



morgantown beauty college

College Handbook and Catalog



Morgantown Beauty College

276 Walnut Street

Morgantown, WV 26505

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HISTORY OF THE MORGANTOWN BEAUTY COLLEGE.

Founded in 1946 as the Morgantown Beauty School by Helen Nixon, Lillian Anderson, T.D. Nixon, J. Bruno, H. Cain, and S. Rosenthal, the original facility was located on Stewart Street in Morgantown, West Virginia. Basic courses, such as manicuring, permanent wave, combination spiral, and haircutting, etc., were taught.

Homer and Velmagene Martin purchased the college in 1952 and relocated the college to its current location at 276 Walnut Street in Morgantown, West Virginia. Due to the death of Velmagene Martin in 1990, and Homer Martin in 1999, Michael S. Sodomick is presently holding the position of President.

During the past several years, many important changes occurred. A new Nail Technology program specializing in acrylic nails was added in 1996. In addition, an Esthetics program featuring the ultimate in skincare and massage techniques was added in 1998. The Massage Therapy program was added in 2002. These programs are opening doors of opportunity for students interested in the ever-growing field of personal services. The College has been remodeled and furnished with state-of-the-art equipment and was approved to offer Financial Aid and was accredited by NACCAS.

MISSION STATEMENT

The mission of Morgantown Beauty College. is to nurture a strong sense of professional self-discipline in our students as they acquire basic theoretical knowledge and reliable practical skills in cosmetology and related fields, as well as to prepare our graduates for employment.

Our students are trained to help their clients realize the value and benefits of living a more beautiful and healthier life. A sincere empathy with fellow human beings and a natural creative artistry are professional foundation essentials. As students learn, they will discover and develop their own talents and artistic creations. They will also be instructed in fundamental business skills, which will enable them to sculpt their unique professional profile in the fast-growing beauty industry.

ON THE MEANING OF EDUCATION

“Education does not mean teaching people what they do not know. It means teaching them to behave as they do not behave. It is not teaching the youth the shapes of letters and the tricks of numbers and leaving them to turn their arithmetic to roguery and their literature to lust. It means, on the contrary, training them into the perfect exercise and kingly continence of their bodies and souls. It is a painful, continual and difficult work to be done by kindness, by watching, by warning, by precept, and by praise, but above all – by example.” ~ John Ruskin

LOCATION AND COLLEGE FACILITIES

The Morgantown Beauty College. is located on 276 Walnut Street in downtown Morgantown, West Virginia, 26505; telephone (304) 292-8475. The building consists of four floors with four administrative offices (Admissions, Director's, Technical, and Financial), five theory classrooms, six clinic classrooms, a teacher's lounge, student lounge areas, the clinic floor where customer service is provided, a lunchroom, and restrooms located throughout the building.

NAME AND ADDRESS OF ACCREDITING INSTITUTION

Status: Accredited

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

Phone: (703) 600-7600

ADDRESS OF STATE LICENSING AGENCY

West Virginia Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 26301
Phone: (304) 558-2927

If you have a foreign high school diploma, foreign transcripts from a beauty school or if you attended a domestic online high school and wish to apply for a license with the West Virginia State Board of Barbers and Cosmetologists, you must have your education evaluated by a professional evaluation company. The Board has approved [Aequo International](#) as the sole provider of education evaluations for cosmetology, nail technician, hair styling, aesthetics and barbering candidates with international and domestic online education. Candidates are responsible for paying the application fee of \$125. Click [here](#) to apply for an evaluation. Candidates must submit original or official educational documents directly to Aequo International for evaluation purposes. Please do not send your documents to the West Virginia State Board of Barbers and Cosmetologists, we will not evaluate them. Once the evaluation is complete, Aequo International will send an electronic evaluation report to the board for review. If you have any questions about the education evaluation application or process, please contact Aequo International at 844.882.3786 or via email at info@aequointernational.com.

State of West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, WV 25301
Phone: (304) 487-1400 and Toll Free in WV: 1-800-871-7265

ADDRESS OF FINANCIAL AID PROGRAM

U.S. Department of Education Federal Student Aid Information Center
PO Box 84
Washington, DC 20044-0084
Phone: 1-800-4-FED-AID (1-800-433-3243)
TDD: 1-800-730-8913
Email: studentaid@ed.gov

Certain federal financial aid programs are available for qualifying students of the College. The College has a financial aid advisor. The financial aid advisor can provide you with application forms and information pertinent to your application for financial aid.

Morgantown Beauty College., participates in the following tuition assistance programs:

- WIA – Contact the local job service in your area.
- Morgantown Job Service – Contact Earl Suite at (304) 285-3120.
- Veterans Administration – Contact 1-800-827-1000.
- West Virginia Rehabilitation Services – Contact the local Division of Rehabilitation Services in your area. Morgantown DRS at (304) 285-3155.
- Alternative Financing Available: Contact Morgantown Beauty College’s Admission Office.

GENERAL INFORMATION

If you need housing or daycare services, please ask the Admission’s Office for a listing of community resources.

If you need to obtain a copy of your high school diploma, please contact your high school, and request a duplicate copy or a certified transcript showing the date of graduation. To obtain a copy of your GED, please write or call WV Department of Education, Building 6, Room B-230 Capitol Complex, Charleston, WV, 25305, (304) 558-6315. To get information about GED testing sites and classes, please contact the Adult Learning Center at (304) 291-9226.

To become a registered voter, please ask our Admissions Office for information. All students will be excused to vote in local and national elections but will have to make up the time.

To register for selective service, forms may be picked up at the post office, any government agency, or online at www.wvsos.com.

STUDENT ORIENTATION

At the beginning of each new term, an orientation program will be provided. The purpose of this orientation is to ensure that all new students are familiarized with the College's policies, procedures, facility layout, emergency exits, and other important information. Although orientation is a required part of the program, it does not count toward the total program hours required for graduation. Orientation can be scheduled up to one month before class is scheduled to convene.

COLLEGE CALENDAR

The College reserves the right to cancel class or limit enrollment prior to the start date due to minimum or maximum class enrollment, or for any other reason. Please contact Admissions to confirm the start date you are interested in.

100% On Campus Instruction

Cosmetology	Classes begin in January, March, May, July, September, and November.
Hair Stylist	Classes begin in January, March, May, July, September, and November.
Massage	Classes begins every month.
Esthetics	Classes begins in January, April, July, and October.
Nail Technology	Classes begin February, April, June, August, October.
Waxing	Classes begin February, April, June, August, October.

50% Theory Online/50% Practical on Campus

Cosmetology Distance Learning	Classes begin in January, March, May, July, September, and November.
Hair Stylist Distance Learning	Classes begin in January, March, May, July, September, and November.
Massage Distance Learning	Classes begins every month.
Esthetics Distance Learning	Classes begins in Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec.
Nail Technology Distance Learning	Classes begin February, April, June, August, October.
Waxing Distance Learning	Classes begin February, April, June, August, October.

The following dates will be designated as College holidays if the holiday falls upon a regularly scheduled school day:

<i>New Year's Day</i>	<i>Thanksgiving Day</i>
<i>Memorial Day</i>	<i>Christmas Day</i>
<i>Labor Day</i>	<i>Christmas Eve</i>
<i>Independence Day</i>	

*At the College’s discretion, other days may be deemed holidays.

		Schedule
Cosmetology	1-900 hours	Mon-Fri 8:30 am - 4: 30 pm
	901-1,800 hours	Tue-Sat 8:30 am - 4:30 pm
Hair Stylist	1-500 hours	Mon-Fri 8:30 am - 4: 30 pm
	501 hours - 1,000 hours	Tue-Sat 8:30 am - 4:30 pm
Massage	1-750 hours	Tue-Fri 8:30 - 4:30 pm
		Sat 3 hours
Esthetics	1-600 hours	Tue-Sat 8:30 – 3:00 pm
Nail Technology	1-400 hours	Tue-Sat 8:30 - 4:30 pm
Waxing	1-125 hours	Tue-Sat 8:30 - 4:30 pm

*Please contact Admissions for Distance Learning Schedules.

Student attendance on these days and during these hours may vary slightly according to the individual student contract. When severe weather conditions exist, students will receive a text through the smart software to their registered cell phone or listen to local radio and television stations for any notice of cancellation or delay of classes.

ADMISSIONS REQUIREMENTS

Entrance into the College requires a high school diploma or its equivalent (GED). We do not currently participate in the Ability to Benefit Test. Applicants must meet all required procedures listed under the College’s Admissions Procedures.

Applicants must complete and sign the Enrollment Agreement and the student Application. Each applicant must submit the enrollment and application fees when applicable and complete any other forms that the College may deem necessary. Applicants may apply for admission any time prior to thirty (30) days from the stating date of the term for which the student desires admission.

TO COMPLETE ENROLLMENT, YOU ARE REQUIRED TO SUBMIT THE FOLLOWING:

- A. Documentation that you are at least seventeen (17) years of age when you begin classes.
- B. A copy of your high school diploma or GED.
 - a. If you have a foreign high school diploma, it must be translated and evaluated per the West Virginia state requirements using Aequo International.
- C. A Certificate of Health from a licensed physician (completed within 1 year) for all programs except Massage Therapy.
- D. Completion of Application Form
- E. State Board Permit (Cost \$25.57, completed during admissions appointment. For all programs except Massage Therapy).
- F. A copy of your Social Security card.
- G. Copy of your driver’s license.
- H. \$100.00 application fee (non-refundable) made payable to Morgantown Beauty College. This is not deducted from tuition fee.
- I. \$150.00 enrollment fee and \$25 equipment service fee (due on Orientation day) made payable to Morgantown Beauty College. This is not deducted from tuition fee. If previously attended another school or college, you must provide an academic transcript showing credit received. This information will be requested as needed by the Financial Aid Office.

- J. If previously attended another school of Cosmetology or Massage, you must provide an academic transcript to receive credits for hours attended if applicable. **

**All transfer students must first notify the Cosmetology School/College previously attended and request to have their transcript mailed directly to Morgantown Beauty College. This transcript must contain the following:

- a) Breakdown of each subject completed.
- b) Grades earned in each subject. (Must be "C" (75%) or better.)
- c) Hours completed in each subject.
- d) School transcript with seal or notarized.

A placement exam will be administered to all transferring students to determine placement within the program of study at Morgantown Beauty College. Please note that web-based hours and internship hours are not accepted by the WV Board of Barbers and Cosmetologists.

Tuition is based on the remainder of hours needed to complete the program. All financial obligations must be met before the student may take the State Board Examination.

Re-enrollment procedure

Students who have previously attended the Morgantown Beauty College., must reapply for admission. Any student having been terminated or dismissed by the College, or having voluntarily withdrawn, may apply for re-enrollment. The student will be subject to the same enrollment criteria of the College as if that student were applying for admission as a first-time applicant into the program. If a student has been terminated or dismissed by the College for offenses as outlined in the College Handbook, re-enrollment of the student is also dependent upon the College's discretion about the student's rehabilitation of the grounds of termination or dismissal as the same would affect the re-enrolling student applicant to successfully complete the program of study for which the individual is reapplying for re-enrollment. All financial obligations to Morgantown Beauty College. must be met prior to re-enrollment.

If the applicant enrolled in another college during his/her absence, an academic transcript must be forwarded to the College. Such applicants will enroll under the current tuition fees and will be required to submit an enrollment fee, together with his/her application.

PROGRAMS OF STUDY

Morgantown Beauty College. provides programs in:

Cosmetology: The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in haircutting, hair styling, facials, manicuring, pedicuring and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, manicurist, and other great jobs. Program lasts 48 weeks. 37.50 hours weekly with 30 minutes for lunch (Tues-Sat).

Cosmetology Distance Learning: This program offers 50% of the Cosmetology Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 50 hours of Distance Learning instruction. The 1800-hour Cosmetology Distance Learning Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in haircutting, hair styling, facials, manicuring, and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, manicurist, and other great jobs. Program lasts approx. 60 weeks.

Hair stylist: The 1000-hour Hair Stylists Program offers students the opportunity to become a licensed Stylist. This program provides general skills in haircutting, hair styling, permanent waving, hair coloring, shampooing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, and other great jobs. Program lasts 28 weeks. 37.50 hours weekly with 30 minutes for lunch (Tues-Sat).

Hairstylist Distance Learning: This program offers 50% of the Hairstylist Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 50 hours of Distance Learning instruction. The 1000-hour Hairstylist Distance Learning Program offers students the opportunity to become a licensed Stylist. This program provides general skills in haircutting, hair styling, permanent waving, hair coloring, shampooing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, and other great jobs. Program lasts approx. 35 weeks.

Esthetics: The 600-Hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening your own day spa. Program lasts 20 weeks. 30 hours weekly with 30 minutes for lunch (Tues-Sat).

Esthetics Distance Learning: This program offers 50% of the Esthetics Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 30 hours of Distance Learning instruction. The 600-Hour Esthetics Distance Learning Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening your own day spa. Program lasts 26 weeks.

Massage Therapy: The 750-Hour Massage Therapy Program offers students the opportunity to become a licensed and nationally certified Massage Therapist. This program provides theoretical and practical skills in different modalities of massage. Emphasis is placed upon practical massage technique vital to mind, body, and spiritual health and wellness. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and many other great jobs. Program lasts 27 weeks. 28 hours for five weeks and then 31 hours for the remaining contract hours with 60 minutes for lunch (Tues-Sat).

Massage Therapy Distance Learning: This program offers 50% of the Massage Therapy Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 37.5 hours of Distance Learning instruction. Our 750-Hour Massage Therapy Distance Learning Program offers students the opportunity to become a licensed and nationally certified Massage Therapist. This program provides theoretical and practical skills in different modalities of massage. Emphasis is placed upon practical massage technique vital to mind, body, and spiritual health and wellness. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and many other great jobs. Program lasts approx. 35 weeks.

Nail Technology: The program is 400 hours in length. Some of the subjects covered in the program are Manicuring, Pedicuring, Sculptured Nails, Nail Wraps, nail disorders and others. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology. This program does not qualify for Federal Financial Aid Title IV Funding. Program lasts 11 weeks. 37.50 hours weekly with 30 minutes for lunch (Tues-Sat).

Nail Technology Distance Learning: This program offers 50% of the Nail Technology Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 20.0 hours of Distance Learning instruction. The program is 400 hours in length.

Some of the subjects covered in the program are Manicuring, Pedicuring, Sculptured Nails, Nail Wraps, nail disorders and others. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology. This program does not qualify for Federal Financial Aid Title IV Funding. Program lasts 16 weeks.

Wax Specialist: The 125-Hour Wax Specialist Program offers the student the opportunity to become a licensed Waxing Specialist. This program provides the general skills of for facial and body waxing. Graduates will be eligible for entry-level positions in waxing. This program does not qualify for Federal Financial Aid Title IV Funding. Program lasts 4 weeks. 37.50 hours weekly with 30 minutes for lunch (Tues-Sat).

Waxing Specialist Distance Learning: This program offers 50% of the Waxing Specialist Distance Learning program as distance learning, with theory classes being held online, and all practical services and experiences held on-campus. Students will attend classes on-campus at least every 6.0 hours of Distance Learning instruction. The 125-Hour Waxing Specialist Distance Learning Program offers the student the opportunity to become a licensed Waxing Specialist. This program provides the general skills of for facial and body waxing. Graduates will be eligible for entry-level positions in waxing. This program does not qualify for Federal Financial Aid Title IV Funding. Program lasts 4 weeks.

COST FOR EACH PROGRAM OF THE MORGANTOWN BEAUTY COLLEGE

COSMETOLOGY PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$18,877.00
Books & Kit	\$1,000.00
Technical Fee	\$750.00
Tax	\$70.00
Equipment Service Fee	\$25.00
Total Cost	\$20,972.00

HAIR STYLIST PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$10,483.00
Books & Kit	\$900.00
Technical Fee	\$750.00
Tax	\$63.00
Equipment Service Fee	\$25.00
Total Cost	\$12,471.00

ESTHETICS PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$8,600.00
Books & Kit	\$600.00
Tax	\$42.00
Technical Fee	\$750.00
Equipment Service Fee	\$25.00
Total Cost	\$10,267.00

MASSAGE THERAPY PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$11,295.00
Books & Kit	\$600.00
Tax	\$42.00
Technical Fee	\$750.00
Equipment Service Fee	\$25.00
Total Cost	\$12,962.00

NAIL TECHNOLOGY PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$3,395.00
Books & Kit	\$600.00
Tax	\$36.00
Equipment Service Fee	\$25.00
Total Cost	\$4,306.00

WAXING SPECIALIST	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$1,250.00
Books & Kit	\$275.00
Tax	\$19.25
Equipment Service Fee	\$25.00
Total Cost	\$1,819.25

COSMETOLOGY DISTANCE LEARNING PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$14,157.75
Books & Kit	\$1,000.00
Technical Fee	\$750.00
Tax	\$70.00
Equipment Service Fee	\$25.00
Total Cost	\$16,252.75

HAIR STYLIST DISTANCE LEARNING PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$8,237.25
Books & Kit	\$900.00
Technical Fee	\$750.00
Tax	\$63.00
Equipment Service Fee	\$25.00
Total Cost	\$10,225.25

ESTHETICS DISTANCE LEARNING PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$6,450.00
Books & Kit	\$600.00
Tax	\$42.00
Technical Fee	\$750.00
Equipment Service Fee	\$25.00
Total Cost	\$8,117.00

MASSAGE THERAPY DISTANCE LEARNING PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$8,471.25
Books & Kit	\$600.00
Tax	\$42.00
Technical Fee	\$750.00
Equipment Service Fee	\$25.00
Total Cost	\$10,138.25

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$3,395.00
Books & Kit	\$600.00
Tax	\$36.00
Equipment Service Fee	\$25.00
Total Cost	\$4,306.00

WAXING DISTANCE LEARNING SPECIALIST	
Application Fee	\$100.00
Enrollment Fee	\$150.00
Program Tuition	\$1,250.00
Books & Kit	\$275.00
Tax	\$19.25
Equipment Service Fee	\$25.00
Total Cost	\$1,819.25

TUITION PAYMENT OPTIONS

- ✓ Credit Cards
- ✓ Check
- ✓ Money Order
- ✓ Cash

Additionally, our Financial Aid Advisor can give information about all options listed below (Available to qualifying students):

- Federal Pell Grant Direct Loans.
- WIA.
- Veterans Administration.
- Rehabilitation Services.
- Alternative Financing/Payment Plans available upon request.

*****Students that receive an iPad as part of their program are eligible to receive transfer of ownership once they have completed 50% of their contracted hours and 50% of their tuition is paid.***

PROGRAMS CURRICULUM

COSMETOLOGY PROGRAM

Length of Program 48 Weeks

The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program

provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology, and other pertinent subjects. A large clinic for practical, supervised work with the public is an important part to the program.

This program can be completed in 48 weeks for daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, manicurist, and other great jobs.

Minimum Curriculum for a Cosmetologist for 1800 Clock Hours Course

General Professional Information

Theory Work	Practical Work
100 Clock Hours	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

Theory Work	Practical Work
200 Clock Hours	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

Theory Work	Practical Work
50 Clock Hours	400 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning

- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

Theory Work	Practical Work
100 Clock Hours	100 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

The Science of Aesthetics for Cosmetology

Theory Work	Practical Work
117 Clock Hours	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Aesthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

Theory Work	Practical Work
40 Clock Hours	90 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Aesthetics

Theory Work	Practical Work
36 Clock Hours	167 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

The Science of Nail Technology for Cosmetology

Theory Work	Practical Work
64 Clock Hours	10 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Nail Technicians
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

Theory Work	Practical Work
12 Clock Hours	80 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

Theory Work	Practical Work
21 Clock Hours	113 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

COSMETOLOGY PROGRAM OUTLINE: 1800 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 1800 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene and professional appearance. And develop good life skills
4. Perform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure

6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care, skin and makeup and nail care.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
250	The Science of Cosmetology: Infection control Specifically for Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the hair and Scalp, Basics of Chemistry, Basics of Electricity
450	Professional Cosmetology: Principles of hair Design, Scalp care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, Wigs and hair Addition.
200	Chemicals: Chemical Texture Services, Hair Coloring
167	The Science of Aesthetics: Infection Control Specifically for Aesthetics, General Anatomy and Physiology, Basics of Chemistry, Basics of Electricity, Basics of Nutrition
130	Skin Sciences: Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin care Products: Chemistry, Ingredients and Selection
203	General Aesthetics:

	The treatment Room, Basic Facial, Facial Massage, Hair Removal, Advance Topics and Treatments, Makeup
74	The Science of Nail Technology: Infection Control Specifically for Nail Technicians, General Anatomy and Physiology, Skin Structure and Growth, Nail Diseases and Disorders, Basic of Chemistry, Nail Product Chemistry, Electricity
92	Basic Procedures: Pre and Post Service Procedures, Handling and Exposure Incidents, Performing Basic Manicures and Pedicures, Hand, Arm Leg and Foot Massage, Disinfecting Tools and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing, UV Gels, and Design
134	The Art of Nail Technology: Advanced Manicuring and Pedicuring, Electric Filing, Nail tips and Wraps, Monomer Liquid and Polymer Nail Enhancements, UV Gels, Creative Design
1800	Total Hours: The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR COSMETOLOGY PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1800 hours, equally 48 weeks for daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, e-book, materials, and make-up obligations before receiving excess funds.

COSMETOLOGY DISTANCE LEARNING PROGRAM

Length of Program 60 Weeks

The 1800-hour Cosmetology Distance Learning Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology, and other pertinent subjects. A large clinic for practical, supervised work with the public is an important part to the program.

This program can be completed in 48 weeks for daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, manicurist, and other great jobs.

Minimum Curriculum for a Cosmetologist for 1800 Clock Hours Course

General Professional Information

Theory Work	Practical Work
100 Clock Hours via Distance Learning	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

Theory Work	Practical Work
200 Clock Hours via Distance Learning	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

Theory Work	Practical Work
50 Clock Hours via Distance Learning	400 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

Theory Work	Practical Work
100 Clock Hours via Distance Learning	100 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

The Science of Aesthetics for Cosmetology

Theory Work	Practical Work
117 Clock Hours via Distance Learning	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Aesthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

Theory Work	Practical Work
40 Clock Hours via Distance Learning	90 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Aesthetics

Theory Work	Practical Work
36 Clock Hours via Distance Learning	167 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

The Science of Nail Technology for Cosmetology

Theory Work	Practical Work
64 Clock Hours via Distance Learning	10 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Nail Technicians

- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

Theory Work	Practical Work
12 Clock Hours via Distance Learning	80 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

Theory Work	Practical Work
21 Clock Hours via Distance Learning	113 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

COSMETOLOGY DISTANCE LEARNING PROGRAM OUTLINE: 1800 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 1800 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene and professional appearance. And develop good life skills
4. Preform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care, skin and makeup and nail care.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas

of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
250	The Science of Cosmetology: Infection control Specifically for Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the hair and Scalp, Basics of Chemistry, Basics of Electricity
450	Professional Cosmetology: Principles of hair Design, Scalp care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, Wigs and hair Addition.
200	Chemicals: Chemical Texture Services, Hair Coloring
167	The Science of Aesthetics: Infection Control Specifically for Aesthetics, General Anatomy and Physiology, Basics of Chemistry, Basics of Electricity, Basics of Nutrition
130	Skin Sciences: Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin care Products: Chemistry, Ingredients and Selection
203	General Aesthetics: The treatment Room, Basic Facial, Facial Massage, Hair Removal, Advance Topics and Treatments, Makeup
74	The Science of Nail Technology:

	Infection Control Specifically for Nail Technicians, General Anatomy and Physiology, Skin Structure and Growth, Nail Diseases and Disorders, Basic of Chemistry, Nail Product Chemistry, Electricity
92	Basic Procedures: Pre and Post Service Procedures, Handling and Exposure Incidents, Performing Basic Manicures and Pedicures, Hand, Arm Leg and Foot Massage, Disinfecting Tools and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing, UV Gels, and Design
134	The Art of Nail Technology: Advanced Manicuring and Pedicuring, Electric Filing, Nail tips and Wraps, Monomer Liquid and Polymer Nail Enhancements, UV Gels, Creative Design
1800	Total Hours: The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR COSMETOLOGY DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1800 hours, equally 48 weeks for daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, e-book, materials, and make-up obligations before receiving excess funds.

HAIR STYLIST PROGRAM

Length of Program – 28 Weeks

The 1000-hour Hair Stylists Program offers students the opportunity to become a licensed Stylist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Anatomy and Physiology, and other pertinent subjects. A large clinic for practical, supervised work with the public is an important part of the program.

This program can be completed in 28 weeks for daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Stylist.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner,

and other great jobs.

Minimum Curriculum for a Hair Stylist for 1000 Clock Hour Course

General Professional Information

Theory Work	Practical Work
100 Clock Hours	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Hair Styling

Theory Work	Practical Work
200 Clock Hours	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Hair Styling
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Hair Styling

Theory Work	Practical Work
50 Clock Hours	400 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

Theory Work	Practical Work
100 Clock Hours	100 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

HAIR STYLIST PROGRAM OUTLINE: 1000 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 1000 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene and professional appearance. And develop good life skills
4. Preform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
250	The Science of Cosmetology: Infection control Specifically for Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the hair and Scalp, Basics of Chemistry, Basics of Electricity

450	Professional Cosmetology: Principles of hair Design, Scalp care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, Wigs and hair Addition.
200	Chemicals: Chemical Texture Services, Hair Coloring
1000	Total Hours: The above hour requirements must be met by each student in each category for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR HAIR STLYST PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1000 hours, equaling 28 weeks for daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, e-book, materials, and make-up obligations before receiving excess funds.

HAIRSTYLIST DISTANCE LEARNING PROGRAM

Length of Program – 35 Weeks

The 1000-hour Hairstylist Distance Learning Program offers students the opportunity to become a licensed Stylist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Anatomy and Physiology, and other pertinent subjects. A large clinic for practical, supervised work with the public is an important part of the program.

This program can be completed in 28 weeks for daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Stylist.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, and other great jobs.

Minimum Curriculum for a Hair Stylist for 1000 Clock Hour Course

General Professional Information

Theory Work	Practical Work
100 Clock Hours via Distance Learning	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Hair Styling

Theory Work	Practical Work
200 Clock Hours via Distance Learning	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Hair Styling
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Hair Styling

Theory Work	Practical Work
50 Clock Hours via Distance Learning	400 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

Theory Work	Practical Work
100 Clock Hours via Distance Learning	100 Clock Hours

In this section, students will learn:

- Chemical Texture Services

- Hair Coloring

HAIRSTYLIST DISTANCE LEARNING PROGRAM OUTLINE: 1000 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 1000 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
4. Preform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure.
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
250	The Science of Cosmetology: Infection control Specifically for Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the hair and Scalp, Basics of Chemistry, Basics of Electricity
450	Professional Cosmetology:

	Principles of hair Design, Scalp care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, Wigs and hair Addition.
200	Chemicals: Chemical Texture Services, Hair Coloring
1000	Total Hours: The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR HAIRSTLYST DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hour for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1000 hours, equaling 28 weeks for daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, e-book, materials, and make-up obligations before receiving excess funds.

ESTHETICS PROGRAM

Length of Program – 20 Weeks

The 600-Hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

Subjects include: nutrition, health of skin, skin structure, temporary hair removal methods, etc. A large clinic for practical, supervised work with the public is also an important part of the program.

This program can be completed in 20 weeks in daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board examination to become a licensed Esthetician.

Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening your own day spa.

Minimum Curriculum for an Esthetician for 600 Clock Hour Course.

General Professional Information

Theory Work	Practical Work
100 Clock Hours	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Aesthetics

Theory Work	Practical Work
117 Clock Hours	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Aesthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

Theory Work	Practical Work
40 Clock Hours	90 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Aesthetics

Theory Work	Practical Work
36 Clock Hours	167 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

ESTHETICS PROGRAM OUTLINE: 600 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 600 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene and professional appearance. And develop good life skills
4. Preform proper client consultations to achieve good results
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in skin analysis, using machines, facial manipulations and massage, extractions, proper draping, hair removal and makeup application.

REFERENCES:

Videos, Google, You Tube all web-based materials, Milady Mind tap, Industry magazines Library references. They all support the various areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
167	The Science of Esthetics: Infection control Specifically for Esthetics, General Anatomy and Physiology, Basics of Nutrition, Basics of Chemistry, Basics of Electricity
130	Skin Sciences: Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients and Selection

203	General Esthetics: The Treatment Room, Basic Facials, Facial Massage, Hair Removal, Advanced Topics and Treatment, Makeup
600	Total Hours: The above hour requirements must be met by each student in each category for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR ESTHETICS PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 600 hours, equaling 20 weeks of daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, books, materials, and make-up obligations before receiving excess funds.

ESTHETICS DISTANCE LEARNING PROGRAM

Length of Program – 26 Weeks

The 600-Hour Esthetics Distance Learning Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

Subjects include nutrition, health of skin, skin structure, temporary hair removal methods, etc. A large clinic for practical, supervised work with the public is also an important part of the program.

This program can be completed in 20 weeks in daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and take the State Board examination to become a licensed Esthetician.

Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening your own day spa.

Minimum Curriculum for an Esthetician for 600 Clock Hour Course.

General Professional Information

Theory Work	Practical Work
100 Clock Hours via Distance Learning	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Aesthetics

Theory Work	Practical Work
117 Clock Hours via Distance Learning	50 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Aesthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

Theory Work	Practical Work
40 Clock Hours via Distance Learning	90 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Aesthetics

Theory Work	Practical Work
36 Clock Hours via Distance Learning	167 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

ESTHETICS DISTANCE LEARNING PROGRAM OUTLINE: 600 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 600 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
4. Preform proper client consultations to achieve good results.
5. Apply business and salesmanship skills along with preparing for licensure.
6. Perform the basic manipulative skills in skin analysis, using machines, facial manipulations and massage, extractions, proper draping, hair removal and makeup application.

REFERENCES:

Videos, Google, You Tube all web-based materials, Milady Mind tap, Industry magazines Library references. They all support the various areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation, and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
167	The Science of Esthetics: Infection control Specifically for Esthetics, General Anatomy and Physiology, Basics of Nutrition, Basics of Chemistry, Basics of Electricity
130	Skin Sciences: Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients and Selection

203	General Esthetics: The Treatment Room, Basic Facials, Facial Massage, Hair Removal, Advanced Topics and Treatment, Makeup
600	Total Hours: The above hour requirements must be met by each student in each category for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR ESTHETICS DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 600 hours, equaling 20 weeks of daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing e-book and materials, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, books, materials, and make-up obligations before receiving excess funds.

MASSAGE THERAPY PROGRAM

Length of Program – 28 Weeks

The 750-Hour Massage Therapy Program offers students the opportunity to become a licensed Massage Therapist. This program provides theoretical and practical skills in different modalities of massage, and in anatomy, physiology, body systems, and other topics. It also provides students with training to receive a First Aid/CPR certification from the American Heart Association.

West Virginia mandates 500 hours of training in Massage Therapy; however, requirements for licensure are trending upward nationally toward 750 hours and more so we are being proactive in making our program more advanced. This will better prepare our students for a successful career, including in a variety of other states, as a massage therapist.

The program includes, among others: Anatomy and Physiology, Therapeutic Massage (Swedish, Deep Tissue, Stone, and Integrating Modalities), Business, Ethics, Traditional Chinese Medicine and Energy Medicine, Pathology and Pharmacology. A student clinic for students to provide practical, supervised massage work to the public is an important part of the program and students must complete a minimum of 100 massage services in the clinic.

This program can be completed in 28 weeks of daytime enrollment. Completion of the Units of Instruction listed below prepare the student to graduate and take the Massage & Bodywork Licensing Examination (MBLEx) to achieve licensure in the State of West Virginia upon application approval and payment of any fees. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and many other great jobs.

As requirements can change periodically, please contact the West Virginia Massage Therapy Licensure Board with questions at:

West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, WV 25301
Phone: 304-558-1060
Toll Free in WV: 800-871-7265
<http://www.wvmassage.org/>

MASSAGE THERAPY PROGRAM OUTLINE: 750 HOURS

COURSE DESCRIPTION:

The graduate will be able to complete the following upon completion of 750 hours.

1. Use theory and knowledge for best client outcomes, including special population clients.
2. Perform client consultations and “SOAP” notes to address needs and concerns of the client.
3. Perform basic manipulation skills of massage therapy such as effleurage, petrissage, tapotement, friction, vibration, nerve, and other strokes.
4. Use proper body mechanics and self-care techniques for career longevity.
5. Understand the effects of pathologies and medications as they apply to massage.
6. Apply business and salesmanship skills along with preparing for licensure.
7. Effectively communicate with clients, fellow students, and others.
8. Project professionalism and a professional appearance.
9. Make ethical choices in various massage therapy situations.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, practice, licensing preparation, graduation, and entry level skills. All equipment, implements, standards and procedures are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and labs, guest speakers, field trips, projects, and visual aids.

REFERENCES USED:

Textbooks, videos, Google, You Tube, web-based materials, Industry magazines, library references, and others in support of various areas of the program.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed and will include (but is not limited to) classroom work, theory, Interactive demonstrations, and clinic evaluation (practical). Practical tasks are graded as completed. Competency in practical tasks must meet the 75% passing grade or must be repeated. Students must maintain a grade point average of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Students must pass a Final practical exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject
178.5	Anatomy, Physiology & Kinesiology: Bones, muscles, joints, and other structures as basic musculoskeletal system and their interaction and movement. Structure and function of the 10 major body systems;
3.5	Aroma Therapy: Introduction to essential oils and their uses in massage therapy.
7	Body Mechanics: Proper stances, posture, and movements to efficiently deliver a massage and protect therapist from repetitive strain injuries.
17.5	Business: Business practice/ tax law. Students will create full business plans.
14	Communication: Effective communication practices, setting tone for therapist-client relationship.
7	CPR/First Aid: American Heart Association standards of cardiopulmonary resuscitation and first aid.
3.5	Herbs: Introduction to herbs and their uses in massage therapy.
45.5	Eastern Perspective: Traditional Chinese Medicine, its history and concepts. Qi, yin and yang, Five Elements, zang and fu organs, and meridians.
7	Emotional Processing: Origins, catharsis and emotional release, fear structures, processing styles.
17.5	Ethics: Ethical dilemmas, boundaries, power differentials, transference and countertransference, dual relationships, creating a safe environment for all.
7	Intro To Massage: General requirements for practicing, Introduction to theory and practice, history of massage, decline and renaissance of massage, important people in development of modern massage.
10.5	Medical Massage: Medical procedures, documentation, intake, SOAP notes, medical modalities, insurance billing.
7	Self-Care: Stress management and Injury prevention.
10.5	MBLEX Review: National accreditation exam review and preparation.
3.5	Nutrition: Nutrition's role in health and wellbeing.
24.5	Energy Medicine: Energy theory, history, modalities such as reiki, ayur-veda. Theory of chakras, doshas, etc.
7	Passive Movement: Effects and methods of passive massage movements.
62.5	Pathology/Pharmacology: Study of disease/medicine and how massage affects/is affected by both.

3.5	Pregnancy: Special considerations for second and third trimesters, contraindications, positioning.
10.5	Special Populations: Geriatric, Infant/Children, Disabilities, etc.
7	Sport Massage: Maximizing performance and preventing injuries. Event and training massage.
3.5	Cancer Stages, treatments, benefits and risks of massage, considerations for massage.
14	Stone Massage: Safety, use and maintenance of stones, and applicable use on clients.
42	TMBI-1: Theory of massage techniques and methodology. Becoming comfortable with the process of massage, learn fundamental techniques, develop endurance.
42	TMBI-2: Applying theory to practice, continue learning and building on fundamentals.
94	TMBI-3: Students become adept in using theory and practical together.
100	Clinic Massages Required (Minimum) Applying all learning and training to massaging clients.
750	Total Hours: The above hour requirements must be met by each student in each category.

GRADUATION REQUIREMENTS FOR MASSAGE PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview, and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 750 hours, equaling 28 weeks of daytime enrollment. All unexcused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing books and materials, which are due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, books, materials, and make-up obligations before receiving excess funds.

MESSAGE THERAPY DISTANCE LEARNING PROGRAM

Length of Program – 35 Weeks

The 750-Hour Massage Therapy Distance Learning Program offers students the opportunity to become a licensed Massage Therapist. This program provides theoretical and practical skills in different modalities of massage, and in anatomy, physiology, body systems, and other topics. It also provides students with training to receive a First Aid/CPR certification from the American Heart Association.

West Virginia mandates 500 hours of training in Massage Therapy; however, requirements for licensure are trending upward nationally toward 750 hours and more so we are being proactive in making our program more advanced. This will better prepare our students for a successful career, including in a variety of other states, as a massage therapist.

The program includes, among others: Anatomy and Physiology, Therapeutic Massage (Swedish, Deep Tissue, Stone, and Integrating Modalities), Business, Ethics, Traditional Chinese Medicine and Energy Medicine, Pathology and Pharmacology. A student clinic for students to provide practical, supervised massage work to the public is an important part of the program and students must complete a minimum of 100 massage services in the clinic.

This program can be completed in 28 weeks of daytime enrollment. Completion of the Units of Instruction listed below prepare the student to graduate and take the Massage & Bodywork Licensing Examination (MBLEx) to achieve licensure in the State of West Virginia upon application approval and payment of any fees. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and many other great jobs.

As requirements can change periodically, please contact the West Virginia Massage Therapy Licensure Board with questions at:

West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, WV 25301
Phone: 304-558-1060
Toll Free in WV: 800-871-7265
<http://www.wvmassage.org/>

MESSAGE THERAPY DISTANCE LEARNING PROGRAM OUTLINE: 750 HOURS

COURSE DESCRIPTION:

The graduate will be able to complete the following upon completion of 750 hours.

1. Use theory and knowledge for best client outcomes, including special population clients.
2. Perform client consultations and “SOAP” notes to address needs and concerns of the client.
3. Perform basic manipulation skills of massage therapy such as; effleurage, petrissage, tapotement, friction, vibration, nerve, and other strokes.
4. Use proper body mechanics and self-care techniques for career longevity.
5. Understand the effects of pathologies and medications as they apply to massage.
6. Apply business and salesmanship skills along with preparing for licensure.
7. Effectively communicate with clients, fellow students, and others.
8. Project professionalism and a professional appearance.
9. Make ethical choices in various massage therapy situations.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, practice, licensing preparation, graduation, and entry level skills. All equipment, implements, standards and procedures are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of

IPad web-based materials, lectures, demonstrations, student participation and labs, guest speakers, field trips, projects, and visual aids.

REFERENCES USED:

Textbooks, videos, Google, You Tube, web-based materials, Industry magazines, library references, and others in support of various areas of the program.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed and will include (but is not limited to) classroom work, theory, Interactive demonstrations, and clinic evaluation (practical). Practical tasks are graded as completed. Competency in practical tasks must meet the 75% passing grade or must be repeated. Students must maintain a grade point average of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Students must pass a Final practical exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Via Distance Learning	Subject
178.5	70	Anatomy, Physiology & Kinesiology: Bones, muscles, joints, and other structures as basic musculoskeletal system and their interaction and movement. Structure and function of the 10 major body systems;
3.5	3.5	Aroma Therapy: Introduction to essential oils and their uses in massage therapy.
7	4	Body Mechanics: Proper stances, posture, and movements to efficiently deliver a massage and protect therapist from repetitive strain injuries.
17.5	17.5	Business: Business practice/ tax law. Students will create full business plans.
14	8	Communication: Effective communication practices, setting tone for therapist-client relationship.
7	0	CPR/First Aid: American Heart Association standards of cardiopulmonary resuscitation and first aid.
3.5	3.5	Herbs: Introduction to herbs and their uses in massage therapy.
45.5	35.5	Eastern Perspective: Traditional Chinese Medicine, its history and concepts. Qi, yin and yang, Five Elements, zang and fu organs, and meridians.
7	5	Emotional Processing: Origins, catharsis and emotional release, fear structures, processing styles.
17.5	17.5	Ethics: Ethical dilemmas, boundaries, power differentials, transference and countertransference, dual relationships, creating a safe environment for all.
7	5	Intro to Massage:

		General requirements for practicing, Introduction to theory and practice, history of massage, decline and renaissance of massage, important people in development of modern massage.
10.5	8.5	Medical Massage: Medical procedures, documentation, intake, SOAP notes, medical modalities, insurance billing.
7	4	Self-Care: Stress management and Injury prevention.
10.5	10.5	MBLEX Review: National accreditation exam review and preparation.
3.5	3.5	Nutrition: Nutrition's role in health and wellbeing.
24.5	15.5	Energy Medicine: Energy theory, history, modalities such as reiki, ayur-veda. Theory of chakras, doshas, etc.
7	4	Passive Movement: Effects and methods of passive massage movements.
62.5	62.5	Pathology/Pharmacology: Study of disease/medicine and how massage affects/is affected by both.
3.5	2	Pregnancy: Special considerations for second and third trimesters, contraindications, positioning.
10.5	7	Special Populations: Geriatric, Infant/Children, Disabilities, etc.
7	4	Sport Massage: Maximizing performance and preventing injuries. Event and training massage.
3.5	3.5	Cancer Stages, treatments, benefits and risks of massage, considerations for massage.
14	7	Stone Massage: Safety, use and maintenance of stones, and applicable use on clients.
42	15	TMBI-1: Theory of massage techniques and methodology. Becoming comfortable with the process of massage, learn fundamental techniques, develop endurance.
42	15	TMBI-2: Applying theory to practice, continue learning and building on fundamentals.
94	35	TMBI-3: Students become adept in using theory and practical together.
100	0	Clinic Massages Required (Minimum) Applying all learning and training to massaging clients.
750	366.5	Total Hours: The above hour requirements must be met by each student in each category.

GRADUATION REQUIREMENTS FOR MASSAGE THERAPY DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview, and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 750 hours, equaling 28 weeks of daytime enrollment. All unexcused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing books and materials, which are due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and any other deposit fee required.

Students receiving Financial Aid must first meet all tuition, books, materials, and make-up obligations before receiving excess funds.

NAIL TECHNOLOGY PROGRAM

Length of Program – 11 Weeks

Most of this program takes place on the clinic floor. This program is designed to teach the student to enhance the hands and nails through basic techniques in caring for the hands and nails. The student will gain knowledge in the areas of building a nail business, what the best products are for their clientele, and how to gain client confidence as a nail technician. Students will gain confidence in themselves and learn to handle employees and coworkers with a well-tempered personality and to become a success as a Nail Technician.

The program is 400 hours in length. Some of the subjects covered in the program are Manicuring, Pedicuring, Sculptured Nails, Nail Wraps, and others. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

Minimum Curriculum for Manicurists/Nail Technicians 400 Clock Hours.

General Professional Information

Theory Work	Practical Work
100 Clock Hours	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Nail Technology

Theory Work	Practical Work
64 Clock Hours	10 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Nail Technician
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

Theory Work	Practical Work
12 Clock Hours	80 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

Theory Work	Practical Work
21 Clock Hours	113 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

NAIL TECHNOLOGY PROGRAM OUTLINE: 400 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 400 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
4. Preform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure.
6. Perform the basic manipulative skills in Pre and Post service procedures, Handling and Exposure Incidents, Performing Basic Manicures and pedicures, hand, arm, foot, and leg massages, disinfecting tools and implements, wraps ,tips, paraffin wax treatments, polishing, UV gels, and design.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas of the program. Milady Standard Nail tech Text.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Milady Standard Nail Tech text, web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
74	The Science of Nail Technology: Infection control Specifically for Nail Technicians, General Anatomy and Physiology, Skin growth and Structure, Nail Structure and growth, Nail disease and disorders, Basics of Chemistry, Basics of Electricity, Nail product chemistry
92	Basic Procedure: Pre and post service procedures, Handling and exposure incidents, Performing Basic manicures and pedicures, Hand, arm foot and leg massages, disinfecting tools, and implements, wraps, tips, paraffin wax treatments, polishing UV gel, and designs.
134	The Art of Nail Technology: Advanced Manicuring and pedicuring, Electric filing, Nail tip and wraps, Monomer Liquid and Polymer Powder Nail Enhancements, UV gels, Creative Design
400	Total Hours: The above hour requirements must be met by each student in each category for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR NAIL TECHNOLOGY PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final

comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 400 clock hours or approximately 11 weeks of daytime instruction. All unexcused make-up time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, leaving early, or suspension. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing books and materials, which is due upon enrollment. The student is also required to pay the \$150.00 enrollment fee and any other state fee required. This program does not qualify for financial aid as this program is not Title IV approved.

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM

Length of Program – 16 Weeks

A large portion of this program takes place on the clinic floor. This program is designed to teach the student to enhance the hands and nails through basic techniques in caring for the hands and nails. The student will gain knowledge in the areas of building a nail business, what the best products are for their clientele, and how to gain client confidence as a nail technician. Students will gain confidence in themselves and learn to handle employees and coworkers with a well-tempered personality and to become a success as a Nail Technician.

The program is 400 hours in length. Some of the subjects covered in the program are Manicuring, Pedicuring, Sculptured Nails, Nail Wraps, and others. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

Minimum Curriculum for Manicurists/Nail Technicians 400 Clock Hours.

General Professional Information

Theory Work	Practical Work
100 Clock Hours via Distance Learning	0 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processed and Guidelines
- First Aid
- General Infection Control

The Science of Nail Technology

Theory Work	Practical Work
64 Clock Hours via Distance Learning	10 Clock Hours

In this section, students will learn:

- Infection Control Specifically for Nail Technician
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

Theory Work	Practical Work
12 Clock Hours via Distance Learning	80 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

Theory Work	Practical Work
21 Clock Hours via Distance Learning	113 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM OUTLINE: 400 HOURS

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 400 hours.

- Putting the academic theory information into your judgements and knowledge behind your decisions
- Effectively communication with clients and fellow student.
- Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
- Preform proper client consultations to achieve total looks.

- Apply business and salesmanship skills along with preparing for licensure.
- Perform the basic manipulative skills in Pre and Post service procedures, Handling and Exposure Incidents, Performing Basic Manicures and pedicures, hand, arm, foot, and leg massages, disinfecting tools and implements, wraps, tips, paraffin wax treatments, polishing, UV gels, and design.

REFERENCES:

Videos, Google, You Tube all web-based materials. Industry magazines Library references. They all support the various areas of the program. Milady Standard Nail tech Text.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation, and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Milady Standard Nail Tech text, web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet the 75% passing grade or must be repeated. Practical skills are graded according to the text procedures. Students must pass a Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

Hours	Subject
100	General professional information: Professional Development, Effective Communication, Humane Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection control
74	The Science of Nail Technology: Infection control Specifically for Nail Technicians, General Anatomy and Physiology, Skin growth and Structure, Nail Structure and growth, Nail disease and disorders, Basics of Chemistry, Basics of Electricity, Nail product chemistry
92	Basic Procedure: Pre and post service procedures, Handling and exposure incidents, Performing Basic manicures and pedicures, Hand, arm foot and leg massages, disinfecting tools, and implements, wraps, tips, paraffin wax treatments, polishing UV gel, and designs.
134	The Art of Nail Technology: Advanced Manicuring and pedicuring, Electric filing, Nail tip and wraps, Monomer Liquid and Polymer Powder Nail Enhancements, UV gels, Creative Design
400	Total Hours: The above hour requirements must be met by each student in each category for the earned hours to be accepted by the W.V. State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 400 clock hours or approximately 11 weeks of daytime instruction. All unexcused make-up time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, leaving early, or suspension. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing books and materials, which is due upon enrollment. The student is also required to pay the \$150.00 enrollment fee and any other state fee required. This program does not qualify for financial aid as this program is not Title IV approved.

WAX SPECIALIST PROGRAM

Length of Program - 4 weeks

DESCRIPTION:

Student will engage in the practice of waxing and tweezing of hair on another person's body.

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 125 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions.
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
4. Perform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for Licensure.
6. Perform the basic manipulative skills in facial and body waxing.

REFERENCES:

Videos, Google, You Tube and all web-based materials. Industry magazines Library references. Milady Standard Esthetics Fundamental Text Edition 11. They all support areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation, and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Milady esthetics Text Edition 11, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, and visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet

satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet 75% passing grade or must be repeated. Practical skills are graded according to the text procedures, Students must pass Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject - Unit
30	General Professional Information:
	Professional Development, Effective Communication, Human Relations, Business Management/ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection Control
20	Science:
	Skin Diseases and Disorders, Skin Structure
50	General:
	Hair Removal
25	Practical

GRADUATION REQUIREMENTS FOR WAXING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 125 hours, equaling 4 weeks of daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing Milady Textbook Bundle, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and there will be a charge for all unexcused makeup time. Time that is excused must be made up but is not subject to a charge.

WAXING SPECIALIST DISTANCE LEARNING PROGRAM OUTLINE

Length of Program - 4 weeks

DESCRIPTION:

Student will engage in the practice of waxing and tweezing of hair on another person's body.

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 125 hours.

1. Putting the academic theory information into your judgements and knowledge behind your decisions.
2. Effectively communication with clients and fellow student.
3. Project professionalism, personal hygiene, and professional appearance. And develop good life skills.
4. Perform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for Licensure.
6. Perform the basic manipulative skills in facial and body waxing.

REFERENCES:

Videos, Google, You Tube and all web-based materials. Industry magazines Library references. Milady Standard Esthetics Fundamental Text Edition 11. They all support areas of the program.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning steps which address theory, specific tasks, state board preparation, graduation, and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Milady esthetics Text Edition 11, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, and visual aids.

GRADING PROCEDURES:

Academic learning is evaluated after each subject is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and placed into smart. Competency must meet 75% passing grade or must be repeated. Practical skills are graded according to the text procedures, Students must pass Final exam prior to graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Distance Learning Hours	Subject - Unit
30	30	General Professional Information:
		Professional Development, Effective Communication, Human Relations, Business Management/ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection Control
20	20	Science:
		Skin Diseases and Disorders, Skin Structure
50	0	General:
		Hair Removal

25	0	Practical
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GRADUATION REQUIREMENTS FOR WAXING SPECIALIST DISTANCE LEARNING PROGRAM

Morgantown Beauty College will grant a certificate of graduation and Official Transcript of Hours showing distance learning hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 125 hours, equaling 4 weeks of daytime enrollment. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid monthly, in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

The student is responsible for purchasing Milady Textbook Bundle, which is due upon enrollment, unless other financial aid arrangements have been made. The student is also required to pay a \$150.00 non-refundable application fee and there will be a charge for all unexcused makeup time. Time that is excused must be made up but is not subject to a charge.

LICENSURE REQUIREMENTS

For Cosmetology, Hair Stylist, Nail Technology, Esthetics and Waxing Specialist:

Individuals interested in becoming a licensed cosmetologist, stylist, nail technician, or aesthetician should follow the steps outlined below:

- 1) Complete your program of study to obtain your transcript and certificate.
- 2) Apply for examination with third-party examiner (www.dlroope.com)
- 3) Pass examination.
- 4) Obtain 2nd TB Test if previous test is older than one (1) year.
- 5) Submit your application for registration with WV State Board of Barbers and Cosmetologists (www.wvbbc.com) to obtain license in desired field of practice.

Qualification for Licensure:

An applicant for licensure shall present satisfactory evidence to the Board that he or she:

- (a) Is at least 18 years of age;
- (b) Is of good moral character and temperate habits;
- (c) Has completed at least the twelfth grade of public school or its equivalent, or has passed an ability to benefit test approved by the U.S. Dept. Of Education;
- (d) Has graduated from a school of barbering or cosmetology approved by the Board, or in the case of a manicurist or aesthetician, has successfully completed an approved course in manicuring or esthetics in a school of cosmetology or graduated from a school of esthetics or nail technology/manicuring;
- (e) Has passed the appropriate examination.
- (f) Has transmitted the appropriate application to the Board with the respective fee; and
- (g) Has presented a certificate of health from a licensed physician to the Board.
- (h) Is a citizen of the United State or is eligible for employment in the United States;

Has fulfilled any other requirement specified by the board.

For detailed information please visit: www.wvbbc.com

For Massage Therapy:

For new applicants:

- a) Obtain an application packet & please send the form #1 to your school to be completed. This form must include the School's seal for validation. The massage therapy program you attend must be approved by the State and be at least 500 hours minimum.
- b) Submit proof of the successful completion of the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) examination prior to February 1, 2015, or completion of the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx). The MBLEx is the only current national examination offered for state licensure.

For application using Reciprocity, please provide us with a copy of your current license from the State where you practice along with copies of your current continuing education units (certificates) if licensed over two year and proof of the successful completion of the NCBTMB exam or MBLEx examination sent directly from the national organization.

For lapsed licensees: If you had a WV license and it has expired beyond sixty (60) days of the expiration date, you will need to submit proof of the successful completion of the NCBTMB exam and proof of your current twenty-five continuing education credits along with your completed application. You will need to re-apply for your license.

For detailed information please visit: <http://www.wvmessage.org/>

FINANCIAL AID INFORMATION

The Free Application for Federal Student Aid (FAFSA) form is used to apply for all Federal aid. **The Federal Pell Grant** is free money available to qualifying students that does not have to be repaid. This form is required of all students wanting to apply for loans and WIA funding. "Students are not allowed to receive Pell at two locations at the same time. You either must withdraw from the location or not use Pell at that location. Note: If you are receiving financial aid at another location, you may not have enough to cover your cost at Morgantown Beauty College." Students applying for loans are required to complete entrance counseling before any funds are disbursed, this is completed the same time that you complete your master promissory note for student loans at www.studentloans.gov and at the end of their enrollment they are required to complete exit counseling which can be completed online at: www.studentloans.gov.

Subsidized loans are available to students who qualify. This loan must be repaid by the student. Repayment starts six months after the student's last day of enrollment at Morgantown Beauty College. Interest on this loan is paid by the Federal Government while the student is enrolled, at least half time. This loan must be repaid, even if the student does not complete their course of study.

Unsubsidized loans are available to students who qualify. This loan must be repaid by the student. Repayment starts six months after the student's last day of enrollment at Morgantown Beauty College. The interest on this loan must be paid while the student is enrolled. This loan must be repaid even if the student doesn't complete their course of study.

Parent Plus loans are available. This is a loan that is repaid by the parent(s) of the student attending Morgantown Beauty College., and the loan starts repayment after the second disbursement of funds to Morgantown Beauty College. This loan is subject to repayment even if the student does not complete their course of study. WIA-Workforce Investment Act is federal funds applied for through the West Virginia Job Service. If the student qualified to receive WIA funds, that

do not have to repay the funds. WIA is only approved for Cosmetology and Hair Styling programs.

Veterans Administration benefits are available for any Veteran that qualifies. For more information, visit the website at www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-4551) or ask the financial aid officer. Student has a letter of eligibility and completion of Form 22-1999 through VA. Once is completed. If a student is on active duty and is called back to active duty, they will be granted a leave of absence after notifying the school in writing with proof of deployment. If they do not return after a leave of absence, they will be withdrawn pursuant to Morgantown Beauty College. withdraw policy. Student in reserves that go for training each month must give the school a calendar of days that have to be missed and they are excused from class but will have to make up all class hours missed, upon return. No charge for hours missed while on active duty or in reserve training.

VA Pending Payment Compliance Information:

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we **will not:**

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Division of Rehabilitation funds may be available to persons who qualify with a documented disability. Contact your local Division of Rehabilitation Services for more information. Any student receiving funds or having an IEP stating their disability are given extra help to complete all assigned tasks. The student will turn in all paperwork for completion by the financial advisor and all awards of financial aid will be based in part on the amount being paid by Voch Rehab, the paperwork is due no later than orientation day.

VERIFICATION POLICY

Your application for Federal Student Financial Aid has been selected by the U.S. Department of Education or Morgantown Beauty College. for review in a process called Verification. Verification is a systematic means of comparing various financial and informational documents with the information you provided on the Free Application for Federal Student Aid (FAFSA). The following information is an outline of the policies and procedures that govern the Verification process, your responsibilities, and the appropriate deadline dates for the Federal Student Aid programs. If you have any questions, feel free to contact the Morgantown Beauty College. financial aid office.

Our Verification Policy: According to federal guidelines, it is the policy of Morgantown Beauty College. to withhold the awarding of Federal Student Financial Aid until the Verification process is considered complete.

This policy ensures that the information provided by the Federal Processor to our officer and your aid eligibility determination is correct before any funds are awarded to you.

Verification Completion: The Verification process will be considered complete once in the following has been accomplished:

1. Fully complete and submit to the Financial Aid Officer the Verification Form along with copies of your (and your

spouse if married) IRS Tax Return Transcript and the Transcript for your parents (if parent data was required on your FAFSA) for the tax years used on the FAFSA. Provide copies of IRS Transcripts ONLY if requested.

2. Submit copies of any other documents as requested by the Financial Aid Officer.
3. The Financial Aid Officer will compare the Federal Processor results with the documents requested.
4. If Verification reveals that data provided by the Federal Processor is accurate, you will receive an award letter from the Morgantown Beauty College. financial aid office.
5. If Verification reveals that data provided by the Federal Processor is incorrect, Morgantown Beauty College. will electronically correct your data with the Federal Processor. As a result, you will receive notification of the corrections either by mail or e-mail from the Federal Processor. After we receive the corrected information, you will be processed for an award letter.

Corrections to Previously Determined Aid Eligibility: If your aid records weren't originally selected for Verification, then we would have no reason to delay disbursement of aid to you. However, if you request that some data element on your aid record be changed or corrected after aid has been disbursed to you, then it is possible that the U.S. Department of Education could select your record for Verification. If that occurs, then you will be asked to provide various financial and informational documents to verify the accuracy of your aid record. You will be required to provide the necessary Verification documents according to the following deadlines:

Federal Pell Grant: If you have already received Pell Grant funds prior to being selected for Verification, you must provide requested documents by August 31 of the aid year in which you are receiving assistance, or no later than your last date of attendance for the academic year, whichever is earlier. Subsequent disbursements of Pell Grant funds will be withheld until Verifications is completed.

Direct Loan, Supplemental Educational Opportunity Grant (SEOG), and Work-Study: The requested Verification documents must be received at the Financial Aid Office within sixty (60) days of the first notification that documents are needed. Subsequent disbursements of Perkins Loan, Direct Loan, and SEOG funds will be withheld. You will also be asked to suspend Federal Work-Study employment pending the completion of Verification, if applicable.

If verification reveals that your aid eligibility has changed, it may be necessary to repay aid already disbursed to you. Failure to repay aid funds for which you have been determined ineligible will make you ineligible for further Federal Student Aid (whether grants, loans, or work-study) at any institution until the aid is repaid in full. Your account will also be referred to the U.S. Department of Education to record your ineligibility for further Federal Student Aid.

The Consequences of Failing to Complete Verification

Under the Pell Grant program, you forfeit the Pell Grant for the award year:

1. Direct Loan eligibility can be certified, but Morgantown Beauty College. will not disburse funds until Verification is completed.
2. In all cases, Morgantown Beauty College. will take the necessary steps to secure repayment of aid funds already disbursed to you for which you have been determined to be ineligible. Overpayment of any awards will result in a notification to the Department of Education within forty-five (45) days.

Summary: The selection of an aid Application for Verification is a means to ensure that aid awards are based upon the most accurate information possible. Some applications are selected purely on a random basis, while others may be selected due to inconsistent information. Whatever the reason may be, your cooperation is greatly appreciated at the sooner the requested information is provided, the sooner your aid record will be considered complete and Morgantown Beauty College. will be able to fully disburse aid to you.

GRADE LEVEL ADVANCEMENT POLICY

Morgantown Beauty College. defines the full-time enrollment status for each of its programs of study. The school may

advance a student’s level once the student completes the number of clock hours specified by the school as the amount necessary for the student to advance in academic standing within the student’s program of study. (For example, from Grade Level 1 to Grade Level 2.)

All students who enter Morgantown Beauty College, Inc., are at Grade Level 1 unless they have transfer hours greater than 901. This student then enters at Grade Level 2. Esthetics, Esthetics Distance Learning, Massage Therapy, Massage Therapy Distance Learning, Nail Technology, and Nail Technology Distance Learning students are Grade Level 1 throughout their enrollment at Morgantown Beauty College, Inc. Cosmetology and Cosmetology Distance Learning students complete two academic years while enrolled for the complete 1,800-hour program. They advance grade levels using the following chart showing hours needed and the grade level earned and the eligible loan amounts to all students who qualify.

HOURS EARNED	GRADE LEVEL	ELIGIBLE LOAN AMOUNTS	NOTES
0-900 Hours	1	Sub Loan Max: \$3,500 Unsub Loan Max: \$2,000	Dependent students
0-900 Hours	1	Unsub Loan Max: \$6,000	Independent student only OR if parents is denied PLUS loan
900 Hours Plus	2	Sub Loan Max: \$4,500 Unsub Loan Max: \$2,000	Dependent students
900 Hours Plus	2	Unsub Loan Max: \$6,000	Independent student only OR if parents is denied PLUS loan

NOTIFICATION OF AWARD

After the Financial Aid Officer has completed for financial aid package, a financial aid Award Letter will be sent to you explaining the types and amounts of financial aid being offered.

What is an Award Letter? The Award Letter will reflect all federal, state, and College aid being offered to you, including scholarships, grants, loans, and Federal Work-Study.

Other aid, such as tuition waivers, assistantships, fellowships, or scholarships from organizations outside the College will be listed once the Financial Aid Office is notified about the award.

The Award Letter also explains the procedures that you need to follow to accept or reduce any of the awards being offered. Please pay close attention to all information, as it provides additional instructions and information about awards in your financial aid package.

NOTE: A student may receive more than one Award Letter for a particular academic year because of changes in the types or amounts of aid previously offered.

Award letters are mailed directly to students at their current home address or emailed to student at email address furnished to school. It is your responsibility to keep our office informed of any address changes.

Award notices must be returned to the Financial Aid Officer within ten (10) days of receipt. Failure to return the award letter within ten (10) days may result in the cancellation of your financial aid award.

ACCEPTING, REVISING, OR REJECTING YOUR AWARD

If you are accepting the award as is, you should sign all sections of the award letter and return it to the Financial Aid Officer. If you wish to accept partial awards or decline the package, complete the appropriate blanks on side two of your

award letter, sign and return the letter to the Financial Aid Office. The second copy of the letter should be kept for your records. If you have received scholarships, stipends, or other aid/awards that are not listed on the award letter, you should list the aid on the award letter or a separate sheet of paper and return it to us. Your award letter requires you to inform us of money or aid you receive but is not listed on your award notification. If you receive money from other sources at any time during the year, we may have to reduce your awards at that time.

ESTIMATED AWARDS / REVISED AWARDS

Your award letter tells you the status of your applications. If your awards are not finalized, “ESTIMATED AWARDS” will appear on your award letter. This means that your application for financial aid at Morgantown Beauty College is incomplete or being reviewed. Until this review of your application is complete, institutional charges such as tuition, fees, and room and board will be deferred. Also, sometimes awards will change because of this review or Verification.

DISBURSEMENT OF FUNDS

Your statement will show an anticipated credit for a federal student loan if you have applied for one prior to the last six weeks and if you qualify according to federal regulations. If the credit does not appear, it is because we have not yet been informed that your loan was approved. If a federal subsidized or unsubsidized Safford Student Loan was suggested in your award letter, the loan should already be automatically approved if you signed a Master Promissory Note (MPN) within the last 10 years.

If you have not yet submitted your MPN or loan application, do so immediately by completing the form at: www.studentloans.gov

The initial process can take up to six weeks and credit cannot be extended until your MPN is received and your loan is approved. All student loan funds are sent directly to the Financial Aid Officer by electronic funds transfer (EFT). When we receive your EFT, we will automatically credit your account if you meet the eligibility requirements. If you wish to cancel a loan or loan disbursement received by EFT, you must inform us. You can also do so by completing a “Request to Return Loan Funds” letter and mailing it to the Financial Aid Officer. If we receive the cancellation request later than the first day of the payment period or within fourteen (14) days after the date we sent you or your parent notice explaining your right to cancel, we must return the loan proceeds to the holder of the loan, cancel the loan, or both. Students who have received lender approval on a private loan may take credit for such a loan if a credit is not already included on your statement by completing the payment worksheet and returning it with your payment. If you wish to cancel or reduce an approved loan before we receive the funds, you must contact your lender directly.

Federal Parent Loans for Undergraduate Students (PLUS) are co-payable to the College and the parent. If the funds are disbursed as a check, the check will be forwarded to your parent for signature. Upon return of the endorsed PLUS loan, the check will be credited to your account. Please note that the College does not extend credit for the Parent PLUS loan until your lender officially approves it.

Loan funds will be used to pay all institutional charges, including prior minor term balances with written authorization from the student as long as payment of prior term balances allows for the current term charges to be paid.

Please respond to notification letters quickly. Any temporary credits extended to a student against an anticipated loan will expire within thirty (30) days of the term. If you have applied this credit against your charges on your Statement of Account and your check is not received and endorsed within thirty (30) days, or funds to be received by electronic transfer are not received and applied to your account within three (3) business days of receipt, you will be charged interest at a rate of 12 percent per year. Students who do not complete registration on a timely basis are at risk of having their loan funds returned to their lending institution and will have to start the loan process all over again. You may check on the status of your student loan(s) by calling the Financial Aid Officer at (304) 292-8475.

RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998 established the Return of Title IV aid provisions. Morgantown Beauty College will implement the Return of Title IV Funds effective July 01, 2006. A Return of Title IV Funds calculation must be performed for Title IV students who completely withdraw from a payment period.

Official withdrawal occurs when the student notifies in writing to be withdrawn from all classes. Unofficial withdrawals occur when the student ceases attending and receives grades of "W" in all their classes. The withdrawal date for the student who did not officially withdraw is the midpoint of the payment period or later if documented by Morgantown Beauty College. The student may owe Morgantown Beauty College or the Department of Education. Upon written request from the student, the Financial Aid Officer will provide examples of how the return of Title IV funds work.

An explanation in brief for Return of Title IV Funds is as follows:

1. Determine the percentage of the payment period of enrollment the student completed. If the student completed more than 60 percent of the period, the student earned 100 percent of the aid for the period. If the student completed 60 percent or less of the period, the percentage the period completed is the percentage of aid earned. For clock-hour programs, the percentage of the period that the student completed is calculated using the hours earned by the student in the payment period divided by the number of hours in the payment period.
2. Determined the amount of the earned aid by multiplying the total awarded Title IV aid for which the student qualified by the percentage of time enrolled.
3. Subtract earned aid from aid that was disbursed. If the aid already disbursed is greater than the earned aid, the different must be returned. If the aid already disbursed is less than the earned aid, the student may receive a post-withdrawal disbursement for the difference. Notification of a post-withdrawal disbursement will be sent in writing to the student (or parent for a PLUS loan) and a response accepting the funds must be received by Morgantown Beauty College within fourteen (14) days. Post-withdrawal disbursements may be credited to outstanding tuition and fees without permission, be credited to other outstanding current year institutional charges which the student or parent previously authorized, be credited to other current year institutional charges, or be credit for minor prior year charges. A second or subsequent loan disbursement cannot be made as a post-withdrawal disbursement.
4. Determine the responsibility for returning unearned aid. Morgantown Beauty College's share of unearned aid is the lesser of the total amount of unearned aid or an amount equal to the institutional charges multiplied by the percentage of aid unearned. The student's responsibility is equal to the total amount of unearned aid minus the school's responsibility. There are two special rules for the student's responsibility. If the student's portion of unearned aid is a loan, no further action is required other than notification to the holder of the loan of the student's withdrawal date. The terms and conditions of the loan take care of the repayment. If the student's portion of unearned aid is a federal grant, the student returns no more than 50 percent of the amount received for the payment period. A student who owes an overpayment will retain eligibility for Title IV program funds for forty-five (45) days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment.
5. During the forty-five (45) days, the student may take action that can continue eligibility for Title IV funds. The student may repay the overpayment in full to the institution, the student may sign a repayment agreement with the institution, or the student may sign a repayment agreement with the Department of Education. If a student does not take one of these three actions during the 45-day period, the student becomes ineligible for Title IV funds. Morgantown Beauty College notifies the National Student Loan Data System (NSLDS) of the overpayment. Academic transcripts will be withheld, and the student not allowed to register at Morgantown Beauty College until the overpayment is paid.

6. Morgantown Beauty College. must return the unearned aid for which the school is responsible back to the Title IV programs in the order specified by law. The order for the Return of Title IV Funds by the school is: (1) Unsubsidized Federal Direct Loan, (2) Subsidized Federal Direct Loan, (3) Federal Direct Unsubsidized Direct Loan, (4) Federal Direct Subsidized Direct Loan, (5) Federal Perkins Loan, (6) Federal Plus Loans, (7) Direct Plus Loans, (8) Federal Pell Grant, (9) Federal SEOG, and (10) any other Title IV program.

INSTITUTIONAL RETURN POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee of \$100.00.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$100.00, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 and registration fee of \$150.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
10. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide a pro rata refund.
11. A student's account may be sent to collections for non-payment.

All refunds are based on actual hours. The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on their actual hours attended:

PERCENTAGE OF ACTUAL TIME ATTENDED TO TOTAL LENGTH OF COURSE/PROGRAM.	TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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.

Students who withdraw or terminate prior to 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 (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and student's enrollment agreement.

ATTENDANCE TIME

Attendance time is the time elapsed between the starting date of the program for which the student enrolls and the date upon which the student last attended classes. Refund calculations determines the amount tuition the institution has earned.

Books/kit, equipment service fee, application fee, registration fee, technical fee and taxes are non-refundable. Tuition refunds will be based on the total clock hours of the program. Refunds calculations are based on actual hours attended. Please Note: Cosmetology Program consists of two academic years. Students are solely responsible for any collection/Legal costs for any monies due Morgantown Beauty College. This refund calculation is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

TRANSFER POLICY

All transfer students must first notify the Cosmetology School/College previously attended and request to have their transcript mailed directly to Morgantown Beauty College. This transcript must contain the following:

- e) Breakdown of each subject completed.
- f) Grades earned in each subject. (Must be "C" (75%) or better.)
- g) Hours completed in each subject.
- h) School transcript with seal or notarized.

A placement exam will be administered to all transferring students to determine placement within the program of study at Morgantown Beauty College. Please note that web-based hours and internship hours are not accepted by the WV Board of Barbers and Cosmetologists.

Tuition is based on the remainder of hours needed to complete the program. All financial obligations must be met before the student may take the State Board Examination.

TRANSFER OF HOURS EARNED

Should an applicant desire to transfer credits or hours earned from the Morgantown Beauty College. to another institution, it is recommended that the applicant determine transferability of credits and hours before enrolling. The State Board of Barbers and Cosmetologists determines whether or not hours or credits can be transferred to the state where the student wants to transfer. The College charges a \$250.00 fee for a copy of each transcript. Contact the state Board of Barbers and Cosmetologists for the state you are transferring hours earned from Morgantown Beauty College. for approval of all hours earned. All financial obligations must be met before transcript is completed.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students at Morgantown Beauty College. It is printed in the handbook/catalog to ensure that all students receive a copy prior to enrollment available at www.morgantownbeautycollege.edu. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the federal regulations established by the United States Department of Education, the U.S. Dept. of Veterans Affairs and the West Virginia Board of Barbers and Cosmetologists.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

- a) Cosmetology – 1800-Hours: 225, 450, 675, 900, 1124, 1350, 1575-clocked (actual hours)
- b) Cosmetology Distance Learning – 1800 Hours: 225, 450, 675, 900, 1124, 1350, 1575-clocked (actual hours)
- c) Hairstylist – 1000 Hours: 250, 500, 750-clocked (actual hours)
- d) Hairstylist Distance Learning – 1000 Hours: 250, 500, 750-clocked (actual hours)
- e) Esthetics – 600 Hours: 150, 300, 450-clocked (actual hours)
- f) Esthetics Distance Learning – 600 Hours: 150, 300, 450- clocked (actual hours)
- g) Massage Therapy – 750 Hours: 188, 375, 563-clocked (actual hours)
- h) Massage Therapy Distance Learning – 750 Hours: 188, 375, 563 – clocked (actual hours)
- i) Nail Technology – 400 Hours: 100, 200, 300-clocked (actual hours)
- j) Nail Technology Distance Learning - 400 Hours: 100, 200, 300-clocked (actual hours)
- k) Waxing Specialist – 125 Hours: 62.50-clocked (actual hours)
- l) Waxing Specialist Distance Learning - 125 Hours: 62.50 - clocked (actual hours)

*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had a least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the 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 that, given the same attendance rate, the student will graduate within the maximum time frame allowed

MAXIMUM TIME FRAME

The maximum time (which is 125% percent of the course length) allows for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM HOURS

COURSE	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time, 37.50 hrs/wk) – 1800hrs	60 Weeks	2250
Cosmetology Distance Learning	60 Weeks	2250
Hairstylist (Full Time, 37.50 hrs/wk) – 1000hrs	34 Weeks	1250
Hairstylist Distance Learning	34 Weeks	1250
Esthetics (Full Time, 30 hrs/wk) – 600hrs	25 Weeks	750
Esthetics Distance Learning	25 Weeks	750
Massage Therapy (Full Time 28 hrs/wk)-750hrs	34 Weeks	938
Massage Therapy Distance Learning	34 Weeks	938
Nail Technology (Full Time 37.50 hrs/wk)-400hrs	14 Weeks	500
Nail Technology Distance Learning	14 Weeks	500
Waxing Specialist (Full Time 37.50 hrs/wk)-125hrs	5 Weeks	156
Waxing Specialist Distance Learning	5 Weeks	156

Cosmetology and Cosmetology Distance Learning students complete 2 academic years while enrolled for the complete 1,800-hour program (900 hours each).

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. **Students exceeding the maximum timeframe may stay enrolled in the institution but will not be eligible for Title IV funding if applicable.**

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100 percent rating). 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 in the course of study. Practical skills are evaluated according to text procedures set forth in practical skills evaluation criteria adopted by Morgantown Beauty College. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a digital copy (via email) of their Satisfactory Academic Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds and/or Veteran's Education Benefits if applicable.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Students can prevail in appeal by either being able to mathematically achieve satisfactory academic progress by next evaluation or are placed on an academic plan which allows for the achievement of SAP standards within the student's maximum time frame. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. ***If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds and/or Veteran's Education Benefits.***

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

For a student to re-establish satisfactory academic progress and Title IV aid or Veteran's Education Benefits, as applicable, student must meet the minimum attendance and academic requirements by the end of the warning or probationary period. **Those students that remain in unsatisfactory progress status during the remainder of their attendance in the course in which they are enrolled will be allowed to complete the program on a cash pay basis.**

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. 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 in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within

ten (10) calendar days. Reasons for which students may appeal a negative progress report include 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 Director of the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. The information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services, or information documented by newspapers or other sources providing valid information on student's circumstances.

TRANSFER HOURS AND SATISFACTORY ACADEMIC PROGRESS

Regarding the Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

NONCREDIT, REMEDIAL COURSES, AND REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

GRADE APPEAL POLICY

Any individual student may appeal any grade given in an individual subject. If the student is under the age of 18, the parents or guardian may accompany the student at the instructor's discretion. The procedure for appeal of any grade is as follows:

- a. A student may appeal a grade within ten (10) days of receipt of an individual subject grade. If an appeal is not submitted within ten (10) days, the decision is not reversible.
- b. The first appeal shall be upon verbal notice to the instructor by the student. The instructor shall review the grade with the student, documenting the review with the student, setting forth aspects considered in the resulting grade given to the student for the individual subject.

If the grade dispute is not settled between the student and instructor, then the student may appeal the instructors' decision as follows:

1. Student must, within ten (10) days of review with the instructor, submit an email to the Director to review the grade. The student must give the date of review of the grade with the instructor, the instructor's name, and the program in which the grade was received.
2. The procedure must be documented by the Director and returned to the instructor as an advisement of the outcome of the review by the Director. The Director reviews the comments made by the instructor in the conference with the student. This review is only a paper review and must include all of the factors considered by the instructor in assigning the individual student grade, as well as consideration given to the explanation provided to the student in the first appeal review.
3. After the hearing, the decision of the Director will be conveyed to the student within three (3) days. This decision is final. All decisions made will be put in writing and placed in the student's academic file under discipline.
4. Make-up work: When assigned work is not submitted on time, a grade of "I" (Incomplete) will be given. This will only apply if extenuating circumstances prevented the student from timely completion of the assignment. If assigned work is then submitted within one week of the due date, a grade on the work will be issued. Incomplete work not submitted within one week will

result in a failing grade on that assignment.

ATTENDANCE RULES AND REGULATIONS

Tardiness: Students are expected to be in class according to their Enrollment Agreement Provisions. Daytime students are to arrive at the College no later than 8:20am. Poor road conditions and bad weather will be taken into consideration for tardiness. If you are going to be late for any scheduled class, the student should notify Morgantown Beauty College at (304) 292-8475 or by e-mail to administration@morgantownbeautycollege.edu. If a student is more than ten minutes late, they can be sent home immediately. As a courtesy to fellow students, staff, and customers, please be on time for all classes.

Massage students are allowed one hour for lunch. All other programs receive one half-hour lunch break. All students are required to clock out for lunch and on their return clock back in. Tardiness from lunch is considered unexcused time and is subject to make-up charges. If a student fails to return from lunch within 60 to 90 minutes, then the student will not be permitted to return to school that day unless an acceptable excuse can be presented.

Absences: Students are expected to attend each scheduled class. The minimum acceptable level of attendance is, at least, eighty percent of their contracted time. The College and the State Board monitor monthly attendance. A student whose absences exceed twenty percent is subject to dismissal from the College. For the purposes of determining the level of attendance, only the days contracted are counted. Unexcused time includes, but is not limited to, extended lunch and phone.

VALID REASONS FOR ABSENCES

A medical excuse for the student, court appearance, or a death in the immediate family. Immediate family means father, mother, child, sibling, grandparent, or spouse. When a student is aware in advance that an absence is necessary, he/she must inform the Director. If a student has not made prior arrangements, then the student must email the director at director@morgantownbeautycollege.edu and to administration@morgantownbeautycollege.edu. Please note failure to contact the school may result in non-acceptance of documentation for an otherwise excused absence. Documentation of excused absences will be filed in the student's permanent record. Such documentation is required within seven (7) days from the student's date of return to class. Unexcused absences may result in additional tuition charges. Students who miss scheduled Saturdays will lose breaks for one week. Students who have unexcused absences the day before or the day after a holiday will be suspended for three (3) days. **Unexcused tuition charge is \$20.00 per hour missed.** Unexcused time must be paid monthly, in addition to any regular tuition payments. If a Cosmetology or Cosmetology Distance Learning student completes each academic year as scheduled, they will be refunded any unexcused charges for that academic year. Hair Stylist, Hair Stylist Distance Learning, Massage Therapy, Massage Therapy Distance Learning, Esthetics, Esthetics Distance Learning, Nail Technician, Nail Technician Distance Learning, Waxing Specialist and Waxing Specialist Distance Learning students must complete their program by their contracted graduation date. Any make-up fees submitted to the College will be refunded to the student or will be applied to any outstanding fees owed to Morgantown Beauty College or returned to your student loan within forty-five (45) days.

LEAVE OF ABSENCE POLICY

All students must follow Morgantown Beauty College's policy in requesting a Leave of Absence (LOA).

A LOA may be granted if severe medical emergency or unforeseen circumstances prevent the student from attending and necessitates a lengthy absence.

To request a LOA the student must:

- 1) Send a written request in advance to the Director via email to director@morgantownbeautycollege.edu including

the reason for the student's request.

2) A Leave of Absence request form needs to be completed and signed with corresponding documentation attached, all documents will be kept in the student's file.

Morgantown Beauty College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the institution will document the reason for its decision and will collect the Leave of Absence request form from the student later. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.

While a student is on leave, all financial aid monies are frozen or, in some cases, must be canceled until the student returns to school. Morgantown Beauty College will not assess any additional charges as a result of the LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time.

Financial aid regulations have set forth a maximum time frame for a leave of absence. No leave can be granted beyond the maximum time frame of 180 days in any 12-month period.

There must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for a LOA is in accordance with the school's policy. Morgantown Beauty College will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment will appear in an addendum to the enrollment agreement and must be signed and dated by all parties.

If a student accumulates fourteen (14) days of consecutive absences and a LOA was not acquired, the student will be immediately dismissed from Morgantown Beauty College. Failure to return to school after a LOA will result in immediate withdrawal. Morgantown Beauty College is required to take attendance, the withdrawal date for the purpose of calculation refund is always the student's last day of attendance. Any personal possessions or equipment left behind by the student will be disposed of as the College finds necessary.

ACCEPTABLE CONDUCT STANDARDS

The rules and regulations listed below form the basis for standards of conduct in the world of professional personal services. Students at the Morgantown Beauty College are expected to always abide by these rules and to conduct themselves in a professional and ethical manner. When a student has violated any standard contained in this section, the student will receive acknowledgement of the violation.

1. General Student Conduct Policy

- a. No eating or drinking is permitted outside designated areas. Students are expected to remove personal items and debris from College premises, including classrooms, clinic, and lounge areas.
- b. Smoking is prohibited on the College premises.
- c. Only emergency telephone messages are given to students. Students should not be contacted during school hours for personal matters. If phone use is necessary during school hours, then the student must first sign out and then sign back in.
- d. No outside electronic devices are allowed while in school such as: cell phones, tablets, or any other personal electronic devices.
- e. Students are expected to follow programs of study as designed by the instructors. During school hours, it is the student's responsibility to be involved in the study of Cosmetology, Nail Technology, Esthetics, or Massage Therapy by working on customers, manikins, or assignment sheets, but not on home assignments.
- f. Students should use the College facilities quietly while classes are in session.
- g. Students shall comply with the College's Compliance Statement as it pertains to prohibition of sexual harassment and any discriminatory acts directed against other students, staff, faculty, and/or clients.

- h. Students shall provide all services to any client desiring to engage in or have any service performed. Refusal to perform any service will result in immediate suspension and possible withdrawal from the College.
 - i. Students must carry a clear bag at Morgantown Beauty College. No purses or backpack are allowed.
 - j. Chewing gum is prohibited on the College premises.
2. The College Handbook and Catalog is available online as a downloadable file at www.morgantownbeautycollege.edu, you may request a paper copy at a cost of \$25.00
3. Personal Appearance Policy
 - a. Students are always expected to pay attention to personal appearance. Daily bath or shower, use of deodorant and mouthwash, regular hours of rest, exercise, and recreation. Students should be careful of strong foods, beverages, perfumes, or cigarettes that cause disagreeable breath odors might offend clients. Students are to come to school with hair and makeup done and be ready to start the day. No doing hair or makeup at the student's station in the morning.
 - b. All clothing worn on school premises must be in good taste. Student must furnish their own uniforms. No sandals, jeans, or t-shirts. All undergarments should be white or flesh tone. Keep jewelry to a minimum. Long hair must be pinned up in a style that keeps the hair off the shoulders and allows the student freedom of movement while working on a client. All students are to stay in uniform until 4:20pm. If they need to change early to accommodate a work schedule, they must provide the College with a written excuse from their employer.
 - c. Uniform for Student Cosmetologist, Hair Stylist, and Nail Technologist:
 - All black scrubs
 - No aprons, unless giving a chemical service
 - Black leather shoes
 - Black smock in clinic classroom (optional)
 - Winter: long-sleeve white or black crew neck shirt under black scrub top (an option)
 - Nails must be always short and well-groomed. No artificial nails.
 - Make-up must be neat and professional.
 - Hair must be pulled back while working on clients.
 - Minimal jewelry. No dangling earrings or necklaces.
 - All arm and hand jewelry must be removed when working on clients.
 - d. Uniform for Student Estheticians:
 - All gray scrubs
 - White lab jacket (optional)
 - Winter: solid white long sleeve crew neck shirt or turtleneck to be worn under scrub
 - Nails must be always short and well-groomed. No artificial nails.
 - Make-up must be neat and professional.
 - Hair must be pulled back while working on clients.
 - Minimal jewelry. No dangling earrings or necklaces.
 - All arm and hand jewelry must be removed when working on clients.
 - e. Uniform for Massage Therapy Students
 - All navy-blue scrubs
 - Black leather shoes
 - Winter: solid white long sleeve crew or turtleneck shirt under scrub.
 - Nails must be always short and well-groomed.
 - No artificial nails.
 - Make-up must be neat and professional.
 - Hair must be pulled back while working on clients.

- All arm and hand jewelry must be removed when working on clients.
- f. Additionally, students are not permitted to have body piercings in any area of the body that will or may be visible to others. Students coming into the College who have already had body piercings performed cannot wear ornamental jewelry in any pierced location. Students who have had ear lobes pierced and whose earrings are reasonable so as not to be potential distraction, sterile concern or unreasonable in the discretion of the colleges faculty and staff will be permitted to wear minimum earrings.
 - g. Students are not permitted to engage in body tattooing in any area of the body that may be visible to others. Students who enroll in the College and have already had body tattooing performed must have had the tattooing where it is not readily visible or apparent to others. Any student enrolling in the College who has already had body tattooing performed and such tattooing is visible to the College's faculty and staff will be subject to the Colleges discretion on the individual student and will not be permitted to have that area of their body exposed to others.
 - h. Personal beauty work at the College will be allowed only if instructor has given permission and the receptionist clears the time. If service is not a demonstration, then the cost will be at the discretion of Morgantown Beauty College.

4. Professional Conduct Policy

- a. The professional Cosmetologist and Massage Therapist always cultivate a well-modulated voice and courteous manner. Talking too much is as discourteous as failing to participate in a conversation.
- b. The client should be addressed by courtesy title, (i.e., Mr., Mrs., Ms., or Miss) and last name, and they should receive the Cosmetologist's, Esthetician's, Nail Technician's, and Massage Therapist's full attention. In greeting the client at the front desk, each student is required to express a proper greeting. An example of such greeting is included in Appendix A. Gossip and discussion of personal topics are not in good taste in a business setting with clients or with colleagues in the presence of client. The client's wishes must always be respected. If clients are addressed rudely, students will be given a written warning for bad conduct. Personal problems are not to be discussed during class business hours. The administrative staff of the College will be glad to assist a student who needs to talk about personal problems. Appointments can be easily arranged for a student for this purpose. Appointments are arranged through the school manager.
- c. Representatives of various state agencies are honored guests of the College and are entitled to the utmost courtesy.
- d. Visits by parents and/or guardians, spouses, significant others, children, or any visit of a personal nature is excluded.
- e. An instructor must check all work before allowing client to leave.

5. Workstation Sanitation Policy

- a. The State Board requires that each student clean his or her personal workstation including chair, mirror, drawers, and equipment thirty minutes prior to leaving at the end of each day. The College also expects that the student will keep the workstation clean and neat during training hours. No personal belongings should be at the workstation. The station will be left empty at the end of each day. No food is to be left in the lockers at any time. All kits and materials are the property of the College until you have fulfilled your financial obligation. Nothing is to leave the building except for homework assignments.
- b. Prior to each use, including but not limited to, equipment and instruments, must be disinfected prior to being used on clients and manikins.
- c. Students will regularly be assigned to clean-up duty, which services as part of their decontamination and sanitation grade. These assigned tasks must be completed promptly and efficiently and can be found on clean-up cards at the front desk.
- d. Students are not permitted to leave the building until they have clocked out. All students must stay at their station on the clinic floor until dismissed by the floor instructor.

STUDENT DISCIPLINE POLICY

The dismissal or termination of a student may occur at the discretion of the Morgantown Beauty College on any and/or all the following grounds:

- 1) Insubordination to any and/or all the College's administrative staff, instructors, and/or employees.
 - a. Insubordination is defined as a student's defiant refusal to accept or comply with the rules and regulations of the College and an expressed disrespect of the College's faculty, instructors, staff, and/or administrators.
- 2) Failure and/or refusal to comply with all rules and regulations of the College.
- 3) Failure and/or refusal to cooperate with any and/or all instructors, and/or administrators of the College that impairs or impedes the student's ability to reasonably complete the program.
- 4) Refusal and/or failure to comply with State Board Regulations.
- 5) If a student incurs fourteen (14) days consecutive absences
- 6) If a student is written up for a third offense for disregarding the following:
 - a. Any professional conduct requirement
 - b. Any ethical conduct requirement
 - c. Any failure to abide by any of the reasons set forth herein-aboveThen the student may be immediately terminated, involuntarily, from the College program. This does not relieve student from financial obligation for outstanding fees, tuition, etc.
- 7) In certain cases of serious misconduct by an individual student, that student may, upon the discretion of the College administrators, be immediately expelled from the College program. This does not relieve student from financial obligation for outstanding fees, tuition, etc.
- 8) All students are expected to comply with the provisions of the Acceptable Conduct Policy contained in this handbook. Failure and/or refusal to comply with these provisions will result in disciplinary action and/or immediate expulsion. Tuition refunds of any dismissal/termination, whether voluntary or involuntary, are outlined in the College Handbook. Dismissal and/or termination do not relieve a student of his or her obligations under the Enrollment Agreement.

PROGRAM RE-ENROLLMENT PROCEDURES

Students who have previously attended the Morgantown Beauty College., must reapply for admission. Any student having been terminated or dismissed by the College, or having voluntarily withdrawn, may apply for re-enrollment. The student will be subject to the same enrollment criteria of the College as if that student were applying for admission as a first-time applicant into the program. If a student has been terminated or dismissed by the College for offenses as outlined in the College Handbook, re-enrollment of the student is also dependent upon the College's discretion about the student's rehabilitation of the grounds of termination or dismissal as the same would affect the re-enrolling student applicant to successfully complete the program of study for which the individual is reapplying for re-enrollment. All financial obligations to Morgantown Beauty College. must be met prior to re-enrollment.

If the applicant enrolled in another college during his/her absence, an academic transcript must be forwarded to the College. Such applicants will enroll under the current tuition fees and will be required to submit an enrollment fee, together with his/her application.

STUDENT COMPLAINT PROCEDURE AND POLICY

Effective August 1994, each accredited institution is required to have an internal complaint or grievance procedure to resolve student complaints at the College. Any student with a complaint must comply with the filing of the complaint or grievance with the College before submitting a complaint to the National Accrediting Commission of Career Arts and Sciences or the West Virginia High Education Policy Commission. Any public complaint against Morgantown Beauty College. on a social networking

site is constituted as slander and will be treated as such.

Complaint forms are available to students who wish to make a complaint. Students can access this form on their iPad or request one in the admissions office. The following procedure must be complied when filing a complaint or grievance:

1. Any student who wishes to make a complaint should approach the class instructor with a view to resolve the complaint.
2. Where the complainant is unable to resolve the complaint with the class instructor, they should complete and email a complaint form to the Director. The complaint or grievance statement must outline the complaint allegation including all details pertinent to the complaint or grievance.
3. A designated College representative shall meet with the complainant within ten (10) days' receipt of the complaint form. If the matter cannot be resolved through discussion with the complainant, then the complaint form will be referred to a Committee comprised of College Administrators and Instructors to resolve the matter.
 - a. The Complaint Committee shall be comprised of a minimum of three individuals of the following categories: College Education Director, Director, Instructor, Financial Aid Administrator, Administrative Assistants, or a student.
4. Once the Complaint Committee has received the written complaint, the Committee shall meet within twenty-one (21) calendar days to review the complaint allegations.
5. If the Complaint Committee needs additional information, the additional information must be requested of the complainant in writing requesting the specific information.
6. If the Complaint Committee does not need additional information at the expiration of the twenty-one (21) calendar days, the Committee should take measures to remedy the complaint made by the student or respond in writing with supporting documents and/or other information to demonstrate that the complaint allegations are not warranted or are not based on facts.
7. After the conclusion of the Complaint Committee review, the complainant may then proceed to have their complaint or grievance reviewed by the accrediting agency. The name of the Cosmetology and related fields accrediting agency is:

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

The complaint must include a statement that he/she is pursuing the complaint or grievance to the accrediting agency for that procedure. The complainant's statement to the accrediting agency requesting review should also indicate that the complainant has exhausted his/her attempts to resolve the complaint through the College's complaint process prior to filing of a complaint with the accrediting agency.

8. The College maintains all written records of complaints filed for a period of two (2) complete accreditation cycles.

JOB PLACEMENT ASSISTANCE

The Morgantown Beauty College., provides job search assistance for its graduates. This service is handled on a local basis to place each graduate in a position proportionate with his/her skill development. The graduate is still responsible for seeking job openings, sending resumes, preparing for job interviews, and, in general, does all things customarily done to obtain employment. Graduates can generally expect a placement. However, the level of employment obtained and the likelihood of obtaining employment are heavily dependent upon the student's job search efforts and the record the student makes for him or herself while in school. The school's placement assistance should not be interpreted to be a guarantee of employment for the student upon graduation.

POLICY ON STUDENT ACCESS TO FILES

Students and parent and/or guardian of dependent minors have the right to request access to the individual student's files, review the student's educational record, ask for a review of the student's educational record, or ask for an

amendment to the records. The student and parent and/or guardian of the student must make this request in writing at least seven (7) days prior to the date requested to review the file. Records will be made available on an appointment basis only and under the supervision of the Administrator of the College.

POLICY ON RELEASE OF INFORMATION

Personally identifiable information about a student will not be released to a third party without written consent of the student with the following exceptions:

1. To other college officials with legitimate educational grounds for needing information.
2. To officials of another college where the student has begun enrollment procedures.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local education authorities.
4. When the information is required to determine eligibility for financial aid or to enforce the terms and conditions of such aid.
5. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs, or improve instruction. No personally identifiable information will be released except to representatives to the organization. The information provided to the organization will be destroyed when no longer needed for the student.
6. To an accrediting agency carrying out accrediting functions for the College.
7. To comply with a judicial order to subpoena.
8. To meet an emergency involving the health and safety of the student.

If a student desires for the College to release information to another institution as set forth in this section, all tuition, fees, and any related costs or indebtedness that the student owes to Morgantown Beauty College must be paid in full. In addition, any transcripts provided must be paid for as set forth in the transfer for credit section of this Handbook.

Any such disclosure of information to a third party will be recorded in the student's file, including a listing of the parties receiving the information and the third party's legitimate interest for inspection of the student file.

Personal identifiable information, which is designated as directory information, includes student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency or institution attended.

Any student, parent, and/or guardian of a dependent minor has the right to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with the Family Educational Rights and Privacy Act.

LICENSES

The West Virginia Higher Education Policy Commission licenses the Morgantown Beauty College.

West Virginia Council for Community and Technical College Education 1018
Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301

This college has available for review copies of the College's license and accreditation.

NONDISCRIMINATION POLICY

The College does not discriminate on the basis of sex, age, race, color, creed, gender, sexual orientation, religion,

financial status, disability, or ethnic origin in its admission, instruction, graduation policies, or in employment of the students in any program or activity offered by the College.

POLICY ON PROHIBITION OF SEXUAL HARASSMENT

It is the policy of Morgantown Beauty College. that all employees and students are responsible for assuring that the College and workplace is free from sexual harassment. Because of the College's strong disapproval of offensive or inappropriate sexual behavior in the College, all employees and students must avoid any action or conduct which could be viewed as sexual harassment, including:

- a. Unwelcome sexual advances.
- b. Requests for sexual acts or favors.
- c. Other verbal or physical conduct of a sexual nature.

Any employee or student who believes he/she has been subjected to sexual harassment in the college should bring the problem to the immediate attention of responsible officials of the College. Employees and students may complain to their first-line supervisor or their second-line supervisor. If the complaint involves one or more of these persons or if the employee or student does not feel comfortable raising this issue with either of these individuals, the employee or student may bring the complaint directly to the school's Director or other highly placed management official.

All complaints will be handled promptly and the privacy of each employee and student will be carefully protected.

If sexual harassment is found to exist, appropriate action will be taken. Those employees and/or students who are found to have engaged in sexual harassment will be subject to discipline up to and including discharge.

POLICY ON DISABILITIES

The College complies with all provisions of the Americans with Disabilities Act, the West Virginia Human Rights Act and Section 504 of the Rehabilitation Act of 1973. No qualified person, by reason of disability, will be excluded from enrolling in a program of instruction in the College. However, any person with a disability seeking admission should be aware that the courses/programs require a high degree of dexterity.

CAMPUS SECURITY

The College adheres to a minimum-security policy. The College is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to ensure the safety of individual students. Morgantown Beauty College. has no off-campus housing. All criminal offenses are reported directly to the instructor in charge of your area of study. The instructor then reports the offense to the Director who then reports the offense to School Manager, who completes the Annual Security Report. Campus Pamphlet is available upon request and all students receive one in orientation.

Morgantown Beauty College. has no campus law enforcement or security personnel.

Morgantown Beauty College. is within city limits. A disturbance is reported directly to the Morgantown City Police Department. Students are given Campus Security Information on class orientation day and all students are given updates at least one time if their enrollment extends to or past thirteen (13) months.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

It is the policy of Morgantown Beauty College. that all employees and students are prohibited from participating in the

unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on the premises of Morgantown Beauty College. Any employee doing so will be subject to action up to and including termination of employment. These employees will be subject to referral for prosecution. Any student doing so will be subject to action up to and including permanent dismissal from school. These students will be subject to referral for prosecution.

As a condition for continued employment, Morgantown Beauty College. may require employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved by a Federal, State, local health or law enforcement, or any other appropriate agency. Included in the Drug and Alcohol Prevention Program are a description of the applicable legal sanctions and penalties under Federal, State, and Local law for the unlawful possession or distribution of illicit drugs and alcohol.

- 1) Federal Drug Trafficking Penalties
- 2) A list of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs in the area
- 3) A description of the health risks associated with illicit drugs.
- 4) The Effects of Alcohol
- 5) Tips for Preventing Substance Abuse

NOTICE TO STUDENTS CONCERNING PENALTIES FOR DRUG VIOLATIONS

This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work- study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

1. Suspension of Eligibility due to Drug-Related Offenses
 - a. In General, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified as follows.
 - i. If convicted of an offense involving the possession of a controlled substance:
 1. Ineligibility period is:
 - a. First Offense: One (1) Year
 - b. Second Offense: Two (2) Years
 - c. Third Offense: Indefinite
 - ii. If convicted of an offense involving the sale of a controlled substance
 1. Ineligibility period is:
 - a. First Offense: Two (2) Years
 - b. Second Offense: Indefinite
 2. Rehabilitation. A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:
 - a. The student satisfactorily completes a drug rehabilitation program that:
 - i. Complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph, and...
 - ii. Includes two unannounced drug tests, or...
 - iii. The conviction is reserved, set aside, or otherwise rendered nugatory.

If evidence of a criminal offense is present on Morgantown Beauty College. property we will call Morgantown City Police

and allow them to collect any and all evidence of said crime from area in which the criminal offense has occurred. Such an area will be roped off and guarded by an employee of Morgantown Beauty College., until the area is released by the police.

The accuser and accused will both be given the same opportunity to have others present during a disciplinary proceeding and both will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual offense. Registered sex offenders can be found at: <http://www.city-data.com/so/West-Virginia.html>

In case of emergency, all students will be notified over the intercom of the procedure to follow at the time of the emergency and instructions in case of an evacuation or, if there is no evacuation, the procedure to be followed to address the emergency at the time. Emergency procedures for evacuation are practiced at the beginning of all new classes.

Students can find data for all campus security reported to the Department of Education: <http://surveys.ope.ed.gov/security>

STUDENT COUNSELING ASSISTANCE

In addition to placement counseling, the administrative staff is available during normal college hours to provide additional career, academic, or personal counseling as needed. Students in need of assistance should notify the office staff. Depending upon the nature of the student's needs, the College's staff may provide the assistance or the student may be referred to an outside agency.

SUBSTANCE ABUSE

Alcoholics Anonymos Meetings

Website: www.aa.org

24 Hours/ 7 Days A Week

NARCOTICS ANONYMOUS MEETINGS

Phone: 818-773-9999 x771

Website: www.na.org

Monday- Friday, 8 a.m. to 5 p.m. Pacific Time

Ask for fellowship services and they'll tell you where to find a meeting in your area.

DOMESTIC VIOLENCE

West Virginia Coalition Against Domestic Violence

Phone: 304-965-3552

Website: www.wvcadv.org

The West Virginia Coalition Against Domestic Violence is a statewide network of community-based domestic violence programs and statewide office working to end personal and institutional violence in the lives or women, children and men.

SUICIDE PREVENTION

Lifeline 1-800-273-TALK (8255)

No matter what problems you are dealing with, we want to help you find a reason to keep living. By calling this number you'll be connected to a skilled, trained counselor at a crisis counselor in your area, anytime 24/7. The call doesn't just have to be suicide related to call this number.

MENTAL HEALTH

Phone: 1-844-HELP4WV

Website: <https://www.help4wv.com/>

HELP4WV offers a 24/7 call, chat, and text line that provides immediate help for any West Virginian struggling with an addiction or mental health issue.

PLANNED PARENTHOOD

Website: <https://www.plannedparenthood.org/health-center/west-virginia/vienna/26105/vienna-health-center-2893-90860>

Phone: 304-295-3331

522 Grand Central Ave.

Vienna, WV 26105

DRUG ABUSE PREVENTION PROGRAM

The College complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Regulations of 1990. In accordance with this legislation, Morgantown Beauty College prohibits the manufacturing, distribution, dispensing, possession, or use of a controlled substance anywhere on the premises. Consumption of any alcoholic beverage on the College property is also prohibited. Employees and students who violate this prohibition are subject to disciplinary action up to and including termination of employment or expulsion of the student from the College program. A drug hotline is available from the National Institute on Drug Abuse and Referral at 1-800-662-4357. In addition, a listing of drug abuse and addiction treatment centers in the regional area may be obtained from the College Administrative Office.

ADMINISTRATIVE LISTING

See Appendix I attached to the Handbook for a current listing of the Administrative Staff of the Morgantown Beauty College.

COLLEGE RESERVATION OF RIGHTS TO CHANGE RULES AND REGULATIONS

The College reserves the right to change rules and regulations set forth in this Handbook, and as otherwise may be issued as Appendix, Addendum, or other separate document to the Handbook upon the College's discretion. Any changes, additions, or revisions to the rules and regulations shall be provided to the students.

Any changes, additions, or revisions that replace provisions contained in this Handbook shall be in full force and effect and the old revisions being replaced, revised, or amended shall be voided.

STUDENT EXTERNSHIPS

The Externship Program allows eligible students the opportunity to assist in local, approved salons under the direct supervision of licensed salon professionals for up to five consecutive weeks while still enrolled in school and receive course credit up to a maximum of 50 hours for the Cosmetology, Cosmetology Distance Learning, Hair Stylist and Hair Stylist Distance Learning programs. Students may apply for this West Virginia Board of Barbers and Cosmetologists approved program providing each student meets the requirements, which are as follows:

Cosmetology and Cosmetology Distance Learning Students

- Must have completed at least 1200 course clock hours.
- Have completed and passed Infection Control in the first 250 hours of training.
- Have completed and passed a 900-hour final exam.

Hair Stylist and Hair Stylist Distance Learning Students

- Must have completed at least 600 course clock hours

- Have completed and passed Infection Control in the first 250 hours of training
- Have completed and passed a 500-hour final exam

The Student Externships are optional and are not offered continuously. Students may or may not have an opportunity to participate during their enrollment period. Due to Department of Veteran’s Affairs requirements, individuals receiving Title 38 benefits do not qualify to participate in the institution’s externship program. Individuals completing the externship will receive a Certificate of Attendance with the total number of hours completed.

**Failure to comply with the above requirements will prevent any student from earning Shampoo Assistant hours. No exceptions.*

COPY OF YOUR ACADEMIC RECORD

Official copies of your academic record (transcript and certificate) are available for purchase (\$250.00 per copy). Please email administration@morgantownbeautycollege.edu Payment options include: Check or Money Order (payable to Morgantown Beauty College). Due to the official nature of these documents, academic records cannot be faxed or sent electronically, once the request is complete, your academic record is mailed out via USPS regular mailing. Allow 45 days to process your request.

NACCAS ANNUAL REPORT OUTCOME RATES 2019

INSTITUTIONAL OUTCOME RATES

Graduation Rate	75.31%
Placement Rate	63.33%
Licensure Rate	92.68%

PROGRAMMATIC OUTCOME RATES

	Graduation Rate	Placement Rate	Licensure Rate
Cosmetology	65.12%	55.56%	94.44%
Hair Stylist	100.00%	100.00%	100.00%
Esthetics	86.67%	76.92%	90.48%
Massage Therapy	85.71%	33.33	100.00%
Nail Technology	100.00%	100.00%	100.00%
Waxing	<i>Not Offered</i>	<i>Not Offered</i>	<i>Not Offered</i>

**Nail Technology Outcome Rates are from NACCAS Annual Report 2018. No Nail Technology students in 2019 Report.*

DISTANCE EDUCATION POLICY

Morgantown Beauty College offers distance education opportunities for our programs. Prior to enrollment, students are notified that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. This notification is found in the institution's catalog, and students sign off on this disclosure as part of their pre-enrollment documentation. Additionally, all transcripts or other documents listing academic attainment received will identify the distance education component.

Distance education is provided by offering live video streaming classes. The institution currently uses Zoom and Google Meetings; however, these providers may change. By conducting class live via video, instructors are able to ensure participation by all students through regular interaction, as well as validating clock hours attended. Additionally, students use online textbooks and quizzes to support the curriculum. Participation will be documented with a log of all student activity showing a record of regular and substantive interaction between students and instructors. The institution will also evaluate the student's qualitative academic performance for each 10% of the distance education component completed within the program at the institution (on-campus) by a qualified instructor. Distance education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model or client. Any assessment that is used for calculating a student's GPA will be executed while the student is physically on campus. Upon completion of all curriculum requirements, the student must pass a comprehensive academic and practical final exam, to include any applicable competencies required by the licensure agency, prior to graduation from the program.

Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

MORGANTOWN BEAUTY COLLEGE EMPLOYEES

BOARD OF DIRECTORS

Michael S. Sodomick - President
Ronald Vasquez - Vice-President
Kathryn Calain - Secretary
Peter Yelton – Treasurer

MORGANTOWN BEAUTY COLLEGE

Michael S. Sodomick - Owner/Director



FINANCIAL AID

Virginia Correll - Financial Aid Director/Instructor



ADMISSIONS

Paula Kurczak - Admissions Officer/Instructor



ADMINISTRATION

Kathy Calain - School Manager
Ronald Vasquez - Technical Advisor/Assistant Director/Compliance Officer
Rhonda Miller - Administration Officer/Instructor
Elizabeth Thomas – Director of Education



INSTRUCTORS

Kimberly Moon – Instructor
Calera Moore - Instructor
Nicole Skidmore - Instructor
Paula Kurczak - Instructor
Sandra Jamison – Instructor/Assistant Director of Education
Lisa Rieser - Esthetics Instructor
Theresa Bender – Massage Instructor



FRONT DESK COORDINATOR

Kathy Calain– Receptionist/Clinic Floor Coordinator



STUDENTS

COLLEGE CERTIFICATION STATEMENT REGARDING INFORMATION AND POLICIES

The information and policies contained in this Handbook are true in content and policy. The Morgantown Beauty College. enforces the policies pertaining to progress, standards, and regulations.

Signature/Title: Michael S. Sodomick/Director

Date of Publication: February 16th, 2021

APPENDIX I

-Labor and Statistics

-Drugs and Alcohol Abuse

-Morgantown Beauty College. Drug-Free School and Workplace Policy

-Family Education Right and Privacy Act of 1974 (FERPA)

LABOR AND STATISTICS

This is your [Labor and Statistics website](http://www.bls.gov/home.htm): www.bls.gov/home.htm

This website goes over everything required to become a licensed stylist/beautician/esthetician/nail technician/massage therapist and it will also give you information on pay, employment, working conditions, and any other additional questions you may have.

DRUGS AND ALCOHOL ABUSE

Use of drugs and alcohol can alter an individual's thinking and judgement and can lead to numerous health risks. Drug and alcohol addiction is considered a chronic disease which is characterized by compulsive and/or uncontrollable behavior toward seeking and using drugs or alcohol. Chronic use can cause long last or permanent damage to the brain or body.

Asking for help is the first important step to end drug or alcohol addiction. You can call 1-800-662-HELP (4357) to seek advice on how to proceed. You can also visit <https://findtreatment.samhsa.gov/> to locate a treatment center near you and visit the [Drug Abuse](#) site to learn more information about drug and alcohol abuse and how treatment works.

Alcohol

People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not? The National Institute on Alcohol Abuse and Alcoholism is researching the answers to these and many other questions about alcohol. Here's what is known:

Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences and increase your risk for a variety of problems. For more information on alcohol's effects on the body, please see the National Institute on Alcohol Abuse and Alcoholism's related web page describing alcohol's effects on the body.

Hallucinogens

Hallucinogens and dissociative drugs—which have street names like acid, angel dust, and vitamin K—distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and Salvia divinorum may make a user feel out of control and disconnected from their body and environment.

In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

Heroin

An opioid drug made from morphine; a natural substance extracted from the seed pod of the Asian opium poppy plant. Known as Brown sugar, China White, Dope, H, Horse, Junk, Skag, Skunk, Smack, and White Horse.

Short term health effects are: Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; itching; nausea; vomiting; slowed breathing and heart rate.

Long term health effects are: Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.

This drug can also cause issues in pregnancy, such as miscarriage, low birth weight, and neonatal abstinence syndrome and carries a risk of contracting HIV, hepatitis, and other infectious diseases from shared needles.

Inhalants

Solvents, aerosols, and gases found in household products such as spray paints, markers, glues, and cleaning fluids; also nitrites (e.g., amyl nitrite), which are prescription medications for chest pain. It also known as Poppers, snappers, whippets, and laughing gas.

Short term usage can cause the following health effects: Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking.

Long term usage can cause the following health effects: Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing.

This drug can also cause issues in pregnancy, such as: low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.

Marijuana (Cannabis)

Marijuana is made from the hemp plant, *Cannabis sativa*. The main psychoactive (mind-altering) chemical in marijuana is delta-9- tetrahydrocannabinol, or THC. It also known as Blunt, Bud, Dope, Ganja, Grass, Green, Herb, Joint, Mary Jane, Pot, Reefer, Sinsemilla, Skunk, Smoke, Trees, Weed; Hashish: Boom, Gangster, Hash, and Hemp.

Short term health effects include: Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis.

Long term health effects include: Mental health problems, chronic cough, frequent respiratory infections.

This drug can also cause issues in pregnancy, such as the baby being born with problems with attention, memory, and problem solving. In youth, it can possibly cause the loss of IQ points when repeated use begins in adolescence.

Methamphetamine

An extremely addictive stimulant amphetamine drug. Also known as Crank, Chalk, Crystal, Fire, Glass, Go Fast, Ice, Meth, and Speed.

Short term health effects include: Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat.

Long term health effects include: Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching.

This drug can also cause issues in pregnancy, such as delivery, separation of the placenta from the uterus, low birth weight, lethargy, heart and brain problems and carries a risk of contracting HIV, hepatitis, and other infectious diseases from shared needles.

Over-the-counter Cough/Cold Medicines (Dextromethorphanor DXM)

Psychoactive when taken in higher-than- recommended amounts. Also known as robotripping, Robo, or Triple C. Short term health effects include: Euphoria; slurred speech; increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; buildup of excess acid in body fluids.

Long term health effects include: Unknown.

Tobacco

Plant grown for its leaves, which are dried and fermented before use.

Short term health effects include: Increased blood pressure, breathing, and heart rate.

Long term health effects include: Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.

This drug can also cause issues in pregnancy, such as: Pregnancy: miscarriage, low birth weight, premature delivery, stillbirth, learning and behavior problems.

For more common abuse drugs and the health effects they cause, visit the National Institute on Drug Abuse website.

MORGANTOWN BEAUTY COLLEGE. DRUG-FREE SCHOOL AND WORKPLACE POLICY

Morgantown Beauty College. intends to help provide a safe and drug-free school and work environment for our clients, students and its employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, is establishing the following policy for existing and future students and employees of Morgantown Beauty College.

The Morgantown Beauty College. explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Morgantown Beauty College. premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from Morgantown Beauty College. premises, if such impairment or influence adversely affects the student's or employee's work performance, the safety of the student or employee or of others, or puts at risk the Morgantown Beauty College's. reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Morgantown Beauty College. if such activity or involvement adversely affects the student's or employee's work performance, the safety of the student or employee or of others, or puts at risk the Morgantown Beauty College's. reputation.
- The presence of any detectable amount of prohibited substances in the student's or employee's system while at work/school, while on the premises of the Morgantown Beauty College. or while on Morgantown Beauty College. business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the student or employee.

The Morgantown Beauty College. will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Students and Employees may be selected at random for drug and/or alcohol testing at any interval determined by Morgantown Beauty College.
- **FOR-CAUSE TESTING:** The Morgantown Beauty College. may ask a student or employee to submit to a drug and/or alcohol test at any time it feels that the student or employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's or employee's person or in the student's or employee's vicinity, unusual conduct on the student's or employee's part that suggests impairment or influence or drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any student or employee involved in an on-the-premises accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be

asked to submit to a drug and/or alcohol test. “Involved in an on-the-premises accident of injury” means not only the one who was or could have been injured, but also any student or employee who potentially contributed to the accident or injury event in any way.

If a student or employee is tested for drugs or alcohol outside of the Morgantown Beauty College. context and the results indicate a violation of this policy, or if a student or employee refuses a request to submit to testing under this policy, the student or employee may be subject to appropriate disciplinary action, up to and possibly including discharge from Morgantown Beauty College. In such a case, the student or employee will be given an opportunity to explain the circumstances prior to final action becoming effective.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy

Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

APPENDIX II

-COVID-19 Protocols

COVID-19 PROTOCOLS

Entering the building:

All employees, students, and clients (when applicable) shall have their temperatures take. Anyone with a temperature of 100 degrees or higher will be asked to go home.

Each person will be asked:

1. Have you had a cough?
2. Have you had a fever?
3. Have you been around anyone exhibiting these symptoms within the past 14 days?
4. Are you living with anyone who is sick or quarantined?
5. Have you traveled out of the country or to another state?

Everyone entering the building will be given a mask and gloves.

Students and staff will be asked to only bring the essentials into the building. No purses or backpacks etc.

Students arriving more than 5 minutes past class start time will not be permitted into the building. This will be an unexcused absence.

Instructors will report 30 minutes before the students. They will set out all items needed for the day at each student workstation. Such as product, rollers, perm rods, etc. This will help in maintaining social distancing in the classroom.

Classes will have staggered start times and dismissal times to reduce the number of people in common areas. Classes will start 30 minutes apart. Students will attend 6 hours per day. This eliminates a lunch break (within the department of labor mandates) and congregating in the lunchroom. If a break is given, students will take their break in their assigned seat or work area. No outside food delivery allowed at this time.

Students will clock in with a proximity card that allows touchless time clock entry while social distancing.

Students will report to their assigned classroom.

Students will sanitize the classroom/work area before class starts.

Students shall practice social distancing sitting or standing 6 feet apart.

In the clinic floor classroom there will be two students per station across from each other with the mirrors as a barricade. No side-by-side students at the stations.

All practical work will be done on mannequins. Students will not be permitted to work on each other at this time.

All kits will be kept at the students assigned work area. The kit storage room will not be used at this time.

Students in the lower level will use the lower-level restroom. Only one student at a time. Students on the main level will use the client restroom at this time. Students on the second floor will use the second-floor restrooms. After use, the student must disinfect the toilet handle, sink handles, light switch, and doorknobs before returning to the classroom.

Students must be aware of each other and practice social distancing when they leave their assigned seat for the restroom, to get supplies, go to the dispensary etc. No congregating at any time.

Students will disinfect their areas/classroom halfway through their day or as necessary. Students will disinfect the classroom

and any tools or appliances used at the end of the day. This will be done in addition to any state board sanitation requirements.

Five students will be dismissed at a time. The receptionist will use the intercom to let the instructors know when to send each group of five to clock out. This allows for social distancing on stairs and in hallways.

The receptionist will disinfect all common areas before students arrive and after they leave, or anytime deemed necessary.

Meetings with staff and prospective students will be held via zoom, facetime, or phone.

Signs will be placed in classrooms, clinic floor, and reception area to remind people to use good social distancing practices.

Students and employees will be encouraged to stay home if they are not feeling well.

Support staff will continue to work from home as much as possible.

Revised Jan 18th 2021
MBC Management