State Beauty Academy only offers full-time attendance. After successful completion of the Freshman I and Freshman II courses, students are required to attend one 6-hour Saturday per month. In addition, after successfully completing the Freshman I and Freshman II courses, students may also obtain more than the minimum required hours by working on the clinic floor, interning (for those who qualify), or participating in additional school activities (which qualify to receive clock hours for cosmetology).

According to the Ohio State Beauty Academy and the Ohio State Cosmetology and Barber Board, students are not permitted to attend more than 10 hours per day. In accordance with the attendance policy of the Ohio State Beauty Academy, in order for students to receive hours for any day, they are required to clock no less than 3 hours for that day. In addition, a lunch break (minimum 30 minutes) is required if a student attends more than 6 hours.

The Ohio State Beauty Academy allows no more than one undocumented/unexcused tardy within 30 days. An Excused Late/Absence will be granted only with proof of condition beyond the student's control. Documentation from a licensed physician, mechanic/towing slip, or death in the family are examples of proof for an excused absence. A tardy or absence without such documentation will be considered unexcused. Students who are absent (excused or unexcused) more than 32 hours during the Freshman I or Freshman II course are required to re-take that program. In addition, students have the option to make up missed work or missed exams as long as they make arrangements with their instructors.

**LEAVE OF ABSENCE POLICY:** The Ohio State Beauty Academy requires a student to apply in advance for a Leave of Absence (LOA) unless unforeseen circumstances prevent the student from doing so. All requests and approvals for a LOA must be made in writing, include the student's reason for the LOA, signed by the student, approved by the Vice President of Operations and Development and retained in the student file. The Ohio State Beauty Academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the Ohio State Beauty Academy can document the reason for its decision and collects the request from the student at a later date. The start date of the LOA will be the first date the student was unable to attend.

There must be a reasonable expectation that the student will return from the LOA. The Ohio State Beauty Academy may not assess the student any additional institutional charges as a result of the LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period beginning the first day of the first LOA.

A minimum LOA can be no less than 14 consecutive calendar days. Students may receive one personal LOA during their enrollment period(s). A personal LOA may not exceed 30 calendar days. If a student utilizes a 14 day LOA, he or she is not granted an additional personal LOA at a later date. The student may however, extend the 14 day LOA up to a 30 day LOA if absence is approved by the Vice President of Operations and Development. An emergency personal LOA may be approved at the discretion of the Vice President of operations and development.

Medical LOAs are not limited. Documentation from a physician must be provided. However, if a student who has had Title IV aid disbursed has more than 180 calendar days of LOAs during any 12-month period beginning the first day of the first LOA, a return of Title IV calculation must be completed for Financial Aid Purposes. Any loans disbursed will begin repayment 180 days after the student's last date of attendance.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student who takes an unapproved LOA or does not return by the designated return date of the LOA will be withdrawn and the student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

The Ohio State Beauty Academy will extend the student's contract by the same number of calendar days taken in the LOA. Changes to the contract date will be noted on an addendum and must be signed and dated by all parties.

A student may be placed on suspension or dismissed if he or she is not meeting the required attendance standards. Students have the right to appeal the various infractions by submitting, in writing, documentation to Ohio State Beauty Academy administration.

In addition to the attendance policy and rules, we would like to note students attending the Ohio State Beauty Academy also have a dress code which must be followed. The dress code policy is explained to the student during enrollment.

Finally, students are expected to behave in a polite, professional manner at all times and to abide by local, state, and federal laws. Failure to engage in appropriate conduct will result in disciplinary action.

Students agree to abide by all rules, regulations and procedures of the Academy. Failure to abide by said rules, regulations and procedures may be deemed cause for termination or suspension of the student by the Academy.



# Satisfactory Academic Progress Policy

The Ohio State Beauty Academy's Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Ohio State Beauty Academy. A copy of the policy is provided to each student prior to the enrollment process. In addition, it is available in the school's catalog and student handbook. This policy will be enforced based on guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education (DOE).

Students will be evaluated at the following intervals for the following NACCAS approved programs (all full-time) in which each program utilizes an academic year of 900 clock hours to be completed in 30 academic weeks:

## 1800 HOUR ADVANCED COSMETOLOGY COURSE (1800 CLOCK HOURS)

1st Evaluation Period Ends:	450 clock hours & 15 weeks
2nd Evaluation Period Ends:	900 clock hours and 30 weeks
3rd Evaluation Period Ends:	1350 clock hours and 40 weeks
4th Evaluation Period Ends:	1800 clock hours and 50 weeks

## 300 HOUR ADVANCED COURSE (300 CLOCK HOURS)

1st Evaluation Period Ends:	150 clock hours & 5 weeks
2nd Evaluation Period Ends:	300 clock hours and 10 weeks

## 1500 HOUR COSMETOLOGY COURSE (1500 CLOCK HOURS)

1st Evaluation Period Ends:	450 clock hours & 15 weeks
2nd Evaluation Period Ends:	900 clock hours and 30 weeks
3rd Evaluation Period Ends:	1200 clock hours and 45 weeks
4th Evaluation Period Ends:	1350 clock hours and 60 weeks

## 200 HOUR MANICURING COURSE (200 CLOCK HOURS)

1st Evaluation Period Ends:	100 clock hours & 3 weeks
2nd Evaluation Period Ends:	200 clock hours and 6 weeks



Students must cumulatively maintain a minimum of a 75% grade average and a minimum of 67% (results rounded to whole numbers) attendance average per evaluation period to be considered making Satisfactory Academic Progress. A student's first evaluation will occur no later than the mid-point of the academic year; the student must meet both attendance and academic requirements to be considered making SAP. Transfer students will be evaluated after completing each payment period as determined by the Financial Aid office in accordance with DOE regulations. In addition, if the transfer student utilizes both Pell and Direct Loans, the SAP evaluations will be based on the Pell payment periods. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Students who fail to meet either minimum standard at evaluation will be placed on a Warning status until the next evaluation. A Warning is allowed as long as it has been determined the student's previous evaluation period did not result the student being below minimum standards. During a Warning period a student is still considered to be making Satisfactory Academic Progress and is still Title IV eligible. If a student is placed on a Warning status, they are notified in writing and given an academic plan.

At the end of the Warning period the student's progress will be re-evaluated (at the subsequent evaluation point as indicated above). If the student meets both minimum standards, he or she will re-establish Satisfactory Academic Progress and the Warning status will be released. If the student fails to meet either minimum standard again, the student will be considered to be making Unsatisfactory Academic Progress. If a student is determined to be making Unsatisfactory Academic Progress, they are notified in writing. This notification includes that the student has lost Title IV eligibility for the next evaluation period. In order for a student who fails to maintain SAP to re-establish eligibility, they must meet both minimum standards at the next scheduled evaluation.

Ohio State Beauty Academy does not offer an appeal process for the Satisfactory Academic Progress determination as it is based strictly on final grades and actual attendance. Students are notified of all evaluation results.

The maximum time frame allowed for student's to complete each course at satisfactory academic progress is 150% of the course length. The maximums for each course at Ohio State Beauty Academy are identified below. If it is determined- during the evaluation- a student cannot complete the program within the maximum time frame the student will lose eligibility for all Title IV aid, and the student may be terminated. If terminated, the student may apply to re-enroll in the program on a cash-pay basis.

COURSE	MAXIMUM WEEKS	MAXIMUM SCHEDULED HOURS
1800 Hour - Advanced Cosmetology (30 Hours Per Week)	90	2700
1500 Hour - Cosmetology (30 Hours Per Week)	75	2250
300 Hour - Advanced (30 Hours Per Week)	15	450
200 Hour - Manicuring (30 Hours Per Week)	10	300



Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. However, the SAP evaluation periods are still based on actual contracted hours at the institution. If a student changes programs within the institution, all scheduled and attempted hours (whether or not transferable to the new program) will be included in the maximum time frame and count towards SAP. Transfer hours within the institution will include all scheduled hours as attempted hours. Students are not permitted to enroll in more than one program at a time. Withdrawal passing versus withdrawal failing does not apply at Ohio State Beauty Academy. All periods of enrollment count towards SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive financial aid.

The qualitative factors used to determine a student's grade average are separated into Clinic and Non-Clinic work. Non-clinic items that will be graded include- but are not limited to- test grades and workbooks. Clinic items that will be graded are included on the Clinic Grade Sheets which are used to evaluate practical skills. The following is the grade scale utilized by the Ohio State Beauty Academy.

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

If a student takes a leave of absence (LOA) or re-enters the program after dropping or being terminated, their satisfactory academic progress will remain the same status when they return as what it was when they began their LOA. In other words, a leave of absence will not and cannot affect a student's SAP status. However, the LOA will extend the student's contract and maximum time frame by the amount of days in the leave. Course incompletes, repetitions, and non-credit remedial courses do not apply to the Ohio State Beauty Academy. Student's evaluation results are maintained in the Financial Aid office. Although a student is only notified if they are below either minimum standard, they may request a copy of their results at any time.

# Grade Requirements

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

- Non-clinic work (test grades, workbooks, etc.)
- Clinic Work (grades from clinic worksheets, task sheets, etc.)

## ALL WORK IS GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

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



Students must maintain a minimum of a 75% grade average in order to be considered making satisfactory academic progress. Grade requirements – Students are permitted to retake any failed test twice. All assignments, test, and exam scores will be counted toward your GPA.

# Veteran's Administration

## VETERANS BENEFITS AND TRANSITION ACT

Ohio State Beauty Academy - in accordance with the Veteran Benefits and Transition Act of 2018 - will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

## POLICIES FOR VETERAN STUDENTS RECEIVING VETERAN BENEFITS:

**MINIMUM GRADES CONSIDERED SATISFACTORY:** A student must maintain a 75% average in grades and attendance each month.

**PROBATION PERIOD:** A student whose grades or attendance fall below the minimum satisfactory requirement of 75% will be placed on probation for one month.

**CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY GRADES OR PROGRESS:** If the student does not achieve a satisfactory grade of 75% or above during the probation, the school will notify the VA to interrupt the student's educational benefits and the student will be dismissed from the program.

**ATTENDANCE/ABSENCE POLICY:** If a student's absences exceed 25% of the scheduled hours in a month the student will be placed on probation for 30 days. If the student's attendance exceeds 25% while on probation, the student will be dismissed from the program and the VA will be notified to terminate the benefits. If the student's attendance does not exceed 25% while on probation, the student will return in good standing.

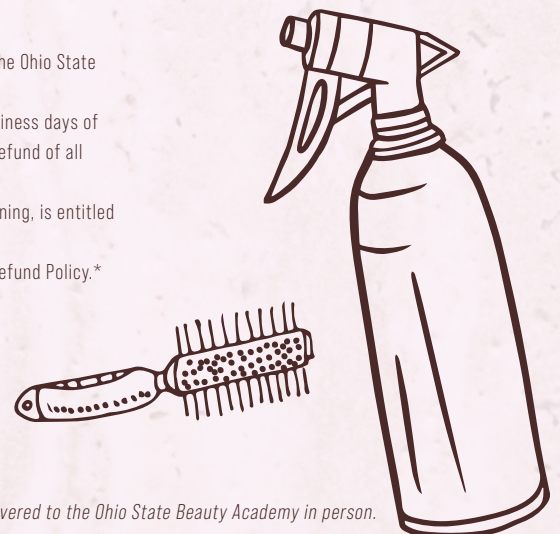
**CONDITIONS FOR RE-ENTRANCE AFTER UNSATISFACTORY PROGRESS OR CONDUCT:** A student will be permitted to re-enter the program at the beginning of the next program start date if the student has resolved the problems causing the unsatisfactory progress or conduct.

# Refund (institutional) Policy

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or Ohio State Beauty Academy closure. The institutional refund calculations are based on actual hours accrued. Any monies due a student who withdraws (or is terminated) from the institution shall be refunded within 45 days of the official cancellation or the date the institution determined the student withdrew regardless of the withdrawal being official or unofficial. Regardless of the date of determination of cancellation/withdrawal, all monetary refund calculations are based on the last day of the student's physical attendance.

The Date of Determination for Official Cancellation or Withdrawal shall occur on the earlier of the following dates:

- An applicant who is not accepted by the Ohio State Beauty Academy is entitled to a full refund of all monies paid to the Ohio State Beauty Academy.
- An applicant or legal guardian who cancels the contract and demands his/her money back in writing within three business days of the signing of the contract- regardless of whether the student has actually started his/her training- is entitled to a refund of all monies paid to the Ohio State Beauty Academy.\*
- An applicant who cancels the contract after three business days of signing, but prior to actually starting his/her training, is entitled to a refund of all monies paid to the Ohio State Beauty Academy less the \$20 registration fee for all programs.\*
- A student who actually notifies the Ohio State Beauty Academy of his/her withdrawal is subject to the Institutional Refund Policy.\*
- A student on an approved leave of absence who notifies the Ohio State Beauty Academy he/she will not be returning:
  - Notification prior to the scheduled return date will be the date of determination and the student is subject to the Institutional Refund Policy.\*
  - Notification after the scheduled return date will result in the date of determination as the scheduled date of return from the leave of absence and the student is subject to the Institutional Refund Policy.\*
- A student who is expelled by Ohio State Beauty Academy is subject to the Institutional Refund Policy.



\*The official cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Ohio State Beauty Academy in person.

## Refund (institutional) policy cont.

The Ohio State Beauty Academy monitors attendance on a weekly basis which is used to determine students who unofficially withdraw. After a student has been absent for 14 consecutive days and has not notified the Ohio State Beauty Academy, a determination will be made by Ohio State Beauty Academy to decide if that student has unofficially withdrawn.

In the case of illness, disabling accident, death in the immediate family or other mitigating circumstances beyond the student's control are evident, Ohio State Beauty Academy may make a settlement which is reasonable and fair to both. This may result in the Institutional Refund Policy exceeding the minimum tuition adjustment schedule.

The Ohio State Beauty Academy's tuition adjustment schedule for those who qualify is as follows:

PERCENTAGE OF ATTENDED HOURS VS. TOTAL HOURS OF THE CONTRACT	PERCENTAGE OF TOTAL TUITION OWED TO THE OHIO STATE BEAUTY ACADEMY
0.001% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

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

The enrollment agreement will identify separately the costs of other items such as books, supplies, kit, etc. that are not items included in the tuition adjustment schedule. Also, any non-refundable items will be indicated. Kits are the property of the student once given to them; they are non-returnable and non-refundable.

Program or Course Cancellation occurring subsequent to a student's enrollment and before instruction in the program or course will result in 1) the Ohio State Beauty Academy providing a refund of all monies paid toward the canceled course/program or 2) the Ohio State Beauty Academy providing the opportunity for the student to complete the course/program at Ohio State Beauty Academy or at another institution chosen by the Ohio State Beauty Academy.

Program or Course Cancellation occurring after a student's enrollment and instruction has begun will result in 1) the Ohio State Beauty Academy will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; 2) the Ohio State Beauty Academy will provide completion of the course and/or program; 3) the Ohio State Beauty Academy will provide a full refund of all monies paid.

If the Ohio State Beauty Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the Ohio State Beauty Academy will provide a pro rata refund of tuition.

## Policy Concerning Transfers

The Ohio State Beauty Academy abides by the policies of the Ohio State Cosmetology and Barber Board regarding transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board and then forwarded to the Ohio State Beauty Academy. Transfer hours to the Ohio State Beauty Academy must be accepted prior to the student beginning his or her enrollment. The school shall determine the number of clock hours it is willing to accept.

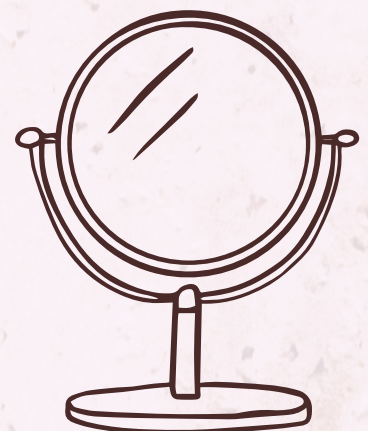
An assessment of skills will be performed to determine placement. Students wishing to transfer from Ohio State Beauty Academy to another school must have all fees paid in full before a transfer of hours takes place. Ohio State Beauty Academy does not recruit students already attending or admitted to another school offering a similar program. No courses or credit hours from the Ohio State Beauty Academy can be transferred to the University of Northwestern Ohio.

## Collection Policy

Students must pay any balance due to the Ohio State Beauty Academy within 30 business days of an Institutional Termination\*, their election to terminate their course, or the election of Ohio State Beauty Academy to terminate them.

The Ohio State Beauty Academy reserves the right to make reasonable payment arrangements with students for any balance due to the Ohio State Beauty Academy. Failure to make arrangements and/or payments as agreed will result in the implementation of collection proceedings.

\*Institutional Termination refers to the closing of Ohio State Beauty Academy. In that unlikely event, the same collection policy will apply. Under this circumstance, a pro-rata refund of tuition will be calculated.



# Graduation and License Requirements

The student will be issued a certificate by the Ohio State Beauty Academy upon completion of the following requirements: (A) the State's required number of clock hours, (B) maintain a minimum of 75% in clinic and non-clinic academics.

## STUDENTS MUST TAKE AND PASS THE FOLLOWING TESTS TO GRADUATE:

Freshman Mid term  
Freshman Final  
Junior Final

Senior Final  
Advanced Mid Term  
Advanced Final

Manicuring Mid term  
Manicuring Final  
(If applicable)

Upon completion of the above requirements the Ohio State Beauty Academy then certifies the student's hours with the Ohio State Cosmetology and Barber Board. The State Board requires the following examination fees:

Cosmetology/Practical/Theory: \$40.00  
Advanced Cosmetology: \$40.00  
Manicuring Practical/Theory: \$40.00  
Work Permit: \$10.00

After successful completion of testing, there will be another \$55.00 licensing fee for two years. Thereafter, license renewal is every two years.

**ALL FEES MAY CHANGE AT THE DISCRETION OF THE OHIO STATE COSMETOLOGY AND BARBER BOARDS DISCRETION.**

# Employment Assistance

Upon request students needing placement assistance will be furnished with a list of the names, addresses, and telephone numbers of area salons. When students have decided on salons that interest them, the Ohio State Beauty Academy will, if requested, contact the salons and confirm job availability. The Ohio State Beauty Academy does not guarantee any graduate a job, or an income level.

# Title IX

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons participating in an educational institution's programs and activities from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at the Ohio State Beauty Academy are protected by Title IX - regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, age, or national origin - in all aspects of the Ohio State Beauty Academy's educational programs and activities.

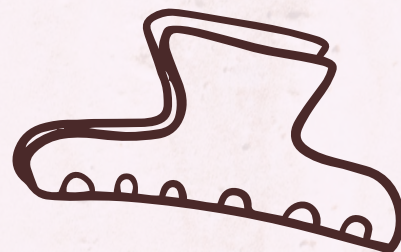
Individuals who feel that there has been a Title IX violation and wish to file a report or claim can do so by emailing [titleix@osba.edu](mailto:titleix@osba.edu).

# Student's Right to Access

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

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

1. Disclosure may be made without prior written consent, under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified official for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order of lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
2. Disclosure may be made to the parent of a dependent student, as defined by the Internal Revenue Service (under 18 years of age).
3. An institution may disclose directory information for the student such as name, address, phone number, e-mail address, date and place of birth, field of study, dates attended, degrees or awards, date of graduation, previous school attended, and/or date of graduation from previous school, if it has given notice to parents (as appropriate) and/or students.
4. If someone should make an inquiry about said student, such as a potential employer, we will locate you and get a release form signed by you for each inquiry.



# General Information



The following information is about the financial aid programs and processes at the Ohio State Beauty Academy. Financial aid programs are used to support the remaining costs when the student and/or family have demonstrated the need for these resources to enable the student to attend and graduate from the institution. Actual costs of attendance include tuition and general fees, housing, meals, and an estimate for books and miscellaneous living expenses, such as laundry and transportation to and from home.

The Ohio State Beauty Academy requires the Free Application for Federal Student Aid (FAFSA) to determine eligibility for financial assistance programs administered by the Financial Aid Office. These funds are made available to students for the hours in which they are enrolled.

Should any student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or institution, if applicable.

## Grants

Grants are financial aid awards that do not require repayment. They are available to eligible students usually based upon financial need.

### Federal Pell Grant

The Federal Pell Grant can provide financial support to students who have the highest financial need. Students can apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid Form (FAFSA). A student must be an undergraduate to receive a Federal Pell Grant. The regulations define an undergraduate as one who is enrolled in an undergraduate course of study and who has not earned a baccalaureate degree.

### Federal Pell Grants

are prorated based on a student's enrollment status and student aid index

## Loans



Loans are available to eligible students and/or their parents through a variety of need-based and non-need-based programs. Typically, student loans are offered at low interest rates and need not be repaid while the student is enrolled at least half-time. Interest rates and repayment vary according to the terms of the individual programs.

Most loans require the student to complete the FAFSA form.

All student loan borrowers are required to complete entrance counseling to learn about rights and responsibilities as a borrower before the first Federal Student Loan funds can be disbursed. Exit loan counseling is required if the student graduates, drops to less than half-time, or withdraws.

### FEDERAL DIRECT LOAN PROGRAM

The Federal Direct Loan Program is a set of federal loans where the lender is the U.S. Department of Education (rather than a bank or other financial institution). The three types of Direct Loans are classified as Subsidized, Unsubsidized, and PLUS.

### FEDERAL DIRECT SUBSIDIZED LOANS

Subsidized loans accrue no interest while the student is enrolled at least half-time and during a grace period or deferment period. Ohio State Beauty Academy does not currently offer less than full-time enrollment. They provide the student with a low fixed interest rate while the student is repaying the loans. To find current interest rates, please visit the Financial Aid Office.

### FEDERAL DIRECT UNSUBSIDIZED LOANS

Unsubsidized loans begin to accrue interest with the first disbursement of the student's loan. The student will periodically receive statements from the Direct Loan Servicer showing the interest accrued to date giving the student the opportunity to pay it while enrolled. To find current interest rates, please visit the Financial Aid Office.

\*If a student chooses not to pay the interest while in school, the interest will simply capitalize and become principal when repayment begins.

### FEDERAL DIRECT PLUS LOANS FOR PARENTS

PLUS loans are available to the parents of dependent students to meet the remaining cost of attendance not available to the student directly. PLUS loans begin to accrue interest with the first disbursement of the parent's loan. Repayment on the PLUS loan begins 60 days after the loan has been fully disbursed. Delayed repayment and deferment options may be available by contacting your Direct Loan Servicer. To find current interest rates, please visit the Financial Aid Office.

\*If a parent chooses not to pay the interest while the student is in school, the interest will simply capitalize and become principal when repayment begins.

### LOAN AVAILABILITY

Based on the student's award package, students are often eligible for a combination of Subsidized and Unsubsidized loans. Below is a list of loan availability based on the student's dependency status as determined by the Department of Education.

Subsidized loans (available to all eligible students\*) > \$8,000 (\$3,500 for academic year 1 + \$4,500 for academic year 2)

Unsubsidized loans (available to dependent students) > \$4,000 (\$2,000 for academic year 1 + \$2,000 for academic year 2) Unsubsidized loans (available to independent students) > \$12,000 (\$6,000 for academic year 1 + \$6,000 for academic year 2)\*A student's award package could result in a student being limited or not eligible for the Subsidized loan. In those cases when the Subsidized portion is limited, the difference would be classified as an Unsubsidized loan. In cases when a student is not eligible for a Subsidized loan, the entire amount would be classified as an Unsubsidized loan.

There are a few restrictions which may limit the amount listed above as available. First of all, the aggregate loan limit available to a Dependent student is \$31,000 (only \$23,000 can be Subsidized). The aggregate loan limit available to an Independent student is \$57,500 (only \$23,000 can be Subsidized). In addition, other aid such as scholarships or grants may reduce what is available because the student's award package is limited to the Cost of Attendance (as figured by the Financial Aid office).

### PRIVATE LOAN PROGRAMS

There are alternative loans available for students needing additional aid. An alternative loan is a loan through which the student may borrow additional money to cover any remaining educational expenses. These loans are based on creditworthiness of the borrower, and in many cases a co-borrower, and are, therefore, not guaranteed. In-school deferments of repayment, flexible repayment options, and co-borrower release options are available. For borrowers and co-borrowers with excellent credit, the rate will in most cases be lower. Ohio State Beauty Academy does not actually offer Private loans, but the Financial Aid office can provide information about them and where the student can apply for them.

## Award Notices

To receive information about your financial aid eligibility, you will be invited into the Ohio State Beauty Academy Financial Aid Office to go over your award notice for complete understanding of your financial aid options.

## Outside Scholarships

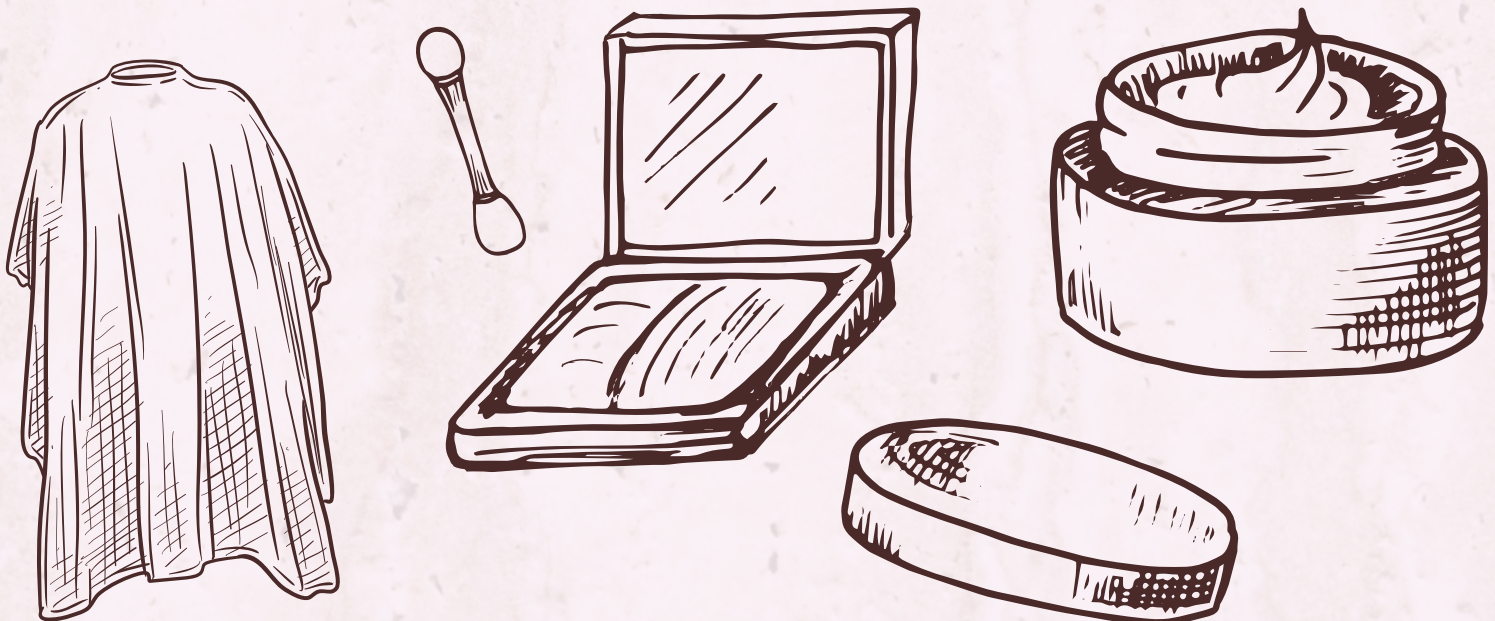
Students who choose to apply and receive scholarships from outside sources are required to adhere to the requirements of that scholarship. The amount of the outside scholarship must be reported to the Financial Aid Office by Federal Law. A re-evaluation of the student's financial aid package will occur and notice will be provided if any changes are necessary to ensure the student award is correctly provided.

### LIMA ACCESS--LAST DOLLAR SCHOLARSHIP

Students graduating from Allen County high schools who enroll at the Ohio State Beauty Academy are eligible to apply for the Lima Access--Last Dollar Scholarship for their first year of attendance. The amount of the scholarship is \$500. Applications are available from the Allen County Access Program.

## Internal Scholarship

Prospective students may apply for an Ohio State Beauty Academy scholarship. A list of details and rules are listed on Ohio State Beauty Academy's website.



# FAIRY HAIR & PIXIE DUST

*where magic meets style*



*Spring Showcase*

# Fall Showcase

## STUDENT COMPETITION



# PIXAR

# WHY OHIO STATE BEAUTY ACADEMY?



My experience at the Ohio State Beauty Academy has been very welcoming and very happy. I never thought I would like school so much. I was always bored in high school, but here, it's so hands-on, and it's like a family. Working on the clinic floor is really helpful in knowing what to expect in the salon since we get to work with real people in the chair every day for so many days. We all work together, and we always have so much fun and so many laughs. I'm learning about what I love, and it puts me in a better place every day coming here."

**LIBBY YOAKAM — WAPAKONETA, OH**



The instructors at the Ohio State Beauty Academy are really nice to us. They know we are students, so when we need help, they're happy to help us while we are on the clinic floor, offering services to people. They're glad to be there just as a support person or to jump in when needed, and it's nice to have that to fall back on in case I'm getting nervous. It's nice to have them here, and they teach us, too, as we're doing it, walking us through it or trusting us enough to do it ourselves and then being there to guide us."

**CALI CONRAD — SPENCERVILLE, OH**



I would definitely recommend Ohio State Beauty Academy. They're very helpful, and everyone is so supportive here. Whenever I have questions, I can ask anyone, and everyone's willing to help teach me properly and correct me if I need corrections. Ohio State Beauty Academy has been fun, enjoyable, and educational. Anyone looking into cosmetology should check out Ohio State Beauty Academy because I've had the best time here."

**ABBY MILLER — HILLSBORO, OHIO**



The reason I came to Ohio State Beauty Academy is my mother and my grandmother both came here. The curriculum is great here. We learn the basics, but once you get into the salon and start interning through your time at Ohio State Beauty Academy, you can get out into the real world. You learn so many new techniques. I would recommend this school for cosmetology because it's the perfect place to start. Come here and learn all you need to learn to be out there in the real world."

**DESHAUN VERNON — WAPAKONETA, OH**



I learned about Ohio State Beauty Academy while working as a receptionist at a salon in Van Wert, Ohio. The stylists referred me to Ohio State Beauty Academy because they wanted me on the floor rather than just doing the background work. When I came and visited the school, I knew it was the place for me. The instructors were kind, and the facilities were excellent. Ohio State Beauty Academy has prepared me for a career in cosmetology in most if not all, aspects of the industry. We have one-on-ones with clientele and one-on-one attention from instructors. We dig down into all the curriculum topics, from basic techniques to getting our license to what that test will be like. I feel completely prepared for the industry.

**EMMA KOHN — VAN WERT, OH**



I've been interested in cosmetology ever since I was a kid. I enjoy doing anything creative, styling hair, and completing different makeup looks. I know when I graduate, I'll have to go to the same salon every day, but I'll be doing different things every day. Talking to new people and completing new hairstyles will make my job fun and exciting all the time. I would recommend Ohio State Beauty Academy because everybody's really accepting and the educators do a great job of teaching people and pushing them into starting their career in cosmetology."

**KYLIE JONES — FINDLAY, OH**



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