



Institute of Cosmetology

117 E. College Avenue

Silver City, New Mexico 88061

ocic-nm.com

School Catalog

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Attachment: Enrollment Agreement

Our Mission Statement

The Off College Institute of Cosmetology cultivates students' talent with a creative and personalized post-secondary education in an exciting and inspiring environment that provides them a pathway to success.

License, Ownership

Licensed by: New Mexico Board of Barbers & Cosmetologists
PO Box 25101
Santa Fe, New Mexico 87504 505-476-4622

Owned by: Off College Institute of Cosmetology LLC
117 E College Avenue
Silver City, New Mexico 88061
575-574-8081 ☎ ocic-nm.com
offcollegeinstitute.sc.nm@outlook.com

Administration members with supervisory responsibilities:
Director of Operations: Kelly Trinkle
(575) 956-3655

Our Staff: Kelly Trinkle, School Director/Instructor
Crystal Hunter, Instructor
Tynda Matthes, Instructor

Our instructional staff is composed of professional individuals carefully selected for their ability to convey knowledge of the craft and their professionalism. It is important to realize that as our student you are the most important person in your education. The staff will teach and train you, but it is very important for you to concentrate on perfecting the dexterity required to master all the different aspects of your trade. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice and hard work. Only you can achieve this through perseverance, daily attendance, continuous practice, observation, following daily assignments, and developing good study/work habits.

Things to remember:

- ☎ If you have any questions, do not be afraid to ask.
- ☎ If you need help, let your instructor know — that is why we're here.
- ☎ We're always open to suggestions and constructive criticism.

We must all work hard to maintain the School's objectives. There is time for fun and your training should be an enjoyable experience. We know we will enjoy you as a student and hope that the feeling is mutual.

I. General Information

A. School Facilities and Equipment

Our School is separated into different areas. We have a nail technology area, cosmetology area, and esthetics area. Each area is managed in the following manner:

- ☪ The nail technology area consists of manicure and pedicure stations. Each station is assigned to an individual student for the duration of their training for that service.
- ☪ The cosmetology area consists of hair styling stations that include hydraulic chairs, mirrors, and compartments in which students can store their tools for the day.
- ☪ The esthetics area has three rooms with spa tables for various esthetic services.

We have a dispensary, a reception/client waiting area, a client restroom, a student restroom, and modern, functional equipment.

B. Non-discrimination Policy

OCIC does not discriminate on the basis of age, race, sex, sexual orientation, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices, admission policies, instruction, graduation, or hiring process.

C. Family-Education Right to Privacy Act

OCIC will disclose personal, identifiable information from the records of a student without written consent of the student to the following parties:

1. School employees who have a "need to know"
2. Schools to which a student is transferring
3. Appropriate parties in connection with financial aid (when applicable)
4. Organizations doing authorized studies or reports for the School
5. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.
6. State and local authorities to whom disclosure is required by state laws.
7. Parents/legal guardians of dependent minors are provided access to student records. Parents/guardians are also allowed to release the student's records to third parties.

If a request from an outside agency (other than listed above) for information regarding a student is received, the School will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature. Only the director of the School will be able to release such information. Documentation of any correspondence will be placed in the student's file.

D. Terms Used in This Catalog

- ☪ The Off College Institute of Cosmetology is also referred to as OCIC and “the School.”
- ☪ The New Mexico Board of Barbers & Cosmetologists is also called “the State Board.”
- ☪ Contracted hours = the number of hours the student signs up for in the attached Enrollment Agreement, also the number of hours required to graduate and apply for licensure
- ☪ Contact hours = number the hours spent face-to-face at the School with instructors or clients to fulfill the contracted hours.
- ☪ The maximum allowed time frame is 111% of the contracted hours to complete the program (see Section IV, D for more information).
- ☪ LOA = Leave of Absence

II. Tuition Costs and Financial Aid

Cosmetology Program Costs:

| | |
|---|-----------------|
| Application Fee | \$100 |
| Tuition | \$13,000 |
| Cosmetology Kits | \$2,000 |
| Textbook, pers.smock, school t-shirt, State Board application | \$1,000 |
| State Sales Tax = 8.25% | <u>\$1,330</u> |
| Total: | \$17,430 |

Cosmetology Program = 1,600 contract hours

Esthetics Program Costs:

| | |
|---|----------------|
| Application Fee | \$100 |
| Tuition | \$6,000 |
| Cosmetology Kits | \$2,000 |
| Textbook, pers.smock, school t-shirt, State Board application | \$1,000 |
| State Sales Tax = 8.25% | <u>\$751</u> |
| Total: | \$9,851 |

Esthetics Program = 600 contract hours

Nail Technology Program Costs:

| | |
|---|----------------|
| Application Fee | \$100 |
| Tuition | \$4,000 |
| Cosmetology Kits | \$2,000 |
| Textbook, pers.smock, school t-shirt, State Board application | \$1,000 |
| State Sales Tax = 8.25% | <u>\$585</u> |
| Total: | \$7,685 |

Nail Tech Program = 400 contract hours

Note: OCIC does not offer room & board, transportation, or meals.

A. Kits, Books, and Supplies Policy

Students will use their kits and supplies to practice services on each other and on models. Students are responsible for bringing their kits every day. If an item is lost, stolen, or damaged due to student negligence, the student is responsible for its replacement. If an item is damaged due to proper use or being defective, the School will replace the item for the student.

B. Tuition and Financial Assistance

OCIC assists with different financial aid options. OCIC offers an in-house financing program through a company called TFC. An interest rate of 6% applies to all students who opt to use in-

house financing. Students who opt for in-house financing and are under the age of 18 and/or are not employed at the time of acceptance will be required to have a co-signer. A \$25 fee will apply to all payments that are over 10 calendar days late. Students who are over 30 days late with their payment will not be allowed to attend class until all payments are made current. Days that a student is unable to attend due to nonpayment do not extend the contract maximum allowed time. If a student is 60 days late with a payment, they will be withdrawn from OCIC and the loan sent to collections.

C. State-funded Financial Assistance

There are several programs within the state of New Mexico that provide financial assistance to students. For additional information, contact:

New Mexico Department of Workforce Solutions
WIOA
401 Broadway NE
Albuquerque, New Mexico 87102
575-524-6195

D. Scholarships

OCIC reserves the right to award scholarships at its own discretion. Some scholarships include a partial or full cost reduction of the tuition only. The recipient is responsible for the cost of the kit and application fees. Others will cover the cost of student kits and/or startup costs.

E. Financial Arrangements

At enrollment, the student must make financial arrangements with the in-house financing program for scholarships and/or self-payment plan. The initial payment of \$1,100 is due at enrollment and covers the OCIC's registration fee, the student's textbook, personalized smock, school t-shirt, and State Board application fee. The \$2,000 for student kits will be due on or before the first day of instruction.

F. Late-Payments and Outstanding Balances

Students that are 10 calendar days late with their payment will incur a \$25 late fee. Students who are 30 calendar days late with their payment will not be allowed to attend class until payments are caught up. Days that the student misses due to non-payment do not extend the student's maximum allowed time frame. If an account is more than 60 calendar days delinquent, OCIC will terminate the contract and begin the collection process. The collection process may include collection fees, wage garnishment, and trade license cancellation. OCIC will withhold grades, transcripts, diplomas, state permits, and any graduation documentation from students who are delinquent in their account until all balances are satisfied.

G. Payment Terms

Student and sponsor/guarantor (if applicable) agree to pay the School the tuition and fees for the program according to the approved payment plan in their enrollment agreement. A non-refundable \$100 (plus applicable tax) fee must be submitted with the application. Once a

student is accepted, he/she must make financial arrangements with the School no later than the end of the first day of classes. The remaining balance is due through an approved payment plan as stated in the enrollment agreement. Payments may be made by cash, money order, check, credit card, or via federal and state financial aid programs and loans. If a check is denied by the bank, a \$60 fee will be charged and the student will be unable to use checks in the future. Checks must be cleared prior to the release of any documents.

Students are responsible for paying the total tuition and fees as well as repaying any applicable loans plus interest. Students who are 30 calendar days late with their payment will not be allowed to attend class until all payments are made current. Days that the student does not attend due to nonpayment do not extend the student's maximum allowed time frame. The student and sponsor/guarantor (if applicable) understand that they are responsible for any and all balances unpaid by financial aid, regardless of the source.

H. Refund Policy

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to: student decision, expulsion, applicant is rejected, course cancellation, or School closure.

1. Within 14 business days of the contracted start date, the student (or parent or guardian, if applicable) may cancel in writing, and request the reimbursement of the refundable \$1,000.
2. Prior to the start of classes, a student may withdraw from enrollment, either in person at the School or by a written statement of withdrawal delivered by mail or other means, and OCIC will reimburse the refundable \$1,000.
3. If a course is cancelled after a student has enrolled, but before classes start, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
4. If a course is cancelled after classes start, but within the 14-day period, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
5. If a course is cancelled after the 14-day period, and after classes start, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
6. If the School is permanently closed, or no longer offering instruction after a student has enrolled, OCIC will offer a pro-rata refund of tuition to the student.
7. An applicant rejected by the School will be reimbursed the refundable \$1,000.
8. For students who enroll and start classes, refunds will be calculated by dividing the contact hours by the contracted hours to derive the percentage of funds the School will retain.

| Contact Hours ÷ Contracted Hours | |
|---|--------------------------------|
| Attendance Percentage | \$ Retained by the Institution |
| 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 more | 100% |

Formal termination will occur no more than 14 calendar days from the last date of physical attendance. Students who withdraw will be required to pay for the cost of any books and/or kit items that have already been ordered by the student.

For students who do not return from a Leave of Absence, the termination date will be the last day of attendance.

9. All money due the applicant or student will be reimbursed within 45 calendar days after cancellation or termination, whether official or unofficial.
10. In case of an illness or disabling accident, death in the immediate family, or circumstances beyond the control of the student, the School will make a settlement that is both fair and reasonable.
11. Students are required to complete their program within 111% of their contracted weeks. After the maximum allowed time has expired, an extra fee of \$10 per contact hour will be charged to the student. These charges will be added to the student's remaining balance after graduation.

Emergency situations of absenteeism will be discussed and reviewed with the School Board. A Leave of Absence may be requested, in writing, by the student (see Section V). If the request is approved, the contract end date will be extended by the equal amount of calendar days in the LOA. Schedule changes will not benefit students who are not on track to graduate within their maximum allowed time frame.

I. Extra Instructional Charges

Students who have used all of their absences and have not completed all of their required hours or services by the end of the maximum allowed time will incur extra instruction charges (additional tuition charges). The charges will be applied to all hours remaining after the contract ending date. The extra instructional charge is \$10 per credit hour. The extra instructional charges will be applied to the student's remaining balance after they graduate. Please note that financial assistance provided by government entities does not usually cover extra-instructional charges.

J. Cancellations and Withdrawals

A student who is rejected, expelled, or otherwise terminated from the School will be notified in writing. Cancellations and withdrawals on the student's part should be submitted in writing to the Director. The cancellation date will be determined by the date on the postmark or the day the notification is delivered to the School in person. The contract of a student who is absent for 14 calendar days will be considered terminated and the student will be withdrawn from the course. The date of the student's withdrawal will be the last date of recorded attendance. For determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period.

Note that the \$1,000 and \$2,000 for material goods (student cosmetology kit, textbook, smock, etc.) will be forfeited once they are ordered for the student. These items are personalized and/or not eligible for return.

III. Admission Policy

Our admissions policy is used to define the requirements for individuals who wish to enroll at OCIC as regular students. Our admissions policy is designed to meet the guidelines set forth by the U.S. Department of Education, New Mexico Board of Barbers and Cosmetology (the State Board), and the New Mexico Higher Education Department. OCIC is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

A. Admission Requirements

To be considered as a candidate for our program at OCIC, an applicant must be at least 18 years of age with a high school diploma or equivalent. If a student is less than 18 years old, he/she must be at least 16 years old and participating in a dual enrollment program through a high school, and have permission from parent or legal guardian. All applicants must have a government issued ID with a picture and date of birth.

B. Accommodations for Students with Disabilities

OCIC complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The School will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending OCIC, but need additional accommodations, you should submit your request in writing to the School Director. Please include a description of the nature of the reported disability and its impact on learning. Please also include copies of current documentation of a disability. Documentation must be provided by a medical expert within the last three years and include:

1. A diagnosis of the disability
2. How the diagnosis was determined (what tests were given and the results)
3. A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

The School will respond to the request within 15 working days of receipt. During this 15-workday time frame, the School will consult with the Board to ensure the accommodation will be granted during the State Board-licensing exam. The initial written request and response from the School must take place prior to the pre-enrollment process.

C. Transferring Student Policy

Transferring students must meet all the admission requirements and be approved by the School Director as well as the State Board. Contact hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note, OCIC may not accept 100% of the hours granted by another

school and will only accept up to 75% of the course length. Satisfactory Academic Progress Evaluations for transfer students will be completed based on actual contact hours.

During open enrollment, candidates must complete the following:

4. Complete and submit an OCIC Enrollment Agreement, along with the \$100 non-refundable application fee, the documents requested in the application, and \$1,000 for a personalized smock, textbook, school t-shirt, and the application fee for the State Board exams.
5. Meet with a School official, who will answer any questions you have.
6. Read and understand the following documents, then return the last page of the handbook, signed, to acknowledge your agreement:
 - a) School Catalog
 - b) Admissions Policy
 - c) Course description
 - d) Attendance and Academic Requirements
 - e) School Standards and Conduct Requirements
 - f) Challenges of the beauty industry leaflet (physical demands and state licensing requirements)
 - g) OCIC graduation, licensure, and placement rates
 - h) Safety Requirements Form
 - i) Consumer information report including campus crime statistics
 - j) Complete a 1-page composition expressing the student's desire and passion for the beauty industry.

D. Transfer Hours

For Satisfactory Academic Progress, the student's transfer hours will be counted as earned contact hours. Evaluation periods for transfer students will be based on the number of hours contracted with the student. The first evaluation will be conducted by the mid-point of the contracted hours or the School's established evaluation point, whichever occurs first.

E. Re-entry Students

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with OCIC. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the State Board for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not the School) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School administration and is based on program, schedule, and space availability. OCIC reserves the right to deny readmission following termination or withdrawal for any reason. If reentry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will reenter in the same progress status as when they left.

If a student withdraws and has been charged 100% of their agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following 12 months without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to re-enroll at our School, the student will owe the original amount as determined by their refund calculation, as well as the remaining program cost based on the current tuition price. Please note, OCIC will not release any graduation documents until all outstanding balances have been paid.

Students who withdraw prior to the completion of their program are allowed to enroll a second time and will re-enter in the same progress status as when they left. Students will not be allowed to re-enter OCIC a third time. Students who return to OCIC must pay the nonrefundable \$100 application fee. Students who re-enter the School will do so with the previous contact hours and financial status.

F. Incarcerated Applicants

OCIC does not offer distance education for any practical studies. Our attendance policy also specifies that all classes and practical studies must be done at our School's physical location; therefore, incarcerated students are not eligible for admission.

IV. School Schedule and Attendance Requirements

A. School Calendar

Please contact the School for upcoming class start dates.

Late starters will be expected to progress at a faster pace to catch up with other students. The School could be closed during a student's enrollment for unexpected reasons. In the event of inclement weather classes may be canceled for one or more days. OCIC will follow Silver Consolidated School District's Inclement Weather Schedule. The anticipated graduation date will be extended accordingly.

School will be closed on the following holidays:

- ☞ Martin Luther King Jr Day
- ☞ President's Day
- ☞ Good Friday
- ☞ Memorial Day
- ☞ Juneteenth – June 19th
- ☞ Independence Day
- ☞ Last full week of July
- ☞ Labor Day
- ☞ Columbus / Indigenous People's Day
- ☞ Veterans Day
- ☞ Thanksgiving Day & the following Friday
- ☞ December 24th through first Monday of the following year, If the first Monday of the year is January 1st, the School will be closed for that day and opened the next day.

B. Hours Of Operation

The School is open Monday through Thursday from 9:00 am to 1:30 pm, and Fridays from 9:00 am to 5:00 pm, except holidays.

Note: Make up hours might be available on certain Saturdays or after classes (Monday through Thursday) at the discretion of the School Director and/or instructor.

C. Attendance Requirements

Students must achieve a contact hour/attendance grade of 80% or better during each evaluation. Evaluations occur monthly and reports will be given to the students on the first Friday of the following month. If a student's contact hours are below 80% on an evaluation, they will be put on probation. If a student has less than 80% for two consecutive evaluation periods, the student may be terminated from OCIC. An overall grade of 90% or better is required for student graduation. Attendance levels are scored as shown below.

- 96 - 100 = Excellent
- 92 - 95 = Very Good
- 90 - 91 = Satisfactory
- 89 - 0 = Does not meet standards

Please Note: Attending class is an essential part of learning this craft. As the majority of the curriculum is hands-on work, being in class is crucial. Also, it is critically important to cultivate the good habit of punctuality for your future clients, and to establish a professional reputation that will follow you throughout your career. It will impact your ability to gain clientele, therefore reducing your income potential.

Class begins at 9:00 am and you are expected to be at the School at that time. If you are more than 5 minutes late, you will be written up. After three write-ups, you will be put on probation (see Section G, below) for the remainder of that evaluation period (month). If you are late again while on probation, you will be suspended for a day and will take a zero for all class work assigned that day.

If you know in advance that you will be late, you must contact Kelly Trinkle at least 24 hours in advance so it can be excused. Other than emergency situations, excused tardies must be reported the day before. Administration reserves the right to make exceptions on a case-by-case basis.

D. Maximum Allowed Time Frame

Students are allowed 111% of their contracted hours to complete their program. This is the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as contact hours for determining when the maximum allowed time frame has been completed.

E. Qualitative Progress Evaluations

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written tests. Students who do not achieve a minimum of 70% grade in subject knowledge will be required to retake practical and written tests as necessary. Written evaluations consist of tests and quizzes. Students are/will be observed while completing any and all learned services.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

Possible Academic and Practical Scores:

90 – 100% = Excellent

80 – 89% = Very Good

70 – 79% = Satisfactory

69% - 0 = Does not meet standards

F. Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress in the program. Students

will receive a hard copy of their monthly evaluation. Students deemed not maintaining satisfactory progress in academics or attendance will be placed on probation.

G. Probation

A student could be put onto academic or attendance probation, where they are closely monitored on a week-by-week basis. Their grades and or attendance must not decrease any lower than their previous evaluation. If a decrease happens, there must be a meeting between the student and the School Director to discuss possible expulsion.

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the 30-day probation period. Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must communicate with the instructor and School Director about when the student will attend to make up missed hours. The School Director must approve the request prior to the student beginning make up attendance. Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must be pre-approved.

Re-establishing Academic (Theory and Practical) Progress: Students can, and might be required to, retake written evaluations to meet the minimum theory satisfactory progress requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical tests until their grade is satisfactory. Extra-instructional charges of \$10 per credit hour will apply. The extra-instructional charges will be added to the student's balance at the end of the loan term.

H. Course Incompletes and Withdrawals

Course incomplete and withdrawals do not apply to this School and therefore have no effect upon this School's satisfactory academic progress policy. However, OCIC will submit any re-entry hours for the State Board's approval. The New Mexico Board of Barbers and Cosmetologists (not the School) makes the final determination of the contact hours that will be accepted. Course incomplete, repetitions, and noncredit remedial courses have no effect upon the Satisfactory academic progress.

I. Interruptions

If enrollment is temporarily interrupted for a Leave of Absence (see Leave of Absence Policy in Section V), the student will return to School in the same progress status as prior to the LOA. The Student's contract period and maximum allowed time frame will be extended by the same amount of calendar days taken in the LOA. Students will not incur any additional fees due to a LOA.

J. Successful Course Completion

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed contact hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of contact hours completed by the number of contracted hours.

K. Remedial Courses and Repetitions

Remedial courses are not offered at the School. However, it is possible (and highly recommended) for students to retake written and practical evaluations for which the student obtained a low score, at the instructor's discretion.

V. School Standards and Conduct Requirements

Violation of the rules and standards below may result in disciplinary action up to and including termination from the School. The School reserves the right to terminate any student whose personal conduct towards school staff, clients, or fellow students is deemed unsatisfactory. Re-admittance to the School will be at the School Board's discretion.

Breaks & Lunches

Breaks and lunch times for students will vary depending on their client bookings.

Phone Calls and Cell Phone Use

No personal calls on the School business phones without express permission from the School Director. Students are allowed to check their cell phones during breaks or between clients. Students who use their cell phone excessively during theory or while working on a client will lose all cell phone privileges.

Smoking

Smoking is not permitted within the building or within 50 feet from any entrance. Smokers should dispose of their cigarette butts in designated containers.

Cheating

Students caught cheating are subject to termination from the program.

Leaving During Hours of Scheduled Attendance

Students may not leave the School premises during scheduled hours without their instructor's consent. Students who leave during scheduled hours without permission might not be allowed to return for the day and could be written up depending on the circumstances. If a student receives their instructor's permission to leave during scheduled hours he/she must clock and sign out (see below for procedures).

Alcohol and Drugs

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of illegal drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on School premises, on School grounds, or at any School-related activity could result in immediate expulsion.

Make-up Work and Exams

Make-up days for missed tests will be scheduled at the instructor's discretion. Make-up exams are a privilege — not a right! Students should be in attendance on examination days.

Appearance, Dress Code, Uniforms

Proper attire in the School is mandatory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled or inappropriate dress should be worn for a professional environment. Attire considered to be too revealing will not be allowed.

- ☯ Personalized smocks will be provided and should be worn at all times while on salon floor.
- ☯ Shirts: OCIC shirt (or similar) polo or dressy shirts are allowed. Students are not allowed to wear spaghetti strap shirts nor tank tops on the salon floor, unless under the smock.
- ☯ Pants: black jeans, slacks, or dressy pants are permitted. Minor and fashionable tears in jeans are allowed.
- ☯ Students are not allowed to wear shorts, dresses, or skirts.
- ☯ Shoes: Only closed-toe shoes are permitted due to safety and sanitation reasons.
- ☯ Students in violation of the dress code will be asked to clock out and return after correcting their attire. The Faculty or Administrative Staff will have the final decision on any questionable dress code or appearance violations.
- ☯ Personal hygiene and sanitation are the daily responsibility of each student. We are close to many people daily. It is imperative that each student be keenly aware of personal breath and body odor, including cigarette smoke. We strongly suggest showering/bathing before coming to School.
- ☯ At no time during the day (unless designated by the curriculum) are students allowed to work on themselves. Hair, nails, and make-up are to be done before arriving at School. A professional appearance in these areas is essential to the overall image of today's service work force.
- ☯ Students will be asked to cover abrasions, excessive bruising, hickeys, and bite marks both for sanitary and etiquette reasons.

(Our goal is to help you be as professional as possible!)

Personal Belongings and Kits

- ☯ You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up.
- ☯ Your personal belongings should be stored in your bag and left in your vehicle. Students will not have a locking cabinet, so please leave personal items at home, other than a small purse or wallet that can be left in your car.
- ☯ The School is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

Personal Supplies and Services

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies and services must be paid for. It is considered stealing for students to receive services or take supplies for personal use without permission. Students who are caught stealing will be terminated immediately.

Other Duties

A duty roster will be made monthly for all classroom/clinic duties/front desk duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day or week, depending on the task.

Client Services

Students at OCIC are required to perform services on clients as part of their instruction. It is the School's policy and requirement for students to continue performing services until they graduate. If a student refuses to service a client, the student will be asked clock-out and leave for the rest of the day. Students are never to leave a client unattended — it could be dangerous for the client and it is unprofessional.

Weapons in School

With the exception of pepper spray, weapons of any type are strictly forbidden in School. Students caught with a weapon in School will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to School.

Plagiarism

Students shall not submit someone else's ideas, processes, or words as their own. Students are required to reference the author when quoting or paraphrasing on all assignments and projects.

Attendance, Tardiness, and Absenteeism Policy

1. Attendance Days

Attendance is mandatory. Students are required to attend class based on the contract hours stated in their enrollment agreement. Students are not allowed to show up on their days off to make up missed contact hours without first obtaining approval from the administration.

2. Excused Absences

Students must contact Kelly Trinkle at least 24 hours prior to their absence, unless unforeseen circumstances apply. Students are allowed to make up contact hours for excused absences at any time during regular School hours at no extra charge. The date and time at which the student will make up the hours must be approved by the Director in advance. Absences during scheduled make-up contact hours will be considered unexcused. For absences to be considered excused students must submit one of the following forms of documentation:

- a. Doctor's note
- b. Proof of death of a family member
- c. Note from an instructor stating the student was sent home due to a contagious illness.

3. Tardiness

Excessive lateness or overstaying allotted break time could lead to disciplinary action. Each time a student is 5 or more minutes will be written up. After three instances of being 5 or more minutes late, you will be placed on probation (see Section III.C, above, for details).

4. Unexcused Absences

Students will be written up for every absence if they did not notify the School Director 24 hours in advance. After three unexcused absences, the student will be put on probation. Being absent for more than 14 consecutive calendar days without contacting the School could result in the student being terminated from the program. Students have the option to make up unexcused absence hours at the discretion of the instructor.

Please Note: Certain assignments are only available for the day on which they are taught. It is not feasible for the instructor to teach a class again for a single student. Therefore, it is the student's responsibility to make up contact hours on their own time. The student must ask the instructor for missed assignments and/or tests and complete them on their own time.

Every Instructor is Your Instructor

Students are expected to receive and follow instructions from every instructor as well as all members of the staff. Failure to follow directions from any instructor or administrative officer is considered a violation of our policy.

Hostile Environment

It is strictly forbidden for students to behave in a manner that creates or promotes a hostile environment. This includes any actions or comments directed at other classmates, instructors, members of the staff, or clients. These rules apply at any given time on and off campus. There is a zero-tolerance policy for the following actions whether directly or indirectly:

- ☯ Bullying
- ☯ Gossip
- ☯ Harassment (of any kind)
- ☯ Demeaning comments
- ☯ Provocation

NOTE: Physical altercations will result in immediate termination and the local authorities will be contacted.

Sexual Harassment

It is unlawful to harass a person because of that person's sex. Sexual harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Any complaints of sexual harassment will be addressed in-house or reported to the police department, depending on the victim's wish. Anyone who is found guilty of sexual harassment will be terminated from the School immediately.

Clock- and Sign-in Procedures

Students are required to both sign in and clock in when entering and sign out and clock out when leaving the building. Students are allowed to clock in 5 minutes prior to the start of class at the timeclock in the reception area. No student shall, under any circumstances, clock another student in or out. Students who are caught using the clock for another student, or allowing another student to clock them in or out, could be suspended or expelled from the School. After the monthly progress report is received, students have up to 10 calendar days to question any clocked hour discrepancies. For that reason, we recommend that all students review their clock hours at the end of every month. Students who forget to clock in must inform the instructor.

Theft

Students who are caught stealing on School property will be terminated immediately. This rule applies to all forms of theft regardless of the victim.

Suspensions

Suspensions apply to active days (days of attendance) only. Suspensions do not extend the contract time allotted. Students are not allowed to make up hours for suspension days.

Drug-free Zone Policy

OCIC is working toward becoming a federally accredited School and therefore considered a Drug-Free Zone based on federal regulations. Also, students are required to work with sharp objects, strong chemicals, and other hazardous materials during their courses. OCIC takes every precaution to enforce compliance with federal regulations as well as to ensure the safety of our students, clients, and employees. Students who are suspected of being under the influence of a controlled (legal or illegal) substance or alcohol will be required to take a drug or alcohol test. Students who test positive for illegal substances will be terminated from the School. Students who test positive for legal controlled substances must provide proof of prescription from a licensed medical doctor. Students who test positive for legal controlled substances and are unable to provide proof of prescription will be terminated from the School.

Students who are suspected of being under the influence of a controlled substance or alcohol and refuse to take a drug and alcohol test may be terminated from the School.

Leave of Absence (LOA) Policy

This policy applies to all students regardless of their program or funding source. Leaves of Absence can only be granted in the following situations:

1. The student is incapacitated or hospitalized due to serious injury.
2. The student is incapacitated or hospitalized due to serious illness.
3. Death of an immediate family member. The School considers an "Immediate Family Member" as a spouse, domestic partner, son, daughter, stepchild, parent,

stepparent, brother, sister, grandparent, aunt or uncle.

A student who is granted a LOA by the School is not considered to have withdrawn from OCIC. The LOA will extend the student's graduation date and maximum allowed time for completion by the same amount of calendar days granted in the LOA. Students will not incur any additional charges due to a LOA.

To be granted a LOA a student must:

1. Have reasonable expectation that the student will return.
2. Submit a written LOA request in advance, unless unforeseen circumstances prevent the student from doing so.
3. If a student is unable to provide the request prior to the LOA due to unforeseen circumstances, OCIC will collect the information from the student at a later date and reach a decision based on the information provided. The beginning date of the approved LOA will be determined by the School as the first date the student was unable to attend class due to the unforeseen circumstance.
4. Include the reason as well as backup documentation for the request.
 - a) In instances of serious injury or illness, documentation of hospitalization must be submitted.
 - b) In cases of death of an immediate family member, an obituary or a death certificate must be submitted along with proof of the person's relationship to the student.
5. The LOA request must be signed by the student in advance unless mitigating circumstances apply. In cases where a student did not request the LOA in advance due to unforeseen circumstances our School may still grant the LOA after. The request must be approved by the Chief Financial Officer.
6. The LOA together with any other additional leaves of absence must not exceed a total of 180 calendar days in any 12-month period.
7. Students will not incur any additional charges due to a LOA.
8. A student who is granted a LOA is not considered to have withdrawn and No refund calculation will be completed.
9. The student's contract period and maximum allowed time frame will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed and dated by all parties or an addendum must be signed and dated by all parties.
10. Students may not arbitrarily decide to "take" a LOA.
11. If a student is unable to return to OCIC at the expiration of an approved LOA, the student will be considered to have withdrawn.

The withdrawal date used for the refund calculation will be the student's last day of attendance. Exceptions to this policy due to extenuating circumstances may be accepted.

Grounds for Termination

Violation of our policies (included in your catalog) may result in disciplinary action up to and including termination from the School. The School reserves the right to terminate any student whose personal conduct towards School staff or fellow students is deemed unsatisfactory. Student termination will be determined based on the type of violation as well as the severity

and/or frequency of the offense. Students who fail to meet satisfactory progress during their probation period will be terminated from the program. Re-admittance to the School will be at the School Board's discretion.

Amendments

OCIC is an ever-changing institution. Therefore, it is impossible to create rules and regulations that apply to every possible instance. For that reason, it will sometimes be necessary to add, delete, or change some of the rules listed in this catalog. The School Director will regularly update rules and regulations in a manner that is fair to everyone.

Conduct and Catalog Acknowledgement

OCIC is a place of business and both staff and students are expected to behave in a professional manner. All forms of offensive language are prohibited. In training to be a professional cosmetologist, you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.

Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of positive speech and tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance, and talent.

OCIC maintains a low student-to-instructor ratio to ensure the highest quality education possible. For that reason, there may be several instructors present at any given time. It is necessary that you understand that every instructor is *your* instructor.

Public sanitation is part of your curriculum as well as a state requirement. Students are expected to maintain a clean workstation throughout the day. Students are also required to clean other areas (including restrooms) as part of their daily and closing duties.

By signing the OCIC Enrollment Agreement attached at the back of this School Catalog, I acknowledge that I have read, understood, and received a copy the Off College Institute of Cosmetology School Catalog.

VI. Cosmetology Program

Our 1600-clock-hour cosmetology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including shampoo, haircutting/styling, perming, braiding, coloring. Manicuring, pedicuring, acrylic tips, sculpted nails, facials, waxing, make up, are also part of our curriculum. Students will also be taught how to start and run a successful business.

A. Cosmetology Program Educational Objectives

Our cosmetology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by Professional Credential Services (PCS). This program is also tailored to meet or exceed the clock hour and service requirements set forth by the New Mexico Board of Barbers and Cosmetologists (the State Board). In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

B. Instructional Methods Used for the Cosmetology Program

Instruction is divided into theory (taught in a classroom setting), and hands-on training. OCIC uses *Milady's Standard Cosmetology* book as the primary resource to prepare our students for their state licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors licensed by the State Board.

C. Cosmetology Program Curriculum

Our curriculum is based on the requirements set by the State Board. To graduate our students must complete all the following lessons, contact hours, and services.

1. Theory: 75 hours

| | |
|----------------------------|-------------|
| Orientation | Chemistry |
| State laws and regulations | Electricity |
| Professional image | Job Seeking |
| First aid | Ethics |

2. Sterilization, Sanitation, Bacteriology: 75 hours

Related theory and safety
 Preparation, procedures, and practice
 Products, materials, and implements
 Public Sanitation
 Methods of sanitation and sterilization
 Chemical agents
 Types and classifications of bacteria
 Bacterial growth
 Infections

Infection control and safety standards

3. Shampoo, Rinses, Scalp Treatments: 75 hours

| | |
|-------------------------------------|---------------------------------|
| Related theory | Hair analysis |
| Anatomy | Disorders of the hair and scalp |
| Physiology | Hair and scalp treatments |
| Preparation | Related chemistry |
| Procedures and practice | Client record keeping & safety |
| Products, materials, and implements | |

4. Chemical Re-arranging – Perms and Relaxers: 200 hours
 - Related theory
 - Anatomy
 - Physiology
 - Preparation, procedures, and practice
 - Products, materials, and implements
 - Hair analysis and client consultation
 - Related chemistry
 - Client record keeping and safety

5. Hairstyling: 150 hours

| | |
|---------------------------------------|---------------------------------------|
| Related theory | Air waving |
| Anatomy | Hair pressing |
| Physiology | Hair extensions |
| Preparation, procedures, and practice | Hair weaving |
| Products, materials, and implements | Braiding |
| Hair analysis and client consultation | Corn rowing |
| Related chemistry | Client consultation & recommendations |
| Wet styling | Client record keeping and safety |
| Blow drying | Care of wigs and hair pieces |
| Finger waving | |

6. Hair Coloring - Bleaching: 125 hours
 - Related theory
 - Anatomy
 - Physiology
 - Preparation procedures and practice
 - Products, materials, and implements
 - Hair analysis and client consultation
 - Related chemistry
 - Temporary, semi-permanent, and permanent applications
 - Bleaching, tinting, toning, frosting, special effects and problems
 - Client consultation and recommendations
 - Client record keeping and safety

7. Hair Cutting: 200 hours
 - Related theory
 - Anatomy
 - Physiology
 - Preparation, procedures, and practice
 - Use of scissors, shears, razors, and clippers
 - Products, materials and implements

Client consultation and recommendations
Client record-keeping and safety

8. Facials: 175 hours

Related theory
Anatomy
Physiology
Preparation procedures and practice
Products, materials and implements
Theory of massage and facial treatments
Makeup application
Electronic appliances, currents, and specialized machines for treatments
Artificial eyelashes
Removal of unwanted hair
Eyelash and brow tinting
Light therapy
Client consultation and recommendations
Client record keeping and safety

9. Manicuring/Pedicuring: 175 hours

Related theory
Anatomy
Physiology
Preparation and procedures
Products, materials, and theory of massage
Advanced nail techniques
Client consultation and recommendations
Client record keeping and safety

10. Required Hands-on Training:

75 Women's haircuts
25 Men's haircuts
25 Hairstylings
30 Coloring
Chemical texturing: 7 permanent waving and 7 permanent relaxing

11. Salon Business, Retail Sales: 50 hours Related theory

Opening a salon and business plan
Written agreements
Resume writing, how to build a portfolio, job seeking, interview preparation, professionalism, work ethics
Regulations and laws
Salon operation, policies, practices, personnel, compensation, payroll deductions
Use of telephone, advertising, retail, and salesmanship, client communications, public relations, insurance, salon safety

12. Miscellaneous: 300 hours

To be applied by the Instructor to strengthen student performance in curriculum-related areas or supervised field trips, resume development, interview preparation, and job search skills.

VII. Esthetics Program

A. Esthetics Program Description

Our 600-clock hour esthetics program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including facials, microdermabrasion, chemical peels, waxing, eyelash extensions, spray tanning, makeup applications, and much more. Students will also be taught how to start and run a successful business.

B. Esthetics Program Educational Objectives

Our esthetics program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the Professional Credential Services (PCS). These programs are also tailored to meet or exceed the clock hour and service requirements set forth by the State Board. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

C. Instructional Methods Used for the Esthetics Program

Instruction is divided into theory (taught in a classroom setting), and hands on training. OCIC uses Milady's *Standard Esthetics* book as the primary resource to prepare our students for their State Board licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors licensed by the State Board.

D. Esthetics Program Curriculum

Our curriculum is based on the requirements set forth by the State Board. To graduate our students must complete all the following lessons hours and services:

1. Theory: 75 hours

Limited to orientation

State laws and regulations

Professional image

First aid

Chemistry

Electricity

Job seeking

Ethics

2. Sterilization, Sanitation, Bacteriology: 75 hours

Related theory and safety

Preparation, procedures and practice

Products, materials and implements

Public sanitation

Methods of sanitation and sterilization
Chemical agents
Types and classifications of bacteria
Bacterial growth
Infections
Infection control and safety standards

3. Facials: 350 hours

Related theory
Anatomy
Physiology
Preparation, procedures and practice
Products, materials and implements
Theory of massage
Facial treatments and makeup application
Use of electrical appliances, currents and specialized machines for treatments •
Artificial eyelashes
Removal of unwanted hair
Eyelash and brow tinting (I) light therapy
Client consultation and recommendations and
Client record keeping and safety

4. Salon Business, Retail Sales: 50 hours

Related theory
Opening a salon and business plan
Written agreements,
Resume writing, how to build a portfolio, job seeking, interview preparation, professionalism, work ethics
Regulations and laws
Salon operation, policies, practices, personnel, compensation, payroll deductions
Use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance, salon safety

5. Required Hands-On Training, instructor approved procedures:

50 basic facial procedures
25 machine facial procedures
25 waxing procedures
10 makeup procedures

6. Miscellaneous: 50 hours

To be applied by the Instructor to strengthen student performance in curriculum related areas or supervised field trips, resume development, interview preparation, job search skills.

VIII. Nail Technology Program

A. Nail Technology Program Description

Our 400-clock hour nail technology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including manicuring/pedicuring, gel manicures, tips with acrylic, tips with gel, sculpted nails, 3-D artwork, and whatever the latest trends may be at the time in the nail industry. Students will also be taught how to start and run a successful business.

B. Nail Technology Program Educational Objectives

Our Nail Technology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the Professional Credential Services (PCS). This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

C. Instructional Methods Used for the Nail Technology Program

Instruction is divided into theory (taught in a classroom setting), and hands on training. OCIC uses Milady's *Standard Nail Technology* book as the primary resource to prepare our students for their State Board licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors licensed by the State Board.

D. Nail Technology Program Curriculum

Our curriculum is based on the requirements set forth by the State Board. To graduate our students must complete all the following lesson hours and services:

1. Theory: 75 hours
 - Limited to orientation
 - State laws and regulations
 - Professional image
 - First aid
 - Chemistry
 - Electricity
 - Job seeking
 - Ethics

2. Sterilization, Sanitation, Bacteriology: 75 hours
 - Related theory and safety
 - Preparation, procedures and practice
 - Products, materials and implements
 - Public sanitation

Methods of sanitation and sterilization
Chemical agents
Types and classifications of bacteria
Bacterial growth
Infections
infection control and safety standards

3. Manicuring/Pedicuring: 175 hours

Related theory
Anatomy
Physiology
Preparation, procedures and practice
Products, materials and implements
Theory of massage
Advanced nail techniques
Client consultation and recommendations
Client record keeping and safety

4. Required Hands-on Training: instructor approved procedures

45 manicures
45 pedicures
20 acrylic nail sets

5. Salon Business, Retail Sales: 50 hours

Related theory
Opening a salon and business plan
Written agreements,
Resume writing, how to build a portfolio, job seeking, interview preparation,
professionalism, work ethics
Regulations and laws
Salon operation, policies, practices, personnel, compensation, payroll deductions
Use of telephone, advertising, retail and salesmanship, client communications, public
relations, insurance
Salon safety
Resume writing and interviewing

6. Miscellaneous: 25 hours

To be applied by the Instructor to strengthen student performance In curriculum related areas or supervised field trips, resume development, interview preparation, job search skills.

IX. Graduation Requirements and Licensure

Students are required to complete the following items to graduate from the program and sign up for their State Board examinations:

1. Complete 100% of their contracted hours
2. Complete 100% of the state-mandated services as outlined in the curriculum
3. Have satisfactory academic and attendance grades
4. Have satisfactory standing on current student loan, if applicable

After meeting the above requirements, students will receive a transcript of training hours. The transcript will be mailed to the student along with the steps to sign up for the State Board theory and practical examinations. Please note that OCIC does not cover the cost of the examinations, nor the materials needed for your practice test. Therefore, on or before graduation, the student must bring \$203 to take both the theory and practical examinations.

OCIC graduates will be ready to take the State Board-mandated theory and practical exams. After satisfactory course completion, OCIC will work alongside our graduates to complete their State Board application for both the theory and practical examinations. Students must obtain a minimum grade of 75% to pass each of the State Board examinations. After passing the required examinations graduates are licensed to provide services for direct or indirect compensation.

TYPE OF LICENSES:

| <u>Program</u> | <u>License Obtained</u> |
|-----------------|-------------------------------|
| Cosmetology | Cosmetology License |
| Esthetics | Estheticians License |
| Nail Technology | Manicurist/Pedicurist License |

ISSUING AGENCY:

Regulation and Licensing Department

DURATION: Renewable/Permanent

New Mexico Board of Barbers and Cosmetologists
2550 Cerrillos Rd, 2nd Floor
Santa Fe New Mexico 87505

A. Student Academic Advisement

1. Progress Reports

Students are provided with a copy of their Monthly Progress Reports on the first Friday of the following month. Students also receive their test scores, practical evaluation results, financial aid documents, and transcripts upon request. Requests should be submitted in writing to the School Director. All originals are kept by OCIC for at least 7 years.

2. Monthly Progress Reports

Students will receive progress evaluations on attendance, academic learning, and practical skills on the first Friday of the following month during the program. The instructors will assist you with any educational and professional concerns whenever possible.

3. Advisement and Counseling

All students, regardless of their academic standing, will be advised in career goals and challenges. Our instructors are trained and dedicated to eliminating the student's areas of weakness and capitalize on student's strengths. All students who wish to specialize in a specific service during training, or otherwise need additional assistance, should inform their instructor as soon as possible. Our instructors will then develop a plan to set our students on the best path to success.

B. Externships

Students at OCIC may, at the School's discretion, participate in the externship program upon completion of 75% of their contracted course of study. The externship program allows students to train in a licensed establishment for up to 8 hours per week, until graduation. However, the maximum number of hours that a student is allowed to complete as part of their externships is 10% of their total program. The student would be supervised by a designated salon licensee and would perform any activity that is routine in a salon, except offering complete services on the public. The student would be allowed, for example, to perform receptionist duties, **assist** stylists with salon services; perform inventory or dispensary activities, sanitation duties, etc. Students will NOT be allowed to accept client appointments for complete services or apply chemicals (specifically hair color or bleach, perm solution, chemical relaxers, or acrylic nail products) to any client. The externship program will allow students who are nearing graduation to begin a professional relationship with a salon and increase their opportunity for successful employment once they complete their program. In addition, it will allow the salon to perform very valuable on-the-job training while the student is still in training.

To qualify for the externship program, the following requirements must be met:

1. The student must have successfully completed 75% of the contracted hours.
2. The student must have taken and passed an interim FINAL written and practical examination establishing the individual's qualifications to assist in the establishment.
3. The student must have an attendance score of 90% or better. If a student falls below the minimum attendance of 90% at any time while in the externship program, the student's externship will be terminated.
4. The student must have an academic and practical grade of 80% or better. Students who fail to meet a grade of 80% or better will be removed from the externship program.
5. The establishment where the student will conduct their externship must agree to complete a certification of attendance and training imparted during the externship. The training must relate to curriculum requirements.
6. The student must apply for and post a student externship permit in the establishment while training in the establishment.
7. The student must meet any other eligibility requirement established by the

School.

8. The establishment must notify and obtain permission from each individual client to allow the student to assist in any manner in providing services to the client.
9. OCIC must accept the training certified by the establishment and include it on the official transcript of training for the State Board.
10. The establishment must be willing to receive periodic visits from a School official. The visits will be conducted to observe and verify the program is being followed according to requirements. Establishments are not required to participate in this program. However, if they elect to participate, they must agree to comply with the requirements of the program.

PLEASE NOTE: OCIC may, at the School's discretion, cancel or discontinue the externship program in part or in its entirety.

C. Employment Assistance

OCIC does not guarantee job placement. However, as part of their training students are instructed how to write resumes and prepare for job interviews. Every possible effort will be made by OCIC to expose our students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Students who display the utmost professionalism and dedication during their training will receive priority with employment assistance.

IX. Student Grievance Procedure

OCIC will make every attempt to resolve any student complaint that is not frivolous or without merit. Students are allowed to submit a complaint at any time. Evidence of final resolution of all complaints will be retained in School files. Below are the specific steps to file a complaint.

- A. The student should request and fill out the internal grievance form from any of the instructors or members of the administration. The student must then register the complaint in writing on the designated form within 10 calendar days of the date that the act which is the subject of the grievance occurred.
- B. The complaint form will be submitted to a person who will serve as an impartial representative of the School, but not be directly involved in the area of the complaint. Retaliation or any form of adverse action against a person registering a complaint is against School policy. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 calendar days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- C. Depending on the extent and nature of the complaint, interviews with appropriate staff and/or other students may be necessary to reach a final resolution of the complaint.
- D. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a three people to form a hearing committee: one member selected by the School who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the School, and a third member who may not be employed by the School or related to the School owners.

The hearing will occur within 90 calendar days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the School's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 calendar days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management will consider the report and either accept, reject, or modify the recommendations of the committee. Management will consider the report and either accept, reject, or modify the recommendations of the committee.

- E. Per New Mexico § 5.100.7.10 (Q) students must exhaust the School's internal complaint process before submitting the complaint to the New Mexico Higher Education Department. However, students can submit a complaint with any other accrediting agencies at any time.
- F. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to:

New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, New Mexico 87505-2100
505-476-8400

**Off College Institute of Cosmetology, LLC
Enrollment Agreement**

This is a contract between Off College Institute of Cosmetology, LLC (OCIC) and student _____, for the _____ Program scheduled to begin on _____ and scheduled to end on _____. This program meets the standards set forth by the New Mexico Board of Barbers and Cosmetologists. After successfully completing the program, the student will be ready to take the State Board examinations.

Student Full Legal Name: _____

DOB _____ SSN _____

Mailing address: _____

High School Graduate: Y N GED: Y N

Admission Requirements: OCIC reserves the right to review each applicant for admission on an individual basis. Please provide a copy of your high school diploma or GED certificate. There is a \$100 non-refundable application fee due at enrollment.

Tuition and Expenses Statement (please check the following statements) I intend to pay the tuition to OCIC from the following source(s):

personal savings parents/guarantor
 earnings from work other: _____

Tuition and Charges:

Enrollment fee _____
Tuition _____
Textbook, smock, shirt _____
Cosmetology kit _____
8.25% sales tax _____
Total Tuition/fees: _____

Schedule of Payments:

Paid on enrollment _____
Due on 1st day of class _____
Balance to be paid _____
Monthly payments _____

Attendance Requirements

Enrolled students must accomplish 80% or more contact hours during monthly evaluations. Reports will be provided to the students on the first Friday of the following month. If a student's contact hours are less than 80% on an evaluation, they will be put on probation. If a student has less than 80% for two consecutive evaluations, the student will be terminated from OCIC. An overall grade of 90% or better is required for student graduation.

Graduation Requirements and Licensure

Students are required to complete the following items to graduate from the program and sign up for their test examinations:

- i. Complete 100% of their contracted hours
- ii. Complete 100% of the State Board-mandated contact hours outlined in the curriculum
- iii. Have satisfactory academic and attendance grades
- iv. Pay remaining balances to OCIC

After meeting the above requirements and graduating, the student will:

- ☞ receive their transcript and be ready to take the state-mandated theory and practical exams
- ☞ receive instructions to follow after graduation
- ☞ receive assistance from OCIC in completing their State Board application for both the practical and theory examinations

Students must achieve a minimum grade of 75% to pass each of the State Board examinations. Please note that OCIC does not pay the cost of the examination. After passing the required examinations, graduates will be licensed to provide services for direct or indirect compensation.

Institutional Refund Policy

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to: student decision, expulsion, applicant rejection, course cancellation, or school closure.

1. Within 14 business days of the contracted start date, the student (or parent or guardian, if applicable) may cancel in writing, and request the reimbursement of the refundable \$1,000.
2. Prior to the start of classes, a student may withdraw from enrollment, either in person at the School or by a written statement of withdrawal delivered by mail or other means, and OCIC will reimburse the refundable \$1,000.
3. If a course is cancelled after a student has enrolled, but before classes start, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
4. If a course is cancelled after classes start, but within the 14-day period, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
5. If a course is cancelled after the 14-day period, and after classes start, OCIC will reimburse the refundable \$1,000 and the \$100 application fee.
6. If the School is permanently closed, or no longer offering instruction after a student has enrolled, OCIC will offer a pro-rata refund of tuition to the student.
7. An applicant rejected by the School will be reimbursed the refundable \$1,000.
8. For students who enroll and begin classes, the following calculation of tuition refund will apply:

Contact Hours ÷ Contracted Hours

| Attendance Percentage | \$ Retained by the Institution |
|-----------------------|--------------------------------|
| 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 more | 100% |

Formal termination will occur no more than 14 calendar days from the last date of physical attendance. Students who withdraw will be required to pay for the cost of any books and/or kit items that have already been ordered by the student.

9. For students who do not return from a Leave of Absence, the termination date will be the last day of attendance.
10. All money due the applicant or student will be reimbursed within 45 calendar days after cancellation or termination, whether official or unofficial.
11. In case of an illness or disabling accident, death in the immediate family, or circumstances beyond the control of the student, the School will make a settlement that is both fair and reasonable.
12. Students are required to complete their program within 111% of their contracted weeks. After the maximum allowed time has expired, an extra fee of \$10 per contact hour will be charged to the student. These charges will be added to the student's remaining balance after graduation. Emergency situations of absenteeism will be discussed and reviewed with the School Board. A Leave of Absence may be requested, in writing, by the student (see Section V). If the request is approved, the contract end date will be extended by the equal amount of calendar days in the LOA. Schedule changes will not benefit students who are not on track to graduate within their maximum allowed time frame.

This is a signed, written agreement which fully and accurately reflects the contractual rights and obligations of the parties, particularly with regard to suspension, expulsion, refunds, tuition and fees, withdrawal and graduation requirements. Contracts which comply with the School's accrediting agency will be deemed in compliance with this rule.

Student _____ Date _____

School Director _____ Date _____