



## **2022 College Catalog**

Published on July 1, 2022 for  
2022/2023 Year Period

*All Course Offerings and  
College Publications are in English Only*

On behalf of the administrative staff, faculty, and students, we would like to thank you for your interest in Stylemasters College of Hair Design. The college has a proven track record for excellence in cosmetology training. For over 40 years, the faculty has successfully prepared students for state licensure and the employable skills necessary for a successful career in the beauty industry. A career in cosmetology never falls out of style with a variety of challenging activities and great working conditions.

The 2022 College Catalog provides an overview of administrative and instructional practices. Topics discussed in this publication include admission requirements, course descriptions, tuition & fees, graduation requirements, and financial aid information. The catalog is a quick reference to how the college functions on a day-to-day basis.

Those interested in attending Stylemasters College of Hair Design should attend an orientation and tour the facilities. The enrollment procedure starts with a request for a pre-enrollment packet which includes an enrollment application, school and industry statistics, and state and federal student financial aid information.

We are here to help you every step of the way, beginning with the enrollment process. If you have any questions, please feel free to contact us. Once again, thank you for your interest in Stylemasters College of Hair Design.

This catalog is certified as true and correct for content and policy.

Sincerely Yours,

John S. Chilson M.S., Ph.D.  
Primary Shareholder  
July 1, 2022

Lisa M. Kayser  
CEO/Vice President  
July 1, 2022

School Location: 1224 Commerce Avenue, Longview, WA 98632-3027  
Phone: (360)636-2720 Fax (360)703-3967  
[www.stylemasters.edu](http://www.stylemasters.edu)

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## **General Information**

### **Mission Statement**

The mission of Stylemasters College of Hair Design is to provide a quality post-secondary education through a comprehensive training program in the Arts and Sciences of Cosmetology, Esthetics, Nail Technology, and Instructor Training. Stylemasters College of Hair Design's Courses are designed to take students through a series of cognitive and manipulative skill development with benchmark assessments that lead to graduation, state licensure, and employment in the student's chosen career in Cosmetology, Esthetics, Nail Technology, or as an Instructor. Stylemasters College of Hair Design is dedicated to student success by cultivating professionals through innovative and personalized training with an emphasis on stimulating student creativity and personal growth.

### **Facility Description**

Stylemasters College of Hair Design is located in the heart of Longview's downtown historic district, and College's facility is listed on Longview's Historic Preservation Registry. The school is within walking distance to the local transit system and ample public and private parking accommodations. Nearby antique shops, delicatessens, restaurants, banks, grocery stores, gift shops and a public library are among the local attractions located in this historic neighborhood. Originally constructed in 1941 as a J. C. Penny's store, the College purchased the property and moved into its current facility after completing a major remodel in 1985. The Facility now includes approximately 9000 square feet of space encompassing three classrooms, a total of 116 student workstations, a spacious clinic floor with dispensary, instructor stations, administrative offices, reception area, public restrooms, and the college's adjacent parking lot. The clinic floor includes hair design stations, shampoo bowls, hair dryers, manicuring/pedicuring/facial stations, and an on-site laundry. Main walls are adorned with original abstract murals painted by nationally renowned artist, Aden Catalani. The East entrance hallway has on display an array of student class portraits. The college's maximum teacher/student ratio is 1 teacher for every 20 students. Enrollments for any given period average 30 to 60 students with an average teacher/student ratio of 1 teacher for every 14 students.

### **Ownership of the School**

Stylemasters College of Hair Design is owned by Lower Columbia Enterprises, Inc. with a Board of Directors, Corporate Officers, and staff administering all day-to-day operations of the school's facility and training program. Owners are John S. Chilson and Lisa M. Kayser.

### **Administrative Staff & Faculty**

#### **BOARD OF DIRECTORS**

##### **Dr. John S. Chilson M.S., Ph.D., Primary Shareholder**

Stylemasters College of Hair Design has been in operation under the direction of Dr. John S. Chilson since 1979. Dr. Chilson received his Ph.D. degree from The Ohio State University majoring in Adult Education, Curriculum Development, and Educational Research. Prior to owning beauty schools, he taught at the high school and college levels as well as serving as Dean of Continuing Education at Longview's Lower Columbia College.

##### **Lisa Kayser, Vice President for Career Development**

Lisa attended and graduated from Stylemasters College of Hair Design in cosmetology in 1992 and instructor training in 1993. She has worked in local salons for many years. Lisa also attended Lower Columbia College where her studies included psychology, journalism, and advanced chemistry. She also brings experience from the medical field including training in first response, first aid, trauma, and CPR. Advanced training includes conflict resolution, personnel training, retail/inventory control, financial aid and accounting. As a Corporate Director and Officer, Ms. Kayser oversees all aspects of the college's Career Development Program and Financial Aid Offices and serves as the college's Chief Executive Officer (CEO) and is the Director of Financial Aid.

**Jamie West, President**

Jamie attended Clark College in Vancouver, Washington with a major in Business Administration. She has extensive work experience in accounting with special emphasis on QuickBooks, MS office, Word and Excel programs, and IT Tech Support. Jamie's current duties as SADC Officer includes requesting and disbursing state & federal student financial aid in accordance with governmental and accreditation commission rules and regulations, reconciling student aid bank accounts, preparing and submitting student aid reports to the appropriate funding agencies, while serving as a team member in the conduct of all college related external and internal control audits. Ms. West serves as the Corporation's President.

**Sandy Moore, Secretary/Treasurer**

Sandy attended and graduated from Stylemasters College's cosmetology program in 2008 and from the instructor training program in 2009. As Director of Student Services, Ms. Moore serves as the college's Student Loan Debt Prevention & Management Coordinator, the USDOE Title IX Coordinator, and compiles required Gainful Employment statistics in accordance with state, federal, and the college's rules and regulations. Having been employed in the local beauty industry and having owned a local barber shop, she brings valuable work history experience to the College's cosmetology career development program.

**ADMINISTRATIVE STAFF****Lisa Kayser, Chief Executive Officer**

The CEO is responsible for facilitating agency reviews, inspections, reports and licensure renewals. Prepares annual operational budget, evaluation of Administrative Staff, and serves as Director of Admissions, Education, and Financial Aid. Coordinates fiscal matters with the SADC Officer, including SFA Origination, Quality Assurance Accountability, requests and disbursements, receive and respond to State and Federal correspondence. (See Ms. Kayser's Resume and employment responsibilities under Board of Directors)

**Sandy Moore, Director of Student Services**

Sandy attended and graduated from Stylemasters College's cosmetology program in 2008 and from the instructor training program in 2009. As Director of Student Services, Ms. Moore serves as the college's Student Loan Debt Prevention & Management Coordinator, the USDOE Title IX Coordinator, and compiles required Gainful Employment statistics in accordance with state, federal, and the college's rules and regulations. Having been employed in the local beauty industry and having owned a local barber shop, she brings valuable work history experience to the College's cosmetology career development program. (See Ms. Moore's Resume and employment responsibilities under Board of Directors)

**Jamie West, Fiscal Administrator / Compliance Officer**

The Fiscal Director or assignee manages/performs check writing functions for the college's OP (Operational) and Capital Investment Accounts. In addition, the Fiscal Director or assignee monitors/posts accounts receivable and payables, prepares operational invoices, processes accounts payable within the prescribed payment periods. The Fiscal Director or assignee is responsible for processing payroll including the preparation of payroll checks, withholdings, and filing all state and federal payroll & revenue tax reports, upgrading personnel files, and providing oversight of all bank deposits as required for generating financial reports upon request for designated fiscal periods.

**INSTRUCTIONAL STAFF**

Stylemasters College of Hair Design's staffing assignments may vary at any one time depending upon monthly enrollments, class size, clientele demands for clinic services, and staff illnesses. The following individuals are currently licensed, employed, and assigned teaching duties on either a full time or part-time basis as needs arise.

## **FULL TIME INSTRUCTIONAL STAFF**

### **Cindy McCallister, Clinic Floor Supervisor**

Cindy graduated from the cosmetology program at Stylemasters College where she also received her instructor training. She worked as a cosmetologist in a local beauty salon prior to returning to Stylemasters as an instructor. Cindy's teaching assignments include instructing students who are performing regular clinic services on clientele and providing classroom instruction on related subjects. Cindy is assigned as the preparatory instructor to students in their final preparation for Washington State Board Licensure.

### **Payton Moore, Nail Technology Instructor**

Payton graduated from the Nail Technology program at Stylemasters College where she also received her instructor training. She worked as a nail technician in a local nail salon prior to returning to Stylemasters as an instructor. Payton's teaching assignments include instructing students who are performing regular clinic services on clientele and providing classroom instruction on related subjects. Payton is assigned as the nail technology instructor to students from the first day through to the final preparation for Washington State Board Licensure.

### **Lisa Kayser, Cosmetology**

Lisa graduated from cosmetology at Stylemasters College prior to becoming an owner and administrator. She is a licensed instructor of cosmetology and is available to assist on the clinic floor or classroom whenever there is a need.

### **Sandra Moore, Cosmetology**

Sandra graduated from the cosmetology program at Stylemasters College where she also completed her instructor training. She has worked and owned her own barber shop in the local area between teaching at Stylemasters College. Currently she divides her time between teaching our intermediate and advanced students and assisting with administration duties.

## **SUBSTITUTE INSTRUCTIONAL STAFF**

Carlena McAllister, Licensed Instructor      Brandi Claycamp, Licensed Instructor  
Kory Kranz, Licensed Instructor

## **COLLEGE PUBLICATIONS**

The Stylemasters College of Hair Design Catalog is a quick reference to how the educational institution functions on a daily basis. Students and those considering enrollment are encouraged to visit the college's website [www.stylemasters.edu](http://www.stylemasters.edu) and/or the institution's publications. The information provided represents a complete and accurate overview of the college's policies and procedures, rules and regulations. College publications are made available to students and include:

- Pre-Enrollment Packet Including the College's Annual Security Report
- Student Orientation Guide
- Student Project Book
- Student Handbook

## **LICENSING AGENCY**

Stylemasters College of Hair Design is licensed by the State of Washington, Department of Licensing, Business and Professional Division, License Number 2142. Facilities, equipment, curriculum, and courses of study meet or exceed the requirements as set forth by this agency. For further verification regarding the information presented in this catalog, write to State of Washington, Department of Licensing, Business and Professional Division, P. O. Box 9026, Olympia, Washington 98507-9026 or call 360- 664-6626.

## **NATIONAL ACCREDITATION**

Stylemasters College of Hair Design is accredited by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**. NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools of cosmetology. NACCAS presently accredits approximately 1,500 institutions serving over 120,000

students. Accreditation means that a school has met national standards of educational performance that have been established by an impartial non-governmental agency. Through the years, national accreditation of schools has been the most authoritative and reliable index of a school's concern for integrity toward its students and quality education. Schools are re-evaluated at least once every six (6) years. Continuation of accreditation depends on maintenance of the established standards. If a school fails to maintain the prescribed requirements, an interval of time is allowed for it to correct its deficiencies. If these deficiencies are not remedied during this interval, accreditation is withdrawn which ultimately places the school's federal student financial aid in jeopardy. Stylemasters College of Hair Design has been nationally accredited since 1982. For further verification regarding the information presented here about national accreditation, write to NACCAS, 3015 Colvin Street, Alexandria, Virginia 22314 or call 703-600-7600.

### **PHILOSOPHY & OBJECTIVES**

Stylemasters College of Hair Design is a private educational institution offering career training programs in the comprehensive field of Cosmetology, Nail Technology, Esthetics, and Instructor Training. The college strives to emphasize the importance and development of professional skills in each student that will maximize their employment opportunities. Personal growth and development are enhanced by the interaction between instructors, students, and clientele. Stylemasters College of Hair Design has, as its primary objective, to provide students the training necessary to pass the Washington State Licensing Examination to secure employment within the broad spectrum of the beauty industry. Successful graduates of Stylemasters College of Hair Design will have achieved the training required for state licensure and the skills necessary to function effectively in the chosen career path.

### **CAREER COUNSELING**

Salon owners and stylists are periodically scheduled to give demonstrations and discuss career goals with students. This activity is conducted in addition to the daily discussions with instructors. Students may request additional career counseling at any time. Students are given as much personal attention and assistance as Stylemasters College of Hair Design's staff schedules permit at every stage of training from the first day of class to the day of graduation.

### **CAREER STATISTICS**

Successful completion of Stylemasters College of Hair Design's training program qualifies the graduate for the state licensing exam. After licensure, the graduate is qualified to fill entry-level positions as a cosmetologist, esthetician, manicurist and or instructor in their field of study. The training also prepares the graduate for shop ownership and management. According to the Bureau of Labor Statistics, there are nearly one million people employed in the primary service segments of the beauty industry and there are strong growth expectations.

- Barber, hairdressers and cosmetologists: 656,000 in 2014, 10% expected growth by 2024.
- Manicurists and pedicurists: 113,600 in 2014, 10% expected growth by 2024
- Skincare specialists: 55,000 in 2014 with a 12% expected growth by 2024.

The beauty industry is known to be resistant to economic downturns, even faring well during the Great Recession of 2008. Though consumers tend to be more price conscious during those times, they do not stop spending. So in today's environment of rising per capita incomes the beauty business is booming. In 2015 the industry generated \$56.2 billion in the United States alone. Hair care is the largest segment with 86,000 locations making up 24% of the market share by revenue. (Source: franchisehelp.com)

## **ADMISSION REQUIREMENTS & PROCEDURES**

To qualify for admissions, prospective students must meet the following criteria:

- Must be at least 17 years of age.
- Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential.
- Stylemasters College of Hair Design does not admit Ability-to-Benefit students.
- Have evidence that verification of a foreign student's high school diploma has been performed by outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
- Attend a scheduled student orientation session, Review, complete, and return the pre-enrollment documents.
- Admission requirements for the Instructor Training program include the criteria mentioned above, plus the prospective student must possess a current Washington State license in the course of study being pursued.

The purpose of the orientation is to help prospective students decide whether the training will benefit them, and to help them identify and eliminate any obstacles to success. Orientations focus on determining if prospective students can successfully meet the requirements for attendance, financial obligations, and academic standards the selected course of study may require. Student applicants are required to divulge any criminal history. Some criminal convictions may delay or even prevent state licensure as a practitioner. If the applicant fails to meet the admission requirements, enrollment will be denied. Stylemasters College of Hair Design does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## **PROVISIONAL 30-DAY ENROLLMENT PERIOD**

Once students are accepted for enrollment, they are assigned to a beginning class for a 30-day provisional period. During this time, the instructional staff shall observe and evaluate the daily progress of each student in terms of their likelihood of successfully completing their chosen field of study. The factors that lead instructional staff in the identification of "At-Risk" students include:

- Excessive absenteeism, consistently late to class
- Low or no learning engagement in the classroom
- Poor academic performance
- Disruptive behavior/poor attitude/abrupt change in behavior
- Personal issues outside the classroom (financial disruptions such as transportation, legal issues, and childcare)

At the conclusion of this 30-day provisional period, enrollees identified as "At-Risk" of successfully completing their training program will be required to meet with the instructional staff and the Director of Education to determine if a student's enrollment should be permitted to continue. If it is decided that a student's enrollment be terminated, calculations will be made to determine if any balances are due the college. The application fee shall be retained as a non-refundable fee.



## **TRANSFER STUDENTS**

A transfer student who possesses approved hours in cosmetology, esthetics, nail technology, or instructor training and who wishes to enroll at Stylemasters College may do so by following the same requirements that apply for general admission. This category includes students who have attended or are currently enrolled at any beauty school in the State of Washington ONLY. The State of Washington does not recognize nor accept clock hours attended from out of state schools. Stylemasters College does not recruit students currently enrolled in other schools, and any consideration of prospective transfer students will first be based upon space available for students currently enrolled with Stylemasters College.

Students who wish to transfer hours from another Washington beauty school must present an official transcript to Stylemasters College along with pre-enrollment documents. In addition, transfer students are required to be evaluated prior to enrollment to determine the student's placement and cost of training. The evaluation includes an assessment of aptitude, skill levels, rate of progress, and requirements accomplished to date. Stylemasters College also assesses a transfer student's probability of being able to meet Stylemasters College's training standards. The evaluation may include written and practical tests and personal interviews with the prospective transfer student, previous school representatives, and recommendations from others who may reasonably be expected to possess evaluation information.

Based upon the results of this evaluative process, Stylemasters College will then prescribe a training program with projected timelines, an estimated completion date, and cost of training. A signed copy of this prescribed training program shall be given to the prospective student prior to the commencement of the program and kept on file as part of the student's permanent record. Any revisions to the prescribed program must be based on performance evaluations. A signed copy of any revision shall be given to the student and kept on file in the student's permanent record. Stylemasters College does not guarantee acceptance of transfer credit, a determination will be based on the overall evaluation of the student.

## **RE-ENROLLING STUDENTS**

Re-Entry Students: Students permitted to re-enter Stylemasters College of Hair Design will enter enrollment in the same progress status as when they left. Evaluation points will be calculated based upon the number of hours remaining with the first evaluation occurring no later than the mid-point of the academic year of the total program, whichever occurs first.

Transfer Students: Transfer hours from another institution which are accepted toward the student's program completion are counted as both hours attempted and completed for the purpose of determining when the allowable Maximum Timeframe has been exhausted. Evaluation points will be calculated based upon the number of hours remaining with the first evaluation occurring no later than the mid-point of the academic year or the total program, whichever occurs first.

There will be no additional charge for students who wish to return within 30 days after leaving Stylemasters College of Hair Design. For students who wish to return after 30 days, a registration fee will be charged in an amount of \$150.00. Students who return before the expiration of their contract will receive full credit for tuition already paid. Students who return after the expiration date may not receive credit for past tuition paid.

## **PHYSICAL & PSYCHOLOGICAL DEMANDS OF THE PROFESSION**

Beauty Industry professionals stand for long periods of time, lean and bend while shampooing, and quite extensively bend and raise their arms. Depending on the practitioner focus, intricate finger work may also be involved. The industry has available many tools and equipment to help alleviate some of these movements and repetition, such as custom shampoo bowls, hydraulic chairs, and ergonomically designed shears. Nail Technicians and Estheticians are required to stand, walk, sit, bend, use hands, wrists, and fingers with light pressure and repetitive movement; grip objects, tools, or controls; reach with hands and arms; their work requires them to look down continuously. Good posture, ergonomics, and breaks from repetitive motions are essential to the practitioner's muscle and joint health. Instructor training students must stand for long periods of time, monitoring student progress, multitasking learning activities, and conducting student demonstrations as the need arises. The cosmetology profession also requires a high personal tolerance for the life-style diversity of its consumer-based clientele.

## **NON-DISCRIMINATION POLICY**

Stylemasters College of Hair Design does not refuse admissions to nor discriminate against any person on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty industry there is a great deal of standing, walking, pushing, bending and stretching for long periods of time. A person must consider physical limitations in terms of making a career choice that involves extensive training. The college promotes the acceptance of students who may be physically challenged if the student believes the training demands at the facility can be met in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

## **ZERO TOLERANCE POLICY**

### **Harassment, Bullying, and Discrimination**

Harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is specifically severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school. Additional information is provided the student at the student's initial orientation. For any additional information on civil rights laws, visit the United States Department of Education's website at [www.ed.gov](http://www.ed.gov).

## **ANNUAL SECURITY REPORT & SAFETY PROCEDURES**

Stylemasters College of Hair Design publishes an Annual Security Report and can be accessed through our website at [www.stylemasters.edu](http://www.stylemasters.edu) and made available upon request in print form. College facilities are monitored by a local alarm monitoring and incident response company. No facility access is permitted except during normal business hours, unless by staff with an authorization code. Students, clientele, and guests are encouraged to report unsafe conditions, criminal activities, and/or emergencies occurring on or near Stylemasters College of Hair Design's premises to staff or local authorities so that immediate response and aid can be rendered.

Staff and students are routinely notified of changes in Stylemasters College of Hair Design's security and safety policies during staff meetings, student orientation sessions, and in the Annual Security Report. Product Material Data & Safety sheets are posted in Stylemasters College of Hair Design's dispensary. No alcoholic beverages and no illegal substances are permitted on

Stylemasters College of Hair Design's premises. Smoking and vaping are prohibited on Stylemasters College of Hair Design's premises and within 25 feet from outside entrance doors. No weapons of any kind are permitted, unless by authorized security and law enforcement personnel. Students are provided information in the Student Handbook on the dangers of substance abuse.

Staff and students are provided detailed information in Stylemasters College of Hair Design publications on the Zero Tolerance Policy regarding Harassment, Bullying, Discrimination, including unlawful sex discrimination in all aspects of Stylemasters College of Hair Design's activities as outlined under USDOE, Title 9 Publication. Disciplinary proceedings regarding violations of Stylemasters College of Hair Design's Zero Tolerance Policy may result in probation, suspension, or termination. In a severe case, Stylemasters College of Hair Design will make a referral to the appropriate local law enforcement agency for follow-up action.

#### **STUDENT RECORDS & RIGHT TO PRIVACY POLICY**

All students have the right to see any information contained in their school files regarding attendance, progress, discipline, and/or financial matters. Stylemasters College of Hair Design will retain student's educational records for a minimum of 50 years from the date of each student's enrollment. No portion of a student's file may be released without a student's written permission, except legally authorized agencies and pre-authorized school staff members. The College is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and is, therefore designated herein as a "legally authorized agency". Records may be disclosed to parents IF THE STUDENT IS A DEPENDENT STUDENT UNDER IRS LAWS. If the student is a dependent as defined by the IRS, disclosure of records may be made to either parent, regardless of which parent claims the student as a dependent on federal income tax returns. FERPA record release forms can be requested from the Director of Education or Financial Aid Administrator. While a student has a right to see his/her record, the official transcript of grades and attendance will be released to the student only after all school tuition and fees are paid. This school complies with the Federal **Family Educational Rights and Privacy Act Regulations (FERPA)** 34 CFR Part 99. For more information go to <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>

#### **ABANDONED POSSESSIONS POLICY**

Students who leave Stylemasters College of Hair Design fail to remove their personal possessions from Stylemasters College of Hair Design's facilities will forfeit those items 30 business days after the date of termination. Personal possessions include, but not limited to, textbooks, kit supplies, and instructional materials issued to the student during the student's enrollment period. Stylemasters College of Hair Design assumes no responsibility for the loss of personal possessions. After the 30-day period, all abandoned possessions will be removed from the student's locker and workstation for disposal.

#### **RELIGIOUS ACCOMMODATION POLICY**

It is the policy of Stylemasters College of Hair Design to reasonably accommodate student's religious observances in accordance with RCW 28B.137.010. Stylemasters College of Hair Design will reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. "Reasonably accommodate" is defined as coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities.

Any student seeking reasonable accommodations must provide written notice through the Director of Education within the first two weeks of the beginning of the course, of the specific dates of absence due to religious accommodation.

## **DISCIPLINARY ACTION POLICY**

Stylemasters College of Hair Design staff may initiate disciplinary action appropriate to the misconduct as defined in the student handbook.

**LW** – This code advises students if they were 5 minutes or less late to class. Should a student exceed one LW per calendar month, then a formal written reprimand for violation will be given to the student, indicating that continued violations may result in further disciplinary action.

**Warning** – A verbal or written notice given to the student by staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.

**Reprimand** – A formal written reprimand for violation of a specified regulation will be given the student indicating that continued violations may result in further disciplinary action. A copy of this reprimand will be placed in the student file.

**Counseling** – The student will be verbally counseled by the Director of Education and a notice of such counseling placed in the student file indicating that Stylemasters College of Hair Design will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.

**Suspension** – Any student who continually violates Stylemasters College of Hair Design rules after being warned, reprimanded, and placed on probation. Any student who causes injury to other students, Stylemasters College of Hair Design staff, or clients may be suspended immediately without prior steps as outlined above and pending an investigation and consensus of the staff termination may then occur.

**Restitution** – A letter from the Fiscal Comptroller requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be placed in the student file.

## **ATTENDANCE POLICY**

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. All absences and class attendance are regularly recorded. It is the responsibility of the student to call to advise staff if they will be absent or late as in the same way an employee would be expected to inform an employer. Students must call by 7:45 a.m. for an emergency absence approval.

Staff will assist students in setting a schedule that will benefit their progress toward completion of their training. Students are provided a 30-minute lunch break and two additional 15-minute breaks each day. The State of Washington does not permit students to count break time toward clock hour requirements for graduation. A break is defined as leaving the building or engaged in non-educational activities for a given length of time. All students are required to attend 7.5 clock hours per day, 37.5 clock hours per week. Students who feel they need to vary their approved schedule must make prior arrangements with and be approved by the Director of Education and Financial Aid Administrator.

## **DEPENDABILITY POLICY**

Cosmetology students are required to meet dependability standards of ten (10) consecutive school days of attendance prior to advancing from Beginning to Intermediate training, and fifteen (15) consecutive school days of attendance prior to advancing from Intermediate to Advanced training, and twenty (20) consecutive school days of attendance required to advance their training toward graduation level. All other programs are required to meet dependability standards of twenty (20) consecutive school days to advance their training toward graduation.

## **JOB PLACEMENT POLICY**

Stylemasters College of Hair Design provides career training programs in the comprehensive field of Cosmetology, Esthetics, Nail Technology, and Instructor Training. Stylemasters College of Hair Design strives to emphasize the importance and development of professional skills in each student that will maximize their employment opportunities. Personal growth and development are enhanced by the interaction between instructors, students, and clientele. Stylemasters College of Hair Design has, as its primary objective, to provide the training necessary for students to pass the State of Washington examination to secure employment within the broad spectrum of the beauty industry. Successful graduates of Stylemasters College of Hair Design will have the career training needed to function effectively in their chosen career path leading to state licensure and entry level employment. Stylemasters College of Hair Design does not guarantee job placement. Staff will, however, assist graduates with preparation of resumes, make referrals to potential employers, and may provide personal recommendations on a graduate's behalf. Every effort will be made to assist the graduate in seeking employment but the ultimate responsibility for securing employment belongs to the graduate.

## **STUDENT SERVICES**

Stylemasters College of Hair Design provides a variety of student services including academic counseling, classroom or scheduling solutions, testing, financial aid counseling, debt management, and job searching services. Students are encouraged to use these services. If Stylemasters College of Hair Design feels they are unable to effectively help a student with a problem, staff will attempt a referral to outside agencies that specialize in health, safety, and life issues.

## **MAKE-UP WORK POLICY**

A missed test must be taken on the day the student returns to school with instructor's approval.

If a test is failed twice, the student must:

- a) Retake the academic class
- b) Do an extra assignment before taking exam for the third time

It is up to the student to make up missed and failed exams in order to maintain satisfactory progress for continued in school status and financial aid disbursements. A failed test must be retaken within 5 school days. Two hours of academic class are required before taking any exams.

## **ABSENCES AND LEAVE OF ABSENCE POLICY**

### **Absences**

Excessive absences will result in extra-instructional charges if the contract date is exceeded. Excessive absenteeism may also affect the student's ability in resuming the course of study effectively. This is especially true for an advanced student. Typically, a returning student will need a period of time for re-assessment and catching up. The training program requires on-going consistency based on the development of employable skills.

### **Leaves of Absence**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- *The request must be in writing*
- *The request must include the student's reason for the LOA; and*
- *The request must include the student's signature*

The reason for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leave of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

#### **CHANGE OF PROGRAM POLICY**

Program changes must be initiated with the Director of Education. A student must attend all classes in which originally enrolled until the requested change is officially approved. Stylemasters College of Hair Design reserves the right to make periodic program changes to remain current with accepted industry standards and technology. Any changes made in tuition fees will not affect students currently enrolled.

#### **COLLECTION POLICY**

A student withdraws or has been terminated leaving a tuition amount due the college after all refund calculations have been completed as outlined on the Enrollment Agreement. The fiscal office will contact the student to negotiate a payment plan, have the student sign a promissory note, and schedule a first payment 6-months after the student's date of withdrawal or termination (a 6-month grace period). This provides the student time to find employment, resolve issues which caused the withdrawal or termination, and/or give the student an opportunity to decide if they wish to return to complete their training. **The consequence in this case is that any request for an official student transcript will be declined until the full amount due the college is paid. If after the 6-month grace period, a payment is not received, the case will be turned over for collections. If the student refuses to sign a promissory note for the amount due the college, the student's account will be turned over for collections on the 91<sup>st</sup> day following the date of your withdrawal or termination. During the termination exit interview, the student will be provided with a cancellation & settlement statement and will be receiving monthly invoices.** The College's collection procedures will reflect good taste and sound ethical business practices. In an effort to collect a debt, Stylemasters College of Hair Design (or its representatives) will strictly adhere to and acknowledge the existence of the college's withdrawal and settlement policy when contacting the student and/or the student's guarantor with an "On-Demand" Invoice. If Stylemasters College of Hair Design receives no response, the account will be turned over to a collection agency, independent of the college's affiliation with its national accrediting commission (NACCAS).

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Satisfactory Academic Progress (SAP) Policy is consistently applied to every enrolled student in a specific program and scheduled for a particular category of attendance (part-time/full-time). The school measures SAP for each student by monitoring both Academic performance and Maximum Time Frame for Completion. All students must meet the minimum requirements for satisfactory academic progress regarding academics and attendance at the end of each evaluation period. The SAP policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. **However, the following stated policy and guidelines as set forth by NACCAS and the USDOE are minimum requirements and procedures for maintaining eligibility for receiving federal student financial aid only. Stylemasters College reserves the right to establish standards for continued enrollment and graduation in addition to the minimum requirements stated in this section of the catalog. Please note that state financial aid programs have their own distinct and separate SAP requirements that can be found on page 19 of this catalog.** Stylemasters College of Hair Design's graduation requirements, rules and regulations, attendance requirements, and performance standards are stated in the Stylemasters College of Hair Design's College Catalog, Stylemasters College of Hair Design's Student Handbook, Stylemasters College of Hair Design's Project Book, and Stylemasters College of Hair Design's Enrollment Agreement.

### **SAP'S EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the conclusion of each evaluation period within seven (7) school business days following the established evaluation period(s) as follows

:

<b>Cosmetology: (1650 Clock hours)</b>	450 clock hours and 15 weeks
1 <sup>st</sup> Evaluation Period Ends	900 clock hours and 30 weeks
2 <sup>nd</sup> Evaluation Period Ends	1,275 clock hours and 42 weeks
3 <sup>rd</sup> Evaluation Period Ends	1650 clock hours and 54 weeks
4 <sup>th</sup> Evaluation Period Ends	
<b>Esthetics: (750 Clock hours)</b>	375 clock hours and 15 weeks
1 <sup>st</sup> Evaluation Period Ends	750 clock hours and 30 weeks
2 <sup>nd</sup> Evaluation Period Ends	
<b>Nail Technology: (600 Clock hours)</b>	300 clock hours and 10 weeks
1 <sup>st</sup> Evaluation Period Ends	600 clock hours and 20 weeks
2 <sup>nd</sup> Evaluation Period Ends	
<b>Instructor Training: (600 Clock hours)</b>	300 clock hours and 10 weeks
1 <sup>st</sup> Evaluation Period Ends	600 Clock hours and 20 weeks
2 <sup>nd</sup> Evaluation Period Ends	

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

Evaluation periods are based on actual hours completed and will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet academic progress requirements of at least one evaluation by midpoint in the course.

**\*\*Please note that for state financial aid recipients, SAP evaluation periods are set at 300 clock hour intervals and students must successfully complete 100% of the 300 clock hours associated with the term before any additional state funds may be disbursed from the next 300 clock hour term to the student.**

**SAP'S MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allows for students to complete each course at satisfactory academic progress as stated below:

COURSE	MAXIMUM TIME ALLOWED		
	HOURS	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time, 37.5 hrs. per week)	1,650	66	2,475
Esthetics (Full Time, 37.5 hrs. per week) Nail	750	30	1125
Technology (Full Time, 37.5 hrs. /wk.) Instructor	600	24	900
Training (Full Time, 37.5 hrs. /wk.)	600	24	900

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 hours. Students who have not completed the course within the maximum time frame shall be terminated from the program but may be able to continue their enrollment by making satisfactory cash payment arrangements with Stylemasters College of Hair Design consistent with the re-enrollment provisions of the admissions policy.

\*\*For State Aid recipients, the maximum time allowed for students to complete each course is 125% of scheduled hours.

**SAP'S ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by Stylemasters College of Hair Design. Students are assigned written and practical assignments. 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. If the practical assignment does not meet satisfactory requirements, it is not counted and must be repeated. Students must maintain a cumulative grade point average of 75% for all written and practical work and pass a FINAL written and practical exam prior to graduation with a minimum of 85%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

92% - 100% = A	75% - 83% = C
84% - 91% = B	74% & below = F (unsatisfactory)

Note: State Aid recipients are evaluated on a qualitative and quantitative standard every 300 clock hours completed.

**SAP'S DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for SAP at the end of the evaluation period are considered making satisfactory academic progress until the end of the next scheduled evaluation period. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation.

**SAP'S WARNING PROCEDURE**

Students who fail to meet the minimum requirements for satisfactory progress are eligible for federal financial aid with assigning the student a "Warning" status for the following evaluation period. The student is considered to be making Satisfactory Academic Progress during the Warning status period and is eligible to receive Title IV disbursements. The warning period allows the student enough time to take the actions required to meet the minimum academic progress requirements by the next evaluation. At the end of the Warning period, academic progress MUST be evaluated, and if the student fails to meet SAP at the end of the evaluation period the student, the student MUST submit an appeal to be placed on a "Probation" status or the student is no longer eligible for Title IV financial aid and the student must follow the school's policy for reinstatement of financial aid.



### **SAP'S PROBATION PROCEDURE**

Students who fail to meet the minimum requirements for satisfactory progress after the warning period may be assigned a "Probation" status if the student has successfully appealed their loss of federal student aid eligibility, can meet the satisfactory academic progress standards by the end of the evaluation period or develops and academic plan for the student to follow. This status is for only one payment or evaluation period, during which the student may receive federal student aid disbursements. Stylemasters College of Hair Design requires the student to follow an academic plan while assigned a probation status. The student's progress will be evaluated at the end of the period and if a student fails to meet the minimum requirements the student becomes ineligible for federal financial aid and must follow the school's policy for reinstatement. A student who has been reinstated to eligibility under an academic plan and is making progress under that plan is considered to be an eligible student even when the student fails to meet the satisfactory academic progress requirements at the next evaluation point. However, if the student fails to meet the standards established in the academic plan, the student will no longer be eligible for federal student aid.

### **SAP'S APPEAL PROCEDURE**

Students determined to not be making satisfactory academic progress after the warning period may submit an appeal for the reinstatement of eligibility within ten (10) calendar days of the determination. 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 the appeal in writing on the designated form to Stylemasters College of Hair Design with supporting documentation of the reasons why the student failed to meet the required standards and what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days from submission. The appeal and decision documents will be retained in the student file. If the student is granted the appeal, the satisfactory academic progress determination will be reversed and federal financial aid eligibility will be reinstated, if applicable.

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

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

### **SAP'S PROCEDURE ON INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Stylemasters College of Hair Design in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar 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.

### **SAP'S PROCEDURE ON NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to Stylemasters College of Hair Design. Therefore, these items have no effect upon Stylemasters College of Hair Design's satisfactory academic progress standards.

### **SAP'S PROCEDURE ON TRANSFER HOURS**

A student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at Stylemasters College of Hair Design.

## ADDITIONAL SAP REQUIREMENTS FOR STATE FINANCIAL AID RECIPIENTS

### **QUANTITATIVE AND QUALITATIVE FACTORS**

#### Qualitative Standard

State financial aid recipients must meet the same qualitative federal GPA requirements (75% minimum GPA) as described within the Academic Progress Evaluation section on page 16 to remain in good standing for state financial aid purposes. Grade Point Average (GPA) of a minimum of 75% is required. Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A minimum cumulative academic level of 75% or higher on all practical and theory projects.
2. To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.

#### Quantitative Standards

Students receiving state aid, and College Bound scholarship will be held to the state standard and must meet the following: WAC 250-21-010(16) A student must be enrolled as a full-time student and complete 300 hours for each term to be considered as meeting satisfactory progress. For State Aid purposes students will be evaluated on a term- by-term 300 clock hour evaluation of SAP status for state aid recipients and must perform per term clock hour completion standards to remain in good standing. Students must receive at least 12 hours of instruction per week to be awarded state aid. In addition, state need recipient students must successfully complete 100% of the clock hours associated with the current disbursement of state financial aid before any additional state funds may be disbursed to the student. Once the student successfully completes 300 hours, the student may be eligible for the next term payment. Then for each additional 300 hours successfully completed, the student may be eligible for additional term payments.

## CANCELLATION, WITHDRAWAL, REFUND POLICY

For applicants who cancel enrollment or students who withdraw or are terminated 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 calendar 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 Stylemasters College of Hair Design. The applicant shall be entitled to a refund of all monies paid
2. A student (or legal guardian) cancels his/her enrollment in writing **within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started training,**
3. A student cancels his/her enrollment after **three (3) 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 college except the registration fee in the amount \$150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

Percent of Scheduled Time Enrolled to Total Program	Total Tuition the College Shall Retain
01% to 04.9%	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide
  - a pro-rata refund of tuition to the student OR
  - provide course completion through a pre-arranged Teach-Out Agreement with another institution.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
  - a full refund of all monies paid
  - or completion of the course/program
- If the course/program is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
  - provide completion of the course OR
  - participate in a Teach-Out Agreement OR
  - provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at that time of withdrawal. All fees are identified in the catalog and in this enrollment agreement

### TERMINATION POLICY

Stylmasters College of Hair Design may terminate a student's enrollment for noncompliance with General Policies; Enrollment Agreement; or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft, or any illegal act.

### TITLE IV FEDERAL STUDENT FINANCIAL AID REPAYMENT

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the college shall be paid first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to Federal, State, private or institutional student financial assistance programs; and last to the student. If the student has received personal payments of Title IV aid, he/she may be required to repay the aid to the applicable financial aid programs. After all applicable returns to Title IV aid have been made, the college will apply its refund policy to determine the amount of tuition earned by the college and owed by the student. Title IV financial aid recipients with excessive absences who withdraw from their training program may owe the college more tuition than has been paid under Title IV financial aid programs.

EXAMPLE: A student begins the Cosmetology Program on March 1<sup>st</sup>, this is the first day of the Payment Period, which is 450 actual clock hours and 15 weeks minimum enrollment. The student withdraws on the last day in March and had only attended 33 actual hours. The calculations, however, are not based on actual hours but rather scheduled hours. March comprised 23 days of scheduled instruction at 7.5 hours per day, for a total of 172.5 scheduled hours. In this example, the college calculates aid earned by dividing the scheduled clock hours the student was enrolled by the total hours in the payment period, or 450 clock hours for this Payment Period. To calculate the amount of Title IV aid the college has earned, 172.5 hours are divided by 450 hours in the payment period, to get the percentage of Title IV funds allowed to be used to pay approved educational expenses, such as Tuition, Books, and Supplies. Any Title IV funds that are more than the calculated amount earned but that have already been received on behalf of the student are returned to the Department of Education to reduce the total due for any Title IV loans taken out by the student. The remaining unpaid portion of any educational expenses are due to the college by the student.

**NOTE:** All federal student loans must be repaid in accordance with federal regulations. While the government does allow generous grace periods, repayment begins by the agreed upon designated date. It is important to maintain contact with the lender and the college once repayment begins in the event difficulties over repayment arise. After leaving the training program, it is important to provide Stylemasters College of Hair Design with current addresses, email, and phone numbers in case debt management assistance is required.

### **STATE STUDENT FINANCIAL AID REPAYMENT REQUIREMENTS**

#### **General**

- Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance in all classes for which their enrollment level/award amount are based on or who receive funding based on fraudulent information will be required to repay 100% of the funds received.
- Students who have received state aid (aid disbursed prior to the start of the term) and who change enrollment status prior to the first day of the term, must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the term.
- Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their state aid eligibility recalculated to reflect only their enrollment level for those classes they attended.
- The student who decreases enrollment status prior to the first day of the term will owe a repayment of the overpayment amount. Students who increase enrollment status throughout the term are entitled to additional funds for enrollment status increases.
- Student who make enrollment status adjustments (up or down) after disbursement and after the start of the term will be subject to completion of satisfactory academic progress requirements outlined under 250-21-010(12) (a-e). Enrollment status increases must include WCG awards based on that enrollment and may not exceed need. However, students may not receive more WCG than the cost of their tuition and fees.
- If a student's enrollment is adjusted during the tuition refund period and tuition is reduced, and the student failed to commence attendance in all classes for which their disbursement was made, the grant must be reduced to not exceed the cost of tuition and fees.
- If a student withdraws in part or wholly after disbursement and after the start of the term, they will be subject to SAP. Repayment occurs based on when the student reduces or drops enrollment.

#### **Authority**

Washington College Grant (WAC 250.20.051(4))

## **GRADUATION REQUIREMENTS**

A diploma of graduation and Official Transcript of Hours will be granted for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed 'salon readiness' requirements, completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Upon completion of all school graduation requirements, students are certified as having graduated and are referred to the State of Washington for licensure examination.

## **WASHINGTON STATE LICENSURE**

Applicants for state licensure examination in the fields of Cosmetology, Esthetics, Nail Technology, and Instructor Training must be at least 17 years of age and a graduate of a Washington State licensed school of cosmetology. Upon graduation, Stylemasters College of Hair Design will assist graduates in completing the application for examination and licensure. Examinations are scheduled "online" by graduates with payment of fees accepted by debit or credit cards. For information regarding the scheduling of state licensing examinations, required fees, and application for licensing visit [www.dlroope.com](http://www.dlroope.com) The [state designated testing network](#) administers the required written and practical examinations. Once an applicant passes both examinations, the graduate may then submit their application for licensure. Graduates may start work upon receipt of the appropriate practitioner's license. For further information regarding state licensure rules and regulations visit [www.dol.wa.gov](http://www.dol.wa.gov)

## **CLASS SCHEDULES, HOLIDAYS & VACATIONS**

### **Class Schedule Information**

New class sessions begin every month on a space-available basis. Classes are scheduled Monday through Friday from 8:00 a.m. to 4:30 p.m. Class schedules are posted in each classroom. Students are provided a 30-minute lunch break and two additional 15-minute breaks each day. The State of Washington does not permit students to count break time toward clock hour requirements for graduation. A break is defined as leaving the building or engaging in non-instructional activities for a given length of time. All students are required to attend 7.5 clock hours per day, 37.5 clock hours per week. Students who feel they need to vary their approved schedule must make prior arrangements with and be approved by the Director of Education and the Financial Aid Administrator. Students are required to attend a minimum of 24 hours per week to be considered full time for the purposes of Federal Financial Aid.

### ***Holidays, Year 2022***

New Year's Day	January 3, 2022
Memorial Day	May 30, 2022
Independence Day Break	July 4 – July 8, 2022
Labor Day	September 5, 2022
Thanksgiving Holiday Break	November 24-25, 2022
Christmas Holiday Break	December 19 – 31, 2022

### ***Holidays, Year 2023***

New Year's Holiday Break	January 2, 2023
Memorial Day	May 29, 2023
Independence Day Break	July 3 – July 7, 2023
Labor Day	September 4, 2023
Thanksgiving Holiday Break	November 23 – 24, 2023
Christmas Holiday Break	December 18 – 31, 2023

## Vacations

In addition to holiday breaks, students may arrange, with the Director of Education, a maximum of two weeks of vacation time during their contracted training program. When planning time off from classes, students should take into consideration that contracted expiration dates have been calculated to accommodate holiday breaks and regularly scheduled vacations. ***Students are cautioned that excessive absences in addition to holiday breaks and regularly scheduled vacation time could result in extra instructional charges when exceeding contracted expiration dates.***

## GRIEVANCE PROCEDURE & APPEALS

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

When attempting to resolve a problem, complaint, or grievance at Stylemasters College of Hair Design, the student should first contact the staff member in question and schedule a time to discuss the problem and possible solutions. If agreement cannot be reached, the student should contact the staff member's immediate supervisor and schedule a time to review the problem and possible solutions for resolving the conflict. If agreement cannot be reached, the student should forward the complaint in writing to the CEO of Stylemasters College of Hair Design with the following information:

- The complainant's name, address, and phone number.
- Nature of complaint. (for example, failure to refund tuition, misrepresentation, or other unfair business practice as specified in the law or rules.)
- Facts detailing dates of attendance, termination date (if any), date of occurrence or problem, names, addresses and positions of Stylemasters College of Hair Design's officials contacted, financial loss (if any) and any other pertinent information.
- An explanation of what efforts have been taken to resolve the problem with Stylemasters College of Hair Design, if any, and;
- Copies of pertinent documents, such as the enrollment agreement, catalog, and advertisements.
- Send the written complaint to **Lisa M. Kayser, CEO, Stylemasters College of Hair Design, Administrative Offices, 1224 Commerce Avenue, Longview, Washington 98632.**
- If agreement cannot be reached, the student should forward the above complaint information to **Washington State Department of Licensing, Business and Professions Division, P. O. Box 9026, Olympia, Washington 98507- 9026**

## PROFESSIONAL CONDUCT RULES

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to fellow classmates and to Stylemasters College of Hair Design staff. Stylemasters College of Hair Design, including administration and faculty, are dedicated to maintaining an optimal learning environment. Stylemasters College of Hair Design values and respects each student's right to a quality education, and therefore, each student should take the training seriously. Any student found to be abusing either fellow classmates or Stylemasters College of Hair Design staff may be terminated from the training program in which he or she is enrolled. Detailed information regarding rules of conduct and consequential disciplinary actions are outlined in Stylemasters College of Hair Design's Student Handbook.

### ***Rules and Professional Conduct Summary***

- Arrive for class by the scheduled start time; keep breaks to a minimum.
- Do not waste hours in class, in laboratory, or on the clinic floor. Keep on schedule with assignments.
- Avoid excessive absences. Call before 7:45 a.m. for an emergency absence approval. Arrange time off from class at least three days prior for an approved pre-arranged absence.
- Stay home from Stylemasters College of Hair Design for medical conditions that would be contagious with casual contact, such as colds, flu, head lice, impetigo, and pinkeye.

- If you or anyone in your household has been exposed to Covid-19, you **MUST** follow the Cowlitz County Health Department's current protocol on Covid-19 quarantines. Documentation **MUST** be provided in order to return to school.
- Get prior approval from an instructor for personal services. The student's primary purpose at Stylemasters College of Hair Design is to train for state licensure and employment.
- Smoking and vaping is prohibited on Stylemasters College of Hair Design premises. You must maintain a distance of at least 25 feet from the door. Don't litter and maintain good personal hygiene.
- Dress professionally. If staff discerns that you are out of dress code, you will be sent home to change and are expected to return immediately and finish out the day. Your absence will count as unexcused.
- Act professionally. Be polite and helpful. Do not discuss personal life issues with clients.
- Do not badmouth fellow students, clients, staff or the college, in person, or on any social media platform.
- Food and drink are allowed only in the student lunchroom and beginning classroom when no instructional activities are in progress.
- Be prepared to provide **clients and models for live demonstration training assignments**. It is the responsibility of each individual student to provide their own models when required. Failure to provide a model for a specific class project will result in missed practical grades and may result in the student being sent home for the day.

## **INSTRUCTIONAL PROGRAM COURSE DESCRIPTIONS**

### **COSMETOLOGY PROGRAM, A TOTAL OF 1650 CLOCK HOURS REQUIRED**

The cosmetology program is designed to prepare students for state licensing examinations and entry level skills in the cosmetology field. The program is 1650 clock hours in length and includes instruction at the beginning, intermediate, and advanced levels in all skill areas listed in the Program Outlines. Students complete written assignments, practical projects, and clinic services in all skill areas. If a student attends Stylemasters College of Hair Design on a full-time basis (7.5 clock hours per day, 37.5 hours per week) it will take 44 weeks to complete the Cosmetology Program.

### **ESTHETICS PROGRAM, A TOTAL OF 750 CLOCK HOURS REQUIRED**

The esthetics program is designed to prepare students for state licensing examinations and entry level skills in the Esthetics Field. The program is 750 clock hours in length and includes instruction at the beginning, intermediate, and advanced levels in all skill areas listed in the Program Outlines. Students complete written assignments, practical projects, and clinic services in all skill areas. If a student attends Stylemasters College of Hair Design on a full-time basis (7.5 clock hours per day, 37.5 hours per week) it will take 27 weeks to complete the Esthetics Program.

### **NAIL TECHNOLOGY PROGRAM, A TOTAL OF 600 CLOCK HOURS REQUIRED**

The Nail Technology Program is designed to prepare students for state licensing examinations and entry level skills in manicuring and artificial nails. The program is 600 clock hours in length and includes instruction at the beginning, intermediate, and advanced levels in all skill areas listed in the Program Outlines. Students complete written assignments, practical projects, and clinic floor operations in all skill areas. If a student attends Stylemasters College of Hair Design on a full-time basis (7.5 clock hours per day, 37.5 hours per week) it will take 16 weeks to complete the Nail Technology Program.

### **INSTRUCTOR TRAINING PROGRAM, A TOTAL OF 600 CLOCK HOURS REQUIRED**

The instructor training program is designed to prepare students for entry level employment as a teacher in cosmetology schools located within the State of Washington. The program is 600 hours in length and includes both academic and practical instruction in the subjects listed in the Program Outlines. Students are provided the opportunity to practice teach under the direct supervision of a licensed teacher in both the academic classroom and on the clinic floor. Students complete written and practical assignments and tests and theory and practical demonstrations throughout the program. If a student attends Stylemasters College of Hair Design on a full-time basis (7.5 hours per day, 37.5 hours per week) it will take 16 weeks to complete the Instructor Training Program.

**\*\*Please note that Stylemasters College of Hair Design's Instructor Training Course is 600 hours in length, 100 hours over Washington State minimum requirements. Justification for the additional time is centered on our belief that to fully prepare the instructor trainee with a thorough comprehensive curriculum encompassing all aspects of the student/teacher relationship that the additional hours are extremely beneficial to the success of the instructor trainee. This will allow Stylemasters College of Hair Design to adequately cover applicable subject matter and insert the instructor trainee into roles that will allow them to utilize their education and apply teaching concepts in daily teachable moments allowing for constructive feedback for the instructor trainee from both staff and students. In addition, Stylemasters College of Hair Design requires two full practice Practical Board sessions, involving Lesson Plan Development, implementation, as well as theory and practical demonstrations to ensure the student is prepared for the state board written and practical exams.**

**\*\*Holiday breaks, vacations, and absenteeism will impact the time required for program completion.** Extra instructional charges accumulate after the expiration date stated on the enrollment agreement at the rate of \$2.50 per hour. For the programs listed below, extra instructional charges will begin

Cosmetology:	54 weeks after the beginning date stated on the enrollment contract.
Esthetics:	24 weeks after the beginning date stated on the enrollment contract.
Nail Technology:	20 weeks after the beginning date stated on the enrollment contract.
Instructor Training:	20 weeks after the beginning date stated on the enrollment contract.

### **Instructional Techniques**

Faculty utilizes a variety of instructional techniques in achieving the goals of Stylemasters College of Hair Design's training programs. Students participate in lectures, demonstrations, group discussions, role playing, research modules, oral reviews, laboratory projects, and clinic floor operations during the course of their studies.

In beginning class, students acquire theoretical knowledge and basic skills in a classroom/laboratory-type setting. While some of the learning takes place on "live models", the majority of class is "finger-practice" on mannequins and on other students within small, supervised groups.

Intermediate and advanced students are scheduled in class groupings that attempt to move students along academically at approximately the same rate that they are progressing in practical skill development. Students who need additional review will not be pressured into advancement to the next level until they acquire the skill and confidence needed. However, if students fail to maintain scheduled pace and/or SAP, financial aid may be affected. Overtime tuition charges may apply if students do not complete their program by the contracted end date. Students, who are learning quickly and completing their projects efficiently, will be given as much help as possible with available staff to assist them in advancing. A student will not be required to perform an excessive number of clinic services beyond that number necessary to achieve and maintain salon quality skills. However, students will be assigned a variety of services until salon quality standards are met for all areas.



## PROGRAM OUTLINES

### COSMETOLOGY PROGRAM OUTLINE

1650 HOURS

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** 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. 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

92 - 100	A
84 - 91	B
75 - 84	C
74 and BELOW	UNSATISFACTORY

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
50	<b>PROPERTY OF THE HAIR AND SCALP - CLASSROOM INSTRUCTION</b> Orientation, structure and chemical composition of hair, hair growth, hair loss and treatments, disorder of the hair and scalp, hair and scalp analysis.
100	<b>BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL</b> Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
100	<b>SHAMPOO, RINSES, SCALP TREATMENTS</b> Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety
50	<b>ANATOMY AND PHYSIOLOGY</b> Principles of anatomy, physiology, and histology as it relates to cosmetology, cells, their structure and reproduction, tissues, organs and body systems and their integrated relationship
200	<b>HAIRSTYLING</b> Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety
250	<b>HAIRCUTTING</b> Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
250	<b>HAIR COLORING - BLEACHING</b> Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	<b>CHEMICAL REARRANGING (TEXTURE SERVICES)</b> Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
175	<b>MANICURING, PEDICURING</b> Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring
200	<b>FACIALS</b> Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair
75	<b>SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION</b> Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
1650	<b>TOTAL HOURS</b> The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## ESTHETICS PROGRAM OUTLINE

750 HOURS

**DESCRIPTION:** The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgements, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the Esthetics field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of Esthetics, including skin compresses, massage, facials, wraps, masks, exfoliation, use of mechanical or electrical appliances or chemical compounds, temporary removal of superfluous hair of the skin, by tweezing, waxing, electrolysis, chemicals, lotions, creams, sugaring, threading, mechanical or electrical appliances, diseases, disorders of the skin, cleaning and disinfection, safety and proper use and storage of chemicals, implements and electrical appliances.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Esthetics and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** 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. 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

92 - 100	A
84 - 91	B
75 - 84	C
74 and BELOW	UNSATISFACTORY

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
15	<p><b>ORIENTATION</b></p> <p>History of Esthetics, role of the Esthetician, qualities of the professional Esthetician, code of ethics, familiarization of school facilities and supplies.</p>
50	<p><b>BACTERIOLOGY, DECONTAMINATION, AND INFECTION CONTROL</b></p> <p>Hazardous Materials Communication; local, state, and federal safety codes; salon/clinic rules and regulations; types and classifications; bacterial growth and reproduction; bacterial infections and their prevention; immunity and body defenses; methods of infection control; physical and chemical agents.</p>
20	<p><b>ANATOMY AND PHYSIOLOGY</b></p> <p>Principles of anatomy, physiology, and histology as it relates to Esthetics, cell structure and reproduction; tissues, organs and body systems and their integrated relationships; importance of water; recognition of conditions and abnormalities.</p>
10	<p><b>ELECTRICITY AND LIGHT ENERGY</b></p> <p>Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety</p>
20	<p><b>SKIN DISEASES AND DISORDERS</b></p> <p>Evaluating skin, diseases and disorders, skin types, conditions, history of skin maintenance and treatments.</p>
200	<p><b>FACIAL TREATMENTS</b></p> <p>Client preparation, skin analysis and consultation, facial procedures, facial treatments, overview of aromatherapy and manual lymphatic drainage for the face and neck, product knowledge and recommendation.</p>
200	<p><b>FACIAL MASSAGE</b></p> <p>Facial movements, back facial movements, selecting and incorporating facials, lymphatic massage for the face, shiatsu for the face, stones for Estheticians.</p>
150	<p><b>HAIR REMOVAL TREATMENTS</b></p> <p>Removal of superfluous hair of the skin, tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical/electrical appliances as they relate to Esthetics, and chemical compounds.</p>
25	<p><b>SAFETY, FIRST AID AND PROPER STORAGE OF EQUIPMENT AND LINENS</b></p> <p>Health, public sanitation methods, chemical agents, types, classifications, Infection Control Products, Tools, equipment use and safety.</p>
60	<p><b>SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION</b></p> <p>Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics</p>
750	<p><b>TOTAL HOURS</b></p> <p>The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours are to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.</p>

## NAIL TECHNOLOGY OUTLINE

600 HOURS

**DESCRIPTION:** The Nail Technology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the Nail Technology field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of manicuring, pedicuring, advanced nail techniques, including acrylic and gel nail enhancements, nail care and nail art.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** 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. 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

92 - 100	A
84 - 91	B
75 - 84	C
74 and BELOW	UNSATISFACTORY

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
50	<b>ORIENTATION - CLASSROOM INSTRUCTION</b> History and Career Opportunities, Life Skills, Professional Image, Communicating for Success.
50	<b>INFECTION CONTROL</b> Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
50	<b>NAIL STRUCTURE AND GROWTH</b> Structure and composition of nails, nail anatomy, nail growth and malformation, disorders and irregularities of nails, diseases of the nails.
50	<b>CHEMISTRY</b> Principles of organic and inorganic chemistry, different forms of matter, elements, compounds, and mixtures, solutions, suspension and emulsions, pH and the pH scale.
50	<b>NAIL PRODUCT CHEMISTRY</b> Chemistry of nail salon products, adhesion and adhesives work, nail coatings, chemistry of nail enhancements, overexposure principle, monomer liquids, polymers, powders
50	<b>ELECTRICITY</b> Nature of Electricity, two types of electric current, electrical measurements, principles of electrical equipment safety.
50	<b>NAIL CARE</b> Basic steps in manicuring and pedicuring, implements required, nail shapes, massage, paraffin wax, nail polish and nail maintenance
50	<b>ELECTRIC FILING</b> Principles of RPM, torque, tolerance, speed, bits, shank size, drill bit grits, cuticle area, cleaning and disinfecting equipment
100	<b>NAIL TIPS AND WRAPS</b> Supplies, variation of nail tips, fittings, fabrics, application methods, maintenance procedures and removals, one and two color monomer, maintenance, repairs and removing, use of gels and UV lights
50	<b>SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION</b> Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
50	<b>ANATOMY AND PHYSIOLOGY</b> Principles of anatomy, physiology and histology related to the nail profession, cells, structure and reproduction, tissue, organs, body systems.
600	<b>TOTAL HOURS</b> The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

## INSTRUCTOR TRAINING OUTLINE

600 HOURS

**DESCRIPTION:** The Instructor Training Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the instructor field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction, and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, procedures, and teaching methodologies to improve teaching skills.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** 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. 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

92 - 100	A
84 - 91	B
75 - 84	C
74 and BELOW	UNSATISFACTORY

Please note that Stylemasters College of Hair Design's Instructor Training Course is 600 hours in length, 100 hours over Washington State minimum requirements. It is our belief that to fully prepare the instructor trainee with a thorough comprehensive curriculum encompassing all aspects of the student/teacher relationship that the additional hours are extremely beneficial to the success of the instructor trainee. This will allow adequate time to cover applicable subject matter and insert the instructor trainee into roles that will allow them to utilize their education and apply teaching concepts in daily teachable moments allowing for constructive feedback for the instructor trainee from both staff and students. In addition, two full practice Practical Board sessions are included in the program, involving Lesson Plan Development, implementation, as well as theory and practical demonstrations to ensure the student is prepared for state board written and practical exams.

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
25	<b>ORIENTATION - CLASSROOM INSTRUCTION</b> History and Career Opportunities, Life Skills, Professional Image, Communicating for Success, resume development, interviewing skills, portfolio building, how to network
50	<b>CAREER EDUCATER</b> Principles of time management, event control, self-confidence, self-control, independent action, self- motivation and enthusiasm.
50	<b>LEARNING ENVIRONMENT AND CLASSROOM MANAGEMENT</b> Principles of organization, preparation, adult learning, classroom management and environment, arrangements, educator administrative tasks.
50	<b>TEACHING STUDY AND TESTING SKILLS</b> Principles of reading skills, note taking, highlighting, strategies for effective studying, study group elements, test wise strategies.
50	<b>BASIC LEARNING STYLES AND PRINCIPLES</b> Principles of learning steps, eight distinct intelligences, learning variables and their impact, benefits of identifying learning styles.
50	<b>BASIC METHODS OF TEACHING AND LEARNING</b> Principles of teaching and learning methods, lectures, demonstrations, group discussions, peer coaching, window panning, field trips, projects, workbooks, case studies, concept connectors, visualizations, use of stories, mnemonics, energizers, characterizations, experiments, and group synergy
50	<b>COMMUNICATION</b> Principles of listening, communication, styles, confidence, in-school communication skills.
50	<b>PRESENTATIONS</b> Components of presentation, methods of motivation, elements to powerful openings, presentation closings, facilitating transitions, low order, high order questions, importance of reinforcement.
75	<b>LEARNER RESULTS</b> Learning disabilities, stages of learning, recognizing learning disabilities, symptomatic chronic behaviors, learner anxiety, fast paced learners.
50	<b>LESSON PLANS</b> Principles of curriculum development, program review, development, and lesson planning.
50	<b>EDUCATIONAL AIDS</b> Concepts of educational aids, effective use of aids related to subject matter, learning senses.
50	<b>ASSESSING AND ADVISING STUDENTS</b> Principles of grading, different styles, questioning in evaluations, Likert scales, rating scales, checklists, multiple category grading, rubrics and point grading, principles of academic advising
600	<b>TOTAL HOURS</b> The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination.



## Grading Scale

Stylemasters College of Hair Design utilizes the following grading scale for academic and practical assignments and examinations. Academic and practical grades each carry one half the value of a student's G.P.A. and will be calculated for each scheduled Satisfactory Academic Progress evaluation period.

### Academic Assignments & Examination

100% - 92% = A      91% - 84% = B      83% - 75% = C      Below 75% = F

### Practical Assignments & Examinations

(Laboratory Projects & Clinic Services)

E = 100%      S+ = 87.5%      S = 75%      S- = Below 75%      U = Below 60%      NG = 0%

E = Entry level salon

S+ = Above Satisfactory

S = Satisfactory

S- = Less than Satisfactory

U = Unsatisfactory/Failure

Student monthly progress reports summarize clock hours attended, practical operations performed, and grades received. A student's placement on the pathway toward graduation is also measured as a 4-point scale as a benchmark indicator of performance from beginning to advanced levels.

4 = Salon quality and speed, little or no supervision required

3 = Advanced level quality and speed, some supervision required

2 = Intermediate level quality and speed, some supervision required

1 = Beginning quality and speed, constant supervision required

## Student Evaluation Standards

On the first day of class, newly enrolled students are provided a Student Project Book. This project book includes a list of academic class assignments, examination schedules, laboratory projects, and salon readiness statements. The Student Project Book also serves as a career training pathway for the student to follow from beginning level classes to graduation. All assignments must be completed, and performance standards must be maintained on a consistent basis.

Assignments, examination schedules, and projects are divided into the following levels: Beginning, Intermediate, and Advanced. The academic and practical standards increase in difficulty as a student progresses through each of the above levels. Standards must be met in order to advance to a higher level. For example, two weeks of performance dependability are required to advance from Beginning Level to Intermediate Level, three weeks to advance from Intermediate Level to Advanced Level, and four weeks to **the Salon Readiness Period** thus qualifying for Stylemasters College of Hair Design's final examination as a requisite to graduation.

Both written and practical exams must be passed with a score of 75% or better. Unsatisfactory grades may be converted to satisfactory performance through successful re-testing. Students must retake failed or practical exams within two (2) weeks of unsatisfactory performance. During practical examinations, any error of a magnitude which would render a service unsafe or not saleable constitutes an automatic score of zero. In this case, re-testing is required. Students must pass the final graduating written examination with a score of at least 85%.

## INSTRUCTIONAL SUPPLIES & EQUIPMENT

Standard textbooks, workbooks, equipment, and related resource material pertinent to courses selected are issued to students enrolled within the first five days of class and are included in the cost of training. Additional instructional materials are maintained in the classrooms. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Lockers are available for assignment with a \$5.00 key deposit. Students are responsible for replacing lost, stolen or damaged items.

### Cosmetology Supplies

1 hairstyling kit w/2 shears	1 Eyelash Kit	1 comb 8-1/2" pintail #54
1 deluxe nail clipper w/file	1 unit of manicure set 6 PC	2 comb & lift deluxe w/dipped
1 gold 1" PLTD barrel curling	1 nail brush nylon bristle (AA)	1 manikins MS AMERIKIN (A10)
1 standard kit styling razor	1 manicure bowl, black	12 comb 7" haircutting
1 shark fin standard student kit	1 nail polish kit, prof nail care	1 Milady Cosmetology Textbook
1 unit WAHL clipper/T-trimmer	1 crinkle comb out cape 26" x 26"	1 Milady Theory Workbook
2 ANDIS black clipper comb	1 frosting cap 1/bag w/plastic	1 Milady Practical Workbook
1 dryer 2000 turbo soft grip	1 vinyl kiddie cape monkey 36"	2 boxes clips steel duckbill 12/bx
1 digital baby bliss trimmer	1 colouration ultimate cape	1 robot flat top w/lock black
2 brush confetti cush purse size	1 mirror LRG hand 7-1/2" x 6-1/4"	1 deluxe manikin clamp
1 brush large hot curler 1-3/4"	1 coloring bottle w/top, 6 oz	6 comb 8" fine tooth rattail
2 brush vent with nylon tips	2 tint bowl gray plastic-bulk	1 deluxe flexible practice hand
2 bleach brush long tail (AA)	1 spray bottle clear, 8 oz	1 lab jacket
1 brush paddle cushion ball tip	1 bag 2" jaws butterfly asst	1 student ID card

### Esthetics Supplies

1 terry cloth spa wrap	1 spa headband
Assort. of 2 sided applicator	1 mixing bowl
10 piece make-up brush set	Asst. Mascara brushes (disp)
7 piece body brush	Asst. Cotton Products
1 Ster-dry Fumigant	6 piece Esthetics Kit
3 piece exfoliating kit	1 tweezer
1 waxing kit	1 mannequin Massage face
1 mannequin holder	1 two-way pencil sharpener
Assort. Foam wedges	1 small makeup kit
1 eyelash kit	1 Milady Esthetics Textbook
1 Milady Theory Workbook	1 Milady Practical Workbook
1 Lab Jacket (black)	1 Student ID Card

### **Nail Technology Supplies**

1 nail art tool set (3 pc)	2 deluxe nail clipper w/file
1 nail polish kit/professional	2 toe nail clippers w/file sq
1 acrylic nail tip slicer ns-2	2 cuticle pusher combo cutter
1 curved cuticle scissor 3.5"	1 cuticle nipper ½ jaw silver
1 practice finger & tips bag	4 dappen dish/clear glass
1 sterilizing tray	2 deluxe flexible practice hands
2 nail brush nylon bristle	2 nail bowl black
1 nail sculpt brush #7 rnd super	2 SQR bottle w/lock pump
1 drill & 1 safety bit	1 aluminum beauty case/black
1 Milady Nail Textbook	1 Milady Nail Workbook
1 lab jacket	1 student ID card

### **Instructor Training Supplies**

1 Milady Master Educator Textbook  
1 lab jacket  
1 student ID card

## **COST OF TRAINING**

### **Cosmetology Program**

Tuition	\$16,500.00
Cosmetology supplies	\$1,400.00
Textbooks	\$365.00
Registration fee	\$150.00
Sales Tax	\$142.96
Total Cost	\$18,557.96

### **Esthetics Program**

Tuition	\$7,500.00
Esthetic supplies	\$1,400.00
Textbooks	\$250.00
Registration Fee	\$150.00
Sales Tax	\$133.65
Total Cost	\$9,433.65

### **Nail Technology Program**

Tuition	\$6,000.00
Manicuring and Artificial Nail supplies	\$1,400.00
Textbooks	\$250.00
Registration fee	\$150.00
Sales Tax	\$133.65
Total Cost	\$7,933.65

### **Instructor Training Program**

Tuition	\$6,000.00
Registration fee	\$150.00
Textbooks	\$250.00
Sales Tax	\$20.25
Total Cost	\$6,420.25

### EXTRA INSTRUCTIONAL CHARGES

When planning time off from classes, please be aware that each course/program has been scheduled for completion within an allotted time frame. A grace period of 10 percent for holidays and regularly scheduled school closures has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$2.00 per hour (\$15.00 per day, \$75.00 per week) or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made. **The USDOE prohibits Title IV federal dollars from being used to pay for any extra instructional charges. These extra tuition charges must be paid directly by the student.** Student daily attendance is closely monitored in accordance with Stylemasters College of Hair Design's rules and regulations.

### STUDENT FINANCIAL AID

Stylemasters College of Hair Design participates in Washington State and Federal Grant and Student Loan programs. The Financial Aid Director will assist students with financial aid applications. Student financial aid programs include:

- Student Aid made available through the Washington Student Achievement Council (WSAC) to include Financial Aid Programs Available to Washington Students: Washington College Grant, College Bound Scholarship, Passport to Careers.
- Federal Pell Grants.
- Subsidized DIRECT Education Loans.
- Unsubsidized DIRECT Education Loans.
- Vocational Rehabilitation Aid.

Note: Only Washington State residents qualify for state student financial aid. Refer to [www.wsca.com](http://www.wsca.com) for further details.

Students are encouraged to visit Stylemasters College of Hair Design's Financial Aid Office for information regarding student financial aid programs. It is the individual student's responsibility to initiate requests for aid. Shortly after a student applies for aid, the financial aid office will prepare a "Financial Aid Award Estimate" and give a copy to the student. After receiving final student aid eligibility reports, this "estimate" will be updated if the actual aid is different from the original estimate amount. A final award letter is then prepared, signed, and a copy given to the student and a copy placed in the student's financial aid file.

### **INFORMATION FINANCIAL AID RECIPIENTS SHOULD CONSIDER**

- Students must initially report any previous schooling so that financial aid transcripts can be obtained.
- Students must be ready to document reported earnings and resources.
- Students must report changes of address and phone numbers during Stylemasters College of Hair Design attendance.
- Students must meet satisfactory attendance and academic progress to maintain their financial aid awards.
- Financial aid may be withdrawn if there is evidence that the conditions of need and merit were not accurately represented during the application process. Any financial aid overpayments made as a result of conditions outlined above must be repaid to the funding sources consistent with Student Financial Aid Policy & Procedures.
- Whereas student loans require repayment, a student's personal circumstances and/or enrollment status may also trigger grant and loan repayments. While the government does allow generous grace periods, repayment begins by an agreed upon designated date. It is important to maintain contact with Stylemasters College of Hair Design once repayment begins in the event difficulties over repayment arise. After leaving the training program, it is important to provide Stylemasters College of Hair Design with current addresses, email, and phone numbers in case debt management assistance is required.

### **TUITION PAYMENT**

As a pre-requisite to graduation, all tuition and fees must be paid in full prior to scheduling final examinations. Schedule for Tuition Payments depend upon the source of educational funding with specific payment arrangements agreed to in the Enrollment Agreement. Stylemasters College of Hair Design accepts the following sources for payment of tuition and fees:

- Students who wish to pay the college as a private paying enrollee with an approved installment plan to be completed prior to final examination, by cash, check, money order, credit card.
- Students who enroll under a contracted training program offered by local area work source agencies
- Students who enroll with financial aid eligibility through the Washington State Achievement Council.
- Students who enroll with eligibility under Title IV, Federal Student Financial Aid programs.
- Students who enroll with scholarships from local area community service organizations and/or foundations.

### **Cosmetology Program**

<b>Start Date</b>	<b>Projected Grad Date</b>
01/03/2022	01/17/2023
01/31/2022	02/14/2023
03/07/2022	03/21/2023
04/04/2022	04/18/2023
05/02/2022	05/16/2023
05/30/2022	06/14/2023
07/11/2022	07/25/2023
08/01/2022	08/15/2023
09/05/2022	09/19/2023
10/03/2022	10/17/2023
10/31/2022	11/14/2023
11/28/2022	12/12/2023

### **Nail Technology Program**

<b>Start Date</b>	<b>Projected Grad Date</b>
01/03/2022	05/23/2022
01/31/2022	06/20/2022
03/07/2022	07/25/2022
04/04/2022	08/22/2022
05/02/2022	09/19/2022
05/30/2022	10/17/2022
07/11/2022	11/28/2022
08/01/2022	12/19/2022
09/05/2022	01/23/2023
10/03/2022	02/20/2023
10/31/2022	03/20/2023
11/28/2022	04/17/2023

### **Esthetics Program**

*\*Start Dates not yet determined at time of publication*

### **Instructor Training Program**

**\*\* As Enrollment Demand Warrants\*\***

**THIS SCHOOL IS LICENSED UNDER CHAPTER 18.16 RCW. INQUIRIES, CONCERNS, OR COMPLAINTS REGARDING THIS SCHOOL CAN BE MADE TO THE DEPARTMENT OF LICENSING, PO BOX 9026, OLYMPIA, WA 98507-9026, [plsunit@dol.wa.gov](mailto:plsunit@dol.wa.gov), or (360)664-6626.**