
MARYLAND BEAUTY ACADEMY - ESSEX

7930 Eastern Ave Suite 5.
Baltimore, Maryland 21224

Telephone 443-503-8630



STUDENT HANDBOOK

CATALOG

VOLUME I NUMBER XXI

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"Certified true and correct as to content and policy"

MARYLAND BEAUTY ACADEMY OF ESSEX, INC.
7930 Eastern Ave Suite 5
Baltimore, Maryland 21224

Justin Sisserman

Justin Sisserman, Administrator

SCHOOL OWNERSHIP

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

The Residual Trust of Larry Sisserman
Maxine Sisserman, President

ADMINISTRATION AND FACULTY

See Supplement for complete listing

LICENSING AGENCY

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

ACCREDITING COMMISSION

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

APPROVAL AGENCY

Maryland Higher Education Commission
6 North Liberty St
Baltimore, Maryland 21201
410 767-3301

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

INSTITUTION'S PURPOSE/OBJECTIVE/MISSION STATEMENT

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 Baltimore County at 7930 Eastern Ave Suite 5 in Baltimore, Maryland this well lighted, well ventilated, heated and air conditioned one story building has 10,040 square feet of space. The School is located on a public bus line, in addition to 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 seven (37) work stations, two (2) large classrooms, restroom facilities, lockers, lunchroom, dispensary and supply room containing equipment and products, administrative and advising offices. Meal facilities are in the immediate area. In addition to the use of whiteboards, audio visual equipment is used for theory and practical demonstrations, and a source of reading materials are available to all students.

CALENDAR HOLIDAYS

Maryland Beauty Academy - Essex 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.

*Monday Holidays -School is closed

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 early morning on the answering machine at the school.

ENROLLMENT/START DATES

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

Classes begin each month for Cosmetology/Operator students and Nail Technician. The course(s) continue until all course clock hours and requirements have been successfully completed.

STUDENT; INSTRUCTOR RATIO

Maryland Beauty Academy - Essex does not exceed a student: teacher ratio of 25 to 1 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 - Essex 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.

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/Operator Course, nine weeks for part-time Cosmetology/Operator 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/Operator 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/Operator 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. In addition, the school provides and permits access to student and school records as required for any accreditation, state regulatory or federal regulatory process.

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.

ADVISING / COUNSELING

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

Career advising / 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 evaluations 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) 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.
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	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 date 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 will be paid within 30 days after cancellation (see #3) or termination.
6. For Title IV Fund recipients, a Return of Title IV Calculation will apply first and then the above refund policy will apply to all students.

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 DAY
COSMETOLOGY/OPERATOR**

9:00 AM - 1:00 PM

Monday through Friday

**PART-TIME DAY
NAIL TECHNICIAN**

2:00 PM - 5:00 PM

Monday through Friday

CLASS SCHEDULE - DAY

Monday through Friday:

9:00 AM - 10:00 AM

Roll Call immediately followed
by theory All Students.10:00 AM - 12:00 Noon
(Part-Time Day Cosmetology/Operator Students)Senior students laboratory
training or assigned tasks.
Basic students follow a basic
curriculum. (Full time & Part time Cosmetology)12:00 Noon - 1:00 PM
(Part-time Day Cosmetology/Operator Students)

Remedial and make up time. (Part Time Cosmetology Only)

Lunch/Breaks
(One hour lunch, fifteen minute breaks)Full Time Students continue on Laboratory Training/Assigned
Tasks

2:00 PM - 3:00 PM (Cosmetology/Operator students)

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

3:00 PM - 5:00 PM (Cosmetology/Operator students)

will be permitted.)
Remedial and make up time.

2:00 PM - 5:00 PM (Nail Tech students)

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

COSMETOLOGY/OPERATOR COURSE OF STUDY

The Cosmetology/Operator course of study consists of 1500 clock hours and is a fourteen month program for full-time students, and a twenty-three 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/Operator Training Curriculum are as follows:

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

- | | | |
|----|---|---|
| 1. | 56 HOURS Curriculum Theory | <i>(1 hour per day, 4 days per wk)</i> |
| 2. | 70 HOURS Demonstration/Lecture
Basic Theory | <i>(1 hour per day, 5 days per wk)</i> |
| 3. | 224 HOURS Fundamental,
Practical and assigned task | <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 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/Clinic
Training and assigned task | <i>(3 1/2 hours per day, 4 days per wk)
(4 1/2 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	
<i>(practical/demonstration/fundamental and laboratory hours are in parentheses)</i>	
	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 sixteen 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 theory).....	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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STUDENT HANDBOOK SUPPLEMENT

CATALOG SUPPLEMENT

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"Certified true and correct as to content and policy"

MARYLAND BEAUTY ACADEMY OF ESSEX, INC.
7930 Eastern Ave, Suite 5
Baltimore, Maryland 21224

Justin Sisserman

JUSTIN SISSERMAN, ADMINISTRATOR

4/1/2022

DATE: m/d/y

SCHOOL DIRECTOR	Robert Gibson
INSTRUCTIONAL STAFF	Robert Gibson, Director Terry Billy Mary Cosgrove Mary Gue (Substitute)
SENIOR ADMINISTRATOR ADMINISTRATOR ADMISSIONS	Maxine Sisserman Justin Sisserman Justin Sisserman
FINANCIAL AID	Justin Sisserman, Director Anna Williams, Officer

ENROLLMENT FEE - STUDENT KIT AND TUITION ADDITIONAL EXPENSE

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 11/17

Cosmetology/Operator Course of Study 1500 Hours of Instruction

Tuition Fee	\$19,500.00
Enrollment Fee	\$ 150.00
*Student Kit and Books,	\$ 1,435.00
lab jacket, tshirt, sweatshirt	\$ 65.00
Total	\$21,150.00
Deposit Required	\$ 1,615.00
Balance	\$18,000.00

*In lieu of Student Kit, and Book Fees, student may purchase their own kit, and book on the open market as long as it conforms to School standards. Not included in the cost of the program is the Maryland State Board Exam Fee, which is the student's responsibility.

Nail Technician Course of Study 250 Hours of Instruction

Tuition Fee	\$2,500.00
Enrollment Fee	\$ 100.00
*Student Kit, Books,	\$ 585.00
lab jacket, tshirt sweatshirt	\$ 65.00
Total	\$3,250.00
Deposit Required	\$1,300.00
Balance	\$ 1,950.00

*In lieu of Student Kit and Book Fee, student may purchase their own kit and book on the open market as long as it conforms to School standards. Not included in the cost of the program is the Maryland State Board Exam Fee, which is the student's responsibility.

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 (Nail Tech - 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

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

1. SCHOOL OPERATING HOURS.

Day Cosmetology and Teacher Hours	9:00 AM to 5:00 PM Monday thru Friday
Part-Time Day (Cosmetology)	9:00 AM to 1:00 PM Monday thru Friday
Part-Time Day Nail Tech Hours	2:00 PM to 5:00 PM Monday thru Friday

Day Students will not be allowed in School after 10:00 A.M.

2. 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. For Nail Technician students, theory class begins promptly at 2pm.
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 RECOMENDED. 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.) Excused absences occur when the school is closed for the day due to unforeseen circumstances (ie-inclement weather) or when a student is on an approved Leave/temporary interruption. See Rules #25.
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 and back entrances **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 ROOM.** 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. All in-house food is to be eaten in the lunch room **ONLY**. Each student is responsible for removing his/her rubbish and placing it in the trash container. Each student is responsible for keeping the lunch room premises clean and orderly at all times. 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.
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 offices without permission or a teacher 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 (except for arranging for State Board model for your examination) 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 counseling. 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. **CELL PHONES, IPODS, EAR PIECES, HEAD PIECES, HEAD GEAR/BLU TOOTH.** Cell phones, IPODS, ear pieces, head pieces, head gear - are NOT allowed in any training area, i.e. clinic and classrooms. These devices may only be used on authorized breaks and lunch time in the lunchroom or outside of the school. **DO NOT RETURN** to the clinic or classroom these. They are to be put away so they are not a distraction in the training areas, and are to be turned off or on silent/vibrate. Violation of the above will result in the student being sent home for the day.
32. **NO GUNS, KNIVES OR WEAPONS PERMITTED ANYWHERE OF 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.
33. **SMOKE FREE ENVIRONMENT.** Maryland Beauty Academy of Essex maintains a smoke free environment. **NO** Smoking or Vaping is permitted within any area of the School building.
34. **GROUND 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.