
MARYLAND BEAUTY ACADEMY-WESTMINSTER
A Division of Maryland Beauty Academy of Essex

10 Carroll Plaza Shopping Center
Westminster, Maryland 21157

Telephone 410 848-1277

STUDENT HANDBOOK



CATALOG

Volume 1 Number 13

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"Certified true and correct as to content and policy"

***Maryland Beauty Academy-Westminster
A Division of Maryland Beauty Academy of Essex
10 Carroll Plaza Shopping Center
Westminster, Maryland 21157***

Justin Sisserman

Justin Sisserman, Administrator

04/01/2022

DATE:

SCHOOL OWNERSHIP

MARYLAND BEAUTY ACADEMY OF ESSEX, INC.**Corporate Officers:**

Residual Trust of Larry Sisserman, Maxine Sisserman executor
Maxine Sisserman, Owner and President

ADMINISTRATION AND FACULTY

See Supplement for complete listing

LICENSING AGENCY

Maryland State Board of Cosmetologists
500 North Calvert Street, Room 307
Baltimore, Maryland 21202
410 260-6320

ACCREDITING COMMISSION

National Accrediting Commission of
Career Arts & Sciences
3015 Colvin St
Alexandria, VA 22314
naccas.org

APPROVAL AGENCY

Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201
410 767-3300

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 Carroll County at 10 Carroll Plaza Shopping Center in Westminster, Maryland this well lighted, well ventilated, heated and air conditioned building has 3585 square feet of space. The School has a spacious parking lot located directly in front of the building. Featured are separate theory room and practical training facility for those students with less than 350/25 hours, one major laboratory/clinic area with thirty (30) work stations for cosmetology practice, and eight (8) stations for nail technology practice, two (2) classrooms, restroom facilities, supply closet containing equipment and products, and administrative/ counseling office. Meal facilities are 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

Maryland Beauty Academy-Westminster is closed for the following holidays:

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

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

Students are advised to contact the school in the event of closings for inclement weather.

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 students and Nail Technician Students. The course(s) continue until all course clock hours and requirements have been successfully completed.

STUDENT; INSTRUCTOR RATIO

Maryland Beauty Academy-Westminster does not exceed a student: teacher ratio of 25 to 1 (COSMETOLOGY) and 10:1 (Nail Technician) at any time.

ADMISSION REQUIREMENTS

COSMETOLOGY/OPERATOR AND NAIL TECHNICIAN

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

Maryland Beauty Academy-Westminster 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.

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 probation for six weeks for full time Cosmetology Course, eleven weeks for part-time Cosmetology Course, and two weeks for Nail Technician Course. During this time the student will be able to make up practical and theory grades. At the end of the probation 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 will result in termination from training.

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete the designated work assignments for Cosmetology or Nail Tech, , 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 250 hours for Nail Technician*), and the attendance policy is met the student will receive a diploma from the School. If the student was admitted to the program by successfully completing an aptitude test in lieu of high school or GED, no high school diploma or GED is required in order to receive a diploma of completion from the program.

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 also posted on the bulletin board (when available) 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 to include academic, attendance, counseling, placement, follow-up information etc. Students 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 only upon the written instructions and/or permission of the student as do parents or guardians if student is a dependent minor.

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.

COUNSELING

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

Career counseling is provided to the student regarding interview, employment opportunities and marketable skills.

ATTENDANCE POLICY (Contract Length)

Student attendance is monitored daily. All students will be formally evaluated for attendance a minimum of three (3) equal evaluation periods. If a student is not maintaining at least 80% attendance rate during the evaluation periods, s/he will be considered to be maintaining satisfactory progress and will be counseled and placed on probation for six weeks for the full time (day) Cosmetology program, eleven weeks for part time (night) Cosmetology program, and two weeks for the Nail Technician program. During this time, the students will be able to make up time in order to bring her/his attendance rate up to a minimum of 80%. At the end of the probation period, if the student has not reached the minimum attendance rate, the student will be considered in unsatisfactory status which will result in termination from training.

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

COSMETOLOGY/OPERATOR COURSE - 1500 CLOCK HOURS

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

Part-Time (Day), 15 hours per week, contracted for 23 months

NAIL TECHNICIAN COURSE - 250 CLOCK HOURS

Part-time day, 12 hours per week, contracted for 20 weeks.

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.

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 \$150.00 (*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 post mark on the written notification or the date the said information is delivered to the School official. This policy applies regardless of whether or not the student has actually started training. Any refund due to the applicant will be made with 30 days of cancellation.
 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 TAUGHT DURING ENROLLMENT TIME

Less than 10%
 10% to 20%
 20.1% to 30%
 30.1% to 40%
 40.1% to 50%
 More than 50%

TUITION REFUND

90% Refund
 80% Refund
 60% Refund
 40% Refund
 20% Refund
 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. The date the institution determined withdrawal by the School shall occur no more than 14 days from the last date of physical attendance or in the case of a leave of absence (LOA), the documented due date of return. In case of a LOA, the date the institution determined withdrawal 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 from the date Institution determined withdrawal. Withdrawal letter including balance owed to school, if applicable, will follow (by mail) within a reasonable amount of time. Transcripts will be released to the student once account balance has been satisfied. Any refunds due to the student will be paid within 30 days from the date Institution determined withdrawal.
6. For Title IV Fund recipients, a 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 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 DAY
COSMETOLOGY/OPERATOR**

9:00 AM - 1:00 PM

Monday through Friday

2:00 PM to 5:00 PM**NAIL TECHNICIAN****Monday through Friday**

CLASS SCHEDULE - DAY

Monday through Friday:

9:00 AM - 10:00 AM

Roll Call immediately followed
by theory All Students. Senior
students laboratory training or
assigned tasks. Basic
students follow a basic
curriculum.

10:00 AM - 12:00 Noon

12:00 Noon - 1:00 PM

Remedial and make up time.
(Part Time Day)Part Time
Dismiss at 1pm

1:00 PM - 2:00 PM (Full Time)

One Hour Lunch Break (Full
Time)

2:00 PM - 3:00 PM (Full Time)

Senior students laboratory
training or assigned tasks.
Basic students follow a basic
curriculum. (Full Time)

3:00 PM - 5:00 PM

Remedial and make up time.
(FullTime)Full Time Dismiss
at 5pm

COSMETOLOGY COURSE OF STUDY

The Cosmetology course of study consists of 1500 clock hours and is a fourteen month program for full-time students, and a thirty-one month program for part time 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 operator/cosmetology 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 Training Curriculum are as follows:

COSMETOLOGY/OPERATOR Basic Training - 350 Hours (14 Weeks)

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

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

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

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
HAIRCUTTING.....	(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.....	(172.5)	184.5
HAIR COLORING AND LIGHTENING.....	(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, BRAIDS 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

NAIL TECHNICIAN COURSE OF STUDY

The Nail Technician course of study consists of 250 clock hours to be completed in eighteen weeks.

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

EDUCATIONAL OBJECTIVES:

1. To train students in the art and science of manicuring.
2. To impart the physical dexterity and the manipulative skills required by the nail technician.
3. To prepare students to be eligible for the Maryland State Board examination for nail technician license.
4. To prepare students for profitable employment as a nail technician, product demonstrator etc.

CURRICULUM OF COURSE OF STUDY NAIL TECHNICIAN TRAINING

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

The approximate hours spent in each phase of study are as follows:

THEORY/DEMONSTRATION/FUNDAMENTAL PRACTICAL/LABORATORY SUBJECTS	TOTAL
HOURS	
Orientation and preview of Nail Tech Course (4 theory/demonstration hour).....	4
Anatomy and Physiology of hand, arm, foot and leg, Bacteriology, Nail Disorders, and Diseases, Skin Disorders and Diseases of foot and hand (36 Theory/Demonstration hours).....	36
Sanitation and Sterilization/Aids Awareness (5 theory/demonstration hours, 12 lab hours).....	17
Equipment, Implements, Materials and Cosmetics for Nail Tech use, Product chemistry and safety for Nail Tech Use (5 theory/demonstration hours, 6 lab hours).....	11
Plain manicure of hand and special manicures (oil), Pedicure, Massage for hand, arm, foot, leg (5 theory/demonstration 20 laboratory hours).....	25
Artificial Nails, nail repair and advance nail techniques including acrylic nail, gel nail, wrapping, nail tip, electric filing techniques (18 theory/demonstration, 86 laboratory hours).....	104
Introduction and demonstration of new products and techniques (10 theory/demonstration hours, 10 lab hours).....	20
Professional Ethics, Shop Conduct, MOSH regulations (5 Theory/demonstration hours).....	5
Business Practices, Client Consultation, Salesmanship/Retail, Job Preparation/Interview/Employment/Taxes (8 theory/demonstration).....	8
Hygiene and Personal grooming.....	3
Safety Precautions and Procedures to include First Aid (6 theory/demonstration hours, 6 lab hours).....	12
Maryland State Laws, Rules and Regulations, Drug Prevention (5 theory/demonstration hour).....	5
Total Theory/Demonstration Hours	110
Total Laboratory Hours	140
TOTAL HOURS	250

All areas include safety precautions and procedures pertaining to subject matter.

The week's assignment is posted in the classrooms so the students can see all upcoming lesson/training plans.

MARYLAND STATE REQUIREMENTS NAIL TECHNICIAN COURSE

To be eligible for examination to receive a Nail Technician's license, the applicant shall meet the following requirements:

- Be at least 17 years old.
- Have successfully completed a 9th grade education or the equivalent
- Shall have completed 250 hours of fundamental training according to the Maryland Higher Education Commission and the State Board of Cosmetology minimum standard curriculum as a student in an approved school of cosmetology and credited with the completion of training at that school.

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

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MARYLAND BEAUTY ACADEMY-WESTMINSTER
A Division of Maryland Beauty Academy of Essex, Inc

*10 Carroll Plaza Shopping Center.
Westminster, Maryland 21157*

Telephone 410 848-1277

STUDENT HANDBOOK
SUPPLEMENT

CATALOG SUPPLEMENT

VOLUME I NUMBER 11

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"Certified true and correct as to content and policy"

MARYLAND BEAUTY ACADEMY - WESTMINSTER
A Division of Maryland Beauty Academy of Essex
10 Carroll Plaza Shopping Center
Westminster, Maryland 21157

Justin Sisserman

Justin Sisserman, Administrator

DATE: 4/1/2022

DIRECTOR OF EDUCATION

Kelly Davison

INSTRUCTIONAL STAFF

Kelly Davison

Rafaella Sulmonte (Lella)

SENIOR ADMINISTRATOR

Maxine Sisserman

ADMINISTRATOR & ADMISSIONS

Justin Sisserman

FINANCIAL AID DIRECTOR

Samara Sisserman

ENROLLMENT FEE - STUDENT KIT AND TUITION ADDITIONAL EXPENSE 4/13

The fees for tuition, enrollment, student kit, book, lab jacket, t-shirt and activity fees represent the total expenses to be paid by the student. (Activity fees include supplies used for training throughout the contract.) Not included in the total cost is the cost for supplies and/or equipment for personal use.

Each student shall be supplied with a student kit, the cost of which shall be non-refundable. Replacement of lost, stolen, misplaced, used, or broken items shall be the responsibility of the individual student. This applies to book also.

In addition, each student is required to purchase the required uniform and shoes in those courses where the uniform is not included in the course cost, as well as notebook(s), pen and pencils, two (2) photos or snapshots (*required for each student's badge*), small luggage lock(s), and to pay the license examination fee to the State Board of Cosmetologists upon completion of the course.

TUITION 4/22

Cosmetology/Operator Course of Study - 1500 Hours of Instruction

Tuition Fee	\$19,500.00
Enrollment Fee	\$ 150.00
Tshirt, Sweatshirt, Lab Jacket *	\$ 65.00
Student Kit and Books	\$ 1,435.00
 TOTAL	 \$21,150.00
Deposit	\$ 1,650.00
Balance	\$19,500.00

Nail Technician Course of Study - 250 Hours of Instruction

Tuition Fee	\$ 2,500.00
Enrollment Fee	\$ 100.00
Tshirt, Sweatshirt, Lab Jacket *	\$ 65.00
Student Kit and Books	\$ 585.00
 TOTAL	 \$ 3,250.00
Deposit	\$ 1,300.00
Balance	\$ 1,950.00

In lieu of the Student kit and book fee, student may purchase their own kit and books on the open market as long as it conforms to school standards.

METHOD OF PAYMENTS 2/15

Upon enrollment, the tuition and all fees are due and payable in full. However, at the School's option, a student may pay the enrollment fee (\$150.00 for Cosmetology/Operator Course, \$100.00 for Nail Technician Course) and a down payment of \$_____ (the student kit and book - see each course). The balance which is the tuition fee would be divided up into equal monthly payments of the number of months (*Manicuring - number of weeks*) that the student is contracted for, until the balance is paid in full (prior to graduation or contract ending date).

Method of payment accepted include cash, check, credit card, and money order.

SCHOOL RULES AND OPERATION POLICIES 9/2020

The School reserves the right to amend or modify, add or delete any Rules and Operating Policies.

SCHOOL OPERATING HOURS.

Full-Time Day Cosmetology
Monday through Friday 9:00 AM to 5:00 PM

Part-Time Day Cosmetology
Monday through Friday 9:00 AM to 1:00 PM

Part-Time Nail Technician
Monday through Friday 2:00 PM to 5:00 PM

1. **STUDENTS ARE TO SIGN IN UPON ARRIVAL:**

*Day Students will not be allowed in School after 10:00 A.M. Nail
Nail Tech Students will not be allowed in School after 3:00 P.M.*

2. **COSMETOLOGY THEORY CLASSES.** Theory class for the entire day student body begins **PROMPTLY** at 9:00 A.M. Any student arriving at School after 9:00 A.M. **WILL NOT** be permitted in theory class and will not be permitted to begin any class until 10:00 A.M.
NAIL TECH CLASSES. Theory for the Nail Tech student body begins **PROMPTLY** at 2:00 P.M. Any student arriving after 2:00 P.M. will not be allowed into theory class and will not be permitted to begin any class until 3:00 P.M.
3. **ABSENTEEISM NOTIFICATION.** If a student is going to be absent from day session, he/she must call and notify the School office between 8:30 A.M. and 9:00 A.M.
4. **DOCUMENTATION FOR ABSENTEEISM RECOMMENDED.** Absences due to illness, Doctor's appointments, court dates, death or any valid excused absence should be documented by doctor's slip, court papers, funeral director's slip, etc.
5. **EXCESSIVE/CONTINUAL ABSENCES.** Regular attendance is encouraged at all times. Continual and excessive absences will be counseled and if continued, the student will be placed on probation. (*See Satisfactory Progress Policy for detailed information.*)
6. **TARDINESS/LATENESS/EARLY DEPARTURE.** In case of extreme tardiness or lateness by the student, the School has the right to dismiss the student for the remainder of the day. Continual tardiness, lateness or early

departures will not be tolerated. Students will be counseled when excess lateness, tardiness and leaving early occurs.

7. **SCHOOL ILLNESS/INJURY.** Students that are too ill/injured to perform services or duties will be dismissed for the day.
8. **STUDENT KIT/EQUIPMENT/UNIFORM.** Students are required to come to School prepared with their kits and all supplies needed for their assigned tasks as well as dressed in the proper uniform and shoes. If the student is unprepared and/or is not in proper uniform, the student will be dismissed for the day. Proper uniform is white/black dress and/or pant suit and white/black shoes, white or neutral hose for the female student. All students must wear student identification badge with picture. Student kits shall be complete and maintained in a sanitized state of readiness at all times. Each student is responsible for his/her equipment, supplies, books, kit materials and personal property.

*The School will not be responsible for lost or stolen equipment or personal property. Students are **NOT** permitted to borrow equipment or supplies from other students.*

9. **MAKE UP TIME/WORK.** There is time built into the contracted period of time for make up time and work assignments to be completed. Students are to check with their instructors for class schedules for the week for any make up work that needs to be made-up.
10. **DRUGS/ALCOHOL.** The use of illegal drugs and alcohol in any form during the School day is grounds for dismissal and/or suspension. See Drug Prevention Awareness Policy.
11. **TUITION.** Tuition payments are to be made on a regular basis for those who are making installment payments. Any change from payment arrangements made at contract time, must be taken up with the Admissions Office. Overdue payments may be cause for interruption of training.
12. **SIGN IN/SIGN OUT.** All students are to sign in and sign out **ON THE HOUR**, daily. This is your responsibility. No student will be allowed to sign in or sign out for another student.
13. **CONDUCT.** Smoking, eating, gum chewing or drinking beverages on the Laboratory/Clinic Floor or in the Basic Rooms is prohibited. Profanity and/or disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.
14. **COOPERATION.** All students are required to cooperate with the teaching staff. Failure to do so will result in dismissal for the day. Recurrences may result in suspension, probation and possible termination.
15. **STATIONS/WORK AREAS.** Each student is responsible for cleaning his/her work area/station. Each student shall assist on a daily basis in keeping the premises clean and orderly at all times.
16. **SANITATION.** Students shall observe all rules of sanitation and personal hygiene while in School.
17. **ENTRANCE AND EXIT.** Students are to enter and exit the building by the front entrance **ONLY**. Fire exits are to be used in case of emergencies. The back door must remain closed at all times to secure the building.
18. **LUNCH PERIOD.** Lunch period is one hour only. Basic Room students are to follow schedule. Senior students lunch periods will be assigned based on Laboratory/Clinic activities. Each student is responsible for removing his/her rubbish and placing it in the trash container. The reception area is not to be used by students for breaks, lunch or loitering.
19. **TELEPHONES.** Personal use of School telephones, except for emergencies, is prohibited during School hours.(*see #33 for cell phone regulations*).
20. **TEACHER ASSISTANCE/WORK ASSIGNMENTS.** Students who are unsure or uncertain about a service, an assignment, or a procedure, shall seek teacher assistance only. Refusing a work assignment (*whether Laboratory/Clinic or Classroom*) is an automatic dismissal for the day. Repeated offenses may result in suspension, probation and/or termination from the School.

21. **SCHOOL OFFICES.** No one is allowed in the School office without permission or a teacher/ staff member being present.
22. **SCHOOL SUPPLIES.** Any student using School supplies for personal use will be charged and billed accordingly.
23. **SCHOOL PROPERTY.** Any student damaging, stealing, or defacing the School or School property will be terminated from School and prosecuted.
24. **SOLICITATION.** All solicitation in the School is prohibited. Solicitation of a patron for cosmetology services performed outside of School is prohibited.
25. **ABSENCES AND LEAVE.** A student may not be absent more than 14 consecutive days without notifying the school. However, a leave of absence may be granted a student due to illness or any valid need. This must be done in writing. The student may re-enter at the same point of advancement previously attained prior to his/her leave. See additional information under Leave of Absence/Temporary Interruptions Satisfactory Progress Policy, for specifics of time allowed.
26. **ADVISEMENT/STUDENT SERVICES.** Advising is provided to the student a minimum of three (3) times during their contracted course. This advising is done on an individual basis and includes, but not limited to, academic and practical advising. Career advising is provided to the student regarding interview, employment opportunities and marketable skills
27. **JOB CHARTS.** Students will be assigned specific duties, by their Instructor, on a rotating basis. Refusal to perform a job chart assignment will be reason for dismissal for the day.
28. **STUDENT GRIEVANCE / COMPLAINT PROCEDURE.** All students are expected to do their utmost to help bring about and maintain harmony in the school. If school grievances arise they may be handled by informal discussion with your instructor. Together you should specifically define the problem and establish a joint objective in how it can be resolved. If the grievance can not be resolved to the students satisfaction, either the student or the instructor will refer the grievance to the School Director. The School Director will meet with the student to attempt to resolve the issue and document the grievance and outcome in the student's file. If the grievance is not resolved at this level, the student must put the grievance in writing and present it to the Administrator where it will be reviewed by the Grievance Committee who will respond in writing. The Grievance Committee shall be comprised of the School Administrator, Admissions Director and Financial Aid Director. The student and the school will allow ten (10) school days at each step for resolving the grievance. If all attempts to resolve the grievance has been exhausted then the student may file a formal grievance with the Maryland Higher Education Commission.
29. **CRIME AWARENESS.** Students that observe or become aware of misconduct that leads or may lead to a misdeed or crime should advise their Instructor of the knowledge of such conduct and the Instructor will communicate the observance and/or knowledge of such act to the proper authorities.
30. **PROGRESS REPORTS.** Students will receive monthly progress reports which indicate progress in practical and theory grades.
31. **SMOKE FREE ENVIRONMENT.** Maryland Beauty Academy - Westminster maintains a smoke free environment. **NO Smoking** is permitted within any area of the School building.
32. **CELL PHONES, TABLETS, HEAD GEAR:** Cell phones, Tablets, ear pieces, head gear are not allowed in any training area of the School, i.e. classroom or clinic. These can only be used on authorized breaks and lunch time. Do not return to the clinic or classroom with these. They are to be put away so they are not a distraction in the training areas. Students will be sent home for the day if they do not comply.
33. **NO GUNS, KNIVES OR WEAPONS PERMITTED ANYWHERE ON THE PREMISES.**
Guns, knives, weapons or anything that would cause bodily harm will not be permitted anywhere on the campus. This would be grounds for termination AND criminal prosecution.
34. **GROUNDS FOR TERMINATION.** The student agrees to comply with the rules and operating policies and understands that the School has the right to terminate enrollment at any time for violation of the rules and operating policies as outlined in the Catalog Supplement. The School further reserves the right to modify the rules and regulations and advise students of any changes or modifications.

A. FIRE EXTINGUISHER INSTRUCTIONS (*instructions on fire extinguisher*)

1. Pull pin. Hold Upright.
2. Stand back 8 feet.
3. Aim at base of fire - Squeeze - Sweep.

"CODE ORANGE ANNOUNCES FIRE DRILL"

B. EMERGENCY AND FIRE DRILL PROCEDURES

- a. Persons in **Clinic area, reception area, and office:** Exit through **FRONT EXIT DOOR**
- b. Persons in **Basic Room, lunch room, bathrooms** should exit through **SIDE EXIT DOOR**
- c. Move in an orderly and quit manner. Once outside in parking level, move to the far end of building towards **Englar Avenue**.
- d. An instructor or staff member will indicate when you may return to the building

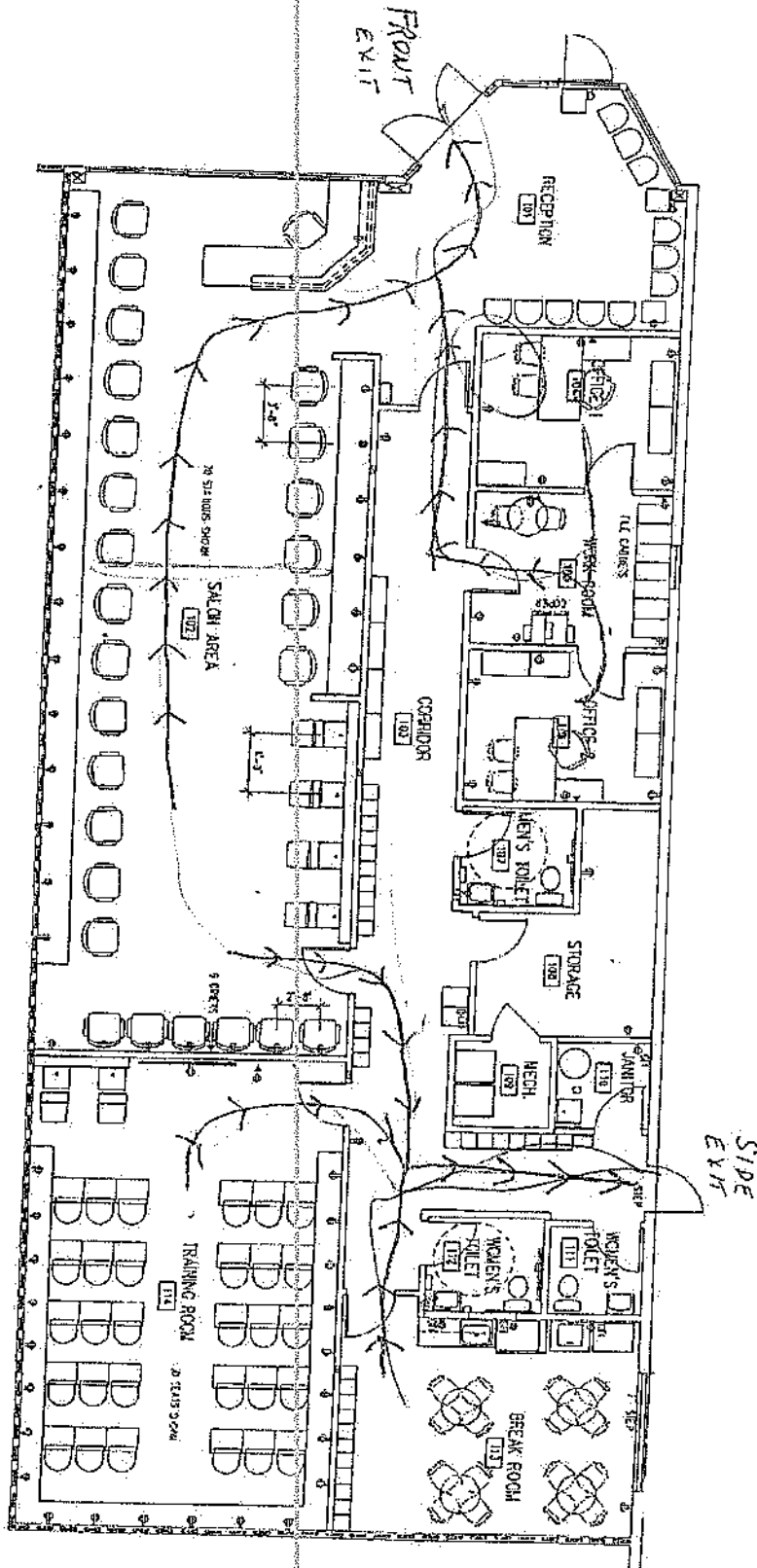
EMERGENCY AND FIRE EVACUATION PLAN

4/13

The Emergency and Fire Evacuation Plan will be reviewed in orientation of each new class.

1. **FORM** a double line and evacuate the School building immediately in an orderly fashion through the nearest exit (**REFER TO FLOOR PLAN**).
2. **WALK**. Do not run. Do not stop to take personal belongings.
3. **SILENCE** will be strictly observed. Listen for an specific instructions from your Instructor.
4. **SIDE EXIT**. If exiting by **side exit** - back of shopping center..
5. **CLINIC PATRONS**. If a student has a patron in clinic area, guide your patron by the arm gently to the **FRONT EXIT - front of shopping center**.
6. **ROLL CALL** will be taken by the Instructor once a safe distance outside to make sure the School building has been **TOTALLY EVACUATED** and no one has been left behind. Instructors will report results of roll call to the Director.
7. **CONCLUSION OF EMERGENCY/FIRE DRILL**. Everyone will walk back in the School in an orderly fashion to their respective classrooms/Offices.

FIRE EXIT CHART 4/13



1 SCALE 1/4" = 1'-0"

GRAPHIC SCALE
0 1 2 3 4 5 6 7 8 9 10 11 12
SCALE 1/4" = 1'-0"