



2024-2025 Catalog

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## TABLE OF CONTENTS

Disclosure Statement.....	2
Director and Staff.....	2
Mission Statement.....	3
Educational Goals and Objectives.....	3
Facility and Classrooms.....	4
Enrollment and Class Schedule.....	4
Non-Discrimination Statement.....	5
Admission Requirements.....	5
Transfer Students and Re-entry.....	5
Educational Records.....	7
Student Services and Placement.....	7
Holidays and Emergency Closures.....	8
Accounting of Student Hours and Operations.....	8
Attendance Policy.....	8
Leave of Absence (LOA) .....	9
Cosmetology Course Curriculum and Tuition.....	11
Manicuring Course Curriculum and Tuition.....	13
Cosmetology Instructor Course Curriculum and Tuition.....	15
Over Contract Charges.....	17
Withdrawal and Settlement Policy.....	17
Satisfactory Academic Progress Policy.....	19
Evaluations Periods.....	20
Attendance Progress Evaluations.....	20
Maximum Time Frame.....	21
Academic Progress Evaluations.....	22
Determination of Progress Status .....	22
Warning .....	22
Probation.....	22
Re-establishment of Satisfactory Academic Progress.....	23
Interruptions, Course Incompletes, Withdrawals.....	23
Appeal Procedure.....	23
Non-Credit, Remedial Courses, Repetitions.....	24
Withdraw and Re- Entry Policy.....	24
Graduation and Licensing Requirements.....	25
School Guidelines and Disciplinary Actions.....	25
Student Catalog Acknowledgment.....	27

## **DISCLOSURE STATEMENT**

Southwest Michigan Beauty School (SWMBS) is a private institution located at 703 S Centerville Rd Sturgis, MI 49091. The school is licensed to operate by the State of Michigan. The license means that the institution and its operation comply with the standards established under the law for occupational instruction by the State of Michigan. The institution is currently licensed to conduct the following courses: Cosmetology 1500 hours, Manicuring 600 hours and Cosmetology Instructor 500 hours. Michigan requires that a student who successfully completes a course of study will be awarded an appropriate certificate verifying their completion of such course. Prospective enrollees are encouraged to visit the school campus and to discuss personal educational and occupational plans with school personnel. As a prospective student, you are also encouraged to review this catalog prior to enrolling or signing an enrollment agreement. *“This is to certify that this catalog is true and correct in content and policy”.*

## **DIRECTOR AND STAFF**

**SWM Beauty School is owned by Southwest Michigan Beauty School, Llc.**

**Reyna Perez** School Director of Southwest Michigan Beauty School. She is a licensed Cosmetologist, Manicurist and Cosmetology Instructor. Reyna’s main responsibility is the “educational” aspect of the school as well as the day to day operations of the clinic floor. Mrs Perez works with junior students and theory classes for our school.

**Frank Perez** Director of Finance. His main responsibility is the “business” side of the school but also participates in recruiting and marketing.

**Barbara Frees** Licensed Cosmetologist, Manicurist, and Cosmetology Instructor. Barbara is responsible for overseeing senior clinic floor students.

## **MISSION STATEMENT**

At Southwest Michigan School, we strive to provide our students with the education necessary to not only pass the state licensing exam, but also become proficient in the Cosmetology, Manicuring, or Cosmetology Instructor program. Our goal is to help our students reach their maximum potential through our programs by developing their skills in business and customer service for a successful career. SWMBS will prepare you to graduate your course, pass your State of Michigan exam, and be ready to seek gainful employment.

## **EDUCATIONAL GOALS AND OBJECTIVES**

We place emphasis on how to be successful in the salon, and how to create the lifestyle that you desire. This means hard work, dedication and practice on your part. The degree of your success will depend on the effort you are willing to expend during the entire course of your training. In order to achieve these objectives SWMBS practices the following:

- Maintains a highly skilled and qualified teaching staff
- Provides the student with a comprehensive curriculum in the basics of Cosmetology and Manicuring, with emphasis on curriculum to obtain your State license as well as salon techniques
- Teaches the value of professionalism, including high standards of workmanship and personal conduct, which will enable the student to secure employment and be an asset in both their chosen field and their community
- Constantly monitors student outcomes and makes any necessary adjustments/changes to improve or maintain our educational standards.
- Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology industry or field related.

## **FACILITY / CLASSROOMS**

SWMBS campus is located at 703 S Centerville Rd Sturgis MI 49091. Plenty of front parking is available. The facility has approximately 1242 square feet and consists of one large clinic area. Cosmetology and Manicuring share the same clinic area. The facility has a wide-open feeling, sample classroom, and most of the amenities you would find in an upscale salon, custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this campus. The institution does not assist in providing or obtaining student housing. Total student occupancy level is 20 per instructor.

## **ENROLLMENT & CLASS SCHEDULE**

Enrollment should be completed one week prior to the desired start date. Students who enroll and complete necessary papers early will receive priority for enrollment in the event their desired class is filled. All classes are held at the Sturgis Campus. Cosmetology, Cosmetology Instructor and Manicuring classes start approximately every 6 weeks, depending on class size.

### **CLASS FULL TIME CLASS SCHEDULE:**

**Tuesdays to Saturdays**

**9:00AM TO 3:00PM ¾ schedule**

**9:00AM TO 4:30PM Full Time**

Classes Start the first Tuesday of February, April, June, August, October. December or when a class is available.

## **NON-DISCRIMINATION STATEMENT**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin. The school does not recruit students already attending another school offering the same courses of study.

## **ADMISSION REQUIREMENTS**

SWMBS requires its students to meet the following criteria:

- A) Application: Submit SWMBS Application, which can be mailed via the US Postal service, email, fax, or hand-delivered to the campus.
- B) Age Requirements: Submit documentation (birth certificate, driver's license, state id, or passport) showing that you are 17 years. You must be 17 years of age to be eligible for a cosmetology operator or manicuring license.
- C) Educational Requirements: Submit documentation demonstrating completion of high school or GED with the exception of a student enrolled in high school or GED program, the requirement of completion must occur before completion of the program enrolled with SWM Beauty School.  
  
(Verification of foreign diplomas must be performed by an outside agency that is qualified to translate documents into English and confirm the equivalence to a U.S. high school diploma.)
- D) Additional Cosmetology Instructor Requirements: Students enrolled in the Cosmetology Instructor Course must have a valid State of Michigan Cosmetology license.

If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.

## **Evaluation of the validity of a High School Diploma**

- Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translates them into English.
- SWMBS will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

## **TRANSFER STUDENTS / RE-ENTRY**

Transfer students with prior hours in the State of Michigan must present ALL withdrawal papers from the prior school before enrollment in this school if they wish to receive credit for those hours. SWMBS does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students must complete a written and practical test at SWMBS before enrollment. Students are responsible for a \$100 testing fee and a \$100 transfer fee.

Re-entry students may be considered on a case by case basis and, if approved, must

meet with the school director. Students admitted for re-entry will enter at the same Satisfactory Academic Progress level as when they left.

Tuition will be based on the current hourly rate multiplied times the amount of hours required to complete the course. Students will only be charged for the amount of hours needed to complete the program.

\*The registration fee will be \$100.00

\* Students must have all equipment as listed in the school's current kit list or purchase the kit from the school.

\* Students requiring more than 300 hours of education, will be required to purchase the school's educational kit.

The School Director, prior to enrollment, must determine that all remaining required technical hours of instruction and operations will be able to be completed by the Student in the time frame allotted. A transfer student may be required to complete additional hours at the school's discretion.

The transferability of hours you earn at SWMBS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of hours you earn in your course of study is also at the discretion of the institution to which you may seek to transfer. If the hours that you earn at this institution are not accepted at an institution that you transfer to, you may be required to repeat some of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending SWMBS to determine if your hours will transfer. Copies of Student Records shall be provided upon request.

The charges or refund to the student will be determined following the school's refund policy contained in the student's signed enrollment agreement "Contract". No paperwork shall be released if the student has an outstanding balance with the school. All payments made upon leaving the school shall be paid either by cash or credit card.



## **EDUCATIONAL RECORDS**

Adult students, and parents of dependent minor students have the right to inspect, review and challenge information contained in their education records. Educational records are defined as files, materials and documents which contain information directly related to a student and maintained by the institution. Written consent from the student is required before education records may be disclosed to third parties, with the exception of parents or guardians of dependent minor students, accrediting commissions, government agencies, designated staff and/or the education department so authorized by law. Once a student becomes the age of 18, a parent must get consent from the student to view all files even if the student is dependent for tax return purposes. Information will not be released on any student without meeting the above guidelines. Any inquiries or complaints regarding the above should be directed to the School Director in writing. It is required that a forty-eight hour notice be given to the School Director by anyone wishing to inspect educational records. Students requesting a review or audit of their time cards will be scheduled for the review within 7 days of receipt of written notice. All inspections of records must be done by the Director of school. Active student files are kept in a locked office when not occupied. Student records are kept for six (6) years.

## **EXTENT AND NATURE OF EMPLOYMENT ASSISTANCE:**

SWMBS does not guarantee job placement to any Student, however the school makes every effort to place Students and graduates and provides placement rate information to all applicants. SWMBS stays in contact with local salons and displays job posting. SWMBS, upon request, will write a letter of recommendation. In addition, the school provides classes in interviewing skills, professional conduct and resume writing.

The educators at SWMBS will coach all Students on:

- Employment opportunities in the Student's field
- What to expect from their first job
- How to prepare for an interview
- How to select a prospective employer

- How to conduct themselves during an interview

## **HOLIDAY & EMERGENCY CLOSURES**

The school is closed every Sunday and on the following Holidays: Memorial Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving. The School is closed for a week, the first week of April, July and closed between Christmas and New Year. The school is also closed for 2 days for Mid-Winter break in February.

Holidays of religious beliefs are respected and allowed. Holidays are part of the additional time given to students on their enrollment contracts. If the school must close for an emergency or an unexpected reason, students will either be notified by the school's group messenger or a notice will be posted on the front door of the school with an explanation for the closure and date of re-opening.

## **ACCOUNTING OF STUDENT HOURS AND OPERATIONS**

All students are responsible for the accuracy of their time sheets. Students must clock in and out at the required times and record all hours of classroom attendance and operations completed on the timesheet in the appropriate space. Forged or altered time cards are grounds for immediate expulsion. All time clock hours, classroom hours and operations are posted monthly using the school's computerized attendance system. Students wishing to review their hours with the School Director must make their request in writing. An appointment to review time sheets will be scheduled within 7 days of receipt of written notice.

## **ATTENDANCE POLICY**

**ABSENCES** are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. Excused however, does not mean you will receive hours for the time you were gone. It only means you will be allowed to re-enter the school. All excused absences are to be sustained in writing and are at the discretion of the School Director. If you have a special event to attend, a two-week notice in writing is required from the student. If a student is absent for 21 consecutive calendar days, they will be dropped from the program on the 21st day.

## **LEAVE OF ABSENCE (LOA) POLICY**

If a student finds it necessary to be absent from school for three weeks (21 days) or more she/he must first get permission from the Director PRIOR to leave. Students must follow the institution's policy in requesting a LOA. Students will be withdrawn if the student takes an unapproved LOA. A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceeds 180 days in any 12-month period. A leave of absence will be granted for a minimum of 21 consecutive calendar days and a maximum of 120 consecutive calendar days. Students granted an LOA in accordance with the institution's policy are not considered to have withdrawn and that no refund calculation is required at the time of approval. The student will only be considered withdrawn if they do not return from their LOA on the date specified. The withdrawal date for purposes of calculating the student's refund will be the student's last day of attendance. When the student returns from a LOA, they will resume the satisfactory academic progress status they had prior to the LOA. The Student must request the LOA in advance unless unforeseen circumstances. LOA requests must be in writing, list the reason for the request, and include Student Signature.

### **LIST OF REASONS A LOA WILL BE APPROVED:**

- Sickness or injury
- Death of a family member
- Unforeseen Circumstances

### **UNFORESEEN CIRCUMSTANCES:**

The institution will document the reason for the decision on LOA, collect the LOA in writing at a later date, and will establish the start date of the approved LOA as the first date the student was unable to attend.

**The students' contract period will be extended by the same number of calendar days taken in the LOA and such changes in the contract period must be either;**

- **Changes to the contract period on the enrollment agreement must be initiated by all parties**
- **An addendum must be signed and dated by all parties.**

The student will not be assessed any additional charges as a result of the requested  
LOA

**MAKE-UP HOURS and COURSEWORK:** Opportunities to make up hours are limited so please attend class regularly. Make-up hours are at the discretion of the School Director.

**COURSEWORK:** Students must make arrangements in advance to make-up or re-take tests. Continuously neglecting to take exams on a timely basis is grounds for dismissal from school.

**TARDY:** Any student late for class by **fifteen minutes or more** will not be permitted to clock in for that day.

**CHANGE OF STATUS:** If a student finds they are unable to attend their scheduled hours (full or part time) they must request a change of status from the School Director prior to attending more or less hours. A fee of \$ 100.00 will be added to the student's tuition account for any change of status.

## **COURSE DESCRIPTION COSMETOLOGY**

The course is 1500 clock hours in length, which can be completed in approximately 12 months of full-time attendance. Course time is devoted to technical (theory) which consists of various learning activities in a classroom situation and practical operations (clinic). During clinical hours students develop and practice cosmetology skills under the supervision of licensed instructors in actual working conditions. Additional subjects taught include Business Management, Reception Desk, Retail Practices, Job Hunting, and Career Opportunities. Some assignments require off-site salon visits. Following is a list of subjects taught and State required hours and operations for each:

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total</b>
<b>Disinfecting &amp; Sanitation</b>			
<b>Laws and rules</b>	<b>90</b>	<b>40</b>	<b>130</b>
<b>Anatomy &amp; Physiology</b>	<b>45</b>	<b>0</b>	<b>45</b>
<b>Hairdressing</b>	<b>125</b>	<b>400</b>	<b>525</b>
<b>Permanent Waving &amp; Straightening</b>	<b>40</b>	<b>180</b>	<b>220</b>
<b>Hair Coloring &amp; Bleaching</b>	<b>40</b>	<b>170</b>	<b>210</b>
<b>Scalp and Hair Treatments</b>	<b>10</b>	<b>15</b>	<b>25</b>
<b>Facials</b>	<b>35</b>	<b>80</b>	<b>115</b>
<b>Applied Chemistry</b>	<b>20</b>	<b>10</b>	<b>30</b>
<b>Manicure &amp; Pedicure</b>	<b>15</b>	<b>55</b>	<b>70</b>
<b>Artificial Nails-Wraps</b>	<b>5</b>	<b>15</b>	<b>20</b>
<b>Unassigned Hours</b>	<b>0</b>	<b>110</b>	<b>110</b>

**Total Hours Needed 1,500**

## **COURSE FORMAT**

The course format will be a combination of lecture, demonstration, and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of the required practical activities as well as writing assignments and written exams. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques. Attendance at professional trade shows trips is optional but highly encouraged.

## **COURSE GOALS**

Upon the successful completion of the cosmetology course the student will have met the requirements of the State of Michigan and be prepared to take the State Board Exam for licensing. After the graduate is licensed she/he is qualified to work in any licensed Cosmetology establishment in the state of Michigan.

## **TUITION AND FEES FOR COSMETOLOGY**

**TUITION \$18,000.00**

**APPLICATION FEE \$100.00 (Non refundable)**

**REGISTRATION FEE \$100.00**

**(refundable if student is not accepted for enrollment or applicant  
cancels within 3 days of signing the enrollment agreement)**

**STATE FEE \$15.00**

**EDUCATIONAL MATERIAL AND TOOL KIT \$1,785.00  
(non-refundable)**

**TOTAL \$20,000.00**

**Accepted forms of payments: Cash/Check Payments only**

## **MANICURING COURSE DESCRIPTION**

The Manicuring course is 600 hours in length, and it develops the students' practical skills, theoretical knowledge, and professional knowledge necessary for success as a manicuring specialist and to qualify and equip the student to successfully pass the State Board licensing examination. Once they have successfully passed the state exam, they may work as a licensed manicurist in any licensed facility in the state of Michigan, performing all phases of manicuring / pedicure. Acrylic nails, hand and foot massages are also part of a manicurist menu of services.

## **COURSE FORMAT**

The manicuring course is 600 clock hours in length, which can be completed in three months of full time attendance. Course time is devoted to technical instruction (theory) and practical operations (clinic). Theory is time spent consisting of various learning activities in a classroom environment. The balance of the course time is spent in performing practical operations in actual working conditions under supervision of licensed instructors. Attendance at professional trade shows trips is optional but highly encouraged

## **COURSE GOALS**

Upon the successful completion of the manicuring course the student will have met the requirements of the State of Michigan and be prepared to take the State Board Exam for licensing. After the graduate is licensed she/he is qualified to work in any licensed Cosmetology or Nail salon establishment in the State of Michigan.

## TUITION AND FEES FOR MANICURING

**TUITION \$5,600.00**

**APPLICATION FEE \$100.00 (Non refundable)**

**REGISTRATION FEE \$100.00**

**(refundable if student is not accepted for enrollment or applicant  
cancels within 3 days of signing the enrollment agreement)**

**STATE FEE \$15.00**

**EDUCATIONAL MATERIAL AND TOOL KIT \$850.00  
(non-refundable)**

**TOTAL \$6,665.00**

**Accepted forms of payments: Cash/Check Payments only**

### SUBJECT Theory Hours Practical Hours Total

<u>Subject</u>	<u>Theory</u>	<u>Practical</u>	<u>Total</u>
<u>Disinfecting, Sanitation</u>			
<u>Laws and Regulations</u>	<u>50</u>	<u>50</u>	<u>100</u>
<u>Anatomy and Disorders</u>	<u>75</u>	<u>0</u>	<u>75</u>
<u>Manicuring and Pedicure</u>	<u>20</u>	<u>50</u>	<u>70</u>
<u>Artificial Nails-Acrylics</u>	<u>25</u>	<u>105</u>	<u>130</u>
<u>Artistic Principles</u>	<u>10</u>	<u>0</u>	<u>10</u>
<u>Chemistry</u>	<u>15</u>	<u>0</u>	<u>15</u>
<u>Unassigned</u>	<u>100</u>	<u>100</u>	<u>200</u>

**Total Hours Needed 600**



## **COSMETOLOGY INSTRUCTOR COURSE DESCRIPTION**

The Cosmetology Instructor course is 600 hours in length, and it prepares the student instructor to teach all phases of Cosmetology and Manicuring. This course will help the student develop the ability to teach related information, manipulative operations and techniques. Students will learn how to use various teaching aids such as instruction sheets, visual aids, tests and to teach leadership, motivation, grading and counseling, class preparation, objective lesson plan writing, and goal setting. Students will develop an appreciation of the necessity for constant effort towards achievement of professional competency as a teacher and personal characteristics that contribute to success in teaching.

### **COURSE FORMAT**

The Cosmetology Instructor course is 500 clock hours in length, which can be completed in four months of full time attendance. Course time is devoted to technical instruction (theory) and practical operations (clinic). Theory consists of various learning activities in a classroom environment. The course time is spent in performing practical operations in actual working conditions under supervision of licensed instructors. Attendance at professional trade shows trips is optional but highly encouraged

### **COURSE GOALS**

Upon the successful completion of the instructor course, the student will have met the requirements of the State of Michigan and be prepared to take the State Board Exam for licensing. After the graduate is licensed she/he is qualified to work in any licensed Cosmetology School establishment in the state of Michigan.

**TUITION AND FEES FOR COSMETOLOGY INSTRUCTOR**

**TUITION \$5,285.00**

**APPLICATION FEE \$100.00 (Non refundable)**

**REGISTRATION FEE \$100.00**

**(refundable if student is not accepted for enrollment or applicant  
cancels within 3 days of signing the enrollment agreement)**

**STATE FEE \$15.00**

**EDUCATIONAL MATERIAL AND TOOL KIT \$450.00**

**(non-refundable)**

**TOTAL \$6,000.00**

**Accepted forms of payments: Cash/Check Payments only**

<b>SUBJECT</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total</b>
<b>Orientation and Review</b>	<b>25</b>	<b>50</b>	<b>75</b>
<b>Induction to Teaching</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>Course Outline and Development</b>	<b>80</b>	<b>85</b>	<b>165</b>
<b>Laws, Rules and Record Keeping</b>	<b>15</b>	<b>10</b>	<b>25</b>
<b>Assisting in Classroom</b>	<b>0</b>	<b>75</b>	<b>75</b>
<b>Practice Teaching</b>	<b>0</b>	<b>130</b>	<b>130</b>

**Total Hours Needed 600**

## **OVER CONTRACT CHARGES**

Any student who does not complete a course within the contracted period will be charged a flat per week rate for the additional training. The extra training hours will be billed at a rate of \$250.00 a week and paperwork will not be completed until the full financial obligation is met.

**Students will not be able to clock into the school if overtime charges are not paid. Paperwork will not be released to any student until charges are paid in full**

## **WITHDRAWAL & SETTLEMENT 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 not exceeding \$100
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, regardless of whether or not the student has actually started classes with the exception of a \$100 application fee.
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 the application fee of \$100.00 and the registration fee in the amount of \$100 of
  - a. Cosmetology Program \$20,000
  - b. Manicuring Program \$6,665
  - c. Cosmetology Instructor Program \$6,000
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. Official cancellation or withdrawal shall occur on the earlier of the dates of student being expelled.
7. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days, and monitoring the students' completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advice, or other academically related activities.
8. 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.
9. For Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the price of the EDUCATIONAL MATERIAL AND TOOL KIT will not be refunded.
10. Refunds are based on Scheduled hours and on the student's last date of attendance.
11. If the institution closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the institution shall provide a pro rata refund.
12. If 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 provide full refund of all monies paid or provide completion of the course and/or program.
13. If school cancels a course and/or program and ceases to offer instruction and ceases to offer instruction after students have enrolled and instruction has begun, the school shall: provide pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course and/or program, participate in a Teach-Out Agreement, or provide full refund of all monies paid.

**The following schedule of tuition earned by the school applies:**

<b>Percentage of Time Scheduled</b>	<b>Percentage of Tuition Owed</b>
0.01 to 4.9	20
5.00 to 9.9	30
10.00 to 14.9	40
15.00 to 24.9	45
25.00 to 49.9	70
50 and over	100

\*\*\*Veteran Students\*\*\* \*\*\*See Veteran Student Addendum\*\*\*

**Failure to Pay off the balance will result in the account being sent to the collection agency**

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in our school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students will have access to the satisfactory progress results upon a verbal or written request to the Director of Education. SAP evaluations are based on scheduled contracted hours at this institution.

### EVALUATION PERIODS Using a 900 Clock-Hour Academic Year

Students are evaluated for Satisfactory Academic Progress as follows:

Program	Program Length	Academic Year	Midpoint of Academic Year	Midpoint of Program Length
Cosmetology	1500	900	<b>450</b>	750
Manicuring	600	900	450	<b>300</b>
Cosmetology Instructor	500	900	450	<b>250</b>

### Cosmetology Course

1,500 clock hours in Cosmetology Course

Full-time student (35 hours/wk) - 43 weeks

$\frac{3}{4}$  schedule student- (27.5 hours/wk) -55 weeks

<b>Full-Time schedule</b>		<b><math>\frac{3}{4}</math> schedule</b>
450 hours-13 weeks	(scheduled hours)	450 hours-16 weeks
900 hours-26weeks	(scheduled hours)	900 hours-33 weeks
1200 hours -34weeks	(scheduled hours)	1200 hours- 44 weeks
1500 hours- 43 weeks	(scheduled hours)	1500 hours- 56 weeks

## **Manicuring Course**

600 clock hours in Manicuring Course - 18 weeks

Only offered in a full-time schedule

**300 hours -9 weeks (scheduled hours)**

**600 hours -18 weeks (scheduled hours)**

## **Cosmetology Instructor Course**

500 clock hours in Cosmetology Instructor Course - 14 weeks

Only offered in a full-time schedule

**250 hours- 7 weeks (scheduled hours)**

**500 hours- 14 weeks (scheduled hours)**

Transfer Students- For students with transfer hours accepted, SAP evaluations are based on actual hours at this institution. Only contracted hours with the school will be used to determine Satisfactory Academic Progress. Satisfactory Progress will be evaluated 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 at least one evaluation by the midpoint in the course. Students will meet with an instructor to review and sign the evaluation progress report on the day they reach each evaluation period or within 7 days following the evaluation points.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order 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 total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

The maximum time allowed for all students to complete each course at satisfactory academic progress no longer than 150% is stated on the next page.

**Students who exceed the maximum time frame shall be terminated from the program and students would be permitted to re-enroll in the program on a cash payment basis in a manner consistent with re-enrollment provisions of the institution's admission policy.**

## **COURSE LENGTH MAXIMUM TIME ALLOWED**

**(Based on 149%)**

<b>Program</b>	<b>Maximum Weeks</b>	<b>Maximum Hours</b>
Cosmetology (FT 35hrs/wk) 1500 Hours	64weeks	2,240
Cosmetology 3/4 schedule 27.5hrs/wk)	81 weeks	2,227.5
Manicuring (FT 35hrs/wk) 600 Hours	25 weeks	875
Cosmetology Instructor (FT 35hrs/wk) 500 hrs	21 weeks	735

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.



## **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% 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 during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**90 – 100 – EXCELLENT**

**80 – 89 - VERY GOOD**

**70 – 79 – SATISFACTORY**

**69 and BELOW – UNSATISFACTORY**

## **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 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. Students may request a copy of their Satisfactory Academic Progress results through the School's Director. Student files are kept in a locked office when not occupied.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and are considered to be making satisfactory academic progress 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, he/she may be placed on probation.

Note that Warning is not applicable for the Manicuring program or the Instructor program as those programs are only two payment periods long.

## **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 during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the 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 or academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and will be suspended from the school. Students in the Manicuring or Instructor programs will be deemed ineligible for Federal Student Aid upon the midpoint and determination that they have not made SAP. If the student has failed SAP, they can appeal the decision. If the appeal is denied, the student would be ineligible for Federal Student Aid unless they can meet SAP. If the student does file an appeal, the decision would be communicated to the student within 10 days of a written appeal to the school.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **INTERRUPTIONS, COURSE INCOMPLETES, 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 LOA. 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 calendar days. Reasons for which students may appeal a negative progress determination 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 school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This 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 10 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. Once an appeal is denied, the student will be unable to take further action and will be suspended from the school.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

## **WITHDRAWAL & RE-ENTRY POLICY**

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the School Director prior to being absent 21 days. The student will be counseled to determine if a Leave of Absence would be more appropriate. If the student and Director agree upon a withdrawal, then it will be granted and the student may return to school providing all fees and charges per the school's refund policy have been paid for the current enrollment.

If the student re-enters the school, the student will re-enter the school in the same progress status as when they left. When the student returns, an enrollment fee of \$100.00 will be charged for re entry. It is the student's responsibility to retain copies of all previous hours and operations, as the school is only required to keep copies for seven years. The school reserves the right to deny re-entry to students who have been withdrawn from the school or withdrawn more than once.

## **State of Michigan (LARA) Grievance Link:**

**State of Michigan Licensing and Regulatory Affairs - LARA**

**2407 N. Grand River Ave.**

**Lansing, Mi 48906**

**517-284-6000**

**To file a complaint with LARA click link below:**

**<https://www.michigan.gov/lara/file-complaint>**

## **GRADUATION AND LICENSING REQUIREMENTS**

Students who maintain a minimum satisfactory “70%” level academic achievement and have developed a professional attitude, show competency in practical procedures, and have completed ALL required clock hours of both practical and theory training and have completed ALL other requirements/assignments set by the school in their course of study, will be eligible for graduation.

Upon graduation, a certificate of completion will be awarded to the student. The certificate certifies that the student has successfully completed the requirements for the course in which they were enrolled. Upon receiving the certificate, the student is eligible to apply and take the State of Michigan Licensing Exam.

## **STUDENT GUIDELINES AND DISCIPLINARY ACTIONS**

1. The student agrees to pay applicable school, state fees and provide all required registration paperwork in a timely manner.
2. The student agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
3. The student agrees not to refuse to perform client services or other program requirements.
4. The student agrees to comply with the assigned schedule for the applicable program of study regardless which may change from time to time at the discretion of the school.
5. The student agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology industry.
6. The student agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
7. The student understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
8. The student understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**The school reserves the right to suspend or expel any student from the school for:**

1. Insubordination
2. Excessive tardiness/absences
3. Non-Payment of Tuition
4. Gossiping, causing discord, or any other disruption of classes
5. Refusing clientele
6. Foul language

**The following infraction will result in immediate termination:**

1. Use, distribution, or sale of drugs
2. Any student under the influence of alcoholic beverages or non-prescribed drugs, or students caught drinking anywhere during school hours
3. Forging instructor's signatures
4. Cheating
5. Physical violence of any nature
6. Stealing
7. Or any other rules as updated by the school
8. Performing cosmetology services outside of school

**Note: These guidelines are not all-inclusive, as there are other student violations that may require action of the school.**

**These guidelines may be revised at any time and will be posted on the student bulletin board.**

### State of Michigan (LARA) Grievance Link:

State of Michigan Licensing and Regulatory Affairs - LARA  
2407 N. Grand River Ave.  
Lansing, Mi 48906  
517-284-6000

To file a complaint with LARA click link below:  
<https://www.michigan.gov/lara/file-complaint>

### Return of Title IV (for Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

#### Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period. If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement.

If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disperse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

### **Federal Financial Aid**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### **WHO QUALIFIES FOR FINANCIAL AID**

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant



## **APPLYING FOR FINANCIAL AID**

The application process used by the School to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA, please use the Federal school code Number: 043123.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request an IRS tax transcript or go to the IRS web- site at [www.irs.gov](http://www.irs.gov).

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

## **STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID**

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from Academy, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the Academy as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

## **Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.**

### **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 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

#### Exceptions to the above rule are:

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.

NACCAS staff, commissioners and evaluators for NACCAS.

U.S. Department of Education.

Persons who need to know in case of health and safety emergencies.

State and local authorities, within a juvenile justice system, pursuant to specific state law.

Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and if denied may make a written request for a hearing.

**Records will include, but not be limited to:**

Required enrollment applications and supporting documents.

Progress reports.

Student financial aid reports.

Payments and tuition evaluation data balances; and

Other evaluation data.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the administrator offices.

Parents of dependent minor students may obtain additional copies of documents for a fee of \$5.00 per copy. Student school records are maintained for a minimum of six years.

SWMBS may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a SWMBS "opt out" form at any time.

Veterans Benefits Any covered individual is permitted to attend any of our programs available during the period beginning on the date on which the individual provides a Certificate of Eligibility for entitlement to educational assistance (a Certificate of Eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website - eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

We will not impose any penalty, including the assessment of late fees, the denial of access to classes, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under all chapters of the GI Bill®. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

**STUDENT CATALOG ACKNOWLEDGMENT**

**I certify that I have received, read, and understand the SWM Beauty School  
Student Catalog.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**Street** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

