

Marsha Kay
BEAUTY COLLEGE INC.



July 2010

Information Catalog

Accredited by the



National Accrediting
Commission of
Cosmetology Arts
& Sciences

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Mountain Home, AR 72653

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MarshaKayBeautyCollege.com

***Marsha Kay Beauty College is licensed by the:
Arkansas State Board of Cosmetology
101 E Capitol Suite 108
Little Rock, Arkansas 72201-3819**

***Marsha Kay Beauty College is accredited by the:
National Accrediting Commission of
Cosmetology Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302**

The list below is a partial list of the most commonly used drugs. Please be aware that there are many more.

MARIJUANA is one of the most commonly used current drugs. This drug is mind-altering and its active agent is obtained from the marijuana (ganja, sinsemilla) plant and more than 400 chemical combinations. In minutes the heart rate can be speeded up by as much as 50 percent. A sense of euphoria, of heightened mood, can result but as easily, acute anxiety with mood swings can surprise the user. Long-range psychological and physical damage is a risk of beginning casual use.

COCAINE is a white crystalline powder extracted from the leaves of the coca plant, in its pure form. The drug is then mixed with other substances by dealers to increase the quantity and thereby their profits. Some of these additives are dangerous, even toxins that have the right look and taste. Use of cocaine is always risky but frequent use heightens the danger. Smoking it affects the brain in seconds and even small amounts can result in heart or respiratory failure.

CRACK is a purified version of cocaine that is used by inhaling the fumes while heating the drug. Dealers sell small chunks for burning with tobacco or marijuana. Crack (sometimes called rock) gives an intense high within seconds that lasts 5 to 7 minutes. Deep depression is chemically the next stage, encouraging repeated use of the drug. It can cause intense dependency in a very short time.

AMPHETAMINES are chemical magic that may place a tempting selection before you. These are amphetamines, dextroamphetamines and methamphetamines--speed, white crosses, uppers, dexies, bennies, and crystal, most in tablet or capsule form. They increase heart and breathing rates, raise blood pressure, often cause blurred vision, dizziness, loss of sleep and anxiety. The temporary high upsets the body chemistry and leads to long term danger.

ALCOHOL may provide a feeling of confidence and being in control. While some people can consume a lot without feeling drunk, there is still damage. Liver, brain, heart, and stomach damage goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard liquor often cause dependency and may be fatal.

Index

The School	1
Facilities	1
School Objectives	1
Staff and Faculty	1
Student Information	2
General Information	2
Enrollment	2
Financial Aid Programs	2
Tuition	2
Uniforms	2
Enrollment Requirements	2
School Calendar	2
Notice of Cancellation and Refund Policy	3
Cost of Textbooks and Equipment	3
Books	3
Placement Services	4
School Policies	4
Cosmetology Course Outline	4
Cosmetology Curriculum	4
Mission Statement	5
Kinds of Job Opportunities	5
School Rules and Regulations	5-6
Weekly Time Schedule	6
Enrollment Agreement	6
State Examination	7
Teaching Schedule	7
Code of Ethics	7
Graduation Requirements	8
Library	8
Available Space & Equipment	8
Certificates	8
Student Conduct	8
Practical and Written Exam Information	8
Transfer Policy	9
Leave of Absence	9
Internal Complaint Procedure	9
Grading System	10
Theory	10
Practical and Clinical	10
Drug Free Policy	10-11

The School

Georgia Ann Robbins-Evans, Owner, Director, and Instructor, obtained her Cosmetology license in 1965. She has lived in Gainesville, Missouri area all her life. She owned and operated Shelly Lynn Beauty College in West Plains, Missouri for ten years before establishing Marsha Kay Beauty College in Mountain Home in 1973. She has one son, Kerry Robbins and one daughter, Marsha Kay Snedecor.

Facilities

The school building consists of clinic area, classrooms, library, office, supply room and dispensary, two rest rooms and a lounge. The clinic area is furnished with equipment necessary for the practical training of Cosmetology. All clinic practice is under supervision of instructors. Classrooms are equipped for both theory and practical classes. They include desk type chairs, work tables, platform and styling chair, teacher's desk and chair, blackboards, manikins, film projectors, visual aids such as charts and films, and a library of books relevant to the study of Cosmetology. There is a private office for the purpose of interviewing, counseling and business administration. The lounge is used for break time and lunch period.

School Objectives

Marsha Kay Beauty College is devoted to the training of competent cosmetologists. The goal for the cosmetology student is not only to pass the required state board examination, but also to participate in intensive training and study, so that upon graduation the student can enter successfully into his or her chosen profession of cosmetology. The school pledges its dedication to the attainment of this goal for each and every student.

Staff and Faculty

Administration
Owner, Administrator & Bookkeeper
Georgia Ann Robbins

Full Time Faculty

Georgia Ann Robbins-Evans Owner, Manager & Instructor

Membership of faculty members and the administrator in professional organizations and associations is listed below. Participation in such associations indicates dedication to the improvement of one's chosen profession. Our school takes great pride in the membership, by faculty members and the administrator in professional organizations.

Georgia Ann Robbins / Marsha Kay Snedecor
National Hairdressers and Cosmetologist's Association
Arkansas School Owners Association
National School Owners Association
Mountain Home Chamber of Commerce

Marsha Kay Snedecor Instructor, Registrar, Director & Counselor

The daughter of Georgia Robbins-Evans, obtained her Operators License at Marsha Kay in June of 1980. She then went on to obtain her Instructors License in May of 1982. She is a resident of Mountain Home, Arkansas. She is married to James and they have

Grading System

Excellent90 - 100 (A)
Very Good80 - 89 (B)
Good70 - 79 (C)
Unsatisfactory69 and below

Theory

Theory grade sheets are given to every student at the beginning of class, to record their grades. Theory tests are given according to the length of the chapter (at least once weekly).

Practical and Clinical

Practical and clinical are graded by observation and hands-on training throughout the month. Then, at the end of the month, they are given a monthly practical grade sheet. This practical grade sheet records how they have progressed that month in their clinical phase.

Drugs, Higher Education, and YOU!

As required by the U.S. Department of Education, this school has adopted and implemented a drug prevention program for its students and employees. A copy of these rules and regulations are covered annually in class, and all students and employees are given copies for their records.

DRUG FREE POLICY

The standards of conduct of this school prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities.

Possession, use, or distribution of these products can result in prosecution by local, state, and/or Federal authorities, and conviction can result in a fine or imprisonment or both.

Students and employees should understand that in addition of being illegal, there can be serious health risks associated with the use of illicit drugs and the abuse of alcohol. Such risks range from impairment of mental abilities to death. See next page for description of some of these drugs and their side effects.

Violation of this policy occurs if there is reasonable evidence of illegal activity. The school will take action against any student or employee deemed in violation. This action can include suspension or termination. All evidence of the illegal activity will be referred to appropriate law enforcement agencies. Before a student or employee who has been suspended or terminated under this policy can be reinstated, documentation will be required to show such person has been cleared of all charges; or, if charges were proven, documentation will be required to show satisfactory participation or completion of a recognized rehabilitation program. The student or employee will have to request reinstatement in writing. Decision of the Owner will be final.

Transfer Policy

Marsha Kay Beauty College does not accept transfer students.

Leave of Absence

A student may request a leave of absence from the school for a period not to exceed sixty (60) days. If approved, the school will extend the student's contract length for the same number of days without additional cost. Only one (1) leave of absence may be granted for any twelve month period unless the student meets certain requirements approved by the Department of Education (student will need to check with the school officials to see if their needs meet these requirements). These requirements may allow the student to have one (1) additional leave of absence not to exceed 30 days. Students who do not return from a leave of absence, last date of leave is used as the termination date.

Internal Complaint Procedure

ANY COMPLAINT AGAINST THIS SCHOOL WILL BE IN WRITING. LIST COMPLAINT, SIGN, DATE, AND GIVE TO SCHOOL OWNER OR INSTRUCTOR.

The school Owner will respond to the complaint personally or will forward the complaint to a staff member to handle. Response will be given to the complainant within 10 days of receipt of such.

If complainant is satisfied with response, both complainant and respondent will sign and date. A copy will be given to the complainant and the original will be placed in the school's file.

If complainant is not satisfied with response, reasons will be given to the school in writing with 10 days of receipt. Copies of these reasons along with the original complaint and school's first response will be submitted to the Complaint Committee comprised of the School Owner, School Director and one student.

The Complaint Committee will meet within 21 days of receipt of the above material. Response will be provided to the complainant within 10 days of the meeting.

If the Committee needs additional information to answer the complaint (either at beginning or at any point during the procedure), written notification detailing information needed will be given to the complainant. Complainant will have 10 days to respond to any such request.

If the complaint cannot be resolved between the school and complainant within a reasonable time frame (not to exceed 90 days), complainant can pursue the matter further by obtaining a complaint form from the accrediting agency:

NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

After completion of the complaint form, complainant should furnish the school with a copy at the same time it is submitted to NACCAS.

PLEASE BE AWARE THAT ALL COMPLAINTS SHOULD BE RESOLVED BETWEEN THE COMPLAINANT AND SCHOOL IF AT ALL POSSIBLE. THE MATTER SHOULD BE TURNED OVER TO NACCAS ONLY AS A LAST RESORT.

Student Information

Arkansas State Requirements (Cosmetology Course)

All students must have a High School Diploma or GED. All applicants must provide the following: (a) Birth Certificate, if 18 years of age or under, (b) Educational Statement, (c) \$20.00 money order to register with State Board, (d) Social Security Card, (e) Drivers License.

Some typical arrangements for living quarters include a room in a private home or sharing an apartment with another person.

Enrollment

We offer continuous enrollment. Our course of training can be completed within 13 months. You are then ready to seek employment.

We offer continuous educational facilities. When a student is enrolled, he/she will be privately tutored and work at his/her own pace. The entire class is at different levels of learning at all times.

Financial Aid Programs

Marsha Kay Beauty College is approved by the Department of Education to offer Federal Government PELL Grants whereby a qualified student is awarded an outright grant for post-secondary education. You may qualify for an Arkansas Rural Endowment loan up to \$3,500.00. Veteran's Educational Benefits may also be available to you.

Tuition

Tuition for the course of cosmetology is \$9,100.00 for the 13 month course (manicuring included). In addition to the tuition, a student must purchase a standard textbook of cosmetology, kit and rollers for the sum of \$550.00. Registration is \$100.00.

Students not completing hours within contract time will be charged \$6.00 an hour. (For each scheduled hour after 13 months until such time as 1,500 hours are complete.)

All materials and equipment must be replaced within two weeks, if lost or broken.

Uniforms

Students are required to wear a school approved uniform, shoes, and name tag.

Enrollment Requirements

1. Aptitude Test
2. History Form
3. Cosmetology Essay

School Calendar

Holiday & School Closures
July closed 2 weeks (for Independence)
November closed 3 days (for Thanksgiving)
December closed 2 weeks (for Christmas)

Notice of Cancellation and Refund Policy

A student's application may be rejected by the school or if he/she cancels enrollment in writing within three business days of signing the enrollment contract. All money collected by the school may be refunded whether or not the student has begun the course of instruction. An applicant not accepted by the school shall be entitled to a full refund of all monies paid. The refund policy applies whether or not the student has started training.

Percentage of Enrollment Time In Total Time of Course	Amount of Total Tuition School Shall Receive or Retain
0.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% or Over	100% Retained or Received

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 college; any monies due the applicant or student shall be refunded within (45) days of the formal cancellation by the student or termination by the college, which 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 date of return.

If a student, or in case of a student under legal age his/her parent or guardian, cancels his/her enrollment and demands his/her money back in writing within 3 business days of signing of that enrollment agreement or contract, all monies collected by the college shall be refunded. This cancellation will be determined by the postmark or written notification. The policy applies regardless of whether or not the student has actually started training. If a student cancels his/her enrollment after (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the college less a registration of \$100.00.

In case of illness, disability, accident, death in the family (immediate) the college will make a pro-rata refund to student. In the event of early termination, upon student's request, a reasonable settlement will be made for the repurchase of text books and cosmetology kit.

In the event that the college is permanently closed, the college will make a pro-rata refund to the student. Should a course be cancelled prior to student's enrollment, the student shall be entitled to a full refund or completion of course.

Cost of Textbooks and Equipment

The cost of textbook, kit, and rollers for the cosmetology course is \$550.00. The kit contains the books and instruments necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles in order to practice their work properly. There is no charge for supplies used in the clinic by students while they are in training. All students receive one free shampoo and set per week. All chemicals used by students on themselves are charged at wholesale rates.

Books

New Standard Text Milady
State Boards Review Book

Graduation Requirements

Upon the student's payment in full of the contract and the satisfactory completion of 1500 hours as set forth by the Arkansas State Board of Cosmetology, the student will receive a certificate of diploma.

Library

The school maintains a very comprehensive library. There is included in the library a variety of the latest reference books and trade journals. The audio-visual which include references, books and materials, which provide an additional dimension fostering better individual study. Everything a student needs to increase their knowledge in preparing to be a better professional cosmetologist is provided.

Available Space & Equipment

The floor space and equipment exceeds all requirements of the Arkansas State Board.

Certificates

Upon completion of the prepared course of study, each student is awarded a diploma certifying to the fact that the school's requirements have been met.

Student Conduct

Each student is given a printed sheet of Rule and Regulations. Any breach of these Rules and Regulations will subject the student to a probationary period, the time of probation to be determined by the Director. Further breaches while on probation will subject the student to a five day suspension and could result in an interruption. The school reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the Director, Supervisor, and Manager.

Practical and Written Exam Information

PRACTICAL EXAM: Once you have been approved by the State Board to take the practical examination, you will scheduled automatically for the next exam date.

The fee is \$65.00 (Given on a monthly basis).

WRITTEN EXAM: Once you have been approved by the State Board to take the written exam, it is your responsibility to schedule with PSI (1-800-211-2754). These are offered on a daily basis using a computer based testing platform. You have 90 minutes to complete the entire examination. The testing center is located at 1515 Pioneer Dr, Harrison, Arkansas 72601. Tuesday, Wednesday, and Thursday. 9:00am to 5:00pm

The fee is \$60.00.
www.Lasergrade.com

State Examination

An examination is held each month. When the student completes the required 1500 hours and has maintained a 70% average in theory and a 75% average in practical, they may apply to take the State Board examination. An application is filled out and signed by the student, and a certificate of training is filled out by the school stating the student has successfully completed the required hours and is recommended for examination. The State Board exam consists of both theory and practical.

Laser Grade for written held in Harrison, AR. Practical Exam held in Little Rock, AR.

Teaching Schedule

Tuesday	Hair cutting and styling
Wednesday	Manicuring and/or facials, Make-up
Thursday	Permanent Waving - Chemical Hair Straightening, Shampooing and Application of Rinses
Friday	Color, Frosting, Lightening, Conditioning, Scalp Treatments

Code of Ethics

1. This school has its principal objective: the training of qualified cosmeticians.
2. This school strives continuously to improve its operation in order to keep abreast with ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the new teaching methods in cosmetology in the way of reading educational books and attending teacher's refresher or advanced courses, workshops, and trade schools.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession. The school has IN OPERATION a WRITTEN PLAN for continuing education of all instructors requiring them to meet their state requirements for licensure or certification renewal, if applicable, but not less than 12 clock hours of such activities each year per instructor. At least four (4) hours of continuing education for each instructor each year are devoted to instructional methods and the average number of hours attended per year for each instructor is 12.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, slides, and other audiovisual aids) in order to provide training for its students.
7. This school maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.
8. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
9. This school advertises truthfully, and makes honest representations to its students.
10. This school refrains from any criticism which reflects unfavorably on other schools and the cosmetology profession.

Placement Services

Marsha Kay Beauty College maintains a placement service which is available to the students, not only when they graduate, but after graduation also; however, Marsha Kay Beauty College does not guarantee employment. Marsha Kay maintains a list of any known openings in the Cosmetology field and helps match jobs with job applicants for both present and former students.

School Policies

The aim of every teacher at the school is to provide an atmosphere that encourages and motivates each student in a learning experience. Marsha Kay Beauty College, in its admission, instruction and graduation policies, practices no discrimination on the basis of race, creed, sex, religion, financial status, country or area of origin, residence, handicap, age or color. Counseling is given to students with personal problems that may be affecting their studies and also to help students through a difficult area of study.

Upon request and during normal school hours, each student shall have supervised access to his/her personal file. The school follows policies that guarantee the student (parent or guardian, if a dependent minor) access to that student's records and require written consent from the student (parent/guardian) for release of records in response to each third party request, unless otherwise required by law. (All records maintained for 5 years.) In the event that the student is a minor, parent/guardian has the same rights or access to his or her file.

Cosmetology Course Outline

Our course provides 1500 hours of instruction over a period of 13 months. We place emphasis on human relations, legal and business matters, and text. Other subjects covered are:

- Professional Ethics
- Visual Poise
- Bacteriology
- Shampooing and Rinsing
- Manicuring
- Care and Styling of Wigs
- Cold Waving
- Theory of Massage
- Hygiene and Good Grooming
- Personality Development
- Sterilization and Sanitation
- Scalp and Hair Treatment
- Hairstyling
- History of Permanent Waving
- Chemical Hair Relaxing
- State Law
- Facial Treatment
- Hair Removal
- Thermal Waving
- Skin and Scalp
- The Nail
- Beauty Salon Management
- Facial Makeup & Haircoloring
- Hair Pressing
- Anatomy and Physiology
- The Hair
- Disorders of Skin, Scalp & Hair
- Chemistry (Basic)
- Shop Department

Cosmetology Curriculum

- A. Hygiene and Sanitation - 80 hours. Instruction in sanitation, sterilization, hygiene, lighting and ventilation.
- B. Related Science - 120 hours. Physiotherapy or cosmetology (pertaining to electricity) used in Cosmetology, Physiology, and Histology, Anatomy, Neurology, and Mycology.
- C. Hairdressing - 1,000 hours. A course in cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling permanent waving, and reconditioning the hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- D. Manicuring - 100 hours. A course in the construction, filing and shaping of the fingernail, loosening and removing dead cuticles and the art of hand and arm massage.
- E. Cosmetic Therapy - 100 hours. A course in the skin, various kinds of facial massage, cosmetics, the art of make-up, eyebrow arching, eyebrow and eyelash dying.
- F. Salesmanship, Shop Management, and Shop Department - 100 hours. Courtesy, neatness and professional attitude in meeting the public.

Basic 1500 Hour Objective (Mission Statement)

To produce for the profession, knowledgeable and skilled individuals who will be able to master the art and science of beauty care as well as a business profession.

Kinds of Job Opportunities

Platform Stylist
Salon Owner - Manager

Research Technician
Field Technician

School Rules and Regulations

1. **SCHOOL HOURS:** Students are expected to be in school 5 minutes before the class starts to assure proper preparation and a prompt start. Students not in their class for final roll call of the session could be marked absent for the session.
2. **ATTENDANCE:** See Satisfactory Progress Policy.
3. **STANDARDS AND CRITERIA:** Students are required to meet the standards and criteria established to determine the progress and competence in both academic study and practical training throughout the entire course. An average of 70% is required in theory and 75% in the practical. The school will terminate any student if at the end of the third probation period, said student has not brought his/her grades up to the required average.
4. **PERSONAL HYGIENE:** Students are required to practice all phases of personal hygiene daily.
5. **IMPLEMENTS AND MATERIALS:** All implements and materials used to work with MUST BE SANITIZED. Sanitizing facilities are available throughout the school with extra units in the clinic area, which are the ultra-violet cabinets. This is a Board of Health regulation which must be observed and practiced.
6. **MANICURING IMPLEMENTS AND SUPPLIES:** All Students must have their own implements and supplies. No borrowing. It is against the rules. No lending is permitted. This keeps down confusion.
7. All patrons are individually assigned by the director or any person authorized by her.
8. All students must have on daytime make-up at all times and their hair neatly done. They must have on clean shoes and shoe strings every day. Uniform jackets remain at the school.
9. Each student has a duty to perform each day in order for our school to be in good sanitized condition. This is part of your training; when you graduate, you must keep someone else's shop clean. Sanitation and sterilization is required by the State Board of Cosmetology. Check the duty chart for your assignment.
10. Profanity and Malicious gossip and use of any intoxicants, drugs, etc. shall be the cause for immediate expulsion.
11. Personal problems which may affect the progress of the student should be discussed with the school director and teacher. A sincere effort will be made to assist in alleviating any condition which might prove detrimental to the school or student while in training.

12. Student may not leave the classroom during theory class, and there shall not be any refreshments, smoking, etc., in the classroom.
13. Students missing more than 30 consecutive calendar days, unless on approved leave of absence will be dismissed.
14. No chewing gum during school, and no eating except in lounge.
15. **INSUBORDINATION OR RUDENESS** to school owner, director or instructors will result in probation and followed by an interruption.
16. Students will be held responsible for their own equipment, personal property and any lost or broken equipment will be replaced by student within 2 weeks.
17. Students are not allowed in the office unless consulting with the director, instructor, or by special permission.
18. For sanitary purposes, contents of the student kit will remain at the school until course is completed or student drops out.
19. Cell phones must be turned on silent, and can only be used with permission.

Weekly Time Schedule

8:30 - 9:30	Theory, Tuesday through Friday
9:30 - 12:30	Practical Classes and Clinical Practice
12:30 - 1:00	Lunch (Closed Campus)
1:00 - 2:30	Practical Classes and Clinical Practice
2:30 - 4:15	Clean Station and Sterilization - Review and Questions

In case of an emergency, it will be announced on Country Radio 105.5.

Enrollment Agreement

The students agree to abide by all the rules and regulations in effect or which may become effective in the school during their period of enrollment.

The students understand that they will be eligible to take the examination for licensing as a cosmetologist under the State Law when they have received a certificate of graduation from the school. They also understand that the requirements for admission are the completion of high school or GED. The students attend classes as required, and when unable to attend will bring reasonable and acceptable excuses.

The students agree that any tools that are lost or broken shall be replaced at the student's expense.

The students agree that full tuition will be paid before they take the school's final examination.