

Glenda's

Salon &
Training Center



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Mission Statement:

The primary goal of Glenda's Training Center is to develop in our students the highest possible degree of technical and professional competence. This institution dedicates itself to the education and development of successful students in the principles and practices of cosmetology, barbering, esthetics, and manicuring. Glenda's Salon & Training Center continually strives to provide each of our students with marketable skills and professional attitudes. These attitudes emphasize responsibility and commitment to self, employers, colleagues, clients, and community.

Our objective is to train each student in the technical and social skills necessary to be a successful, competent cosmetologist, esthetician, or barber or nail technician. Instruction takes place through a combination of theory class, practical work, clinic experience, group and individual activities. Our instructors regularly attend continuing education courses all over the country, in order to stay "up-to-date" with the latest trends, cutting-edge equipment, technology and techniques in the beauty industry. At the completion of our program, the student is prepared to enter the beauty profession and continue to grow and develop and make a contribution to the profession.

Statement of Non-Discrimination:

Glenda's Training Center practices *NO* discrimination on the basis of age, race, sex, color, creed, religion, disability, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction, or Graduation.

Application and Admissions Requirement:

Glenda's Training Center requires that an applicant for cosmetology, manicuring, esthetics, or barber school must:

- a. Be 16 years of age and provide documentation
- b. Schedule and attend an interview to determine if the student is serious about attending and finishing the program. The interviewer will be looking for a serious, motivated, goal-oriented attitude in the prospective student. The prospective student will be informed at the end of the interview if they are accepted into the program
- c. Submit a completed enrollment application
- d. Submit a \$150.00 nonrefundable deposit.

Applications for enrollment and information regarding financial aid may be obtained at the training center.

Transferring Students/Credits:

In-State Transfer Students:

The student must request the State of Alaska to mail documentation of the hours and credits earned to Glenda's Salon & Training Center, 344 N. Main St., Wasilla AK 99654.

Out-of-State Transfer Students:

The student must contact the state from which they previously attended school. That state should then mail documentation of the hours and credits earned to the State of Alaska, Board of Barbers and Hairdressers, 550 W. 7th Ave. #1500, Anchorage AK 99501. The State of Alaska will then compare curriculums and determine how many hours are transferrable/equivalent. After the student receives confirmation of transferrable hours, the student must contact the Board and request them to mail a copy of accepted hours and credits to Glenda's Salon & Training Center, 344 N. Main St., Wasilla AK 99654.

An evaluation will be done for each transfer student to determine where the student shall resume training. Generally, tuition for transfer students is \$600.00/month, until the student finishes training. If the student has a very small number of completed transfer hours, the student may be required to complete the entire course from the beginning, which will follow the full tuition schedule. Additional supplies may need to be purchased and will be determined on a case by case basis, depending on the supplies the student already has.

A FEE will be required if a new State of AK permit is issued. If the student has a current state permit, and only needs a duplicate, the cost is \$5.00.

Acceptance of transfer students is contingent upon completion of the new student Application and Admission Requirements. No school can guarantee that its' credits or programs are transferrable. The acceptance of transfer credits is always at the discretion of the receiving institution.

****ALL STUDENTS: Upon completion of the Cosmetology, Barbering or Esthetician Programs, the student will be assisted in submitting a licensing examination packet to the state. Generally, the state requires this packet to be submitted approximately one month prior to the examination date. Students will be required to return to the training center for a 25 hour "refresher and review" prior to their state board examination. This must be scheduled with an instructor *PRIOR* to leaving after completing the last day of their required program hours.****

Cost/Curriculum Overview:

Cosmetology (*Hairdressing*) (1675 hours)

Tuition	\$ 6,250.00
Kit, Books, Supplies	1800.00
Application Fee/Deposit	150.00
Total	\$ 8,200.00

The 1675 hour Hairdressing program prepares the student to become a licensed Cosmetologist in the State of Alaska, and consists of two sub-courses:

Cosmetology I: (approx. 350 hrs) **Mandatory Attendance Tues.-Sat. 10am-5:30pm**

Cosmetology I teaches the basic skills of hairdressing. Instruction consists of theory and application including, but not limited to, men and women's haircuts, tints, bleaches, hair coloring and permanent waving. This phase of instruction focuses on basic skills to be practiced, for the most part, on the mannequin provided in your kit. Students in this course are encouraged to schedule appointments for their friends and family members for haircuts and chemical services so that the student may gain as much "live practice" as possible. Haircuts by these students are performed on family members or fellow students at no charge, fees will apply for any chemical products utilized. Scheduling of appointments and chemical product fees are at the discretion of the instructors and **MUST BE PRE-APPROVED**.

Cosmetology II: (approx. 1300 hrs) **Flexible pre-approved scheduling to be determined by student and instructor, full time students: minimum 40 hrs/wk, part time students: minimum 24 hrs/wk**

Cosmetology II expands and refines the skills learned in Cosm. I. Work is done mainly on the public in the school salon. Combined with Cosm. I, this course allows the student to fulfill all of the requirements necessary to take the State of Alaska Hairdressing Examination. Students will be supervised and evaluated by the instructors on an informal basis with regard to practical work. The instructor will generally make "on the spot" corrections to the work that the student is performing.

Minimum Number of Practical Application for Hairdresser License (students generally exceed these numbers while enrolled at Glenda's Salon & Training Center):

Wet hairstyling, including hair analysis, shampooing, fingerwaving, pincurling and comb-outs	180
Thermal hairstyling, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling	180
Permanent waving, including hair analysis and chemical waving	80
Chemical straightening, including hair analysis and the use of sodium hydroxide and other base solutions	10
Haircutting, including hair analysis and the use of razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	250
Haircoloring and bleaching, including hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, use of dye removers, but not including color rinses	75
Scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10
Beard trimming	5
Theory	180
State Law	5
Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair	15
Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	15
Manicure- at least 12 hrs. covering bacteria, infections agents and infection, sanitation, harmful products and protection, anatomy and physiology pertinent to manicuring, nail disorders	15

25 Hrs. "Refresh and Review" for State Board Exams

Barbering (1675 hours)

Tuition	\$ 6,250.00
Kit, Books, Supplies	1800.00
Application Fee/Deposit	150.00
Total	\$ 8,200.00

The 1675 hour Barbering program prepares the student to become a licensed Barber in the State of Alaska, and consists of two sub-courses:

Barbering I: (approx. 350 hrs) **Mandatory Attendance Tues.-Sat. 10am-5:30pm**

Barbering I teaches the basic skills of barbering. Instruction consists of theory and application including, but not limited to, men and women's haircuts, tints, bleaches, hair coloring, permanent waving and shaving. This phase of instruction focuses on basic skills to be practiced, for the most part, on the mannequin provided in your kit. Students in this course are encouraged to schedule appointments for their friends and family members for haircuts and chemical services so that the student may gain as much "live practice" as possible. Haircuts/shaves by these students are performed on family members or fellow students at no charge, fees will apply for any chemical products utilized. Scheduling of appointments and chemical product fees are at the discretion of the instructors and **MUST BE PRE-APPROVED.**

Barbering II: (approx. 1300 hrs) **Flexible pre-approved scheduling to be determined by student and instructor, full time students: minimum 40 hrs/wk, part time students: minimum 24 hrs/wk**

Barbering II expands and refines the skills learned in Barb. I. Work is done mainly on the public in the school salon. Combined with Barb. I, this course allows the student to fulfill all of the requirements necessary to take the State of Alaska Barbering Examination. Students will be supervised and evaluated by the instructors on an informal basis with regard to practical work. The instructor will generally make "on the spot" corrections to the work that the student is performing.

Minimum Number of Practical Application for Barbering License (students generally exceed these numbers while enrolled at Glenda's Salon & Training Center):

Wet hairstyling, including hair analysis, shampooing, fingerwaving, pincurling and comb-outs	180
Thermal hairstyling, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling	180
Permanent waving, including hair analysis and chemical waving	80
Chemical straightening, including hair analysis and the use of sodium hydroxide and other base solutions	10
Haircutting, including hair analysis and the use of razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	250
Haircoloring and bleaching, including hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, use of dye removers, but not including color rinses	75
Scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10
Beard trimming	5
Theory	180
State Law	5
Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair	15
Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	15
Manicure- at least 12 hrs. covering bacteria, infections agents and infection, sanitation, harmful products and protection, anatomy and physiology pertinent to manicuring, nail disorders	15

25 Hrs. "Refresh and Review" for State Board Exams

Esthetician (Skin Care) (375 hours)

Tuition	\$ 5000.00
Kit, Books, Supplies	INCLUDED
Application Fee/Deposit	\$ 150.00
Total	\$ 5150.00

The 375 hour Esthetics program prepares the student to become a licensed Esthetician in the State of Alaska, and consists of two sub-courses:

Skin Care: (approx. 250 hrs) **Mandatory Attendance Tues.-Fri. 10am-5:30pm, Sat. 10am-4pm**

The Skin Care course teaches the basic skills of a facial. Instruction consists of theory and application including, but not limited to, skin analysis, massage, treatments, anatomy, blood borne pathogens and waxing.

Makeup: (approx. 100 hrs) **Mandatory Attendance Tues.- Fri. 10am-5:30pm, Sat. 10am-4pm**

The Makeup course teaches the basic application of makeup. Instruction consists of theory and application including, but not limited to, color selection, face shapes, eye shadow and false eyelashes

These courses of instruction focus on basic skills to be practiced on the mannequin provided in your kit, as well as actual clients. Students in this course are encouraged to schedule appointments for their friends and family members for facials, waxing services and makeup application, so that the student may gain as much “live practice” as possible. Services by these students are performed on family members or fellow students will incur a small fee to cover any products used. Scheduling of appointments and product use fees are at the discretion of the instructors and **MUST BE PRE-APPROVED**.

Completion of these courses allow the student to fulfill all of the requirements necessary to take the State of Alaska Esthetician Examination. Students will be supervised and evaluated by the instructors on an informal basis with regard to practical work. The instructor will generally make “on the spot” corrections to the work that the student is performing.

Minimum Number of Practical Application for Esthetician License (students generally exceed these numbers while enrolled at Glenda’s Training Center):

Manual Facial, including skin analysis, cleansing, manipulations, packs and masks	60
Electrical, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin-care purposes	40
Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair	50
Makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	50

25 Hrs. “Refresh and Review” for State Board Exams

In addition to the number of practical operations: 40 hours of theoretical instruction including 5 hours in state law.

Manicurist

12 HOUR safety and sanitation including sanitation of implements and safety of client and practitioner

FEE-----\$350.00

MANICURING WITH AN ENDORSEMENT-----FEE \$4000.00
KITS ARE INCLUDED IN TUITION.

Mnimum of 250 hours, safety and sanitation including sanitation of implements and safety of client and practitioner

Sanitation & Safety: bacteriology, sanitation, chemical agents, sanitizing methods and procedures	45
Anatomy and physiology of the arms, hands, and feet, including instruction in (A) nail shapes, structures, and growth, including (i) nail irregularities; and (ii) nail diseases; (B) bones, muscles, and nerves of the arm and hand; (C) skin histology and functions; and (D) blood circulation, including (i) blood vessels; and (ii) blood supply of the arm, hand, and foot	45
Manicuring and pedicuring, including instruction in (A) preparation; (B) equipment and implements; (C) supplies; (D) procedures, including (i) basic manicure; (ii) oil manicure; (iii) nail analysis; and (iv) hand and arm massage; (E) pedicure; (F) artificial nails, including (i) sculpturing and liquid and powder brush-ons; (ii) artificial nail tips; (iii) nail wraps and repairs; and (iv) maintenance; (G) polish application; and (H) specific needs	155
State Law, communication skills, professional ethics, sales skills, decorum, record keeping and client service record cards	5

School Calendar:

Classes start every month – see staff for specific dates. The school also maybe closed during a student’s enrollment for unexpected reasons. The school will be closed the week between Christmas and New Years. In the event of inclement weather, school may be canceled. The anticipated graduation date will be extended accordingly.

Schools will be closed on the following holidays:

Memorial Day	Independence Day
Thanksgiving Day	Christmas Day
New Year’s Day	Easter

Equipment and Textbooks:

THE TEXT USED IS THE STANDARD TEXTBOOK OF COSMETOLOGY/BARBERING/ESTHETICS AND MINDTAP PUBLISHED BY MILADY PUBLISHING CORP., ALSO USED IS PIVOT POINT PUBLISHED BY PIVOT POINT CORP., THERE ARE ALSO TEXTS ON ANATOMY, PHYSIOLOGY AND HYGIENE AVAILABLE FOR STUDY AT THE TRAINING CENTER. WRITTEN TESTS ARE TAKEN FROM A TEST BANK PROVIDED BY THE PUBLISHER AS WELL AS THE INSTRUCTOR.

Student kits, issued to each student on the first day of school, contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles in order to practice their work properly. The cost of the kits, application fee, and tuition payments are outlined prior to enrollment. Textbooks are also issued on the first day of class. The texts and accompanying workbooks are an important part of daily class work and practical work. Assignments and homework are given regularly.

Issued textbooks and kits must be in each student’s possession each day.

Student kits and textbooks must not leave the training center until tuition is paid in full.

Academic Policy:

Each student will be graded as follows:

Written test with a minimum of 75% score

A pass/fail score on practical operations

Every 4th week, the student will have a consultation with an instructor to evaluate their progress. At that time, any concerns will be addressed.

Any failing student will be required to retake the portion they are failing. After 2 unsuccessful attempts, they will be on probation for 6 weeks. At the end of the probationary period, they will be evaluated to determine their ability to continue. If dismissed due to failing academically, a student can be considered for reentrance based upon an interview and a probationary of 2 weeks showing satisfactory improvement.

Refund Policy:

Student's Right to Cancel: the student has the right to cancel the enrollment contract until the close of business on the first day of instruction.

If a student (or minor student's parent or legal guardian) cancels, by receipt of written notification to Glenda's Salon and Training Center, the student's enrollment prior to the first-class period, the contract for instruction is canceled and the student receives a full tuition refund, less the application fee. If a student (or a minor student's parent or legal guardian) wishes to cancel the contract after the beginning of the first-class period, the following schedule of refund applies:

ATTENDANCE TIME	PERCENTAGE OF TUITION REFUNDABLE
DURING THE 1 ST DAY OF CLASS BUT PRIOR TO THE 2 ND DAY OF CLASS	100%
FOR A PERIOD OF TIME AFTER THE 1 ST DAY OF CLASS BUT NOT MORE THAN 10% OF THE CLASSES	90%
FOR A PERIOD OF TIME AFTER 10% BUT NOT MORE THAN 20 % OF THE CLASSES HAS ELAPSED	80%
FOR A PERIOD OF TIME AFTER 20% BUT NOT MORE THAN 25% OF THE CLASSES HAS ELAPSED	55%
FOR A PERIOD OF TIME AFTER 25% BUT NOT MORE THAN 50% HAS ELAPSED	30%
AFTER 50% OF THE CLASSES HAVE ELAPSED	0%

Attendance time is defined as the time elapsed between the first class period of the course and the date of last physical attendance. The refund is calculated using the elapsed time between the first-class period and the date of the last physical attendance.

Upon receipt of a student's cancellation, Glenda's Training Center shall have five days to acknowledge the student's cancellation and 30 days to refund appropriate monies, as determined.

Professionalism:

In training to be a professional cosmetologist, esthetician, nail technician or barber, you must be a caring, open-minded individual. You must use your training and knowledge to try and satisfy the needs and wants of every client. You must be able to put your ego and problems aside, in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.

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

Guidelines to Professionalism:

1. Listen. Listen to your instructors, listen to suggestions and advice from each other with kindness and appreciation, and listen to your client.
2. Service all clients to the best of your ability. Treat every person in your environment as the special person they are.
3. Consult with each client/instructor prior to their service. This establishes good communications and avoids service errors.
4. Teamwork and cooperation with colleagues, instructors, and staff makes all goals easier to attain. Help colleagues and instructors when possible. An atmosphere of teamwork is easily noticed and appreciated.
5. Gossip has no place in a professional environment.
6. Support the efforts of all colleagues and instructors but do not be bossy. Understand that the instructors are who you will ultimately refer to for major decisions regarding services provided to the public.
7. Personal conversations with other students/instructors while in the classroom and on the service floor are not permitted. Full attention and focus regarding your education and the service{s} you are performing on clientele must be maintained at all times.
8. Personal or school problems will not take place in classrooms, or in front of the client. Students will follow grievance procedures.
9. Smile – Often.
10. No gum chewing anywhere in the school.
11. Profanity will not be tolerated. Slang expressions should be eliminated in communication with peers, instructors, clients or management. Students are expected to speak appropriately at all times, in any area of the building, even if there are no clients present.

School Standards and Requirements:

A. Breaks & Lunches:

Your Instructors schedule breaks & lunches. Students are responsible for returning to classes on time or the late policy will be applied.

Food and Drinks are only permitted in the school's *designated* break/lunch area. Food and Drinks are not permitted anywhere else in the school.

B. Phone Calls:

No personal calls on the school business phones without express permission from the School Director. Cell phones and all other electronic devices must be on silent during school hours and can only be used in the break/student area or outside the building during your break or lunch. Students will not be allowed to watch videos or listen to music on their cell phones as this is disruptive to other students.

C. Smoking:

Smoking is permitted only on lunch and during authorized breaks ***in your vehicle.*** Smokers should dispose of their cigarette butts in designated containers and will not leave them on the ground outside the building.

D. Cheating:

Students caught cheating will be subject to termination from the program.

E. Family Services:

Immediate ***family members –children / parents /step-parents / siblings & grandparents*** may have any clinic service completed at the school for a discounted price. Retail products **are not discounted** to the student's family members. Family services should be charged according to the most recent fee schedule provided at the training center.

F. Alcohol and Drugs:

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion. Students shall not perform services on clients while under the influence of prescribed medications that are not recommended to be taken while driving.

H. Appearance/Dress Code:

Proper attire in the school is required. Appearance should be neat, clean, well groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Students will not wear clothing that exposes their underarms, cleavage, or rear-end. Students will not wear “flip-flops”, sandals or other open-toe footwear due to sanitation and safety concerns. Baseball caps/other headgears are not permitted.

Violations of the above-described dress code will result in the student being sent home to correct his/her attire.

Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor. We strongly suggest showering/bathing before coming to school, the frequent use of mouthwash, breath mints and deodorant during the day. Students can receive credit for styling their own, or each others’ hair, nails, and make-up during school, however, these activities will consume no more than one hour each day, to be completed during the beginning of the day. A professional appearance in these areas is essential to the overall image of today’s cosmetologist, esthetician, or barber.

The Administrative Staff will have the final decision on any questionable dress code or appearance violations

I. Personal Belongings and Kits:

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up, refilling supplies as needed. Your personal belongings should be stored in the student area or your vehicle. Kits are to be neatly placed underneath your workstation. When not in use, kits should be closed and put away.

The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

J. Personal Supplies and Services:

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies and services must be paid for. If a service is performed free of charge the service must be performed at the training center.

K. Duties:

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

L. Towels and Supplies:

Students are responsible for the proper up-keep of the clients' chemical service files and for all supplies. Towels must be clean and ready for use both day and night.

M. Student Services:

Students may do another student's hair, nails, etc. after getting permission from their Instructor. The student who is receiving the service must pay for any supplies used, as outlined in the following fee schedule. The service must be paid for immediately after it is completed. If a client comes in while you are having your own service done and there is no one else available, ***you must service the client. Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal. Students who are physically unable to service a client cannot be in attendance or receive hours.***

N. Client Services:

Students are ***never*** to leave a client unattended – it could be dangerous to the client and is unprofessional.

P. Tardiness:

If you are going to be late, a courtesy phone call is required. Please call and give your message to an instructor, not a student. Over 5 un-excused lates per month will result in a suspension. Students who return more than 15 minutes late from lunch or break may be sent home for the day.

Q. Attendance and Absenteeism

The student should be aware that absenteeism for more than 14 consecutive days without contacting the school can result in the student being terminated from the program. Time is calculated on the quarter hour.

The expected date of graduation may be changed throughout your program because of unexpected school closures. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the School Director at that time.

All students should be in their class location 5 minutes prior to starting class. At this time the student should be completely prepared for class – all materials needed in hand, hair and make-up done, and completely dressed for the school day. Students are required to call in if not attending school for the day. When calling in, you must speak with a School Official.

R. Leave of Absence:

Glenda's Salon and Training Center offers a leave of absence policy as a courtesy to students during trying times. Students, anticipating needing between 14 to 60 days off should contact the office for a leave of absence form. A leave of absence may be granted for medical, family, or personal reasons. Examples are: daycare problems, illness of the student or family member, marital problems, or financial problems. If more than 60 days is needed to resolve the problem, the student may be required to withdraw with the intention to re-enroll when the problem is resolved.

A student must be in good academic standing to be approved for a leave of absence. Because students are accumulating hours and requirements, every hour missed on a leave of absence will extend the student's completion date.

The length of the leave of absence will extend a student's refund period. While on a leave of absence over 3 weeks, students must call the school office after 2 weeks, and then ever 2 weeks to confirm the planned return. If a student is not able to return by the designated end date, the leave of absence may be extended depending on the circumstances. Failure to return by the designated end date or failure to contact the school office may result in termination.

Student Grievance Procedure:**If a student has a grievance the protocol to follow is:**

1. Informal discussion with their immediate instructor
2. Written REPORT OF GRIEVANCE presented to staff. THE ISSUE SHOULD BE RESOLVED IN 7 TO 10 DAYS.
3. IF still not resolved, the student may contact:

Board of Barbers and Hairdressers
P.O. Box 110806
Juneau, Alaska 99811
907-465-2547

Alaska Commission on Postsecondary Education
P.O. Box 110510
Juneau, Alaska 99811
907-465-6741

Job Placement:

Within the educational program, students will be preparing to go to work. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee placement, reasonable efforts will be made to assist

students in securing suitable employment. This assistance is available to any student, regardless of how long ago the student graduated.

State Board Licensing:

The completion of a State approved curriculum and meeting the required hours of training with passing grades is the first step in becoming a licensed cosmetologist, esthetician, manicurist or barber. Upon successful completion of the course, the student will send an application to the testing agency listed below in order to take the licensing examination. Passing grades on this exam is the final step to being granted a professional license.

To get your temporary permit & apply for the AK licensing exam mail forms listed below to:

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

BOARD OF BARBERS AND HAIRDRESSERS

P.O. Box 110806, Juneau, Alaska 99811-0806

333 Willoughby Avenue, 9th Floor, Juneau, Alaska 99801-0806

Forms:

1. Application for Examination
2. Cashier's check or money order made payable to the State of Alaska. The State of Alaska will notify you by EMAIL as to the date of your exam.

Student Records:

The school will provide for retention of academic transcripts and records of graduation and program completion in perpetuity. Each month, student records are sent to the Alaska Board of Barbers and Hairdressers, where they are also maintained.

Each student will have access to their records upon request. Students will be required to make copies of all records that are maintained by the school and sent to the Alaska Board of Barbers and Hairdressers for their personal records.

Meet the Staff

The School Director: Glenda Ledford

The School Director is in complete charge of the school, the staff, and your training. If any problems are related to your theory classes or your practical training, you should see your instructor. All other problems and requests are taken to the School Director. You may request an appointment at any time.

The Instructors:

The Instructional Staff are professional individuals carefully selected for their ability to convey information, knowledge of the craft, and professionalism to each student. They are trained in a certain method and follow lesson plans. It is important to realize that **you** are the most important Instructor in your education. The staff will teach and train **you**, but **you** must concentrate on developing physical dexterity and the development of the ability to see balance and form. This skill is developed through constant study, practice, observation of class demonstrations, repetition and critiquing of skills, etc. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice. Only **you** can help yourself achieve this by being in daily attendance, observing school regulations, continual practice and observation, following daily assignments, and developing good study/work habits.

The staff is here to help you achieve your goals.

Things to remember:

- a. If you have any questions, do not be afraid to ask.
- b. If you need help, let your Instructor or the School Director know – that is why we're here.
- c. We're always open to suggestions and constructive criticism.
- d. We must all work hard to maintain the school's objectives. There is time for fun and your training should be an enjoyable experience. We know we will enjoy you as a student and hope that the feeling is mutual.

Funding resources:

Alaska Student Loan Program
Alaska Performance Scholarship

Alaska Commission on Postsecondary Education
P.O. Box 110510
Juneau, Alaska 99811
907-465-6741

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