

# WASHINGTON BEAUTY AND BARBER COLLEGE

## CATALOG

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“The Best Way to Create Your Future is to Create It”



Catalog Certified as True and Correct for Content and Policy

Signed:

Maria Araceli Ibarra

Academy Director



Last Updated in February 2026

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\*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

## **Preface**

This catalog has been designed to help you capture a comprehensive overview of the beauty industry programs available at Washington Beauty and Barber College. Many of the outlines, rules, and policies reflect the Academy's hopefulness and opinions on valuable training matters with others being basic to all trade schools engaged in career training. With the information in this catalog, we hope it will provide you with a clearer picture of our Academy and the desired program you choose to enroll in.

### **▪ Changes in Policy:**

Washington Beauty and Barber College reserve the right to change policies and make updates in any or all of the following topics: instruction, course structure, course hours, course schedules, and practices as it deems necessary. All students and staff will be notified of such changes as they take place.

### **▪ Verbiage:**

The terms "student" "future professional" "the professional" and "the enrollee" are used interchangeably. The terms, "you" and "your" refer to the student/future professional. The terms "we," us," or "our" refer to the school/college, its staff, faculty, and/or administration. The approval of the programs is named: Cosmetologist, Hair Design, Barber, Esthetician, Manicurist, and Instructor. Alternative references may be used such as Cosmetology, Barbering, Esthetics, Nail Tech, or Nail Technician(s), however, it does not indicate different programs. Washington Beauty and Barber College may also be referred to as "the school" "the institution" 'campus" "WBBC" and/or "the academy". Esthetics may be referred to as skin care. Manicurists may be referred to nail care.

## **Mission Statement**

The mission of Washington Beauty and Barber College is to strive for high academic standards within a caring and supportive environment while preparing the students for employment in the image and beauty industry.

### **What makes Washington Beauty and Barber College so special?**

- We systematically help students to develop and achieve a vision and a purpose for their education.
- We assist students in mastering the competencies needed to be successful.
- We support them in developing cooperative, responsible relationships among other students, staff, family, and community.
- Washington Beauty and Barber College is a safe, positive, and friendly learning environment where we welcome all with respect and provide for individual differences.
- Washington Beauty and Barber College is a school operating within a salon/spa environment.

And finally, our motto is:

**"Students First, Salon Second!"**

-María Araceli Ibarra  
Academy Director

## **Code of Ethics**

At Washington Beauty and Barber College, we:

- Understand the primary objective of the academy is to prepare the student to meet the demands of today's image professions.
- Endeavor to help our students develop his/her potential to the fullest.
- Endeavor to assist the student in gaining insight into the psychological role that today's professionals must play in society.
- Understand and apply the principles of ethical conduct.
- Engage with salon owners and keep abreast of the profession's ever-changing needs.
- Function in an employer-related environment by providing a scenario that simulates a place of employment
- Assist the student with competent job-search techniques.
- Understand that education must be an ongoing process.
- Adhere to all state rules and regulations.
- Apply scientific solutions to professional problems, avoiding guesswork.
- Advertise with integrity and provide honest representation to the student.
- Use the most current educational materials.

## **Administration and Staff**

### **Maria Araceli Ibarra**

Araceli is the academy director and owner of Washington Beauty and Barber College. She is licensed in the State of Washington as an expert in Cosmetology, Barbering, Hair Extensions, Hair Design, and as an instructor. Araceli is responsible for the daily operations of the school and participates in instruction for Creative Education such as up-to-date beauty trend classes and techniques. She also teaches business and finance classes at the academy. Araceli is also one of two VA certifying officials for the academy.

### **Tanya Yeats-Illes**

Tanya is a licensed cosmetologist and instructor in the State of Washington. Tanya works as the Director of Education, fundamentals education, and prepares the students for examination for passing the State Board Licensing Exam. Tanya is also an international Master Makeup Artist and Instructor.

### **Tamera Ann Pearson**

Tamera is a licensed Instructor in Esthetics and is a Master Esthetician. Tamera teaches all areas of Esthetics, tests the students, and prepares the students for examination for passing the State Board Licensing Exam.

### **Melissa Garcia**

Melissa is the Academy's office manager and customer service representative. She oversees all scheduling, admissions, inquiries, and any/all daily operations of the Academy.

## **Statement of Non-Discrimination**

Washington Beauty and Barber College does not discriminate based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, age, marital status, financial status, pregnancy, disability, veteran status, or any other classification that precludes a person from consideration as an individual in its school's admissions, instruction or graduation policies. Persons violating this policy shall face student or staff discipline and/or suspension or termination from the Academy.

## **Washington Beauty and Barber College Overview**

### **▪ Governing Body and Licensing**

Washington Beauty and Barber College has been approved and is State licensed by:  
The State of Washington Department of Licensing  
Business and Professions Division  
P.O. Box 9026 Olympia, WA 98507 Phone: (360) 664-6626

Washington State Department of Labor and Industries Retraining Programs  
Workers' Compensation Services Retraining & Option 2  
PO Box 44322 Olympia, WA. 98504  
360-902-5800

The workforce training and education approve selected programs of study at the Academy. The coordinating state-approving board (WTECB/SAA) will need to be contacted for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

We are currently in **candidate status** with the National Accrediting Commission of Career Arts and Sciences (NACCAS).

### **▪ School Facilities**

Washington Beauty and Barber College consists of the following: 3 student training areas, 3 classrooms, an instructor's office, an administration desk, a storage/supply room, a dispensary, a large clinic floor, 2 handicap accessible restrooms, a student break room with washer and dryer, resource library, reception area with guest seating and retail take home, shampoo bowl area. The clinic is furnished with equipment for the practical training of all programs offered at the academy. The student-to-teacher ratio is 25:1. The maximum class size is 25.

## **Hours of operation**

### **▪ Scheduled Class Hours**

The school is operational on:

Tuesday 9:00 am – 5:00 pm

Wednesday- Friday 8:00 am – 6:00 pm

Saturday 8:00 am to 6:30 pm (Alternating Saturdays, unless otherwise posted)

Schedules may vary according to the program.

- **Planned Closings & Holidays**

Below are observed Holidays and Breaks:

-New Year      -Memorial Day    -Labor Day    -Spring Break (To be determined)    -Summer Break (To be determined)    -Winter Break (To be determined will include Christmas)    -Thanksgiving & its following business day

Additional days for Instructor In-service training or other school closures will be posted and announced to all students and staff. During these holidays and planned closures, the campuses may be closed for classes but may be open for administrative purposes.

\*For students receiving veterans' affairs benefits. Winter break is typically longer than 5 days. This means that VA Benefits for Basic Housing Allowance will not be eligible, per VA Policy.

## **Admission Policy & Process**

Our school's admission policies & requirements for all programs leading to licensure are as follows:

- Be above the age of 16 Years old and reach 17 years old by graduation date
- Comprehend reading and writing in the programs offered language
- Have successfully completed High School or its equivalent as evidenced by any of the items of the following: A copy of diploma, copy of GED certificate, copy of transcript showing high school completion or higher degree of education with a copy of a college transcript showing college completion, a certificate of attainment (only applicable for non-Title IV recipients)
- Have evidence of completing home school where state law treats as a home or private school with credentials
- Provide a copy of a valid state or federal-issued photo ID
- Have the ability to benefit from the training, according to the NACCAS Ability-To-Benefit Policy
- Apply, be interviewed, and be accepted for the chosen program

In addition to meeting the above Admissions and Enrollment Requirements, before starting classes, students must:

- Submit a registration and application fee to the Academy
- Sign a fully executed Enrollment Contract Agreement that will be filed & can be found in the student's records

Confirmation for the school that the enrollee has received a copy of the Enrollment Agreement is confirmed with the valid signature of the student and/or parent or guardian of the student in the acknowledgment section of the agreement packet.

Foreign non-English diplomas will require evidence that verification has been performed by an outside agency that is qualified to translate the documents into English and confirm academic equivalence to a high school diploma.

- **Enrollment Time**

Washington Beauty and Barber College uses a revolving curriculum that allows the school to enroll students at various times, usually every 2 months. Start dates may differ depending on the program chosen. For prospective students, we recommend enrolling by the 20<sup>th</sup> of the month before commencing school. Some exceptions for a late entry date will be made during a review at the time of the application process.

# Transfers/Re-Entry of Students

Transfer Student information-

- The applicant who has prior training only in cosmetology & wishes to complete training at WBBC must fulfill their admission requirements as stated in this catalog & enroll for classes before school sessions start. In addition, the student who transfers within the state must submit a valid transcript of hours & grades, before beginning of school.
- Transcripts will not be accepted after the initial enrollment application has been submitted & finalized by the academy's administration unless noted in the contract at the time of the application & before class begins.
- WBBC does not recruit students, currently registered, enrolled, or attending another school of this type.
- Students from out of state who would like to attend our school are not eligible for transfer hours from their prior school state.
- Previous hours & operations for said transfer student may be accepted as approved by our Academy & appropriate credit shall be granted.
- All transfer students, regardless of the course one is enrolled in, is considered to be making satisfactory academic progress at the time of entry. Evaluations for transfer students will be performed at the midpoint of the contracted hours or a regularly scheduled evaluation, whichever comes first.

## **▪ Hours & Credits**

For WBBC to accept credit hours and operations accrued by the student in another Washington-approved institution some or all the following conditions must be met.

- A signed and certified transcript prepared by the institution including all school information as well.
- WBBC may require a practical exam to determine the number of hours to be transferred.
- We will recognize up to 75% of the total clocked hours acquired within 1 year of enrollment.
- Total hours credited will be at the discretion of Washington Beauty and Barber College.

## **▪ Re-entry Policy & Requirements**

Former WBBC students who wish to re-enroll must request approval from the school director. The request will be reviewed, and a decision will be made at the school's discretion within 30 days of the request. Students must have a waiting period of 2 months from the original exit date before re-enrolling. Under special circumstances, the school director reserves the right to make exceptions within the waiting period time frame. If a student has any remaining hours to complete at the time of leaving the school, the student will pay in advance the remaining hours needed to complete the program at the rate of \$12.00 per hour before resuming classes.

Tuition and fee rates current at the time of re-enrollment will apply. Any previous balance owed will be included and is separate from the hours needed to complete the program. Students will come back to the same status as when they left including personal time sheets, leave of absence, Satisfactory Academic Progress (SAP), attendance, academics, and any other areas of progress that may apply.

## **▪ Veterans only Transfers/Re-entry Policy**

Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded. Selected programs of study at Washington Beauty and Barber College are approved by Workforce Training & Education Coordinating Board's State Approving Agency (WTECT/SAA) for enrollment of those eligible to receive benefits under Title 10, USC. WBBC does not and will not provide any commission, bonus, or other financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance. Our school also adopts the following additional provisions for any students using Post 9/11.

- **SAP for Transfer Students**

All transfer students, regardless of the course one is enrolled in, is considered to be making satisfactory academic progress at the time of entry. Evaluations for transfer students will be performed at the midpoint of the contracted hours or a regularly scheduled evaluation, whichever comes first.

## **Withdrawals, Grounds for Termination Policies**

- **Terminations**

Students may be terminated if in violation of poor attendance, improper conduct, cheating, constantly not following rules, and/or failing to maintain satisfactory academic progress. If a student decides to appeal his/her termination they must do so in writing within 30 calendar days of the termination date. Once received, an appeals Committee will gather to review the appeal. The appeal committee will issue a response within 30 calendar days of when the appeal was submitted.

- **Withdrawals**

When a withdrawal is needed, either the school initiated because of conduct or by the student which must be submitted in writing. The school will terminate a student's enrollment for a violation of policy, such as the student's attendance does not meet the minimum requirement or did not return from a leave of absence. Students who do not complete their program before course completion, should circumstances allow, shall, complete all required exit paperwork and attend an exit interview, must contact the director to satisfy all debts owed to the school or make satisfactory arrangements for debts to the school. A student who withdraws from his/her contracted course or before completing his/her training will have a notice placed in his/her file as to their progress Satisfactory Academic Progress Status at the time of withdrawal.

- **Re-entry After Termination**

After being terminated for any reason (Students who withdraw are given the status of terminated), a student can be re-admitted under the following conditions.

- Student will return to the same satisfactory progress status at the time of termination.
- Students will re-register & sign a new enrollment/contract agreement starting with the new re-enrollment date. Students must pay the current cost of tuition & fees as well as the registration fee of \$100.00. However, the previous hours earned shall be used as credit in calculating new charges.
- After 30 days, the student's grades, attendance, performance, and general progress will be reviewed and evaluated for complete acceptance or not.

- **Additional information**

- Formal termination may occur within thirty business days if the future professional is not in attendance for more than 14 calendar days unless the student is taking an approved leave of absence and/or not returning as scheduled from a Leave of Absence. The termination date will be the last date the student attended.
- The official withdrawal or termination date for a student on an approved LOA is the earlier of the date of expiration of the LOA or the date the student notifies the school they will not be returning.
- The school may determine a withdrawal for students after monitoring clock hours attendance every month if requirements are not met according to the Satisfactory Academic Progress Policy.
- In the event the school suspends a student, the withdrawal date will be the date of the student suspension.
- If postal mail is used for notification, the postmarked date on the written notice or the date the cancellation notice is delivered to the appropriate party will determine the official cancellation date.
- Student withdrawals, terminations, and/or suspensions including medical issues are still responsible for paying all tuition fees owed.

If defaulted, it will be transferred to SB&C Ltd. PO Box 519, Mount Vernon, WA. 98273 and they promise to handle each account in good taste and sound ethical business practices.

- Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminated enrollment. Termination shall occur upon the student's last day of physical attendance or in the case of absence.
- If Washington Beauty and Barber College cancels a course and ceases to offer instruction after a student has enrolled and instruction has begun, the school may withdraw the student. The school will then provide a pro-rated refund for the student who may choose to transfer to another school based on the hours accepted by the receiving school or provide a full refund of all monies paid.
- If the school closes permanently and/or in the middle of a program and terminates all students enrolled, the school will act in the best interest of the student and the student will receive a pro-rated refund. Refunds to the student will be refunded within 45 business days of the official written notice, withdrawal, or termination.
- Any refunds due will be calculated per the school's policy. There are no temporary withdrawals, only leave of absence. A student is considered to be withdrawn when one of two conditions occur:

1. The student officially notifies the school director that he/she is planning to withdraw. Such notice must be in writing.
2. Formal withdrawal/termination of the student shall occur 14 consecutive days after the student's last date of physical attendance if not an approved LOA. Unofficial withdrawals for students are determined by the school through monitoring attendance at least every thirty days. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

## **Veterans Affairs 85/15 Rule**

Washington Beauty and Barber College adhere to the USC 3680A(d)(1) in which the school does not have students in each course where 85% or more of the students attending such given course shall have all or part of their tuition, fees, or other charges paid to or for them by the academy or by the VA.

## **Physical Requirements**

Cosmetologists are trained in hair care & other beauty-related applications. Anyone who can complete cosmetology classes and successfully passes the state licensing exam is eligible to practice as a cosmetologist. However, there are certain physical requirements for a person who wants to work as a cosmetologist to accomplish their career goal.

1. **Hygiene**- Anyone in the beauty industry needs to have adequate hygiene for several reasons. The first is simply a matter of self-respect. It is a beauty professional's job to help others look as attractive as possible, therefore the professional needs to have a neat, clean appearance. Most people would not want to go into a salon and have someone do their hair or makeup that does not take care of their appearance. They would lose confidence in their profession. A professional in the beauty industry's physical appearance is a walking reference to their skills and abilities. In terms of cleanliness, refined personal hygiene is crucial for the professional. Professionals in this field regularly touch their clients more so than any other profession, so they need to keep clean to avoid spreading germs, dirt, diseases, and possibly bugs such as lice among clients.
2. **Standing for extended periods**- Professionals in this field work on their feet much of the time while clients are typically in a sitting position. A stylist needs to be able to stand over the client at times to perform services and lean close enough to apply makeup and or other treatments. If an individual cannot stand or

remain standing for a long period. They are unlikely to be successful as stylists because they will not be able to fully perform tasks accurately.

3. **Steady Hands**- Stylist work with their hands to cut hair, perform manicures, and pedicures, apply makeup, and several other services. To perform these tasks successfully, the professional must have the ability to always control his/her hands and fingers. A stylist who cannot hold hands steadily is certain to receive several complaints about incorrect or badly performed services.
4. **Allergies**- Stylists are required to handle various chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in this profession due to their adverse physical reactions to the tools of the trade.

## **Ability to Meet Requirements Set Forth by Employers**

Source: Department of Labor – Net Summary Reports for Cosmetologists, Barbers, Skincare Specialists, and Massage Therapists.

The following are qualities many beauty and wellness industry employers look for in a job candidate:

- **Education**- High School diploma or equivalent, relevant vocational training in the area in which you are seeking employment, and continuing education (keeping up to date technically & applying new knowledge to your job)
- **Licensure**- Current license issued by Washington's Board of Barbering and Cosmetology.
- **Related Experience**- Prior work experience dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients/guests.
- **Cooperation**- Being pleasant with others on the job and displaying a good-natured cooperative attitude.
- **Attention to Detail**- Being careful about detail and thorough in completing work tasks.
- **Integrity**- Being honest and ethical
- **Self-control**- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in difficult situations.
- **Dependability**- Being reliable, responsible, dependable, and fulfilling obligations.
- **Innovation**- Being creative and alternative thinking to develop ideas for and answers to work-related problems.
- **Concern for others**- Being sensitive to other's needs and feelings and being understanding and helpful on the job.
- **Social Interaction**- Willing to work with others rather than alone and make a connection with others on the job.
- **Independence**- Developing one's ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Initiative**- Willingness to take on responsibilities and challenges
- **Stress Tolerance**- Accepting criticism and dealing calmly and effectively with high-stress situations.
- **Achievement/Effort**- Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Adaptability/Flexibility**- The job requires being open to change (positive or negative) and considerable variety in the workplace.

## **Financial Information & Payment Options Policy**

### **▪ Tuition, fees, kit and additional Charges**

There is a tuition charge for each course offered at the school. In addition, a registration & application fee is charged. A breakdown of costs for each course offered will be found in the program training cost & fees section. There is a charge for the kit that contains most of the necessary tools to successfully participate in the clinical and practical assignments throughout the student's enrollment. All kits & textbooks become the property of the student upon receipt & with payment. All items from the kit & textbooks are nonreturnable unless they were received with noticeable damage & are deemed non-usable. Payment for the kit & textbooks will be received in the first funds paid to the school with the down payment for the student to start clock hours training. Once a student has completed all required hours & has paid his/her tuition in full, the student will then be sent for state board license testing. The testing fees and all related expenses to test will be the responsibility of the student.

### **▪ Payment Options**

Accepted forms of tuition payment are as follows: Checks, money orders, cash, bank deposits/transfers, credit/debit cards, Zelle, Venmo, and/or third-party payments (person or agency). Payments are due on the first of the month with a 4-day grace period (by the 5<sup>th</sup> of the month) before a late fee of \$40.00 is applied. Under approved circumstances, a different due date may be discussed and agreed upon. If a check payment is returned due to NSF, there will be a \$35.00 NSF charge on top of a late fee.

### **▪ Financial Assistance**

Every student and or parent/guardian, if a minor, is responsible for his/her tuition & fees. Students may apply for an in-house payment plan if unable to pay tuition & fees in advance. A student may apply for a scholarship for a set amount by WBBC & will be reviewed by the director for consideration. WBBC does not & will not provide any commissions, bonuses or any other incentive or payments based directly or indirectly on success in securing enrollment or financial aid to persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of the student financial assistance.

### **▪ Additional Tuition/Financial Information**

Students understand that all financial obligations must be paid before graduation, or the release of state testing will be denied. The school reserves the right to suspend any student whose tuition payments are in default until they are brought up to date. The State Board of Cosmetology finds is reasonable for a school to withhold the release of transcripts, and forward contract dues, if any, to the proper collection agency if applicable.

## **Program/Course Training Costs & Fees**

Training costs may begin with a set down payment (depending on the course) and the balance due is a set number of monthly payments. All costs below include all applicable state taxes.

### **▪ Cosmetologist Course 1,600 WA. State required hours**

Tuition .....	\$13,920.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$3,809.27

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<b>Total</b>	<b>\$17,879.27</b>
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(The same tuition amount & fees apply to the following courses: Cosmetologist Hybrid, Cosmetologist Spanish, Cosmetologist Spanish Hybrid) \*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

- **Hair Design Course 1,400 WA. State required hours**

Tuition .....	\$12,600.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$2,328.26

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<b>Total</b>	<b>\$15,078.26</b>
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(The same tuition amount & fees apply to the following courses: Hair Design Hybrid, Hair Design Spanish, Hair Design Spanish Hybrid)

\*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

- **Manicurists Course 600 WA. State required hours**

Tuition.....	\$7,200.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$1,889.63

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<b>Total</b>	<b>\$9,239.63</b>
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(The same tuition amount & fees apply to the following courses: Manicurists Hybrid, Manicurists Spanish, Manicurists Spanish Hybrid)

\*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

- **Barber Course 1,000 WA. State required hours**

Tuition .....	\$8,470.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$2,290.36

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<b>Total</b>	<b>\$10,910.36</b>
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(The same tuition amount & fees apply to the following courses: Barber Hybrid, Barber Spanish, Barber Spanish Hybrid) \*\*Disclaimer-

Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

- **Instructor Course 600 WA. State required hours**

Tuition .....	\$6,300.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$1,338.95

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<b>Total</b>	<b>\$7,788.95</b>
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(The same tuition amount & fees apply to the following courses: Instructor Hybrid) \*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

- **Esthetician Course 750 WA. State required hours**

Tuition .....	\$7,500.00
Application Fee .....	\$50.00
Registration Fee .....	\$100.00
Kits/Books/Equipment, State board set .....	\$3,271.77

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<b>Total</b>	<b>\$10,921.77</b>
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(The same tuition amount & fees apply to the following courses: Esthetician Hybrid, Esthetician Spanish, Esthetician Spanish Hybrid)

\*\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*\*

## **Refunds & Cancellation Policy**

Our refund and cancellation policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- For applicants who cancel enrollment or students who withdraw, a fair & equitable settlement will apply. The academy will perform refund calculations within 14 days of receipt of written notice & refunds, if applicable, will be processed within 45 days of receipt of written notice.
- Kit and books are non-refundable
- Refund calculations are based on scheduled hours, if applicable &/or on the students last date of attendance
- Applicants not accepted into a program course shall be refunded all monies paid to the school.
- If a cancellation occurs within 3 business days from the date of the contract signing, all monies collected by the school will be refunded even if the students have begun classes.
- If a cancellation occurs after 3 business days from the date of contract signing but before starting classes, a refund of all monies paid to the school will be made except for the registration fee, kit, and book fees.
- A student must notify the school of his/her withdrawal for an official cancellation notice. The date noted on the written notice will be the cancellation date or the date said notice is delivered to the school.
- If the school should permanently close or no longer offer instruction after a student has enrolled, the school will provide a pro-rated refund of tuition to the student. If the course is cancelled after a student's enrollment, the school will provide a full completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate before course completion are charged an administrative cancellation fee of \$150.00 also known as a breakage fee.
- For students who enroll & begin class for more than 3 business days but withdraw before course completion, a refund schedule of percent clock hours received by the student will determine the amount of refund the student is entitled to. (See table on next page)

### **Percent of scheduled enrollment time to amount of funds the academy shall retain**

Percent of clock hours attended	Percent of tuition retainment
0.01% to 04.9%	20 %
5% to 09.9%	30 %
10% to 14.9%	40 %
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- **Refund Policy for VA Students**

Washington Beauty and Barber College agrees that if a veteran student fails to enter the course, withdraws, or is suspended at any time prior to completion of the course, the unused portion of paid tuition, fees and other charges will be cancelled on a prorated basis as follows:

1. **Registration Fee**- The registration fee charged during enrollment is not subject to proration
2. **Breakage Fee**- The school will retain the breakage fee and is not subject to proration
3. **Consumable instructional supplies**- Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for the supplies may be retained and is not subject to proration.
4. **Books, Supplies, Equipment**- The school will make a refund in full for the charge of any un-issued books, supplies, and/or equipment when:
  - a. The school furnishes books, supplies and equipment
  - b. The school includes the cost of the above noted items in the total charge for the course.
  - c. The veteran or eligible person withdraws or is suspended/terminated before completing the course.
5. **Tuition & Other Charges**- Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro-rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum that does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
6. **Time frame of refund**- If the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is terminated at any time before the completion of the course, the unused portion of the tuition, fee, and either charge paid by the individual shall be refunded promptly. If the institution fails to forward any refund due within 40 days after such a change in status, shall be deemed, *prima facie*, to have failed to make a prompt refund, as required by this subparagraph.

The veteran or eligible person may dispose of issued items at his/her discretion even if they were included in the total charges payable to the school for the course.

## **Satisfactory Academic Progress Policy (SAP)**

Washington Beauty and Barber College has specific standards that each student is expected to meet and hold, regardless of the program one is enrolled in, schedule and/or if they are current or defaulting in payments to maintain Satisfactory Academic Progress (SAP) in their programs & to assure student progress toward graduation within the allowed timeframe. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The school defines its academic year as 900 hours and 30 weeks. It is printed in the catalog to ensure that all students acknowledge this before enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy outlines the criteria and procedures and evaluation periods for the implementation of objective standards by which all future professionals shall be consistently evaluated to determine if they are making Satisfactory Academic Progress. A student must maintain satisfactory progress in both attendance and academics to hold a position on enrolled within the academy. Definition of Satisfactory Academic Progress Students must satisfactorily complete a minimum number of hours (cumulative attendance percentage) toward their educational goals, must maintain a minimum grade average (cumulative grade average) based on time increments, and complete their program of study within 125% of the regular time frame of the program.

The minimum satisfactory progress is defined by the following criteria:

1. Quantitative Progress – is a cumulative Attendance Average of 80% of the scheduled hours (measured on attended hours versus scheduled hours) and above
2. Qualitative Progress – is a cumulative Grade Average of 76% and above on all tests and practical assignments. Anything below 76% is failing.

Students who meet the minimum requirements for both academic and attendance performance are making satisfactory academic progress until their next evaluation point. The student's progress will be reviewed in accordance with the evaluation periods described herein. Evaluation periods are based on actual contracted credits at the institution.

#### ▪ **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress at the following scheduled hours per program:

Cosmetologist	450 hrs./15 wks.	900 hrs./30 wks.	1250 hrs./41.5 wks.	1550 hrs./51.5 wks.
Hair Design	450 hrs./15 wks.	900 hrs./30 wks.	1150 hrs./38.5 wks.	1350 hrs./45 wks.
Barber	450 hrs./15 wks.	900 hrs./30 wks.		
Esthetician	375 hrs./12.5 wks.	700 hrs./24 wks.		
Manicurists	300 hrs./10 wks.	550 hrs./18 wks.		
Instructor	150 hrs./7.5 wks.	300 hrs./15 wks.	450 hrs./22.5 wks.	

The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by the midpoint in the course. Washington Beauty and Barber College monitors the student's progress throughout the program and advises the student of actions they must take to ensure they have ample opportunity to improve should they fall below the minimum standards.

#### ▪ **Appeal Procedure for Satisfactory Academic Progress**

If a student is determined to not be making SAP, the student may appeal the determination within 10 calendar days of being notified of not meeting SAP. Reasons for which a student may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation explaining the reason why the decisions should be reversed. This information should include what has changed about the students' situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, & a decision will be made & reported to the student within 30 calendar days. All documents will be retained in the student's file. If the student prevails upon appeal, the student will be removed from probation and the student can continue to move forward with the course.

## **Progress Evaluations**

#### ▪ **Attendance Progress**

A student's cumulative attendance percentage is used to determine a student's attendance progress.

Students are required to attend a minimum of 80% of the hours scheduled to be considered to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

- **Academic Progress**

A system of grades determined by the academy is used to determine a student's academic progress. It can include assignments and practical experiences. Academic progress is evaluated after each unit of study and includes theory and practical grades averaged together. Students are assigned academic learning and a minimum number of practical experiences. Practical assignments are evaluated as completed and counted toward course completion only when rated as passing. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and outlined in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 76% and pass a final written and practical exam before graduation. Anything below 76% is failing. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following percentage scale:

EXCELLENT.....	93% - 100%
VERY GOOD.....	92% - 87%
SATISFACTORY.....	86% - 76%
FAIL/UNSATISFACTORY.....	75% and BELOW

- **Determination of Progress Status**

Students meeting the minimum academic requirements and attendance at the evaluation point are considered to make satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their SAP determination during each evaluation period. Students deemed not maintaining SAP may be required to retake the program.

- **Warnings**

Students who fail to meet the minimum attendance or academic progress requirements are placed on warning and considered to be making SAP during this period. If at the end of the warning period the student has still not met both attendance and academic requirements, the student may be placed on probation.

## **Re-establishment of Satisfactory Academic Progress**

Students may re-establish SAP progress by meeting minimum attendance and academic requirements by the end of the probationary period.

## **Interruptions, Course Incompletes**

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as they were before the leave. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw before completion of the course and wish to re-enroll will return to the same SAP status that they were at the time of the withdrawal and will need to follow the re-entry process noted in this catalog.

## **Maximum Time Frame for completion**

The allowed maximum time will not exceed 125% of the course length. All students should reasonably expect the time needed to complete a program to plan and budget accordingly. Programs offered at the academy are outlined in this catalog based on program length, in weeks and months. This includes scheduled holidays and any breaks. Students who need additional time to complete a course will be charged \$12.00 per hour over the initial contract term.

## **School Policies**

- **Attendance**

A core habit to develop to be successful is attendance and punctuality. Therefore, we have standards and expectations for attendance. All students must always be involved in curriculum-related activities while clocking in unless on scheduled lunch or break. All courses offered at Washington Beauty and Barber College are full-time and are scheduled for students to attend at least 30 hours per week unless otherwise noted. A schedule may be modified periodically (as announced or posted), due to in-service training, special events, or other reasons that will be announced. Students must attend all hours according to the assigned schedule including theory classes, even if all tests have been taken and passed. A 30-minute lunch is scheduled for each day the student is present; if an extended lunch is taken, you must get an educator's permission and clock out. Returning from a lunch break on time is crucial to resume classes on time. If the student taking lunch does not return by the indicated time, and/or is not physically present within the school when they are supposed to be, they may be clocked out for the remainder of the day. The academy will attempt to reach the student who has not returned up to 2 times via phone. If the student does not connect with the school, the school may clock the future professional out and take further disciplinary action. If a student is going to be absent or is running late, the student must call in before they are scheduled to be in class.

If a student is absent for more than 5 consecutive days a doctor's note may be required depending on the circumstances. If a student is on probation, you must provide a doctor's excuse note for any day you are absent. If a student needs to request a day off, they must request the time off and be granted permission to do so. Requests are reviewed on a case-by-case basis as they are received.

If a student needs to leave early, they must have permission from the director or an instructor. Students shall not leave campus during school hours except when taking their lunch break without permission from a school staff member. Attendance is verified by the school's computerized timekeeping system.

- **Tardy Policy**

Students arriving after 8:10 am without prior approval by an instructor or school director will be considered late. They will not be allowed to clock in for 1 hour after arrival. Students must call in or text the school phone before their scheduled start time if they are going to be late or absent. Arriving after your scheduled start time on 4 or more occasions in a month may result in suspension or even expulsion at the administration's discretion.

- **Time Clock Policy**

All students must clock in and out to accurately track and record hours of attendance. Other students may not clock in or out for other students. Time clock misuse or falsification of hours is considered fraud and may be grounds for termination. Students must clock out before leaving campus. A 30-minute lunch break is automatically calculated into the time clock. Students will not be allowed to clock additional time other than 15 minutes before the student's scheduled start time.

## ■ **Student Code of Conduct Policy**

Washington Beauty and Barber College sets forth specific standards of student conduct, general policies, educational requirements, and regulations that all students agree to comply with when enrolling in the academy. Failure to comply or misuse of the following codes of conduct may be grounds for progressive consequences or termination of contract and enrollment.

1. Students agree to call the school at 360-428-4247 to notify staff of any tardiness or absence
2. Students agree not to refuse to perform client services or other program requirements
3. Students agree not to use cell phones or laptops during school hours without permission
4. Foul language of any kind will not be tolerated
5. Students agree to comply with their assigned schedule for the applicable program of study which may change at the school's discretion with notice
6. Student agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed
7. Students agree to clock in upon entering the school building. Students agree to clock out upon leaving the school building for any purpose besides the 30-minute lunch period. Failure to clock in or out requires the student to immediately document the missed clocks using the designated clock correction request form with the instructor & student's signature. Breaks other than scheduled taken for personal purposes (including smoke breaks & any errands, etc.) are considered an absence & must comply with the student absence policy.
8. The academy expects every student to arrive at the school dressed "casual professional" with hair and make-up (if one wears makeup) ready for the school day. The academy recognizes the need to consider current trends in the image industry, therefore, WBBC will consider the overall look when determining whether the garments are "casual professional". (Please see Dress Code Policy for more in-depth details of the dress code)
9. Aprons will be required to be always worn
10. Student name tags are required to be always worn and visible
11. Students must maintain their work area by Washington State's Rules of Sanitation
12. Students agree to park in designated areas only. (See parking policy)
13. Students are encouraged to use the provided lockers for personal belongings. Students must supply their locks if desired. The academy is not responsible for lost or stolen items.
14. The academy is a tobacco-free school. Smoking of any kind by students or staff is prohibited except for use in a designated area or one vehicle.
15. If taking a smoke break outside of a regularly scheduled break the student must clock out and back in.

## ■ **Progressive Consequences for Violating Student Conduct Policy**

1. First & Second offenses will be a verbal warning with a noted date of offense documented for tracking purposes in the student's file
2. The third offense will be a written warning with details of the violation that includes that any further offense may result in a 1-day suspension
3. The fourth offense will be a documented written violation with details of the violation and may include a 3-day suspension
4. Five or more offenses will be a documented written violation with details of the violation and may result in a 5-day suspension

- **Drug and Alcohol-Free Academy**

Washington Beauty and Barber College is a drug and free alcohol school. The possession, use, or sale of any alcohol or drugs on the school premises. The school fully supports the prevention of drug and alcohol abuse. Drug Abuse is always prohibited by students and employees on the campus or as part of any of its activities. Drug Abuse Defined: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol." Illegal drugs and alcoholic beverages are prohibited on or around the school premises and facilities.

It is against our Drug and Alcohol policy:

- For a student to attend class with the presence of a Controlled Substance or Alcohol in their body unless legally prescribed to them.
- For a student to sell, use, purchase, manufacture, or have an illegal Controlled Substance or drug paraphernalia, while on the school's time, on the school property, or at any school activity/event.
- For anyone to sell, use, purchase, manufacture, or have Controlled Substances while on the school's time, on the school property, or at any school activity/event.
- For a student to use alcohol, while in school or conducting school business, or to attend class under the influence of alcohol.

Any violation will be subject to disciplinary actions, including termination. Washington Beauty and Barber College does not have on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. The following contacts may be able to assist someone in need of such services.

National Institute of Drug Abuse Hotline: 1-800-662-HELP      Care Unit Hospital Program: 1-800-854-0318

National Institute of Drug Abuse Workplace Helpline: 1-800-843-4971

The Center for Substance Abuse Prevention Helpline: 1-800-967-5752

National Clearinghouse of Alcohol and Drug Information: Treatment & Referral Hotline: 1-800-662-HELP

Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357- 6206

## **Leave of Absence Policy (LOA)**

Occasionally, students may need time off and must be absent from school. In these instances, the student may request a Leave of Absence. The reason for the leave must be extenuating circumstances (noted below) and cannot exceed 60 days. The request for LOA must follow the school's policy. The appropriate documentation must be submitted during the leave unless it is not feasible due to an emergency medical reason (i.e. Accident, serious illness) and the reason for the leave must be provided in the request. The request must have the student's signature. The school may allow the student to take multiple LOAs as long as the sum of the leaves does not exceed 90 calendar days within 12 months. All requests are subject to school approval and the decision of the director is final. Suppose a LOA is needed beyond 60 calendar days. In that case, it can be requested for the following reasons: Military obligations, Jury Duty, Maternity Leave, Serious Health Conditions, and Possibly other reasons at the school director's discretion.

- **A LOA may be approved if:**

-The student has submitted a written, signed, and dated request to the school director with the appropriate required documentation. The written request must be before the date of leave of absence unless unforeseen circumstances prevent the student from doing so.

-An LOA extends the contract period & maximum time by the same number of days taken in the LOA.

-School staff has determined that there is a reasonable expectation that the student will return from the LOA.

-The school director has approved the leave and is signed by the school director and student

-The period for which a student has been given an approval leave shall be excluded from the maximum time frame in which an individual student will be expected to complete their program of study.

#### ▪ LOA Extensions

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested in the original LOA otherwise a new leave of absence must be submitted for review. Such a request must be approved by the school director provided:

- The student submits a request on or before the end date of the currently approved leave of absence
- The number of days in the absence period as extended, when added to all other approved leaves does not exceed 90 calendar days in 12 months, calculated from the first day of the student's first LOA
- There is a reasonable expectation that the student will return
- It does not exceed the 60-day leave of absence unless it falls into one of the categories for leaves longer than 60 days
- If the extension request is denied, & the student takes the extended leave anyway the student will be withdrawn but will still be in contact with the school. Calculations will be applied using the student's last date of attendance.
- Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took a leave or for re-admission after an LOA. Any officially approved LOA will extend your contract without additional charges.

#### ▪ Failure to return from a Leave of Absence

If a student does not return from an approved leave of absence, the student will be withdrawn from the academy using the date the student was supposed to return as the date of withdrawal and the student's last day of attendance before the assigned date. The student must still fulfill contractual obligations.

#### ▪ Extenuating circumstances

The following are considered extenuating circumstances where an emergency LOA may need to be taken, not limited to said list: Hospitalization, prolonged legal/court proceedings, extreme living situations that may affect a student's attendance temporarily, death of an immediate family member, emergency surgery, natural disasters.

#### ▪ Emergency LOA protocol:

- The school will document the reason for its decision
- The school will collect the required LOA request form from the student at a later date
- The school will establish the LOA start date of the approved LOA as the first date the student was unable to attend their enrolled program

A student granted a LOA per the school's policy is not considered to have withdrawn & no refund calculation is required during that time.

## Attendance Exceptions

Special arrangements may be made at the discretion of the director for students to attend less than full-time due to certain circumstances (e.g., childcare, religion, employment). However, the minimum hour of attendance is 20 hours per week and no less than 4 hours a day.

## Flex and Make-up Workdays

Students will be provided with a contracted graduation/end date that is based on the total number of hours allowed in the program. If a student misses or fails an assignment or test, he/she will be given 30 days to make up for the missing assignment and/or test. If an assignment and/or test is missed due to an absence, the

student will make up for that missing work when the material is covered in the rotation of the curriculum, as all subject matter is usually covered twice during the course length. Each student is provided a few flex days depending on the program course in which they are enrolled. Flex days are added to the minimum number of scheduled days the student would normally require to complete the course. Flex days are provided to allow for student illnesses or other circumstances beyond the student's control (suspensions are applied against the number of available flex days). If a student requires additional time following the contracted graduation/end date to complete the program course, the student will be charged \$12.00 per hour after the end date (including flex days) until completion for each additional calendar hour and may be required to satisfy the charges at the time of program completion or before.

## **Educational Programs & Course Curriculums**

- Washington Beauty and Barber College realizes that trends and tools are changing as time passes, and we work on updating the program curriculum to address those trends.
- The college reserves the right to adjust the following curriculums as necessary for student success
- Students will also perform activities such as setting up and breaking down for services or events, organizing, cleaning, washing, and folding school towels/linens, sweeping, restocking inventory, etc. The future professional is enrolled as a student and will participate in the curriculum listed in the following curriculum sections. The future professional is not an employee of Washington Beauty and Barber College.

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## Cosmetologist – 1600 Clocked Hours (53.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the cosmetology industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, hair extensions, chemical processing (hair coloring), texture services, scalp & hair conditioning, skin and makeup application, basic pedicure and manicure techniques.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all cosmetologist services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Cosmetologist program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of hair, nails, and skin care. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical cosmetology Instruction
- Skills in Nail Services Manicuring & Pedicuring (Minimum 100 hours)
- Aesthetic services including but not limited to waxing, makeup, and facials (Minimum 100 hours)
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to cosmetology
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

### **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Manicure/Pedicure (100), Makeup, waxing, lash and facial services (100), Professional development flex (100)

Minimum theory hours of 285- Includes business practice, basic human anatomy and physiology

Minimum practical hours 1315

Totaling 1600 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies the student will progress to the salon floor to begin servicing clients in all phases of cosmetology.

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## Hair Design – 1400 Clocked Hours (49.5 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Hair Design industry, effective communication skills, visual poise, and proper grooming, along with hairstyling/shaping, cutting, chemical processing (hair coloring), texture services, scalp & hair conditioning.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field, performing all Hair Design services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Hair Design program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of Hair Design. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical Hair Design Instruction
- Scalp & Hair Analysis
- Shampooing includes draping, brushing, scalp manipulation, conditioning, rinsing
- Haircutting, trimming, including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling, dry, wet thermal, extensions, styling aids, and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving, including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Hair Design
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

### **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Professional development flex (100)

Minimum theory hours of 265. Includes business practice, basic human anatomy, and physiology

Minimum practical hours 1135

Totaling 1400 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Hair Design.

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## Manicurists – 600 Clocked Hours (20 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the manicurist industry, effective communication skills, visual poise, and proper grooming along with the care of natural nails and skin that surrounds them, artificial nails, manicures, pedicures

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Manicurists and nail services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. Anything below 76% is failing.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Manicurists program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and beautification of fingernails and toenails. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field, with up-to-date trends.

### General Areas of Study Include:

- Technical theory in the practice of manicuring, pedicuring, business practice & basic human anatomy & physiology
- Artificial nails, including silk, linen, fiberglass, acrylic, gel, powder, extensions & sculpting, preparation, application, finish, & removal
- Cleaning, shaping & polishing of nails of the hands & feet & treatment of cuticles
- Cleaning & Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Diseases & Disorders of the nails of the hands & feet
- Safety use & storage of chemicals, implements & electrical equipment
- First aid related to manicuring and pedicuring

### Program Credit Breakdown:

Theory (200), Artificial Nails (150), Cleaning, Shaping & Polishing of hands (75), Cleaning, Shaping & Polishing of feet (75), disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search, and industry and market trends training.

Minimum theory hours of 125. Includes business practice, basic human anatomy, and physiology

Minimum practical hours: 475. Totaling 600 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of nail care and beautification.

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## Barber – 1000 Clocked Hours (33.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Barbering industry, effective communication skills, visual poise, and proper grooming along with the care of cutting, braiding, shaving, & styling of the hair

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Barber services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. Anything below 76% is failing.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Barber program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of Barbering. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory practical instruction & of the practice of Barber services & business practices
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair of men's hairpieces, measuring, cleaning & alternative hair restoration techniques
- Diseases and Disorders of scalp & hair
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Barbering
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens

### Program Credit Breakdown:

Theory (250), Shampoo (75), Scalp/Hair analysis (25), Hair cutting (250), Wet, dry, thermal styling & braiding (100), Cutting/Trimming of facial hair (65), Artificial hair (20), disinfecting (65), Disease/Disorders (30), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search and industry and market trends training.

Minimum theory hours of 250. Includes business practice, basic human anatomy and physiology

Minimum practical hours 750

Totaling 1000 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Barbering.

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## Instructor – 600 Clocked Hours (20 Weeks)

**Description:** This course will train a student to become an instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, and Esthetician courses.

**Objective:** This course will prepare students for an entry-level position in the field of teaching for subject matters related to Cosmetology, Arts and Sciences.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The instructor program offered at Washington Beauty and Barber College will prepare the student to effectively teach all phases of Cosmetology, Hair Design & Barbering. The student will develop the ability to teach related information, manipulative operations, and techniques needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas which they intend to teach. Topics and or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching.

### General Areas of Study Include:

- Occupational experience & personal characteristics that will upgrade the cosmetology profession by producing quality students
- A Review of the course that the trainee intends to teach, course development & teaching mythology such as choices in teaching methods, classroom setup, lesson plan development, teaching aid development, presentation techniques, materials, and supplies, as well as a topic a subject matter
- Develop lesson plans, outlines, procedures & tests that will ensure student comprehension & will instill the will to learn in even the most difficult student
- Development of course content reflecting a comprehensive, correlated unit of study
- Development of instructional materials that will facilitate set-up & preparation of class
- Development of supplemental teaching aids that give the student a variety of ideas from which to draw & maintain motivation
- Prepare the students for employment in their field(s), teaching the students good work, study, health & safety habits. You will teach ethical, business & legal aspects of their profession
- Assist students in job placement and how to work with related agencies in our field

### Program Credit Breakdown:

Theory (300), Classroom Presentation & Evaluation (100), Student & Clinic Application (75), Lesson Plan & Development (75), Professional Development (50)

The Washington State mandated hours is 500 and this program was designed greater than the required hours to include professional development, in-depth lesson planning, and student & clinic application.

Minimum theory hours 175

Minimum practical hours 425

Totaling 600 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies the student will progress to the salon floor to begin teaching students in all phases of salon services.

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## Esthetician – 750 Clocked Hours (25 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in skin care, effective communication skills, visual poise, and proper grooming with an emphasis on facials, make-up application & waxing

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Esthetic services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Esthetician program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course will consist of different topics related to all aspects of Esthetics. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Theory in the practice of Esthetics services, business practices, & basic human anatomy & physiology
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus & appliances
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Disease & disorders of the skin
- Safety including proper use & storage of chemicals, implements & electrical appliances
- First aid as it relates to Esthetics

### Program Credit Breakdown:

Theory (200), Facials/peels (60), Temporary hair removal (160), Microdermabrasion (40), Makeup/Lash (30), Business (50), Disinfecting/Safety first aid (55), Disease & disorders (55), Professional Development Flex (100)

Minimum theory hours 200

Minimum practical hours 550

Totaling 750 hours

## \*Cosmetologist Hybrid– 1600 Clocked Hours (53.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field & will be trained in business related to the cosmetology industry, effective communication skills, visual poise & proper grooming along with hairstyling/shaping, cutting, hair extensions, chemical processing (hair coloring), texture services, scalp & hair conditioning, skin and makeup application, basic pedicure and manicure techniques.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all cosmetologist services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be delivered via distance education online using Milady CIMA, and access to the subscription will be granted.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Cosmetologist program offered by Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of hair, nails, and skincare. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical cosmetology Instruction
- Skills in Nail Services Manicuring & Pedicuring (Minimum 100 hours)
- Aesthetic services including but not limited to waxing, makeup, and facials (Minimum 100 hours)
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to cosmetology
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

### **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Manicure/Pedicure (100), Makeup, waxing, lash and facial services (100), Professional development flex (100)

Minimum theory hours of 285- Includes business practice, basic human anatomy and physiology

Minimum practical hours 1315

Totaling 1600 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies the student will progress to the salon floor to begin servicing clients in all phases of cosmetology.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## \*Hair Design Hybrid – 1400 Clocked Hours (49.5 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Hair Design industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, chemical processing (hair coloring), texture services, scalp & hair conditioning.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Hair Design services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Hair Design program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of Hair Design. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical Hair Design Instruction
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Hair Design
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

### **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Professional development flex (100)

Minimum theory hours of 265. Includes business practice, basic human anatomy and physiology

Minimum practical hours 1135

Totaling 1400 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies the student will progress to the salon floor to begin servicing clients in all phases of Hair Design.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Manicurists Hybrid – 600 Clocked Hours (20 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field & will be trained in business related to the manicurist industry, effective communication skills, visual poise & proper grooming, along with the care of natural nails & skin that surrounds them, artificial nails, manicures, pedicures

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field, performing all Manicurists and nail services normally offered in the profession.

**Instructional Method:** Laboratory & clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models & mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA & will be granted access to the subscription.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. A 76% or higher to be considered to have a passing score through written multiple choice format tests, short answer questions & practical tests. Anything below 76% is failing.

The Manicurists program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, & rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course will consist of different topics related to all aspects of the care & beautification of fingernails & toenails. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Technical theory in the practice of manicuring, pedicuring, business practice & basic human anatomy & physiology
- Artificial nails, including silk, linen, fiberglass, acrylic, gel, powder, extensions & sculpting, preparation, application, finish, & removal
- Cleaning, shaping & polishing of nails of the hands & feet & treatment of cuticles
- Cleaning & Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Diseases & Disorders of the nails of the hands & feet
- Safety use & storage of chemicals, implements & electrical equipment
- First aid related to manicuring and pedicuring

### **Program Credit Breakdown:**

Theory (200), Artificial Nails (150), Cleaning, Shaping & Polishing of hands (75), Cleaning, Shaping & Polishing of feet (75), disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), Professional Development Flex (100) Also learned, are business skills, professionalism, resume, interview prep., job search & industry & market trends training.

Minimum theory hours of 125. Includes business practice, basic human anatomy, and physiology  
Minimum practical hours 475. Totaling 600 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of nail care and beautification.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## \*Barber Hybrid – 1000 Clocked Hours (33.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Barbering industry, effective communication skills, visual poise, and proper grooming along with the care of cutting, braiding, shaving, & styling of the hair

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Barber services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Barber program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of Barbering. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory practical instruction & of the practice of Barber services & business practices
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair of men's hairpieces, measuring, cleaning & alternative hair restoration techniques
- Diseases and Disorders of scalp & hair
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Barbering
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens

### Program Credit Breakdown:

Theory (250), Shampoo (75), Scalp/Hair analysis (25), Hair cutting (250), Wet, dry, thermal styling & braiding (100), Cutting/Trimming of facial hair (65), Artificial hair (20), disinfecting (65), Disease/Disorders (30), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills,

including professionalism, resume, interview preparation, job search and industry and market trends training.

Minimum theory hours of 250. Includes business practice, basic human anatomy and physiology

Minimum practical hours 750

Totaling 1000 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Barbering.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Instructor Hybrid – 600 Clocked Hours (20 Weeks)**

**Description:** This course will train a student to become an instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, and Esthetician courses.

**Objective:** This course will prepare students for an entry-level position in the field of teaching for subject matters related to the Cosmetology Arts and Sciences.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models & mannequins will be used. 50% of the training program will be given via distance education online, using Milady CIMA & will be granted access to the subscription.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The instructor program offered at Washington Beauty and Barber College will prepare the student to effectively teach all phases of Cosmetology, Hair Design & Barbering. The student will develop the ability to teach related information, manipulative operations & techniques needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas that they intend to teach. Topics & or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching.

### **General Areas of Study Include:**

- Occupational experience & personal characteristics that will upgrade the cosmetology profession by producing quality students & instructional materials that will facilitate the set-up & preparation of class
- A Review of the course the trainee intends to teach, course development & teaching mythology such as choices in teaching methods, classroom setup, lesson plan development, teaching aid development, presentation techniques, materials/supplies
- Develop lesson plans, outlines, procedures & tests that will ensure student comprehension & will instill the will to learn in even the most difficult student
- Development of course content reflecting a comprehensive, correlated unit of study
- Development of supplemental teaching aids that give the student a variety of ideas from which to draw & maintain motivation
- Prepare the students for employment in their field(s), teaching the students good work, study, health & safety habits. You will teach ethical, business & legal aspects of their profession
- Assist students in job placement and how to work with related agencies in our field

**Program Credit Breakdown:**

Theory (300), Classroom Presentation & Evaluation (100), Student & Clinic Application (75), Lesson Plan & Development (75), Professional Development (50)

The Washington State mandated hours is 500 and this program was designed greater than the required hours to include professional development, more lesson planning & student & clinic application

Minimum theory hours 175

Minimum practical hours 425. Totaling 600 hours

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## \*Esthetician Hybrid – 750 Clocked Hours (25 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in skin care, effective communication skills, visual poise, and proper grooming with an emphasis on facials, make-up application & waxing

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Esthetic services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** English

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple-choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Esthetician program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course will consist of different topics related to all aspects of Esthetics. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Theory in the practice of Esthetics services, business practices, & basic human anatomy & physiology
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus & appliances
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Disease & disorders of the skin
- Safety including proper use & storage of chemicals, implements & electrical appliances
- First aid as it relates to Esthetics

### Program Credit Breakdown:

Theory (200), Facials/peels (60), Temporary hair removal (160), Microdermabrasion (40), Makeup/Lash (30), Business (50), Disinfecting/Safety first aid (55), Disease & disorders (55), Professional Development Flex (100)

Minimum theory hours 200

Minimum practical hours 550

Totaling 750 hours

\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Cosmetologist Hybrid SPANISH– 1600 Clocked Hours (53.33 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the cosmetology industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, hair extensions, chemical processing (hair coloring), texture services, scalp & hair conditioning, skin and makeup application, basic pedicure and manicure techniques.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all cosmetologist services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Cosmetologist program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of hair, nails, and skincare. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Technical theory of practical cosmetology Instruction
- Skills in Nail Services Manicuring & Pedicuring (Minimum 100 hours)
- Aesthetic services including but not limited to waxing, makeup, and facials (Minimum 100 hours)
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing, Scalp/Hair Analysis
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application & removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to cosmetology
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

### **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Manicure/Pedicure (100), Makeup, waxing, lash and facial services (100), Professional development flex (100)

Minimum theory hours of 285- Includes business practice, basic human anatomy and physiology

Minimum practical hours 1315

Totaling 1600 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of cosmetology.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Hair Design Hybrid SPANISH – 1400 Clocked Hours (49.5 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Hair Design industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, chemical processing (hair coloring), texture services, scalp & hair conditioning.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Hair Design services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Hair Design program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of Hair Design. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Technical theory of practical Hair Design Instruction
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Hair Design
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

## **Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Professional development flex (100)

Minimum theory hours of 265. Includes business practice, basic human anatomy and physiology

Minimum practical hours 1135

Totaling 1400 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Hair Design.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Manicurists Hybrid SPANISH – 600 Clocked Hours (20 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the manicurist industry, effective communication skills, visual poise, and proper grooming along with the care of natural nails and skin that surrounds them, artificial nails, manicures, pedicures

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Manicurists and nail services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the training program will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Manicurists program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and beautification of fingernails and toenails. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Technical theory in the practice of manicuring, pedicuring, business practice & basic human anatomy & physiology
- Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions & sculpting, preparation, application, finish, & removal
- Cleaning, shaping & polishing of nails of the hands & feet & treatment of cuticles
- Cleaning & Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Diseases & Disorders of the nails of the hands & feet
- Safety use & storage of chemicals, implements & electrical equipment
- First aid as related to manicuring and pedicuring

### **Program Credit Breakdown:**

Theory (200), Artificial Nails (150), Cleaning, Shaping & Polishing of hands (75), Cleaning, Shaping & Polishing of feet (75), disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search, and industry and market trends training.

Minimum theory hours of 125. Includes business practice, basic human anatomy and physiology

Minimum practical hours 475

Totaling 600 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of nail care and beautification.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Barber Hybrid SPANISH – 1000 Clocked Hours (33.33 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Barbering industry, effective communication skills, visual poise, and proper grooming along with the care of cutting, braiding, shaving, & styling of the hair

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Barber services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the program training will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Barber program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the Barbering. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

**General Areas of Study Include:**

- Technical theory practical instruction & of the practice of Barber services & business practices
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair of men's hairpieces, measuring, cleaning & alternative hair restoration techniques
- Diseases and Disorders of scalp & hair
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Barbering
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens

**Program Credit Breakdown:**

Theory (250), Shampoo (75), Scalp/Hair analysis (25), Hair cutting (250), Wet, dry, thermal styling & braiding (100), Cutting/Trimming of facial hair (65), Artificial hair (20), disinfecting (65), Disease/Disorders (30), Safety

(10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search and industry and market trends training.

Minimum theory hours of 250. Includes business practice, basic human anatomy and physiology

Minimum practical hours 750

Totaling 1000 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Barbering.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Instructor Hybrid SPANISH– 600 Clocked Hours (20 Weeks)**

**Description:** This course will train a student to become an instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, and Esthetician courses.

**Objective:** This course will prepare students for an entry-level position in the field of teaching for subject matters related to Cosmetology, Arts and Sciences.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the program training will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The instructor program offered at Washington Beauty and Barber College will prepare the student to effectively teach all phases of Cosmetology, Hair Design & Barbering, & the ability to teach related information, manipulative operations & techniques needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas which they intend to teach. Topics & or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching.

**General Areas of Study Include:**

- Occupational experience & personal characteristics that will upgrade the cosmetology profession by producing quality students & course content reflecting comprehensive, correlated units of study
- A Review of the course that the trainee intends to teach, course development & teaching mythology such as choices in teaching methods, classroom setup, lesson plan development, teaching aid development, presentation techniques, materials, and supplies, as well as a topic a subject matter
- Develop lesson plans, outlines, procedures & tests that will ensure student comprehension & will instill the will to learn in even the most difficult student
- Development of instructional materials that will facilitate set-up & preparation of class
- Development of supplemental teaching aids that give the student a variety of ideas from which to draw & maintain motivation
- Prepare the students for employment in their field(s), teaching the students good work, study, health & safety habits. You will teach ethical, business & legal aspects of their profession
- Assist students in job placement and how to work with related agencies in our field

**Program Credit Breakdown:**

Theory (300), Classroom Presentation & Evaluation (100), Student & Clinic Application (75), Lesson Plan & Development (75), Professional Development (50) The Washington State mandated hours is 500 and this program was designed greater than the required hours to include professional development, more lesson

planning, and student & clinic application

Minimum theory hours 175, Minimum practical hours 425. Total 600 hours.

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\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## **\*Esthetician Hybrid SPANISH– 750 Clocked Hours (25 Weeks)**

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in skin care, effective communication skills, visual poise, and proper grooming with an emphasis on facials, make-up application & waxing

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Esthetic services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used. 50% of the program training will be given via distance education online using Milady CIMA and will be granted access to the subscription.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Esthetician program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course will consist of different topics related to all aspects of Esthetics. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Theory in the practice of Esthetics services, business practices, & basic human anatomy & physiology
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus & appliances
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Disease & disorders of the skin
- Safety including proper use & storage of chemicals, implements & electrical appliances
- First aid as it relates to Esthetics

### **Program Credit Breakdown:**

Theory (200), Facials/peels (60), Temporary hair removal (160), Microdermabrasion (40), Makeup/Lash (30), Business (50), Disinfecting/Safety first aid (55), Disease & disorders (55), Professional Development Flex (100)

Minimum theory hours 200

Minimum practical hours 550

Totaling 750 hours

\*Disclaimer- Availability of the Hybrid program(s) is contingent upon regulatory approval. No instruction will be provided until approval is granted.\*

## Cosmetologist Spanish – 1600 Clocked Hours (53.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the cosmetology industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, hair extensions, chemical processing (hair coloring), texture services, scalp & hair conditioning, skin and makeup application, basic pedicure and manicure techniques.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all cosmetologist services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Cosmetologist program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of hair, nails, and skincare. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical cosmetology Instruction
- Skills in Nail Services Manicuring & Pedicuring (Minimum 100 hours)
- Aesthetic services, including but not limited to waxing, makeup, and facials (Minimum 100 hours)
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming, including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling, dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving, including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing, including sectioning, strand test, relaxer application, & removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application, removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to cosmetology
- Cleaning and Disinfecting of workstations, individual equipment, tools, storage of linens & proper use

**Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Manicure/Pedicure (100), Makeup, waxing, lash and facial services (100), Professional development flex (100)

Minimum theory hours of 285- Includes business practice, basic human anatomy and physiology

Minimum practical hours 1315

Totaling 1600 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of cosmetology.

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## Hair Design Spanish – 1400 Clocked Hours (49.5 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Hair Design industry, effective communication skills, visual poise, and proper grooming along with hairstyling/shaping, cutting, chemical processing (hair coloring), texture services, scalp & hair conditioning.

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Hair Design services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Hair Design program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the care and grooming of Hair Design. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### General Areas of Study Include:

- Technical theory of practical Hair Design Instruction
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair that may include extensions and fitting
- Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals
- Chemical hair relaxing including sectioning, strand test, relaxer application, removal of chemicals
- Hair coloring/bleaching PHD test strand test, measurement, mixing, application and removal of chemicals
- Diseases and Disorders of the scalp, hair skin, and nails
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Hair Design
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use and storage of linens

**Program Credit Breakdown:**

Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Haircutting (200), Wet, dry, thermal styling & braiding (250), Cutting/Trimming of facial hair (40), Artificial Hair (20), Permanent waving (100), Chemical relaxing (50), Hair color/bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20), Professional development flex (100)

Minimum theory hours of 265. Includes business practice, basic human anatomy and physiology

Minimum practical hours 1135

Totaling 1400 hours

To prepare the students, the program will begin with classroom theory and practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Hair Design.

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## Manicurists Spanish – 600 Clocked Hours (20 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the manicurist industry, effective communication skills, visual poise, and proper grooming, along with the care of natural nails and skin that surrounds them, artificial nails, manicures, and pedicures

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field, performing all Manicurists and nail services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Manicurists program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, & rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course consists of different topics related to aspects of the care & beautification of fingernails & toenails. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

**General Areas of Study Include:**

- Technical theory in the practice of manicuring, pedicuring, business practice & basic human anatomy & physiology
- Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions & sculpting, preparation, application, finish, & removal
- Cleaning, shaping & polishing of nails of the hands & feet & treatment of cuticles
- Cleaning & Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Diseases & Disorders of the nails of the hands & feet
- Safety use & storage of chemicals, implements & electrical equipment, First aid as related to manicuring and pedicuring

**Program Credit Breakdown:**

Theory (200), Artificial Nails (150), Cleaning, Shaping & Polishing of hands (75), Cleaning, Shaping & Polishing of feet (75), disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search, and industry and market trends training.

Minimum theory hours of 125. Includes business practice, basic human anatomy and physiology

Minimum practical hours 475. Total 600 hours. To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of nail care & beautification.

## Barber Spanish – 1000 Clocked Hours (33.33 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in business related to the Barbering industry, effective communication skills, visual poise, and proper grooming along with the care of cutting, braiding, shaving, & styling of the hair

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Barber services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Barber program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative and supportive environment where individuals can engage in the hands-on development of their talents and skills learned. The course will consist of different topics related to all aspects of the Barbering. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

**General Areas of Study Include:**

- Technical theory practical instruction & of the practice of Barber services & business practices
- Scalp & Hair Analysis
- Shampooing including draping, brushing, scalp manipulations, conditioning, rinsing
- Haircutting, trimming including shears, razors, shears, thinning shears, beard & mustache design, ear & nose hair trimming
- Hair styling dry, wet thermal, extensions, styling aids and braiding
- Artificial Hair of men's hairpieces, measuring, cleaning & alternative hair restoration techniques
- Diseases and Disorders of scalp & hair
- Safety use and storage of chemicals, implements, and electrical equipment
- First aid as related to Barbering
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens

**Program Credit Breakdown:**

Theory (250), Shampoo (75), Scalp/Hair analysis (25), Hair cutting (250), Wet, dry, thermal styling & braiding (100), Cutting/Trimming of facial hair (65), Artificial hair (20), disinfecting (65), Disease/Disorders (30), Safety (10), First Aid (10), Professional Development Flex (100) Also learned through the course are business skills, including professionalism, resume, interview preparation, job search and industry and market trends training.

Minimum theory hours of 250. Includes business practice, basic human anatomy and physiology

Minimum practical hours 750

Totaling 1000 hours

To prepare the students, the program will begin with classroom theory & practical sessions. Upon successful completion of the beginning practical competencies, the student will progress to the salon floor to begin servicing clients in all phases of Barbering.

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## Esthetician Spanish– 750 Clocked Hours (25 Weeks)

**Description:** In this program, students will be trained to become future professionals in this field and will be trained in skin care, effective communication skills, visual poise, and proper grooming with an emphasis on facials, make-up application & waxing

**Objective:** This course will prepare students to become future professionals for an entry-level position in the salon field performing all Esthetic services normally offered in the profession.

**Instructional Method:** Laboratory and clinical assignments, lectures, demonstrations, visual aids, and guest speakers on occasion. Live models and mannequins will be used.

**Language of Instruction:** Spanish

**Grading:** Rating scale 76% - 100%. Must get a 76% or higher to be considered to have a passing score through written tests that are multiple choice format, short answer questions, and practical tests. Anything below 76% is failing.

The Esthetician program offered at Washington Beauty and Barber College will help turn one's talents into a fun, lucrative, and rewarding career. We have a creative & supportive environment where individuals can engage in the hands-on development of their talents & skills learned. The course will consist of different topics related to all aspects of Esthetics. Within these subjects, future professionals will develop a basic understanding of a wide variety of knowledge in the field with up-to-date trends.

### **General Areas of Study Include:**

- Theory in the practice of Esthetics services, business practices, & basic human anatomy & physiology
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus & appliances
- Cleaning and Disinfecting of workstations, individual equipment, tools, proper use & storage of linens
- Disease & disorders of the skin
- Safety including proper use & storage of chemicals, implements & electrical appliances
- First aid as it relates to Esthetics

### **Program Credit Breakdown:**

Theory (200), Facials/peels (60), Temporary hair removal (160), Microdermabrasion (40), Makeup/Lash (30), Business (50), Disinfecting/Safety first aid (55), Disease & disorders (55), Professional Development Flex (100)

Minimum theory hours 200

Minimum practical hours 550

Totaling 750 hours

## **Internship/Mentoring Program**

Students will have the opportunity to earn hours, as well as the opportunity to learn different techniques & a real-life experience of working behind a chair in a salon/barbershop with a licensed professional. Per state regulations, students cannot be paid for any work/services they have performed. Students can only perform the services that the licensed cosmetologist or barber allows them to do during intern hours. There will be no compensation to the salon or Barbershop for receiving hours. The future professional must agree to the schedule that is presented to them. The student must treat the internship program as if it were a job in that the student should arrive on time and communicate with the mentor if they are absent. It is the student's responsibility to record their hours using a timecard sheet available at the school and it must be turned in each week to the school with the mentors' initials for each day that the student has been present. All internship schedules require one mandatory day a week for testing at the school.

## **Employment Assistance Counseling**

Though Washington Beauty and Barber College cannot guarantee employment for our students, we do include career information such as posting current job opportunities, and we assist our graduates with employment leads through the following means.

- Maintain close relations with salons in the area as they are a source of job openings.
- Sharing the job posts those salons in the region post is the academy's hiring blog
- Assist students with contacting prospective employers
- Sharing job postings from social media of our salon groups
- Host salon owners as guest speakers at the academy who then invite students to come work for them or interview

## **Graduation Requirements & Certificate of Completion**

Washington Beauty and Barber College will grant a certificate of completion and an official transcript of hours for the applicable course and graduate a student when the student has:

- Successfully completed all phases of study approved by the State of Washington including required tests, and practical assignments
- Take the appropriate corresponding practical & written licensing examinations & have a passing score as approved by the State of Washington
- Attain the minimum number of training hours as listed in the curriculum section of the catalog
- Complete all exit paperwork, attend an exit interview & have made satisfactory arrangements for VA of all debts owed to the school

## **Student Grievance/General Complaint Policy**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint.

A student may have a grievance against a staff member or another student & the procedures as outlined below should be followed in satisfying such grievance. The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation packet thereby assuring that all students know the steps to follow should they find the need to register a complaint. Documentation of final resolution and all complaints will be retained in school files to determine the frequency nature and patterns of complaints for the institution. The following procedure outlines are the steps of the complete process:

- The student should register the complaint in writing on the designated form provided by the academy within 60 days of the date that the act, which is the subject of the grievance, occurred and submit it to the school director.
- School appropriate school staff will review the complaint & a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- In the case that the complaint is of such nature that the management cannot resolve it, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of 1 member selected by the school who was not involved in this dispute and who may also be a corporate officer, another student, another member not related to the student filing the complaint or a member who may not be employed by the school or related to the school director. The hearing will be informal with the students presenting their case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. The committee will then prepare a report summarizing each witness's testimony and recommend solutions for their dispute within 15 days of the hearing. School management shall consider the report and either accept reject or modify the recommendations of the committee director. Management shall consider the report and either accept reject or modify the recommendations of the committee.

## **Student Records**

All personal and individual student records are kept in the director's office for confidentiality and under lock in key. Records are only accessible to the school's administrative staff. The school will retain student records, such as transcripts, grades, reports, and any all-student documents for the time required by the state regulations. All other persons needing to access student records must have a written release on a previously signed waiver/consent from the said student. Students will always have guaranteed access to their files upon written request & under the direct supervision of a school official. The academy will provide access to student records to officials of the Washington State Department of Licensing, or any other state agency involved with a student's enrollment at the academy. Parents/guardians of minors have the right to access and review the student's education file.

## **Personal Property & Abandoned Equipment**

The school is not responsible for any equipment including textbooks products etc. abandoned by students. The student is solely responsible for their equipment and supplies as well as personal property. A locker is available for each student for personal use, but the student must provide their lock. If a student will not be attending school for 30 days or longer, they should make sure that any personal property equipment and supplies are removed from the school premises. Abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student. Students should take personal items home if they find themselves away from school even for more than a few days. If a student fails to return to school after any type of leave and it is determined that they have dropped, or withdrawn from their program, WBBC will not hold any items left behind for longer than 24 hours from the date of withdrawal.

## **Parking**

All students must park in the designated parking spots posted inside the school. Parking violations will be the responsibility of the student, along with any towing and/or parking fines.

## **Phone Use Policy**

Personal use of one's cell phone while at the academy & during program hours is prohibited. Personal cell phone use should be designated for break times, lunch breaks, and before & after school. If a student must use their cell phone during clocked-in school hours, they should ask their instructor for permission & step out of the instructional area to avoid any distractions to other students.

## **Dress Code Policy**

Washington Beauty and Barber College has implemented a dress code whose purpose is to draw attention to the hair, skin, and nails, and simulate industry expectations. Dressing professionally each day is a big portion of having a successful career. School staff have the right to determine whether apparel meets the dress code. If at any time the staff finds a student out of the dress code, the student will be asked to clock out to change and return to school once in the appropriate dress. The following dress code is in place to guide students to have a professional image, while also creating a professional image as a stylist. Repeated violations or violations that have major repercussions may result in disciplinary action being taken and/or including a reduction of hours completed as of the violation date.

### **General Dress Code Guidelines**

- Solid black in-color clothing that covers the shoulders, cleavage, underarms, midriff & back.
- A school-issued name tag must be worn by the student & be visible at all times.
- Dresses, skirts, and/or long shirts (with leggings) must be no shorter than 2 inches above the knee.
- Accessories may be worn when tasteful & professional, as they can enhance your nails, skin, or hair in the spirit of the professional beauty and wellness industry.
- Please keep additional accessories such as buttons, pins, layers & embellishments on garments to a minimum, and where they will not interfere with the student's ability to complete assignments.
- Clothing/Garments must be in good/excellent condition & free of holes, tears, or stains.
- Shoes can be of any color, have a rubber sole, and must be closed-toe. No slipper-style shoes or sandals
- Shorts, hats, bandannas, hooded shirts/sweaters are not permitted.
- Sweatpants or athletic attire are not permitted.
- Low-rise pants are not permitted.
- Undergarments must not be visible at any time.
- Coats & jackets worn in the school shall be solid black

# Academy Enrollment Contract

**Washington Beauty and Barber College**  
1100 Roosevelt Ave, Suite A  
Mount Vernon, WA 98273  
(360) 428-4247

## **Enrollment Contract**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

SS # or ITIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please choose one program from the options below to enroll in**

Cosmetologist \_\_\_\_\_ Barber \_\_\_\_\_ Hair Design \_\_\_\_\_

Cosmetologist Spanish \_\_\_\_\_ Barber Spanish \_\_\_\_\_ Hair Design Spanish \_\_\_\_\_

Manicurist \_\_\_\_\_ Esthetician \_\_\_\_\_ Instructor \_\_\_\_\_

Manicurists Spanish \_\_\_\_\_ Esthetician Spanish \_\_\_\_\_

Number of hours to complete course: \_\_\_\_\_ Number of weeks required to complete course: \_\_\_\_\_

Date training is to begin: \_\_\_\_\_ Date Training is to be completed: \_\_\_\_\_

Cost Of Course: \_\_\_\_\_ Down Payment: \_\_\_\_\_

Monthly Payment amount: \_\_\_\_\_ Due on: \_\_\_\_\_ of every month

Transfer/Re-Entry Hours Accepted: \_\_\_\_\_ The school defines its academic year as 900 hours and 30 weeks.

Schedule: Student is scheduled to attend a total of \_\_\_\_\_ hours weekly

**COST:**

Registration/Re-Entry Fee \$100.00 (Re-entry fee only applies to student re-enrolling)

Application Fee \$50.00

Tuition \$ \_\_\_\_\_

Kits, Books, Equipment, State Board Set \$ \_\_\_\_\_ (All programs except Instructor have a state board set)

**TOTAL** \_\_\_\_\_

METHOD OF PAYMENT: I agree that the payment of program costs will be satisfied by (check all that apply):

Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit/Debit Card \_\_\_\_\_ Bank Deposit/Transfer \_\_\_\_\_ Zelle \_\_\_\_\_

Venmo \_\_\_\_\_ Money order \_\_\_\_\_ Third-Party Loan Payment \_\_\_\_\_

Payments must be made on the 1<sup>st</sup> of the month no later than the 5<sup>th</sup> of the month unless agreed otherwise. The student is responsible for all financial dues unless the student is a minor, if so, the parent is responsible for all financial costs/due. A \$40.00 late fee will be charged if payment is made after the agreed date. (NSF Checks will be considered delinquent and will have a \$35.00 NSF charge) If payment is not received within 30 days of the due date it will be considered delinquent, and the financial contract will be forwarded to Skagit Valley Bonded Collectors SB&C, LTD.

#### **REFUNDS & CANCELLATION POLICY**

Our refund & cancellation policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- For applicants who cancel enrollment or students who withdraw, a fair & equitable settlement will apply. The academy will perform refund calculations within 14 days of receipt of written notice & refunds, if applicable, will be processed within 45 days of receipt of written notice.
- Kit and books are non-refundable
- Refund calculations are based on scheduled hours, if applicable &/or on the student's last date of attendance
- Applicants not accepted into a program course shall be refunded all monies paid to the school.
- If a cancellation occurs within 3 business days from the date of the contract signing, all monies collected by the school will be refunded even if the students have begun classes.
- If a cancellation occurs after 3 business days from the date of contract signing but before starting classes, a refund of all monies paid to the school will be made except for the registration fee, kit, and book fees.
- A student must notify the school of his/her withdrawal for an official cancellation notice. The date noted on the written notice will determine the cancellation date or the date said notice is delivered to the school.
- If the school should permanently close or no longer offer instruction after a student has enrolled, the school will provide a pro-rated refund of tuition to the student. If the course is cancelled after a student's enrollment, the school will provide full completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate before course completion are charged an administrative cancellation fee of \$150.00 also known as a breakage fee.
- Students who enroll & begin class for more than 3 business days but withdraw before course completion, a refund schedule of percent clock hours received by the student will determine the amount of refund the student is entitled to. (See table below)

Percent of scheduled enrollment time to amount of funds the academy shall retain

<b>Percent of clock hours attended</b>	<b>Percent of tuition retainment</b>
0.01% to 04.9%	20 %
5% to 09.9%	30 %
10% to 14.9%	40 %
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- **Satisfactory Refund Policy for VA Students**

Washington Beauty and Barber College agrees that if a veteran student fails to enter the course, withdraws, or is suspended at any time before completion of the course, the unused portion of paid tuition, fees, and other charges will be canceled on a prorated basis as follows:

5. **Registration Fee**- The registration fee charged during enrollment is not subject to proration
6. **Breakage Fee**- The school will retain the breakage fee and is not subject to pro-ration
7. **Consumable instructional supplies**- Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for the supplies may be retained and is not subject to proration.
8. **Books, Supplies, Equipment**- The school will make a refund in full for the charge of any unissued books, supplies, and/or equipment when:
  - a. The school furnishes books, supplies, and equipment
  - b. The school includes the cost of the above-noted items in the total charge payable to the school for the course.
  - c. The veteran or eligible person withdraws or is suspended/terminated before completing the course.
5. **Tuition & Other Charges**- Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro-rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum that does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
6. **Time frame of refund**- If the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is terminated at any time before the completion of the course, the unused portion of the tuition fee, and either charge paid by the individual shall be refunded promptly. If the institution fails to forward any refund due within 40 days after such a change in status, it shall be deemed, *prima facie*, to have failed to make a prompt refund, as required by this subparagraph.

The veteran or eligible person may dispose of issued items at his/her discretion, even if they were included in the total charges payable to the school for the course.

**NOTICE TO STUDENT/PARENT/GUARDIAN:**

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

**CANCELLATION OF CONTRACT:**

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at the address shown on the contract. The notice must be postmarked by or on the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. The burden of proving service rests on the applicant in a dispute over timely notice.

**GROUNDS FOR TERMINATION:**

Students may be terminated if they violate the rules by poor attendance, improper conduct, cheating, constantly not following rules, &/or failing to maintain satisfactory academic progress. If a student decides to appeal his/her termination, he/she must do so in writing within 30 calendar days of the termination date. Once received, an appeals Committee will gather to review the appeal. The appeal committee will issue a response within 30 calendar days of when the appeal was submitted.

**UNFAIR BUSINESS PRACTICES:**

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

I certify that I have read and understand the cancellation and refund policy. I received a copy of the school catalog, and I am entitled to an exact copy of this enrollment agreement, the school catalog, and any other forms I signed.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent /Guardian name (If the student is a minor)

Signature of Parent/Guardian

Date:

**NOTICE OF FINANCIAL OBLIGATION**

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing the original signatures must be attached by the school as addenda to that individual's enrollment agreement, as well as a copy provided to the enrollee by the school.

**ACKNOWLEDGMENT BY STUDENT**

1. I understand and accept that any contract for training I enter with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, if I have not entered classes.

Before being enrolled in this school, the applicant whose name and signature appear within this contract has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOW TO FILE A COMPLAINT**

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form, you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

**DISCUSSION ABOUT COMPLAINT POLICY REQUIRED**

First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your records. The school will also keep a copy on file.

#### **ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT**

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator. 4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms can be found at- [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp). 5. I understand that I have one year to file a complaint from my last date of attendance. 6. I further understand that in the event of a school closure, I have 60 days to file a complaint. 7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I must file a complaint can be found at [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **WITHDRAW POLICY:**

A student must notify the institution of his/her withdrawal. For official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school in person. Any monies due to the applicant or student shall be refunded within 30 days of the formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a prorated refund of tuition to the student. If the course is canceled after a student's enrollment, the school will provide full completion of the course at a later date. The school does not participate in any teach-out plans with other institutions. Students who withdraw or terminate before course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution, except for kit and books which are non-refundable, will be calculated separately at the time of withdrawal. All fees are identified in the catalog and this enrollment agreement.

#### **AGREEMENT NOTICE:**

By signing this document both parties agree to the terms and conditions of Washington Beauty and Barber College. This is a legal document. I am responsible for all financial dues during and after my enrollment. I am considered officially always enrolled unless both parties agree that the contract is properly terminated by the standards in our school catalog.

I have read and agree to follow the catalog, refund, and all policies within the catalog under Chapter 308-20 WAC. This school is licensed under Chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing P.O. Box 9026, Olympia WA 98507 Tel. (360)664-6626.

This agreement will be binding only when it has been fully completed, signed, and dated by the student or the student's parent/guardian if he/she is a minor and an authorized school representative before the time instruction begins. The school will provide all students with a copy of the signed enrollment agreement, & any documents related to their enrollment at the students' request.

This agreement has been explained to me, I have read a copy of the contract, and a copy has been given to me in my language binding only when it has been signed and dated by the student and an authorized representative of the school before the time instruction begins.

**CHANGES TO AGREEMENT NOTICE:**

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized school representative and by the student, or the student's parent/guardian if he/she is a minor.

As the student named within this contract, I acknowledge and agree to all details and obligations within the contract.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent /Guardian name (If the student is a minor)

Signature of Parent/Guardian

Date

As the authorized representative of the school, I hereby agree to all the details within the contract.

\_\_\_\_\_

Signature

\_\_\_\_\_

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board 128 – 10th Avenue SW Olympia, Washington 98501  
Phone: 360-709-4600 Email: [pvsd@wtb.wa.gov](mailto:pvsd@wtb.wa.gov) Web: [wtb.wa.gov](http://wtb.wa.gov)