

Ownership & School Location:

The following beauty school is owned by Phagans' Schools NW, Inc. of 8820 SW Center Street, Portland, OR 97223.

Phagans' Tigard Beauty School

*8820 SW Center Street
Portland, Oregon 97223
Phone: 503-639-6107
Fax: 503-684-9800
www.phagansnw.com*

Accreditation & Licensing

Accredited by the:

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES

4401 Ford Avenue, Suite 1300
Alexandra, Virginia 22203
Phone # (703) 600-7600

Oregon schools are licensed by:

Oregon Department of Education

Private Career Schools Section
255 Capitol Street, NE
Salem, Oregon 97310
Phone # (503) 947-5751

Professional Association Membership

Phagans' Schools are members of the following professional associations:

- NATIONAL COSMETOLOGY ASSOCIATION
- OREGON COSMETOLOGY COLLEGE ASSOCIATION
- NORTHWEST PRIVATE CAREER SCHOOLS ASSOCIATION

Catalog Effective: June 30, 2011 – July 1, 2012

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PHAGANS’ MISSION STATEMENT

Our education mission is based upon three established, career education principles:

- * ***Learning by doing is the most effective when training the hands and the mind;***
- * ***Learning is directly proportional to the amount of fun you have while learning; and***
- * ***A good teacher is one who inspires students to have confidence in him/her. A great teacher inspires students to have confidence in themselves.***

Our ***objective*** is to be a “great school with “great instructors”

Our ***mission*** is to inspire and provide each of our students with the entry level technical skills, people skills and professional attitude, necessary for a long, profitable career in the Hair Design, Esthetics, and/or Nail Technology industry. This is our commitment to our students.

PHAGAN’S SCHOOLS.....Since 1947

Phagans' Tigard Beauty School is located in southwest Portland, Oregon. It is located three blocks from Highway 217, just off highway 99W. The school is on two major Tri-Met bus routes.

The school is in a 5,008 sq. ft. building, the floor plan of which is shown below. The school is equipped with circular clinic work stations and hydraulic styling chairs. The school has two ventilated artificial nail application stations, a facial room equipped with a sink, storage units and a profession adjustable facial chair. There are classrooms, facial rooms and a small, glass enclosed conference room which serves as both a library and student testing area. Parking is limited to the public streets surrounding the school.

Each student is assigned a locker located in the student lunchroom area. The school is air conditioned with an "economizer unit" that changes the air in the building every thirty minutes. The school is equipped with a handicapped restroom and outside ramp. The building has client parking to ensure a regular supply of clinic patrons for guided "hands on" practice. The school is located on the edge of Tigard Plaza, which includes several stores and restaurants. We encourage prospective students to come visit our school anytime during our regular business hours, 8:30 am to 5:00 pm, Monday through Friday.

OREGON COSMETOLOGY PROGRAMS & OCCUPATIONS

Course of Study	Course Length
Hair Design, Facial Technology, Nail Technology, Safety & Sanitation, and Career Development	2300 hours
Occupations:	Hair Stylist, Hair Color Specialist, Nail Technician, Esthetician, Makeup Artist, Cosmetology Instructor, Salon Owner/Operator, Cosmetics & Hair Product Sales, Show Platform Artist.
Hair Design, Nail Technology, Safety & Sanitation, Career Development	2050 hours
Occupations:	Hair Stylist, Hair Color Specialist, Nail Technician, Hair Cutting/Styling & Instructor.
Hair Design, Esthetics, Safety & Sanitation, Career Development	1950 hours
Occupations:	Hair Stylist, Hair Color Specialist, Esthetician, Makeup Artist, Hair Cutting/Styling & Instructor.
Hair Design, Safety & Sanitation, Career Development	1700 hours
Occupations:	Hair Stylist, Hair Cutter, Hair Color Specialist, Children’s Stylist, Hair Products Sales Rep., Hair Cutting/Styling Instructor.
Esthetics & Nail Technology, Safety & Sanitation, Career Development	850 hours
Occupations:	Artificial Nail Specialist, Manicurist, pedicurist, Nail Product Demonstration, Esthetician, Makeup Artist, Skin Care Therapy Specialist, Cosmetic Sales and Demonstration, Instructor.
Nail Technology, Safety & Sanitation, Career Development	600 hours
Occupations:	Artificial Nail Specialist, Manicurist, pedicurist, Nail Product Demonstration & Sales Representative, Nail Technology Instructor.
Esthetics, Safety & Sanitation, Career Development	500 hours
Occupation:	Esthetician, Makeup Artist, Skin Care Therapy Specialist, Cosmetic Sales & Demonstration, Skin Technology Instructor.

ADMISSION REQUIREMENTS

To **enroll** as a student in Hair Design, Esthetician, Nail Technology, Safety & Sanitation and Career Development or in any combination of these courses offered by Phagans' Schools, the applicant must:

- Be at least sixteen (16) years of age;
- Have a high school diploma, transcript stating you graduated or its equivalent (GED)
- Driver's license or photo identification card issued by the DMV
- Completed pre-enrollment packet and application for enrollment

Students applying for **Federal Title IV – Student Financial Aid**, grants or loans, will also be required to submit proof of:

- registration with the selective service (if you are male);
- age, education and US citizenship; and/or
- eligibility of non-citizen for federal financial aid
- Tax documents (if required from the Financial Aid office)

Phagans' Schools do not recruit students already attending or admitted to another school offering a similar program of study.

Upon receipt of your pre-enrollment packet and application of enrollment you will be sent an acceptance letter indicating the start date of your education.

OREGON COSMETOLOGY LICENSE REQUIREMENTS

Oregon cosmetology curriculum requirements are based upon a "segmented license". The mandated program of study for a full cosmetology license requires the successful completion of 2300 clock hours of technical education, using a state approved curriculum, which includes training in **Hair Design, Facial Technology, Nail Technology, Safety & Sanitation and Career Development**. Cosmetology schools are licensed and their curriculum approved, by the Oregon Department of Education. Upon completion of cosmetology training the graduate will be eligible to apply for the Oregon Board of Barbers & Hairdressers, cosmetology license examination. Upon successful completion of the state examination, the graduate will be issued an Oregon license to practice professional hair design, cosmetic skin care, manicure and artificial nail technology within the State of Oregon.

Oregon allows students to study one or more of the three segment(s), as prescribed in the Oregon Cosmetology License Requirements. Students may study (A) **Hair Design** (1450 clock hours), (B) **Esthetics** (250 clock hours) or (D) **Nail Technology** (350 clock hours) singly or in combination. Students choosing to study one or more of these segments must also study and complete, (C) **Safety & Sanitation** (150 clock hours) and **Career Development** (100 clock hours) programs.

In addition to the full cosmetology license requirements outlined above, Oregon law prescribes a **Barbering** (150 clock hours) and **Career Development** (100 clock hours) for a total of 1350 clock hours.

SATISFACTORY PROGRESS POLICY

This policy applies to all students; “self-pay”, students assisted with financial aid and/or any other sponsored student, unless contracted under specific conditions.

The following is the numeric score system and letter grades used by the school for academic and practical evaluations:

ACADEMIC AND PRACTICAL SKILLS PROGRESS POLICY

93 to 100%.....outstanding performance = A
85 to 92 %.....very good performance = B
75 to 84%.....satisfactory performance = C
74 % or less.....unsatisfactory = F

ATTENDANCE POLICY - (FULL TIME)

Program Length (in hours)	Scheduled Attendance (hours per week)	Length of Course (in weeks)
2300	38.33	60
2050	34.17	60
1950	32.5	60
1700	30.	57
850	30.	29
600	30.	20
500	30.	17

Students must maintain **satisfactory progress** in practical (technical) skills, academic and attendance throughout the duration of their course of study. The academic grade average will be compiled from the evaluation of assigned practical skills projects, assigned clinic procedures, unit evaluation of assigned theory and vocabulary tests, written assignments, theory related projects, unit examinations, and attendance. Students must make up all failed or missed tests and incomplete class assignments. To achieve **satisfactory academic progress**, the student must maintain an accumulative grade average of at least 75%.

“Academic, Practical Skills, and Attendance” will be checked and evaluated monthly. If the student is not meeting minimum academic requirements, they will be subject to disciplinary action. For financial aid purposes, **satisfactory progress** is checked as of the day the aid is released.

DISCIPLINARY ACTION

PROBATION: If your GPA falls below 75% the student will be placed on in-school probation. You will be required to be in attendance 40 hours per week for thirty days. Any Title IV funding that you have available will be held until the end of your probationary period. If you fail to be in attendance 40 hours per week this may be cause for you to be suspended for up to thirty days. If you raise your GPA back up to 75% you will be placed back in "Satisfactory Academic Progress" and no further action will be required.

SUSPENSION: If you have failed to bring your grades back to "Satisfactory Academic Progress", during your one month probation it may be cause for up to a 30 day suspension. Upon your return you will be placed on an "Extended Probation" status.

EXTENDED PROBATION: If you have been suspended, when you return to school, you will return on an "Extended Probation" status. You will be required to attend school 40 hours per week for thirty days. During this time your attendance will be monitored weekly. If you are unable to maintain 40 hours per week attendance, for one month, it may be cause for your education to be terminated. If you raise your GPA up to 75% you will be placed back in "Satisfactory Academic Progress" and no further action will be required.

TERMINATION OF ENROLLMENT: If you fail to raise your GPA up to "Satisfactory Academic Progress" there will be sufficient documentation that you do not have the "Ability to Benefit" from the education this institute has to offer. Your attendance is a vital part of your education. If you are unable to attend school, then you are not here to receive the education required and therefore are unable to benefit.

APPEALS TO TERMINATION OF ENROLLMENT: A student may appeal a termination of enrollment. A written letter of appeal must be submitted to the school Director. The letter should include an explanation of any special circumstances that might have affected the student's academic, practical or attendance performance.

Review of Appeal Letters

Upon receipt of the appeal letter, a review will be held by a Board of Appeals, to include the School Director, Director of Financial Aide, Director of Education and a member of our Advisory Committee. After review, The Board will notify the student, in writing of one of the following:

- a) The Board does not feel the appeal of special circumstance is justified, then they will inform the student that the termination of enrollment stands; or
- b) If the Board feels that because of special circumstances, beyond the student's control, she/he will be allowed to return to school on an Extended Probationary status.

DRUG AND ALCOHOL ABUSE POLICY

Phagans' Tigard Beauty School does not allow the use of alcohol and / or drugs which would affect a student's performance in the school. The use of alcohol and / or drugs diminishes the public's confidence in the safety and quality of services offered to the public. You are entering a career that consists of specific procedures to obtain a desired result, students must be clear minded, alert and aware.

Phagans' does not allow students to possess, distribute or sell alcohol and / or drugs before or during school hours.

Phagans' will take action against students who fail to follow this policy.

Students must come to school in a fit condition for learning.

Phagans' recognizes alcoholism and / or drug abuse as an illness or disorder and Phagans' accepts the responsibility for providing channels of help, but it is up to the student to seek help.

Alcoholism and / or drugs can cause serious health problems, some of the effects include:

*Drowsiness; *Nausea; *Slurred speech; *Disorientation Euphoria; *Hallucinations;
*Disoriented Behavior.

Continued abuse or overdoses can even lead to: *Convulsions; *Coma; *Weak or Rapid Pulse;
*Death.

In the Portland Area, students can contact:

The Oregon Drug and Alcohol Information Center at: Emmanuel Hospital – 235 N. Graham Street – Portland, OR 97227 – (503) 413-4848

Oregon Prevention Resource Center (OPRC) – 500 Sumner St. NE (E86) – Salem, OR 97301 – (800) 822-6772

Phagans' maintains a file on local treatment centers if you should want referral information. We strongly encourage you to seek additional information or seek treatment if you need it. We offer our assistance to students in seek treatment or more information.

If the Student does not seek help and the problem in some way comes to the attention of the school, then disciplinary action will result. This action can include any of the following, depending on the gravity of the offense. In the event of a first offense, the offender may be:
*Reprimanded in writing or; *Suspended for 14 days; *Terminated by the school.

Let this serve as a notice that Phagans' may choose to do random drug testing. This will be done without any notice in order to ensure a drug free school.

STUDENT GRACE PERIOD

Phagans' Schools Northwest Inc. realizes that during the course of your education that you will have unforeseen situations that you will need to attend to. It is therefore decided that when you are contracted with Phagans' your contracted graduation day allows you 15% of your required hours for days of absences.

Full Course requires 2300 hours –

contract graduation date will be set at 2645 hours (345 hours)

Hair/Nail requires 2050 hours –

contract graduation date will be set at 2357.5 hours (307.5 hours)

Hair/Esthetics requires 1950 hours –

contract graduation date will be set at 2242.5 hours (292.5 hrs)

Hair Course requires 1700 hours –

contract graduation date will be set at 1955 hours (255 hrs)

Esthetics/Nail Course requires 850 hours –

contract graduation date will be set at 977.5 hours (127.5 hrs)

Nail Course requires 600 hours –

contract graduation date will be set at 690 hours (90 hrs)

Esthetics Course requires 500 hours –

contract graduation date will be set at 575 hours (75 hrs)

If you exceed your contract graduation date, you will be required to pay \$20.00 per hour for every hour needed to complete your course.

If you have an appointment, you will need to fill out a "Pre-arranged (PA)" form so that Phagans' has the opportunity to reschedule any appointments that you might have on the schedule. This grace period does not override our policy for each student to call in by 8:45 am if they are going to be late or absent for the day. Three no call/no shows will result in three days of suspension

COURSE OUTLINE

FULL COURSE (ABD), 2300 HOURS/60 WEEKS

Course Description: This 2300 hour cosmetology course of study provides instruction in Hair, Esthetics, Nail Technology, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: NAIL TECHNOLOGY</u>			
Manicuring	30	10	
Pedicuring	30	10	
Nail Wrap System	30	10	
Nail Tips & Gel Application	30	5	
Acrylic Nail Forms	30	10	
Artificial Nail Removal & Repairs	25	6	
Artificial Nail Fills	20	5	
Nail Art	20	10	
Hand, Foot Massage & Reflexology	20	10	
Nail Disorders & Disease		15	
Equipment, Implements, Cosmetics, Materials & Products		10	
Anatomy & Physiology		5	
Discretionary Hours		9	
Total – NAIL TECHNOLOGY			350
<u>Subject: ESTHETICS</u>			
Massage	40	5	
Facials, Masks, Packs & Dry Skin Treatments	45	10	
Make-up; Day, Evening, Theatrical & Corrective	45	10	
Skin Disorders & Treatments	25	15	
Temporary Hair Removal	15	8	
Human Cells, Anatomy & Physiology		5	
Electricity & Light Therapy		2	
Chemistry		15	
Discretionary Hours		15	
Total – ESTHETICS HOURS			250
<u>Subject: HAIR DESIGN</u>			
Properties & Disorders of Scalp & Hair	40	10	
Draping, Shampooing, Rinsing & Conditioning	40	10	
Haircutting:	300	133	
Hairstyling (to include): Finger weaving, wet styling	300	150	
thermal hairstyling, thermal hair straightening			
Chemical Services (to include): permanent waving	210	120	
hair coloring, chemical relaxing, and soft curl perms			
Artistry of Artificial Hair/Hairpieces (Wiggery)	2	8	
Shaving, Beard/Mustache Trim	3	3	
Human Anatomy & Physiology		8	
Chemistry		8	
Cutting & Styling – implements, tools, products & equipment		8	
History of Hair Design		5	
Electricity & Light Therapy (hair & skin)	3	2	
Discretionary Hours		87	
Total – HAIR HOURS			1450
TOTAL HOURS; Safety & Sanitation, Career Development, Hair Design, Esthetics and Nail Technology			2300 Hrs

COURSE OUTLINE

HAIR DESIGN AND NAIL TECHNOLOGY (AD), 2050 HOURS/60 WEEKS

Course Description: This 2050 hour Hair Design and Nail Technology course of study provides instruction hair, Nail Technology, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: NAIL TECHNOLOGY</u>			
Manicuring	30	10	
Pedicuring	30	10	
Nail Wrap System	30	10	
Nail Tips & Gel Application	30	5	
Acrylic Nail Forms	30	10	
Artificial Nail Removal & Repairs	25	6	
Artificial Nail Fills	20	5	
Nail Art	20	10	
Hand, Foot Massage & Reflexology	20	10	
Nail Disorders & Disease		15	
Equipment, Implements, Cosmetics, Materials & Products		10	
Anatomy & Physiology		5	
Discretionary Hours		9	
Total – NAIL TECHNOLOGY			350
<u>Subject: HAIR DESIGN</u>			
Properties & Disorders of Scalp & Hair	40	10	
Draping, Shampooing, Rinsing & Conditioning	40	10	
Haircutting:	300	133	
Hairstyling (to include): Finger weaving, wet styling thermal hairstyling, thermal hair straightening	300	150	
Chemical Services (to include): permanent waving hair coloring, chemical relaxing, and soft curl perms	210	120	
Artistry of Artificial Hair/Hairpieces (Wiggery)	2	8	
Shaving, Beard/Mustache Trim	3	3	
Human Anatomy & Physiology		8	
Chemistry		8	
Cutting & Styling – implements, tools, products & equipment		8	
History of Hair Design		5	
Electricity & Light Therapy (hair & skin)	3	2	
Discretionary Hours		87	
Total – HAIR HOURS			1450
TOTAL HOURS; Safety & Sanitation, Career Development, Hair Design and Nail Technology			2050 Hrs

COURSE OUTLINE

Hair Design and Esthetics (AB), 1950 HOURS/60 WEEKS

Course Description: This 1950 hour cosmetology course of study provides instruction in Hair, Esthetics, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: ESTHETICS</u>			
Massage	40	5	
Facials, Masks, Packs & Dry Skin Treatments	45	10	
Make-up; Day, Evening, Theatrical & Corrective	45	10	
Skin Disorders & Treatments	25	15	
Temporary Hair Removal	15	8	
Human Cells, Anatomy & Physiology		5	
Electricity & Light Therapy		2	
Chemistry		15	
Discretionary Hours		15	
Total – ESTHETICS HOURS			250
<u>Subject: HAIR DESIGN</u>			
Properties & Disorders of Scalp & Hair	40	10	
Draping, Shampooing, Rinsing & Conditioning	40	10	
Haircutting:	300	133	
Hairstyling (to include): Finger weaving, wet styling	300	150	
thermal hairstyling, thermal hair straightening			
Chemical Services (to include): permanent waving	210	120	
hair coloring, chemical relaxing, and soft curl perms			
Artistry of Artificial Hair/Hairpieces (Wiggery)	2	8	
Shaving, Beard/Mustache Trim	3	3	
Human Anatomy & Physiology		8	
Chemistry		8	
Cutting & Styling – implements, tools, products & equipment		8	
History of Hair Design		5	
Electricity & Light Therapy (hair & skin)	3	2	
Discretionary Hours		87	
Total – HAIR HOURS			1450
TOTAL HOURS; Safety & Sanitation, Career Development, Hair Design, and Esthetics			1950 Hrs

COURSE OUTLINE

HAIR DESIGN (A), 1700 HOURS/57 WEEKS

Course Description: This 1750 hour Hair Design course of study provides instruction on hair, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: HAIR DESIGN</u>			
Properties & Disorders of Scalp & Hair	40	10	
Draping, Shampooing, Rinsing & Conditioning	40	10	
Haircutting:	300	133	
Hairstyling (to include): Finger weaving, wet styling	300	150	
thermal hairstyling, thermal hair straightening			
Chemical Services (to include): permanent waving	210	120	
hair coloring, chemical relaxing, and soft curl perms			
Artistry of Artificial Hair/Hairpieces (Wiggery)	2	8	
Shaving, Beard/Mustache Trim	3	3	
Human Anatomy & Physiology		8	
Chemistry		8	
Cutting & Styling – implements, tools, products & equipment		8	
History of Hair Design		5	
Electricity & Light Therapy (hair & skin)	3	2	
Discretionary Hours		87	
Total – HAIR HOURS			1450
TOTAL HOURS; Safety & Sanitation, Career Development, and Hair Design			1700 Hrs

COURSE OUTLINE

ESTHETICS AND NAIL TECHNOLOGY (BD), 850 HOURS/29 WEEKS

Course Description: This 850 hour course of study provides instruction in Esthetics, Nail Technology, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: NAIL TECHNOLOGY</u>			
Manicuring	30	10	
Pedicuring	30	10	
Nail Wrap System	30	10	
ESTHETICS AND NAIL TECHNOLOGY, CONT.....			
Nail Tips & Gel Application	30	5	
Acrylic Nail Forms	30	10	
Artificial Nail Removal & Repairs	25	6	
Artificial Nail Fills	20	5	
Nail Art	20	10	
Hand, Foot Massage & Reflexology	20	10	
Nail Disorders & Disease		15	
Equipment, Implements, Cosmetics, Materials & Products		10	
Anatomy & Physiology		5	
Discretionary Hours		9	
Total – NAIL TECHNOLOGY			350
<u>Subject: ESTHETICS</u>			
Massage	40	5	
Facials, Masks, Packs & Dry Skin Treatments	45	10	
Make-up; Day, Evening, Theatrical & Corrective	45	10	
Skin Disorders & Treatments	25	15	
Temporary Hair Removal	15	8	
Human Cells, Anatomy & Physiology		5	
Electricity & Light Therapy		2	
Chemistry		15	
Discretionary Hours		15	
Total – ESTHETICS HOURS			250
TOTAL HOURS; Safety & Sanitation, Career Development, Esthetics and Nail Technology			850 Hrs

COURSE OUTLINE

NAIL TECHNOLOGY (D), 600 HOURS/20 WEEKS

Course Description: This 600 hour course of study provides instruction in Nail Technology, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: NAIL TECHNOLOGY</u>			
Manicuring	30	10	
Pedicuring	30	10	
Nail Wrap System	30	10	
Nail Tips & Gel Application	30	5	
Acrylic Nail Forms	30	10	
Artificial Nail Removal & Repairs	25	6	
Artificial Nail Fills	20	5	
Nail Art	20	10	
Hand, Foot Massage & Reflexology	20	10	
Nail Disorders & Disease		15	
Equipment, Implements, Cosmetics, Materials & Products		10	
Anatomy & Physiology		5	
Discretionary Hours		9	
Total – NAIL TECHNOLOGY			350
TOTAL HOURS; Safety & Sanitation, Career Development, Nail Technology			600 Hrs

COURSE OUTLINE

ESTHETICS (B), 500 HOURS/20 WEEKS

Course Description: This 500 hour course of study provides instruction in Esthetics, Safety and Sanitation and Career Development. Below are the contents for this unit of instruction:

<u>Subject: SAFETY & SANITATION</u>	<u>Practical Instruction (Hrs)</u>	<u>Theory (Hrs)</u>	
Dispensary Operation /Duty	16	4	
Hazardous Chemical Awareness (OSHA)		8	
Oregon Law/Oregon Rules & Regulations	15	5	
First Aid, Infection Control, Bacteriology	4	4	
Safety/Universal Sanitation, Decontamination	76	8	
Discretionary Hours		10	
Total – SAFETY & SANITATION HOURS			150
<u>Subject: CAREER DEVELOPMENT</u>			
Career Development & Salon Skills	30	20	
Reception Desk Duty	40		
Discretionary Hours		10	
Total – CAREER DEVELOPMENT			100
<u>Subject: ESTHETICS</u>			
Massage	40	5	
Facials, Masks, Packs & Dry Skin Treatments	45	10	
Make-up; Day, Evening, Theatrical & Corrective	45	10	
Skin Disorders & Treatments	25	15	
Temporary Hair Removal	15	8	
Human Cells, Anatomy & Physiology		5	
Electricity & Light Therapy		2	
Chemistry		15	
Discretionary Hours		15	
Total – ESTHETICS HOURS			250
TOTAL HOURS; Safety & Sanitation, Career Development, and Esthetics			500 Hrs

COURSE GOAL FOR ALL COURSES:

(ABD, AD, AB, BD, and D)

Our goal is to provide each student with opportunity to select a successfully complete specific state required course(s) of cosmetology science so that they are prepared for and pass both the school practical skills examination and the Oregon State Cosmetology licensing examination.

COURSE FORMAT FOR ALL COURSES:

(ABD, AD, AB, BD, and D)

The cosmetology subject matter of all courses will be presented in the form of instructor lectures and demonstrations, videotape presentations, “hands on” guided-practice, class discussions, projects and assignments. Students will also complete supervised clinic services to support theory and technical skills instruction.

GRADING PROCEDURES FOR ALL COURSES:

(ABD, AD, AB, BD, and D)

Students are assigned theory study and a minimum number of practical experiences. Academic and theory assignments and projects are evaluated when completed using the grading criteria provided to the students in the various Technical Manuals. Practical (technical skill) assignments and projects are numbered and specified in unit project workbooks. Designated task or service evaluations may be performed using fellow students, clinic clients or mannequin heads for models. Practical skills will be evaluated as completed. **Students are required to take and pass a state approved final “practical skills” examination at the school before graduation.** Grading procedures for this exam will be provided to the students in writing before the actual examination.

FINANCIAL AID INFORMATION – STUDENT “Federal Title IV” FUNDING

Please visit: www.fafsa.ed.gov to find out more about PELL grants. Phagans’ Tigard Beauty School code is: **013130**

Student financial aid money is to help you pay for part of the cost of your technical education program. There are four financial resources that you can use while attending school; part-time employment, loans, grants and scholarship. If you are still in High School it would be smart to ask your school career counselor for more information about possible local or state grants and scholarships.

Phagans’ Beauty School participates in the US Department of Education, Title IV student financial aid programs. These financial aid awards are not dependent upon age. They are based on your financial need if you are an independent student; or on your families’ need if you are a dependent student. “Need” is the difference between what it costs to attend school and how much you and/or your family can reasonably be expected to contribute towards those costs. Our Financial Aid Administrator can tell you about the financial aid programs that are open to our students. Here are some of the federal program sources you may wish to explore:

- **PELL Grants**; are a federal financial grant that you **do not** have to pay back. All the PELL Grants require is that you attend school regularly and maintain satisfactory grades and attendance. PELL Grants are based upon need and income (your family or your own).
- **Direct Loans**; Our students can apply for subsidized student loans (a federal guaranteed loan with interest paid by the government while you are in school), and an unsubsidized student loans (a federal guaranteed loan on which you pay all of the interest). Each of these loan programs are “need” based.
- **PLUS LOANS**; are education loans that are made to parents of the student. The loans go into repayment 60 days after the last disbursement of funds. Parents are responsible for the repayment of the loan(s).

Each of these federal student financial programs uses the fafsa application to determine the family’s estimated financial contribution. Please see above for the website link and our school code.

STATEMENT OF NON-DISCRIMINATION

Phagans’ Schools Northwest, Inc. is in compliance with Title VI & VII – Civil Rights Act of 1964, and the Title IX – Education Amendments of 1972, does not discriminate or deny admission to any person on the basis of race, color, ethnic origin, sex, religion, age, or handicap in any of its policies, procedures and/or practices. This non-discrimination policy covers admission and access to, treatment of, and employment with Phagans’ Schools NW, Inc., including but not limited to academic admission, student financial aid, educational services and employment.

CREDIT FOR PRIOR TRAINING

Students with prior training, wishing to transfer enrollment credits must first comply with Phagans' regular admission requirements. Students with credits from another Oregon school must submit a written request, to their former school, for an **official transcript** to be mailed directly to Phagans'. Transfer students are advised that clock hour training credits in Oregon are only valid for 10 years from the date of graduation, withdrawal or termination of enrollment (OAR 581-045). No transfer students shall be enrolled at Phagans' school without an official transcript of prior training on file.

Students with "out of state" credits must write to their previous school or state board and request that an official transcript is sent directly to Phagans'. These transcripts will be evaluated by Phagans' staff and then submitted to the Superintendent for state approval if required, prior to granting the credit.

Former Phagans' students who withdrew from school before the completion of their contracted programs may re-enter after completing the following:

- Meeting all of the school's regular admission requirements;
- pay any outstanding financial charges owed to the school; and
- make payment provisions for payment on their remaining training

Students will be given credit for all prior training and contracted only for the hours required to complete Oregon state requirements.

STUDENT PLACEMENT ASSISTANCE

Phagans' Schools NW, Inc. does not and will not make any guarantee of employment or salary upon graduation. The school will provide you with placement assistance which will consist of employment opportunities, assistance with resume writing and job interviews (when requested by the student), and advise on appropriate means of attempting to realize these opportunities. Phagans' Schools NW, Inc., ***does not guarantee successful completion of the state board examination.***

STUDENT ADVISING

There may be occasions when a student wishes to discuss a specific matter with a school official. Student's are encouraged to ask a staff person for a time when the problem or issue may be discussed. Records of counseling will be maintained as part of the student's file.

Each of our students will receive a monthly report card. Report cards will be provided by the Director at the beginning of each month and evaluated with the students as needed. Reports cards will be part of the student's file and will be signed and dated by both the student and the school Director at the conclusion of the session. Any corrections will need to be made within two days of your receipt of your monthly report.

CHEMICAL SAFETY REQUIREMENTS

As a professional Cosmetologist and as a student of cosmetology, you will be using and applying hazardous chemical products during some hair and nail services. These chemicals require good salon ventilation and adherence to proper safety procedures. Oregon Law requires extensive OSHA and physical safety training to be part of cosmetology curriculum training requirements. If you know you are allergic to a specific type of cosmetic or chemical beauty products, we advise you review a copy of our OSHA training manual for in depth information about possible reactions to extended exposure to similar products.

If you are pregnant at the time of your enrollment or become pregnant while attending school, Phagans' School will require a **written release from your Obstetrician**, before you can begin or continue your cosmetology training.

GRADUATION REQUIREMENTS

To graduate from any courses of study offered by Phagans' School NW, the student must:

- Complete all requirements and assignments of their course of study;
- Apply for and pass all the course test, examinations and final practical skill examination;
- Complete and turn in all course Project Workbooks and grade sheets;
- Turn in completed monthly progress sheets to the Director; and
- Pay all tuition and/or other education related charges due to the school.

After the successful completion of the above requirements the graduate will be awarded a Diploma and a copy of the Students transcript will be faxed to Oregon Health Licensing.

ACCESS & RELEASE OF STUDENT RECORDS

A student (or in the case of a minor), a parent or guardian wishing to review student's school files may do so by making an appointment, during regular school hours, with the school Director. The review will take place in the presence of the Director and the file may not be removed from the school. Copies of any of the documents in the file will be provided at a cost of .50 cents a sheet. All student records and education files are kept confidential, in compliance with the Family Educational Rights and Privacy Act (FERPA). Information will not be released to third parties without the written consent of the student. Graduates and former students are advised that only unofficial school records can be mailed directly to a student. Students' requiring an official school transcript, must send a written request with the name and address of the educational institution you wish for us to send the official documents. After our receipt of your written request, the document will be mailed directly to the educational institution you identified. The school will provide only one free copy of your transcript. Additional copies are \$10.00 each. The school does not publish a school directory. All requests for records should be addressed to:

Phagans' School NW, Inc – Student Records Dept
8820 SW Center Street
Portland, OR 97223

PHYSICAL DEMANDS OF THE PROFESSION

A **Hair Designer** must have good hand/eye coordination and good leg mobility for moving and standing for extended lengths of time while performing services. Clients are usually shampooed by their stylist at a shampoo bowl and then moved and seated in an adjustable hydraulic styling chair at the stylists' work station. Special stools can be attached to or used in conjunction with a hydraulic styling chair, allowing the practitioner to sit while performing some portion of the hair service. The amount of income earned cutting, permanent waving, curl relaxing and/or coloring hair correlates directly with eye and hand coordination, physical agility and speed. The services you perform in an hour equals your income. A Hair Designer is required to take and pass a written State cosmetology examination. This exam requires skills in reading comprehension, basic spelling, written language and technical vocabulary memory. The Practical Examination evaluates these hands on procedures. Kinesthetic learners are extremely successful in cosmetology careers.

Skin care clients sit in reclining hydraulic chairs or tables designed for facial technology services. Person having limited range of upper body motion, arm and/or hand strength and manual dexterity may have difficulty in performing facial skin care treatments, massage and make up applications. Coordination of eye and hand movement is critical to the application of facial makeup. Successful practitioners in facial technology and makeup sales and services need good color perception and a natural artistic talent for applying and selling makeup products. The written license examination requires skills in reading comprehension, basic spelling, written language and technical vocabulary memory. The Practical Examination evaluates these hands on procedures. Kinesthetic learners with good color perception and artistic ability are very successful in skin care and facial technology careers.

Manicuring/Nail Technology services are performed with both the client and the practitioner seated at a manicure table. **Pedicure** services require bending of the upper body and the lifting and carrying of a foot soaking container holding both soap and water. Excellent eye and hand coordination is critical to all nail services. The application of a full set of artificial nails (ten fingers) can require up to an hour and thirty minutes by a professional Nail Technician. Nail technology students may require three to four hours to perform the same service. Persons who are unable to sit and perform exacting hand work, for long periods of time would be advised to avoid nail technology as a career choice. As in hair design, productivity is the key to financial success in all nail services. Students will be coached to improve both manual skills and their speed during enrollment in this program. The written license examination requires skills in reading comprehension, basic spelling, written language and technical vocabulary memory. The Practical Examination evaluates these hands on procedures.

SCHOOL POLICIES AND PROCEDURES

The purpose of these policies and procedures is to provide a fair and consistent set of guidelines for the day-to-day operations of our school. These rules define Phagans' Staff administrative policies and responsibilities as well as the rights and responsibilities of our students. This is a post-secondary (college level) school, therefore each student will be treated as a mature adult, until she/he demonstrates otherwise. If you have any questions about any of these rules, please see the school Director.

SCHOOL COMPLAINT PROCEDURE

As our students are adults, **both state and national accrediting commission policies** require students to **FIRST** seek resolution of school problems within the school. Only if a complaint or problem remains unresolved at the school level, will it be considered at the state licensing agency level. **If you by-pass your school and go directly to the state with a complaint, they will contact your school and ask if you tried to seek resolution of the problem through the school procedures.** YOU are responsible for making contact with the Instructor first. If the problem is not resolved, YOU are to then submit in writing the complaint to the school Director, please be prepared to sign the document. The Director will consider your complain and make a decision on how to resolve the situation. If you still feel like your problem has not been resolved, then you may proceed with the following course of action:

1. A student or staff member of Phagans' School NW, Inc., may file a complaint against the school: however, the complaint must be in writing and should outline the allegation or nature of the complaint. The complaint must be mailed to:
John W Olsen, President
c/o Florence Frank Olsen, Recording Secretary
Phagans' Schools NW, Inc
12798 SW Overgaard
Tigard, OR 97224
2. A school representative or the school President will telephone or meet with the complainant within 10 (ten) days of the receipt of the written complaint. If after evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's Advisory Committee.
3. If the complaint is referred to the school Advisory Committee, that group will gather within 10 (ten) days of the referral, to discuss the complaint. The meeting will be documented and any decision about or resolution of, the problem, will be documented and a copy of the same mailed to the complainant.
4. If the complaint is still not resolved to the satisfaction of the complainant, the complainant may choose to take the matter to the State Licensing agency which licenses the school. The name and address of this agency is:

Oregon Department of Education
Private Career Schools Section
255 Capitol Street, NE
Salem, OR 97310
503-947-5751

5. If the problem remains unresolved by the state licensing agency the student may choose to take the matter to the school's accrediting agency. The name and address of this agency is:
National Accrediting Commission of Cosmetology Arts & Sciences
4401 Ford Avenue, Suite 1300
Alexandra, Virginia 22203
703-600-7600

REFUND POLICY

- I. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- II. If a student (or in the case of a student under legal age, his/her parents or guardian) cancels his/her enrollment and requests his/her money back in writing, within five (5) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The student will be charged for any kits or books that have been used. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school Director in person.
- III. If a student cancels his/her enrollment after the (5) business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less an enrollment fee of \$100 and cost of any kits or books that have been used.
- IV. For students who enroll in and begin classes, the following Oregon State mandated schedule of tuition refund is authorized.
- V. If the student terminates enrollment after he or she started classes but prior to completing 50% of the enrollment period, the student will be entitled to a refund of tuition charges based on the time the student was enrolled. The enrollment time is the time between the start of classes for the enrollment period (which is lesser of program length or the award year) and the student's last day of attendance. The formula divides the number of hours scheduled during the time the student was enrolled by the total hours scheduled for the enrollment period. The tuition charges for the enrollment period are multiplied by this percent, and the result is subtracted from the tuition charges for the period. The remainder is the initial refund due to the student. Other allowable school charges are deducted from the initial refund amount. An additional calculation must be made for students who have received federal Title IV financial aid for the period. If the hours actually completed by the student are less than 60 percent of the total course hours in the period, a portion of the aid awarded to the student is considered unearned and must be returned to its source. This may create a large than expected gap between the amount the school may charge the student and the amount of financial aid available to pay the school charges. See the "Return of Title IV Financial Aid" entry for more details. Any return of Title IV aid or refunds due the student, are made within 30 days of formal cancellation of the agreement by the student or formal termination by the school.
- VI. When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds its refund policy.
- VII. The cost of all books and lab equipment kit(s) provided to the student are included in the institutional charges designated for the course of study. Students who terminate their enrollment prior to course completion will be charged a \$100 termination fee.
- VIII. If a course is canceled subsequent to a student's enrollment, the school shall, at its option: a.) Provide a full refund of all monies paid; or b.) Provide for completion of the course. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition

The Department has provided **Return of Title IV Funds** worksheet to assist schools in the calculation of the amount that must be returned. The schools written policy with the requirements and procedures a student must follow to officially withdraw from school will be provided to you during your new student orientation.

Returned Title IV funds are to be distributed in the following order:

- * Unsubsidized FFEL / Direct Stafford Loan
- * Subsidized FFEL / Direct Stafford Loan
- * Perkins Loan
- * FFEL / Direct Plus
- * Pell Grant
- * FSEOG
- * Other Title IV program

COURSE AND CONTRACT CHANGE CHARGES

Students wishing to make a “course change” are hereby advised that the fee for each course change is \$50.00. This fee is to cover the costs of evaluation of academic grades and attendance records and the preparation of a new contract to cover the course change.

SCHOOL DRESS CODE POLICY

Phagans’ Beauty School has established a dress code for student hygienic safety and protection from exposure to the hazardous chemical products used during the performance of assigned projects and services in classroom laboratory and the school clinic area.

- Students will wear a clean black smock at all times while in school.
- Students will wear clean black, brown, grey (neutral) colored slacks. Slacks need to be pressed and have no visible holes.
- Skirts and shorts at knee length in (neutral) colors are allowed.
- Students must wear shoes (no open toed shoes allowed). This will provide foot and toe protection from falling cutting tools or caustic chemical spills.
- Students tops must be cleaned and pressed and must cover their arm pits and not expose parts of the stomach, back or extreme cleavage.
- Students clothing damaged by tints, bleaches or other chemical products are the responsibility of the student! Phagans’ NW Beauty School will not be liable for damage to any student garments.
- Students are issued and provided with safety glasses and protective gloves for color application. These items of protective equipment MUST be worn during hazardous chemical application or service. Contact an Instructor BEFORE proceeding with the service.
- Appearance and clothing should be professional and not be disruptive to the educational process.
- If your appearance and clothing are not considered “professional attire” you will be sent home for the day and may not return until the following school day.

TIME CARD POLICY

- Your student (barcode) time card is the official document for recording your clock hours. The school will provide you with one time card at no additional cost. No credit for clock hours or training will be granted without a valid time card. It is the responsibility of each student to maintain their time card and time sheet in a legible condition. Each additional barcode time card will cost the student \$10.00 and must be paid up front.
- Due to insurance liability requirements, students must complete all admission requirements and sign an enrollment agreement before they can enter training and be issued a time card.
- Students may accumulate a maximum of eight (8) hours of training each day. Earned hours will never be deducted for any reason; however, a student may be clocked out by a staff member and asked to leave the school campus. This action will result in a counseling interview upon the students return to school.
- To receive credit for a full eight hours of training during the week, a student must “clock in” to school no later than 8:30 AM and “clock out” no earlier than 5:00 PM.
- A student will clock “in” or “out” only with his/her own time card! You may NOT clock another student “in” or “out”.
- Students must inform a staff member of their arrivals or departures from the school building, and clock in or out. This notification includes arrivals and departures for lunch, breaks, and any personal appointments or family emergencies.

- Students who realize that they will be tardy or absent from school must call the office at 503-639-6107 before 8:45AM. This will allow for their appointments to be moved or canceled before the scheduled patron arrives at school.
- Students who plan to be **ABSENT** from school on a particular day or days must notify the school Director in writing, prior to the date. The student must receive permission from the school staff for it to be an excused absence.

CLASSROOM PUNCTUALITY

Your attendance is essential for academic and professional skills achievement. It is the responsibility of each student to attend all scheduled classes **"ON TIME"**. Theory class begins at 8:45am right after roll call on Wednesdays, Thursday and Fridays. Students who have not arrived to school by 8:45am will not be allowed to clock "in", or join the class, until 9:30am. Habitual late arrivals will not be tolerated and will result in disciplinary actions!

LUNCHTIME & CLASS BREAKS

- Students will be given two breaks, of 15 minute duration, each day. These breaks will be given at a time designated by your Instructor.
- Students will have a lunch period of 30 minutes, to be taken between the hours of 11:00AM and 2:00PM. Clinic students who have not had a lunch period by 1:00PM **MUST** notify the clinic Instructor.
- Student's who plan to check out of the school for longer than 30 minutes, must notify a staff member prior to the extended lunch period.
- Students who are to be marked off the appointment book for any reason must have permission of the clinic instructor or staff. *The actual marking of the appointment book must be done only by an Instructor.* Students are NOT allowed to move appointments without the permission of an Instructor.

CLINIC FLOOR OPERATION POLICIES AND PROCEDURES

- Students assigned to the clinic laboratory area will appear at their station, on time, in a clean smock, with correct makeup and their hair neatly done.
- **Students MUST take all appointments that are assigned to them.** If after a discussion with the Instructor you still refuse to perform the service, you may be clocked out of school for the remainder of the day. Upon return to school you will be required to explain to the Director the reason for your refusal. The Director will decide if disciplinary action will be taken.
- Students must do client consultation with an instructor present before every chemical service.
- Hair clippings must be removed from the client and the floor at the end of each hair cut and before the cut is checked by an Instructor. Hair clippings are to be disposed of in a closed garbage can.
- **ALL** operations and completed services must be checked by an Instructor!!!
- Clinic stations must be kept in a clean, orderly manner at all times.

CLASSROOM POLICES AND PROCEDURES

- Due to the large quantity of topics and technical skills covered in FRESHMAN CLASS and the speed at which they are taught, A LOSS OF MORE THAN THREE DAYS OF CLASS TIME (24 CLOCK HOURS) DURING THE 12 WEEKS MAY REQUIRE MAKE UP TRAINING.
- Students must successfully complete all unit work projects and the assigned clock hours before moving up to the next level of instruction.
- Students will report to their assigned class, at the appointed time with the required equipment, books, pencil and paper.

- Student class participation, skills testing, written assignments and project book task will be evaluated, graded and recorded by your Instructor.
- A 5-minute break may be given once in the morning and once in the afternoon at the discretion of the Class Instructor.
- At the end of the class day, students will clean the classroom work areas and mirrors, sweep the floor of hair clippings and debris, straighten the tables and chairs and leave the classroom in safe and sanitary order.
- Sanitation training is required by State Law. Each student will complete light sanitation duties at the end of the day, for which they will earn training time and grade credit.
- Students may use school phones **only for emergency calls**. ***Students are not allowed to use personal cell phones in the school classrooms or clinic area.*** Cell phone conversations should be conducted in the lunchroom only, during lunch hour or during student “break time”. Conversation should be limited to 3 or 4 minutes. Students may not receive phone calls while they are performing client services or in class.
- No smoking is allowed anywhere in the school building.
- No eating, drinking or chewing gum by students or staff is allowed in the school clinic area.
- Each student will be assigned a locker and issued a padlock. All personal items will be kept in your locker and not on or in your assigned clinic station.
- Phagans’ Beauty School will not be held liable for the loss of any garment, money, equipment or other personal items. Each student has a locker and a lock. For your own protection, please secure all personal belongings in your locker. Please do not leave anything of value in the drawers of your clinic station.

CAMPUS VIOLENCE OR THREATS OF VIOLENCE POLICY

- It is unlawful for any person singly or in conjunction with others, to intimidate by threat of force or violence, any school staff member, employee, or student of this school. The School Director or staff will report any security threat or crime to local police (911). Violators will be prosecuted to the full extent of the State Laws. The enrollment of any student, convicted of intimidation, threats of violence or actual violence against school staff or students will have their enrollment terminated.
- Loud and abusive language will not be tolerated in any area of the school. Quarrelsome language, verbal insults or other violations of socially acceptable good conduct will require immediate dismissal of the offender(s) from the campus. Return to school will require a counseling session with the school President. If after the first offense a student is allowed to return to school, a repeat offense will result in a permanent suspension from school.
- POSSESSION OR USE OF CONTROLLED SUBSTANCES ANYWHERE ON THE SCHOOL PREMISES WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF ENROLLMENT AND SUSPENSION OF ALL FEDERAL STUDENT FINANCIAL AID. If you use, sell or are apprehended with a controlled substance in your possession, Federal Law requires that you will no longer be eligible to receive Title IV student financial aid.
- Stealing is a crime! A student caught stealing monies, equipment or products from the school, staff or other student(s) will have their enrollment terminated and will be prosecuted to the full extent of the law.

SEXUAL HARRASSMENT POLICY

It is the policy of Phagans’ Schools NW, Inc. to prohibit sexual harassment of an employee by another employee, staff supervisor, or student. It is also the policy of this school to prohibit the sexual harassment of a student by another student, by an instructor, by an employee or by a staff supervisor. Though it is not easy to define precisely what harassment is, it certainly includes: unwelcome jokes or

comments, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature.

It is the responsibility of any student or employee, who feels that she/he has been subjected to sexual harassment to immediately report the problem to one or more of the following people:

- **The School Director**
- **The Educational Director**
- **The School Financial Aid Administrator**

Students and employees are hereby assured that no retaliation will result from either making a complaint or participating in the investigation of this complaint. Sexual harassment of any kind, by students or staff of Phagans' Schools NW, Inc., will not be permitted and will result in disciplinary action up to and including termination of enrollment or employment.

HOLIDAYS/SCHOOL CLOSURE

New Year's Day, Memorial Day, 4th of July, Labor Day, MLK Day, Thanksgiving Day and the day after, and Christmas Day.

The school will also be closed the 2nd Monday of the following months for a Teacher In-Service Day: January, March, May, July, September and November.

SNOW DAYS/BAD WEATHER POLICY

If bad weather or snow forces the closure of Phagans', students will be notified in the following manner:

- If the local high schools are closed for snow or any other weather related problems, Phagans' will also be closed;
- If the local high school announces a late opening time for snow or any other weather related problems, Phagans' will also open late;
- In case of snow, ice or storms that occur during the school day, your school Director will decide if and when school will close so that students may get home safely

STUDENT ABSENCES, EXTENDED TUITION CHARGES & WITHDRAWALS

- Phagans' has built into each of its course enrollment contracts a "grace period" to allow for legitimate illness and personal days during the course of the student's enrollment. If the student exceeds their contract graduation date and has used up their grace period as well, they will be required to pay extended tuition for each additional hour of training required for completion of the course
- If a student is absent from school for several days and has not notified the school as to the reason for the absence, the school will attempt to contact the student. If contact is not made, the student will be given 10 calendar days from the first day absent before the termination of their enrollment. Students wishing to withdraw from school should notify the school Director as soon as possible. Your last day of physical attendance at the school will be your withdrawal date.

LEAVE OF ABSENCE

- A student on an approved “leave of absence” is considered to be enrolled in school. Students who have taken an “approved leave of absence” and returned to school will return to the same satisfactory progress status they were in when they started their leave. A leave of absence is an APPROVED LEAVE only if the following conditions are met:
 - *The student must request the leave of absence in writing and deliver it to the school
 - *The letter must explain the reason for the leave and a beginning and end date
 - *The leave must be approved by the Director
- As part of the approval, the school must determine that there is reasonable expectation that the student will return to school. The leave of absence does not exceed 90 days in any 12 month period. The 12 month period begins on the date of the student’s leave of absence. If the student is a recipient of title IV student financial funds, the school must counsel the student about the grave effects that the student’s failure to return from leave of absence may have a repayment of the federal loan, including but not limited to, the depletion of some or all of the student’s grace period.

PERMANENT SCHOOL CLOSURE

If for some unforeseen reason the school is forced to permanently close its doors, the following arrangements have been made to protect our students from loss of tuition paid to the school and to provide for a smooth transfer to another school for completion of training:

Oregon students are protected from tuition loss through the Oregon Department of Education's (Private Career Schools Section), tuition protection fund. In the event of a permanent school closure, the Department's staff will evaluate and administer each student's claim against the state's tuition protection fund.

In case of permanent school closure, students participating in Title IV federal student loan programs should contact the regional office of the US Department of Education (below). As a FFELP borrower, students may be eligible for forgiveness of their student loan obligations.

US Department of Education – Region X
915 Second Avenue (Room 3388)
Seattle, WA 98174-1099
Phone: 206-220-7820

PHAGANS' STAFF LISTED ON SEPARATE INSERT

PHAGANS' NW - COURSE PRICE LIST

FULL COURSE COSMETOLOGY – 2300 hours

Program Total: \$17,289.55

Included in total: Tuition: \$14,800.50, Kits/Books: \$2,389.05, Enrollment Fee: \$100.00

HAIR DESIGN AND NAIL TECHNOLOGY – 2050 hours

Program Total: \$15,088.25

Included in total: Tuition: \$13,169.20, Kits/Books: \$1,819.05, Enrollment Fee: \$100.00

HAIR DESIGN AND ESTHETICS – 1950 hours

Program Total: \$14,236.80

Included in total: Tuition: \$12,526.80, Kits/Books: \$1,610.00, Enrollment Fee: \$100.00

HAIR DESIGN – 1700 hours

Program Total: \$12,621.80

Included in total: Tuition: \$11,481.80, Kits/Books: \$1,040.00, Enrollment Fee: \$100.00

ESTHETICS AND NAIL TECHNOLOGY – 850 hours

Program Total: \$7,991.00

Included in total: Tuition: \$6,171.00, Kits/Books: \$1,720.00, Enrollment Fee: \$100.00

NAIL TECHNOLOGY – 600 hours

Program Total: \$5,769.00

Included in total: Tuition: \$4,686.00, Kits/Books: \$983.00, Enrollment Fee: \$100.00

ESTHETICS – 500 hours

Program Total: \$5,100.00

Included in total: Tuition: \$4,235.00, Kits/Books: \$765.00, Enrollment Fee: \$100.00

CLASS START DATES FOR 2011

September 6th – Hair Design

October 31st – Esthetics

November 21st – Nail Technology

December 12th – Hair Design

CLASS START DATES FOR 2012

January 30th – Esthetics

February 20th – Nail Technology

March 13th – Hair Design

April 30th – Esthetics

May 21st – Nail Technology

June 11th – Hair Design

July 30th - Esthetics

August 20th – Nail Technology

September 11th – Hair Design

October 29th - Esthetics