

BALTIMORE STUDIO OF HAIR DESIGN SCHOOL OF COSMETOLOGY

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STUDENT HANDBOOK

CATALOG

VOLUME I NUMBER XV

PUBLICATION DATE: February 2022



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“Certified true and correct as to content and policy.”

Maxine Sisserman

2/1/2022

Maxine Sisserman, Administrator
 Baltimore Studio of Hair Design School of Cosmetology
 318 North Howard Street
 Baltimore, Maryland 21201

SCHOOL OWNERSHIP

BALTIMORE STUDIO OF HAIR DESIGN, INC.

Corporate Officers:

Residual Trust of Larry Sisserman
Maxine Sisserman, President and Executor of Trust

ADMINISTRATION AND FACULTY

See Supplement for complete listing

LICENSING AGENCY

Maryland State Board of Cosmetologists
500 North Calvert St
Baltimore, Maryland 21202-3651
410 260-6320

ACCREDITING COMMISSION

National Accrediting Commission of
Career Arts & Sciences
3015 Colvin Street
Alexandria, Virginia 22314
703 600-7600

APPROVAL AGENCY

Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, Maryland 21201
410 767-3300
www.mhec.state.md.us

Approved by the Maryland Higher Education Commission
Program performance rates are available from Maryland Higher Education Commission.

INSTITUTION'S PURPOSE/OBJECTIVE

The Institution's principle objective is to provide basic training to men and women who desire to enter into the world of Cosmetology and to effectively prepare these men and women for the successful completion of their Maryland State Board Exams as well as to be prepared for an entry level position in a salon or job related field.

FACILITIES AND EQUIPMENT

Located in downtown Baltimore City at 318 North Howard Street, this well lighted, well ventilated, heated and air conditioned building has approximately 7800 square feet of space. The School is located on a public bus line, in close proximity to light rail and subway stops as well as parking lot facilities. Featured are separate theory room, practical training facility for those students with less than 350 hours, and a modern laboratory/clinic where advanced students receive practical training and experience. There is a dispensary and supply area containing equipment and products, lunch room, locker room, and administrative and counseling offices. Soda machines are located in the lobby and meal facilities are located in the immediate area. In addition to the use of blackboards and audio visual equipment used for theory and practical demonstrations, a source of reading material in addition to that provided each student is available to all students.

CALENDAR HOLIDAYS

Baltimore Studio of Hair Design is closed for the following holidays:

New Years Day	Labor Day
Martin Luther King Jr. Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

Students are encouraged to attend School all other days and not plan vacations around the holidays as School is closed for the specified day only.

VACATION PERIODS

The terms of the course are the stated hours. The course operates continuously. There is no vacation period except for the holidays listed above.

INCLEMENT WEATHER

School closing due to inclement weather will be announced on school voice mail. Please call 410-539-1935.

ENROLLMENT/START DATES

A student may apply for enrollment any day of the school calendar year. There is approximately two weeks needed for paperwork to be processed in order to begin a starting class.

Classes begin each month for Cosmetology Student. The course(s) continue until all course clock hours and requirements have been successfully completed.

STUDENT: INSTRUCTOR RATIO

Baltimore Studio of Hair Design School of Cosmetology does not exceed a student: teacher ratio of 25 to 1 at any time.

ADMISSION REQUIREMENTS

COSMETOLOGY/OPERATOR

The school requires that each student enrolling in the Cosmetology/Operator or Nail Technician programs must:

- Provide a copy of a current government issued photo ID
- Provide a copy of a current social security card
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Be at least 17 years of age

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

STATEMENT OF NON-DISCRIMINATION

Baltimore Studio of Hair Design School of Cosmetology in its admission, instruction, and graduation policies, practices no discrimination on the basis of race, sex, creed, color, religion, age, financial status or ethnic origin.

RE-ADMITTANCE POLICY

All students desiring to re-enter due to previous termination or withdrawal, may do so upon final approval of the Financial Aid Director. The student must submit a request in writing to the Financial Aid Director for re-admittance into the program which must include prior withdrawal or termination history and a corrective action plan for the successful completion of the course. Each request will be considered on a case by case basis, taking into account the student's prior history and proposed action plan. The student will be advised of the final outcome in writing.

CREDIT FOR PREVIOUS TRAINING

Transfer students may be accepted after an interview, practical/theory evaluation and approval of recognized credit of hours from another School. A student may enter any of the training programs at the level he/she established by evaluation results, and for additional hours if so required. Tuition for that part of the Course will be adjusted for the advancement allowed. A permanent record is maintained in the student's file documenting this information. The School does not recruit students already attending or admitted to another School offering a similar program.

GRADING SYSTEM

The following factors will be measured to determine academic progress:

Theory work (*test grades, quizzes, homework, etc.*)
Practical work
Laboratory work

Theory work will be graded according to the following scale:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 75	C	Satisfactory
Below 75	D	Unsatisfactory

Practical and Laboratory work will be graded as follows:

1	A	Excellent
2	B	Good
3	C	Satisfactory
4	D	Unsatisfactory
5	I	Incomplete

Students must maintain a C grade average (minimum of 75 in theory and a grade of 3 in practical/laboratory work) in order to be considered making satisfactory academic progress. If the student fails to maintain these grades he/she will be considered unsatisfactory in academics and placed on warning for the duration of the evaluation period. During this time the student will be able to make up practical and theory grades. At the end of the evaluation period, if the student has not maintained 75 in theory and/or a grade of 3 in practical, the student will be considered in unsatisfactory status which may result in termination from training.

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete the designated work assignments for Cosmetology, by meeting the academic policy and passing the final examination with a 75. If all financial obligations are met and all required hours are completed (*1500 hours for Cosmetology*), and the attendance policy is met the student will receive a diploma from the School. .

EMPLOYMENT ASSISTANCE

The School has contacts in the Cosmetology field and all information pertaining to possible employment will be made available to the student. Upon successful completion of an enrolled course, students may register for employment assistance and the School will use its best efforts to place the student. Employment information is available through the Admissions Office. However, the student must be aware that the School does not guarantee employment or compensation nor does it act as an employment agent.

STUDENT RECORDS

The school maintains a cumulative record on all students as long as the school exists to include academic, attendance, counseling, placement, follow-up information, etc. Students, as well as parent or guardian if the student is a dependent minor, have the right to gain access to their cumulative records by appointment and under the supervision of an instructor/administrative staff.

Information pertaining to a student's cumulative record will be released to a third party only upon the written instructions and/or permission of the student or the parents or guardians of a student who is a dependent minor, unless information is required by NACCAS or any other agency authorized by law.

The school does not publish a student directory.

ADVISING

Advising is provided to the student a minimum of three times during their contracted course. This advising is done on an individual basis and includes but is not limited to academic and practical advising.

Career counseling is provided to the student regarding professionalism, resume development, interview preparation, job search skills, employment opportunities and marketable skills.

**ATTENDANCE POLICY
(Contract Length)**

All students will be evaluated for attendance a minimum of three (3) equal evaluation periods.

If a student is not maintaining at least an 80% attendance during the evaluation periods he/she will be considered not to be in satisfactory attendance and will be counseled.

A student must have an attendance rate of 80% of the total program in order to graduate.

For each course, the contracted length includes time allowed for some absences, early departures, lateness, emergencies and possible school closures due to holidays and/or inclement weather. However, in order to complete each course within the contracted length without incurring additional instructional charges, the student needs to attend the following:

COSMETOLOGY/OPERATOR COURSE - 1500 CLOCK HOURS

Full-time 25 hours per week, contracted for 14 months.

Part-time day, 17 hours per week, contracted for 22 months

Additional instructional charges will apply if the student has not completed all the required hours within the contract length and the contract needs to be extended.

This policy is not to be confused with the School's "SATISFACTORY PROGRESS POLICY" which allows a maximum time frame for completion of courses (exclusive of leave of absences) at 1.25 times the contract length.

REFUND POLICY

A. ENROLLMENT FEE AND TUITION. The fees for tuition, enrollment, student kit and book represent the total funds to be paid by the student. Not included in the total cost would be the cost for supplies and/or equipment for personal use. Any cost for cosmetic supplies or other supplies and/or equipment used by the student during the course of training for servicing a patron shall be paid for by the school.

B. STUDENT KIT AND BOOK. Each student shall be supplied with a student kit and book, the cost of which shall be non-refundable. Replacement of lost, stolen, or misplaced kit items shall be the responsibility of the student. In lieu of student kit and book fee, the student may purchase their own kit and book on the open market, if so desired, as long as it conforms to the School's standards.

C. MARYLAND HIGHER EDUCATION COMMISSION REFUND POLICY (Institution policy).

1. The enrollment fee is _____ (which may not exceed 10% or \$150.00 whichever is less of the total contract price of the program).
2. If the School closes, cancels, discontinues a course or program or does not accept a student, the student shall receive a full refund.
3. Seven Day Cancellation Period - Maryland State. All fees paid by a student shall be refunded if the student chooses not to enroll in the School within a seven day period after signing the Enrollment Agreement/Contract. If a student chooses not to enroll after the seven day cancellation period but before the first day of instruction, the School reserves the right to charge the enrollment fee. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the School official. This policy applies regardless of whether or not the student has actually started training.
4. If the student for any reason does not complete the course of study once they begin class, refunds after the first day of instruction shall be based on the total contract price for the course and shall include all fees, except the enrollment fee and charges for the kit, books and uniforms, which have been purchased by, and are the property of the student. The refund policy is as follows:

PORTION OF COURSE TAUGHT DURING ENROLLMENT TIME	TUITION REFUND
Less than 10%	90% Refund
10% to 20%	80% Refund
20.1% to 30%	60% Refund
30.1% to 40%	40% Refund
40.1% to 50%	20% Refund
More than 50%	No Refund

5. *Enrollment time* is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the School. Termination by the School shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the documented due date of return. *The date of withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.* All refund calculations and withdrawal paperwork will be completed within 30 days of notice of termination. Any refunds due the applicant or student shall be paid within 30 days after cancellation (see #3) or termination.
6. For Title IV Fund recipients, Return of Title IV calculation will apply first and then the above refund policy will apply.

RETURN OF UNEARNED TITLE IV FUNDS POLICY:

Federal regulations have been enacted which state students may forfeit a portion of their federal financial assistance if they fail to complete the program of study in which they were enrolled. This policy effects students who received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act, i.e., Federal Pell Grants, Federal Direct Student Loans, Federal Student Educational Opportunity Grants, who withdrew or were terminated from the institution *during the first 60% of any payment period.* Payment periods are defined as two 450 hour payment periods and two 300 hour payment periods.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period are considered not to have earned *all* of the federal aid that may have been previously awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid which must be returned to the Department of Education. This calculation will be done *before* a tuition refund calculation is performed in accordance with Maryland Higher Education Commissions' refund policy (institution's refund policy). In many cases the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid.

Returns will be credited in the following order: Unsubsidized FDSL; Subsidized FDSL; FDSL Plus; Federal Pell Grants; FSEOG; Federal, State, private or institutional assistance programs; to the student.

SCHOOL HOURS OF OPERATION

DAY SCHOOL

Full Time Cosmetology/Operator	9:00 AM - 5:00 PM	Monday through Friday
Part Time Cosmetology/Operator	9:00 AM - 1:00 PM	Monday through Friday

CLASS SCHEDULE - DAY

Monday through Friday:

9:00 A.M. - 10:00 A.M.

Roll Call, immediately followed by theory All Students.

10:00 A.M. - 1:00 P.M.

Senior students laboratory training or assigned tasks. Junior students follow a basic curriculum.

Lunch/Breaks
(One hour lunch, fifteen minute breaks)

Controlled by Instructor of each class. (If time permits a morning and afternoon break will be permitted.)

2:00 PM - 3:00 PM

All schedules to continue

3:00 P.M. - 5:00 P.M.

Remedial and make up time.

<p>COSMETOLOGY/OPERATOR COURSE OF STUDY</p>
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The Cosmetology/Operator course of study consists of 1500 clock hours and is a fourteen month program for day-time students, and a twenty-five month program for night students.

This course will be taught in accordance with laws of the Maryland Higher Education Commission and Maryland State Board of Cosmetologists.

EDUCATIONAL OBJECTIVES

Upon completion of the basic Cosmetology/Operator course, the student will be able to:

1. Demonstrate a broad knowledge of both science and art of Cosmetology.
2. Use the knowledge as a foundation to be successful in the profession of Cosmetology.
3. Be prepared for profitable employment for work as a hairdresser, hair colorist, salon owner, product demonstrator, etc.
4. Be prepared for the state licensing examination for Operator's license.

**CURRICULUM OF COURSE
COSMETOLOGY/OPERATOR TRAINING**

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and Maryland Higher Education Commission and Maryland State Board of Cosmetologist requirements.

The training is so regulated that students can be kept together as a class. Each week's assignment is posted in the classroom so the students can see all upcoming training/lesson plans and assignments.

Upon completion of the basic 350 hours of training (*theory, demonstration, practical*), an evaluation is made to determine if a student is qualified to work in the laboratory. Special attention is given to those who need extra help.

After the 350 hours of basic training students work on the public and get 1150 hours of practical experience in all practical areas of Cosmetology such as facials, make-up, hair cutting, manicuring, shampooing, scalp and hair treatments, etc.

Approximate hours spent in each phase of the Cosmetology/Operator Training Curriculum are as follows:

**COSMETOLOGY/OPERATOR
Basic Training - 350 HOURS (14 Weeks)**

- | | | |
|----|---|---|
| 1. | 56 HOURS Basic Curriculum Theory | <i>(1 hour per day, 4 days per wk)</i> |
| 2. | 70 HOURS Demonstration | <i>(1 hour per day, 5 days per wk)</i> |
| 3. | 224 HOURS Fundamental/Practical | <i>(3 hours per day, 4 days per wk)
(4 hours per day, 1 day per wk)</i> |

**COSMETOLOGY/OPERATOR
Senior Training - 1150 Hours (46 Weeks)**

- | | | |
|----|--|---|
| 1. | 184 HOURS Basic Curriculum Theory | <i>(1 hour per day, 4 days per wk)</i> |
| 2. | 115 HOURS Demonstration | <i>(1/2 hour per day, 5 days per wk)</i> |
| 3. | 851 HOURS Laboratory
Training and assigned task | <i>(3 ½ hours per day, 4 days per wk)
(4 ½ hours per day, 1 day per wk)</i> |

COSMETOLOGY/OPERATOR HOURS OF STUDY

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.

THEORY, DEMONSTRATION, FUNDAMENTAL, PRACTICAL AND LABORATORY

(practical/demonstration/fundamental and laboratory hours are in parentheses)

	TOTAL HOURS
INTRODUCTION - THE WORLD OF COSMETOLOGY/ORIENTATION	4.0
YOUR PROFESSIONAL IMAGE/LIFE SKILLS	3.0
BACTERIOLOGY AND A.I.D.S AWARENESS	8.5
DECONTAMINATION AND INFECTION CONTROL - STATE LAWS, LICENSING, RULES AND REGULATIONS - DRUG AWARENESS/DRUG PREVENTION	(52.5) 60.5
PROPERTIES OF THE SCALP AND HAIR	(31.5) 38.5
DRAPING	(26.5) 28.5
SHAMPOOING, RINSING, AND CONDITIONING	(52.0) 57.0
HAIR CUTTING	(147.5) 154.5
FINGER WAVING	(76.5) 84.5
WET HAIRSTYLING	(97.5) 109.5
THERMAL HAIR STYLING	(122.5) 130.5
PERMANENT WAVING	(171.5) 184.5
HAIR COLORING	(145.0) 159.0
CHEMICAL HAIR RELAXING AND SOFT CURL PERMANENT	(116.5) 124.5
THERMAL HAIR STRAIGHTENING (HAIR PRESSING)	(75.5) 79.5
THE ARTISTRY OF ARTIFICIAL HAIR/BRAIDING AND EXTENSIONS	(17.5) 23.5
MANICURING AND PEDICURING	(46.5) 54.5
THE NAIL AND ITS DISORDERS	8.5
THEORY OF MASSAGE	(14.0) 20.0
FACIALS	(17.5) 24.5
FACIAL MAKEUP	(28.5) 34.5
THE SKIN AND ITS DISORDERS	8.5
REMOVING UNWANTED HAIR	(13.0) 19.0
CELLS, ANATOMY AND PHYSIOLOGY	35.5
ELECTRICITY AND LIGHT THERAPY	16.0
CHEMISTRY	16.5
THE SALON BUSINESS	8.5
LECTURE, FIRST AID	2.0
LECTURE, JOB INTERVIEW/PREPARATION/EMPLOYMENT/TAXES	2.0
TOTAL HOURS	1500

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in the classrooms so the students can see all upcoming lessons/training plans.

MARYLAND STATE REQUIREMENTS COSMETOLOGY/OPERATOR COURSE

To be eligible for examination to receive an Operator's License, the applicant shall meet all of the following requirements:

- **Be at least 17 years old.**
- **Have a ninth grade education or equivalent.**
- **Shall have completed 1500 hours of fundamental training according to the Maryland Higher Education Commission and the State Board of Cosmetologist mandatory minimum standard curriculum, as a student in an approved school of cosmetology and credited with the completion of 1500 hours of training at that School. This training shall include theoretical, demonstration, fundamental, practical and laboratory instruction.**

Criminal convictions may affect a student's ability to be licensed.

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