



# Catalog

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**All Campuses**

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**Website:** [www.evergreenbeauty.edu](http://www.evergreenbeauty.edu)

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Selected programs of study at Evergreen Beauty College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SS) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, [plssunit@dol.wa.gov](mailto:plssunit@dol.wa.gov), or by (360) 664-6626.

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## **Welcome to Evergreen Beauty College**

"Minds are like parachutes, they won't work unless they are open." Entering into a profession requiring creativity, technique and service, Evergreen Beauty College strives to provide a strong Cosmetologist, Esthetician, Manicurist and Instructor education through personal and professional growth, in a learning environment. Only with your hard work will our program meet the high standards and demands of the beauty profession.

Evergreen Beauty College offers an incredible opportunity to learn and help you improve yourself. To reach your fullest potential, Evergreen Beauty College will expect a lot from you. The essential elements to your success will rest upon your hard work, energy, enthusiasm, willingness to learn, initiative, and most importantly a personal commitment to give excellent customer service.

Best of luck in your education and I believe that with patience, dedication, and perseverance, your dream will become reality.

Sincerely,

*Thi Trieu*

Thi Trieu  
Founder of Evergreen Beauty College

## Preface

This catalog has been designed to help you gain a quick and comprehensive overview of the education programs at Evergreen Beauty Colleges (i.e. the College). Some of the policies and points of view found are special, in that they reflect the college's own beliefs on important educational matters; others are basic to all trade schools engaged in career training. It is our hope that this information will bring to you a clearer picture of our college, and the program in which you will be enrolled.

### ***Changes in Policy***

The policy, rules, and regulations within this catalog are subject to change to continue our standards, safety, and to provide the best instruction available. Evergreen Beauty College has the right to change and update the policies, instruction, course structure, course hours, course schedules and practices as it determines necessary. Future professionals will be notified of such changes as they take place.

The term "student" and "future professional" are used interchangeably. The terms "you" and "your" refer to the student/future professional.

The terms "we," "us," or "our" refer to the school/college, its staff, faculty and/or administration.

## Administration

*Evergreen Beauty and Barber College is owned by Evergreen Cosmo Inc. An alternate name of Evergreen Beauty College is approved. For this catalog, the institution may be referred to as 'the College'.*

*The Shareholders of Evergreen Cosmo Inc. are indicated by \* below.*

**Joe Trieu\*:** Joe is currently our President. He specializes in sales, clinic development and outreach projects. Joe studied in the Foster Business School at the University of Washington and represented the University of Washington at the National Sales Competition. Together with his teammates, Joe brought the University of Washington an 8<sup>th</sup> place win at Nationals. He has used his sales skills to grow the student salon, offering greater opportunity for our future professionals to begin building their business while still in school. In 2010, Joe led Evergreen Beauty College to its first national competition, where we placed 2<sup>nd</sup> in the nation in Esthetician, and 3<sup>rd</sup> in the nation for Cosmetology in the Nuts & Bolts Business Student of the Year Competition, held in Long Beach, CA.

**Frank Trieu\*:** Frank is currently the Vice Present of Business Development and Industry Relations of the college. He also serves as the Director of Compliance and Title IX Compliance, General ADA Compliance Coordinator for all campus locations. As an industry ambassador, Frank served nearly a decade on the Board of Directors for the American Association of Cosmetology Schools and is currently serving a NACCAS Commissioner and an Advisory Board Member for Department of Licensing Cosmetology Board. During those years, he used his fifteen years + of experience in the beauty industry to help promote the interests of cosmetology, beauty and wellness educational institutions and their students. Frank's primary focus is on office management, accreditation and finance. Frank is responsibility for building relationships with local salons, shops and spas to assist in successful job placement for future professionals.

**Theresa Tran\*:** Theresa is currently the Vice President of Finance. Theresa has over 10 years of sales training and business management. As a graduate of the University of Washington, she was awarded the CBYX scholarship sponsoring a year-abroad study in Germany. She represents the Collee regarding numerous financial aid programs on the federal, state and local levels.

**Thi Trieu:** Thi is the founder of Evergreen Cosmo Inc.. Thi has over 40 years of experience in the beauty industry as a cosmetologist, multiple salon owner, educator, and past school president. She is licensed in Barber, Cosmetologist, Master Esthetician, Esthetician and Manicurist, Instructor Program. Her areas of specialty include: licensed practices, business development and fostering the entrepreneurial vision of our future professionals.

*A comprehensive staff/faculty list is provided as an addendum to this catalog.*

## **Our Mission**

Evergreen Beauty College's mission is to prepare our graduates for a career in cosmetology arts, sciences and related fields. We are committed to developing our future professionals and staff professionally and personally through technical and professional training. It's only through this holistic development that we can be contributors to one another, our clients and our industry.

### ***Goals for All Courses***

It is the intent of the College to train each future professional in the art and science of Cosmetologist, Barber, Hair Designer, Manicurist, Master Esthetician, Esthetician, and the Instructor program, It is intended that the education and training provided will increase the student's ability to:

1. Develop a knowledge, understanding, skill and appreciation of the theory and practice of Cosmetologist, Barber, Hair Design, Manicurist, Master Esthetician, Esthetician, and Instructor.
2. Develop positive attitudes that will help the student to be conscientious toward his/her employer, employees, and clients.
3. Develop and apply safety and sanitary measures.
4. To develop the required knowledge and skills to prepare for state board examinations in order to obtain a license to practice in the industry.

## **Evergreen Beauty College Code of Ethics**

1. The College has as its principle objective the training of graduates for career in cosmetology arts and sciences and related fields.
2. The College strives to continuously to improve its operation.
3. The College makes use of a curriculum, acceptable teaching techniques and Instructional Training Aids (approved lesson plans, textbooks, DVDs, white boards, charts, and other audio-visual aids) in order to provide the training for its students. In addition to its' own teaching staff, this College invites outside guest artists, speakers, business owners and/or others from the industry.
4. The College purchases standard equipment, cosmetics and supplies to be used for instruction of its students.
5. The College refrains from any advertisement or criticism which might reflect unfavorable toward other schools and the profession.

# Evergreen Beauty College Overview

## State Licensing and Accreditation

### All Campuses are Approved and Licensed by:

The State of Washington, Department of Licensing; Business and Professions Division  
Cosmetology/Barber/Manicuring/Esthetics Section  
P.O. Box 9026 Olympia, WA 98507  
Phone: (360) 664-6626

### All Campus Accredited by:

National Accrediting Commission of Career Arts and Sciences, Inc.  
3015 Colvin Street, Alexandria, VA 22314  
Phone: (703) 600-7600

The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, Electrology, and massage.

Selected programs of study at Evergreen Beauty College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SS) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105 (360) 709-4600 or 360-753-5662 or email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov) the website is: [www.wtb.wa.gov](http://www.wtb.wa.gov)

## School Facilities

**The Bellingham Campus** consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. The campus is in a downtown environment with approximately 8,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barbering, master esthetics, esthetics, manicuring and instructor training. The campus provides classrooms for both theory and practical classes. The school provides access to books, DVDs, and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

**The Mount Vernon Campus** consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. The campus is in a downtown environment with approximately 7,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barbering, master esthetics, esthetics, and manicuring. The campus provides classrooms for both theory and practical classes. The school provides access to books, DVDs, and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

**The Everett Campus** consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 12,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barber, master esthetics, esthetics, and manicuring. The campus provides classrooms for both theory and practical classes. Visual aids are used in the theory and practical classrooms. The school books, DVDs, and other digital resources. There is access to specifically designated off-street parking; students are responsible for their vehicles and property.



**The North Seattle - Shoreline Campus** consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 13,000 square feet. The North Seattle - Shoreline campus currently only offers a cosmetologist, hair design, barber, and instructor program, and the clinic is furnished with equipment for the practical training for those. The campus provides classrooms for both theory and practical classes. The school provides books, DVDs, and other digital resources. The school has access to specifically designate off-street and street parking; students are responsible for their vehicles and property.

**The Renton Campus** consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is in a strip mall environment with approximately 11,000 square feet (~7000 SF + ~ 4000 SF). The clinic is furnished with equipment for the practical training of cosmetology and esthetics. The campus provides classrooms for both theory and practical classes. The school provides books, DVDs, and other digital resources. The school has access to specifically designated off-street and street parking; students are responsible for their vehicles and property.

**The Yakima Campus** consists of the following: student salon areas, attached and detached classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 5,200 square feet. The clinic is furnished with equipment for the practical training of cosmetology and esthetics. The campus provides classrooms for both theory and practical classes. The school provides books, DVDs, and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

## **School Hours and Closings**

### ***Hours of Operation***

Hours of operation are dependent on the individual campuses.

### ***Class Schedules***

The school is operational Monday – Friday, unless otherwise posted.

Schedules vary, according to program.

### ***Normal Time to Complete***

All future professional should have a reasonable expectation of the time needed to complete a program in order to plan and budget accordingly. Fulltime programs offered at the College are outlined in this catalog based on Program length, weeks and months. This includes scheduled holidays, breaks, and planned in-service days, as well as a reasonable number of days for a future professional to make up hours needed for state licensing purposes.

When calculating Normal Time to Complete and On-Time Graduation Rates, the number of days scheduled for make-up absence is generally limited to 10% of the scheduled hours. Students are allowed to make up additional absences in order to graduate as long as they do so within maximum timeframe as described in the school's satisfactory progress policy, but they will not be counted as graduating within normal timeframe for the purpose of calculating the On Time Completion Rate. See the Over Contract (Additional) Charges Policy as it relates to additional time to complete.

### ***Holidays/Planned Closures***

The College values the importance of time with family and loved ones; the following are observed Holidays and Breaks:

New Year's Day, Memorial Day +1 (the day after is an Inservice Staff Training Day), Independence Day, Labor Day +1 (the day after is an Inservice Staff Training Day), Thanksgiving Day + 1 (the day after is an Inservice Staff Training Day), Christmas Day through December 31st.

Additional days for Instructor In-service training and/or other school closures will be posted/published and/or announced to future professionals in advance.

All holidays and other posted/published days off are not considered “scheduled” for the purposes of establishing the enrollment period end date (scheduled graduation date), maximum timeframe and/or for the purpose of determining attendance percentage or Satisfactory Academic Progress determination.

### ***School Closure***

In case of Inclement Weather (snow or other severe weather conditions), or extenuating circumstances that force a closing of the school or a delayed start for the day, the first announcement will be made on the ‘Student Portal’ (<https://students.evergreenbeauty.edu/>) by 6:00am. Subsequent announcements will follow throughout the day if appropriate. If no announcement is made, class should be assumed to be conducted as usual.

### **Closure Impact on Scheduled Hours**

In the event the school has unscheduled closures during a student’s period of enrollment, the scheduled graduation date for the student shall be adjusted accordingly. In addition, scheduled hours for the purpose of attendance percentages, satisfactory academic progress determination, maximum timeframe, and/or over contract charges, as may apply, will be adjusted for each day that has been unscheduled due to closure.

## **Admissions and Entry**

### **Admissions and Enrollment**

The College uses a revolving curriculum which allows the school to enroll future professionals at various times. Please see an admissions counselor for current enrollment scheduling. The Evergreen Beauty College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### ***Start Dates***

- Start Dates may differ dependent upon the course/program chosen by the future professional.
- Expected Start Dates may be found in an addendum to this catalog. Start dates are subject to change.
- Program enrollment is limited per class in order remain in compliance with state educator/student ratio requirements of 1:20 ratio

### ***Entrance Requirements for all Programs leading to licensure***

#### **All applicants for admissions must:**

- Be above the age of compulsory education in the state of Washington (16 Years Old).
- Present proof of High School Diploma, its equivalent (a college transcript demonstrating proof of two years of successful completion towards a bachelor degree), a transcript showing high school completion, or a certificate of attainment. The school does not admit ‘Ability to Benefit’ students.
- Provide a copy of a valid state or federal issued photo ID.
- Apply, be interviewed and accepted for the chosen program.

Foreign non-English high school diplomas will require an evaluation to be performed by an outside agency that is qualified to translate the document into English and confirm academic equivalence to a US High School Diploma.

In addition to meeting the above Admissions and Enrollment Requirements, prior to starting classes, students must:

- Submit a Registration Fee to the College.

### ***Additional Admissions Requirements for the Instructor Program***

The applicant must provide a copy of a valid operator’s license in the field in which he/she intends to teach.

### **Applicants for Admissions Should Be Aware of:**

The admission requirements above do not necessarily apply to locally designed programs in which high school students receive high school credits or advance education classes.

The applicant will be enrolled as a student and is not an employee of the college.

### **Licensure Notices**

The state of Washington requires an applicant to be 17 years of age at the time of licensing for Cosmetologist, Barber, Hair Design, Master Esthetician, Esthetician, Manicurist, and Instructor Program.

Applicants for admissions whom have pending or criminal convictions should contact the Department of Licensing regarding possible limitations to licensure.

### **Foreign Students**

Under federal law, this institution is authorized to admit foreign students.

### **Currently Enrolled Students**

The College does not solicit or enroll students who are currently enrolled at another institution. It is our policy to refer the student back to their current school to attempt a resolve of any issues they may have. See Transfer Student Policy for additional information.

### **Veterans Training**

Selected Programs of study at the College are approved by the Workforce Training and Education Coordinating Board's state approving agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Veteran students utilizing their benefits are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

No penalty, including the assessment of late fees, the denial of access to classed libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Enrollment are limited to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

### **Physical Demands - Be Aware of These Facts**

Applicants and currently enrolled future professional should be aware that during this enrollment and/or entering the career field:

- The work can be arduous and physically demanding because of long hours standing.
- There will be exposure to chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.

Physical and Safety Demands for specific programs may be found as an addendum to this catalog.

As a condition for enrollment in Evergreen Beauty College (the “School”), students enter into an enrollment agreement which provides that all disputes between a student and the School will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student’s rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

Notwithstanding the student’s agreement to resolve any disputes with Evergreen Beauty College by binding arbitration:

- The School does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The School does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with the School tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the School will be conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879.

For more information about the School’s arbitration process please contact: Frank Trieu, 802 SE Everett Mall Way, Suite A Everett, WA 98208 Phone: (425) 336-5123, ext. 800 Email: [frank@evergreenbeauty.edu](mailto:frank@evergreenbeauty.edu)

### **Class Action Waiver**

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student’s individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

As an alternative process, students may seek redress under the School's grievance procedure described above, which includes the ability to resolve disputes through a binding arbitration process. Students may also submit complaints to the School's accreditor, state licensing agency, and the U.S. Department of Education as described above and in the School catalog.

For more information about the School's class action waiver please contact: Frank Trieu, 802 SE Everett Mall Way, Suite A Everett, WA 98208 Phone: (425) 336-5123, ext. 800 Email: [frank@evergreenbeauty.edu](mailto:frank@evergreenbeauty.edu)

### ***Transfer, Re-enrollment, Schedule Change, & Brush Up***

#### **Credit for Previous Training / Transfer of Credits**

The College may accept coursework completed at outside institutions for transfer credit. To receive credit for previous training, a future professional who wishes to seek approval of transfer credits (Prior Credit) must do so at the time of application for enrollment. Veteran Students must submit all previous training for consideration. Only documented proof of prior training or licensure may be accepted. A nominal fee (\$350.00) may be charged for prior credit evaluation/assessment testing. Veteran students will be granted a fee waiver for prior credit evaluation /assessment testing.

- Credit for Prior Training is at the discretion of the enrolling school's administration.
- The Instructor Program may recognize industry experience as credit for training. See Instructor Curriculum for conversion table.
- Future Professionals should assume that credits earned at this institution may not transfer to another institution.

#### **Evaluation Testing**

The school will administer a scholastic evaluation to applicants in order to determine further training needs. All persons wishing to transfer to the school may be required to enter the school's Phase One class, which is an entry level class. Based on the test results, if applicable, the school may recognize prior credit for all or part of the applicant's previous training or work experience, provided it is recognized by the governing state Cosmetology agency.

#### **Tuition**

If approved for enrollment, tuition will be charged at the current hourly rate for the course of study, plus the applicable registration fee, and any other fees associated with certifications required for graduation.

#### **Qualifications for Kits**

All students will be charged for a full kit and applicable texts according to the standard policy. All kits and texts become the property of the student upon receipt and with payment. The College does not participate in a secondary market; items once opened from its original packaging are nonreturnable. Payment for kit & applicable texts will be received in the first funds paid to the school as these items are tangible and considered used upon receipt. Contact the school administration office for applicable kit and text prices.

#### **Brush Up Coursework**

Brush up course work is available with Campus Director pre-approval only. A minimum of 100 hours is required and shall be charged based on a predetermined per hour charge which is due at the time of contract. Brush up course work is not subject to refund.

#### **Compliance with Civil Rights Act**

The College complies with the **Civil Rights Act** of 1964 (P.L. 88352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education and Welfare (45 CAT Part 80) issued pursuant to that title, to the end that in accordance with that act and the regulations, no person in the U.S. shall, on the ground of race, sex, color, religion, age, or ethnic origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal

Financial Assistance from the Department, and hereby give assurance that we will immediately take any measures necessary to effectuate this agreement.

**Re-entry Students**

According to this policy, former students of the school who voluntarily withdrew and wish to re-enter, may do so upon approval from the administration. The State of Washington allows prior hours to be credited up to and within 3 years. Prior hours are subject to evaluation by the school in order to determine the student's retained knowledge and to best provide an education plan which allows the possibility of graduation.

Future professionals who were previously terminated due to unsatisfactory attendance, progress or conduct may submit a written appeal to be considered for re-enrollment. The appeal must be delivered to the school's administration at least 30 calendar days prior to the requested date of re-entry and must include an outline of the reason(s) for the initial withdrawal and discuss the changes in the student's circumstances that will enable the student to complete the program without further interruption and why the appeal should be approved. All documentation to support a positive change of circumstances the requesting party wishes to have considered should accompany the appeal. The request will be reviewed, and a decision made within 30 calendar days of the receipt request. There will be no loss of prior credit upon re-entry.

Students who re-enter more than six (6) months after the original last date of attendance may be re-admitted with all prior completed hours honored, however they will be evaluated, in the same manner as a transfer student, to determine their current level of academic knowledge. Re-entry students admitted after six (6) months may be required to return to the phase one classroom for a period of time to be determined by the Director based on the evaluation.

**Enrollment Agreement**

Enrollment period will be calculated based on scheduled hours to complete remaining on the date of re-entry.

**Tuition/Fees**

Tuition rates in effect at the time of re-entry will apply to all re-entry students. Prior payments as retained by the school following all Refund and/or Return to Title IV calculations shall be applied to the students account as may be applicable. A re-entry fee shall also apply. Kits and other fees: Re-entry students who do not have their complete kit and supplies and or who do not have current textbooks may be required to purchase new kit/texts as may be needed. Satisfactory arrangements for payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry.

**Active Duty / Reservist** whom are called to duty, may be considered for a leave of absence if he/she is required to leave the immediate area. If the period of time needed exceeds that which is allowed in the leave of absence policy, and the future professional must withdraw due to their service assignment, the re-enrollment fee shall be waived providing the future professional returns within 30 days following the end of his/her service assignment.

**Satisfactory Progress Determination**

Students re-entering at the same campus location shall return in the same Satisfactory Progress status as when they left. Attendance percentages will be based on cumulative rates for all enrollment periods.

**Maximum Timeframe**

Only students who can complete within maximum timeframe will be re-admitted. Scheduled hours remaining from prior enrollment(s) will be used to determine maximum time remaining. Students accepted for re-entry may therefore need to increase their attendance average in order to complete within the original scheduled maximum timeframe based on 132% of the program length. See additional information in the Satisfactory Academic Progress Policy in this catalog.

**Additional Withdrawal**

Students who withdraw from enrollment two times may not be considered for re-enrollment a third time.

**Financial Assistance Note**

Re-entry students wishing to utilize Title IV financial assistance shall meet with a Financial Aid Administrator prior to re-entry. It should be noted: the future professional may be required to submit additional application and documentation in order to determine eligibility for financial assistance.

### **Change of Schedule**

If a future professional wishes to change from one schedule to another, the following criteria must be met: Space must be available in a corresponding schedule

Approval from the educator(s) in the corresponding schedule Approval from the campus Director

Payment of schedule change fee (\$500.00)

### ***Accommodation for Religious Observance***

The College will make good faith efforts to allow students who have sincerely held religious practices or beliefs, for reasons of faith or conscience, to observe religious holidays. The College will “reasonably accommodate” up to two days of student absences per academic year for religious practices that occur on certain days throughout the course or program. The student must give written notice to the Campus Director within the first two weeks of the beginning of the course and provide specific dates the student requests accommodation. The director will have up to 14 calendar days to approve or deny the requested absences. No fee will be assessed in seeking this accommodation.

### ***Compliance: Non-Discrimination and Section 504/ADA Policy***

Evergreen Beauty College (“the College”) does not discriminate on the basis of disability.

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the College, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and the Americans with Disabilities Act (42 U.S.C. § 12182) (“ADA”) and their related statutes and regulations.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the College to comply with Section 504 and ADA.

**Please see the Catalog Addendum for the ADA Compliance Coordinator at each campus:**

### **Requests for Accommodation**

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.

The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**.

Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student’s disability, as

<b>Disability</b>	<b>Qualified Professional</b>
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The College may request additional documentation as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

The College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

### **ADA Grievance Process**

The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.

Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The College will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

For more complete information regarding the general grievance procedure, please see the subsequent section in the catalog.

### **Procedure**

Grievances must be submitted to the ADA Compliance Coordinator, as indicated at section 1 of the policy. Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.



The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.

All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.

The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to Frank Trieu, the Director of Compliance, 802 SE Everett Mall Way, Suite A, Everett, WA 98208, (425) 336-5123 x 800 within 15 days of receiving the ADA Compliance Coordinator's decision. The Director of Compliance shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

The College will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

## Financial Information & Payment Options

### Tuition, Fees, Kit/Text, and Additional Charges

#### Tuition and Fees

There is a Tuition charge for each course offered at the school. In addition, a registration fee is charged. Specific costs for each course offered may be found in the Addendum of this catalog.

#### Kits and Text

The student is assessed a charge for the kit that contains the majority of the necessary tools and implements to successfully participate in the clinical and practical assignment during the specific course of study. There are items required for the state board testing which are not included; students are responsible for those items. With proper care and use, the tools and implements will also serve as entry level tools. All kits and texts become the property of the student upon receipt and with payment. The College does not participate in a secondary market; items once opened from its original packaging are nonreturnable. Payment for kit and applicable textbooks will be received in the first funds paid to the school as these items are tangible and considered used upon receipt.

Kits and textbooks are to be accessible and on campus during all classes and as requested throughout the educational day. Kits and supplies are required to be maintained in a clean and safe manner in accordance with state laws, rules and regulations.

Lost or damaged items may need to be replaced at the student's expense.

**Technology Fee:** The technology fee is assessed for support of the student portal, student email, log in credentialing, digital tools such as the resume builder/job scan and other related technology resources.

**State Testing Fee:** The fee is a pass through charge which is paid to the testing agency for the student's written and practical exam.

**Sales Tax:** Appropriate Tax is charged on all goods including Kits and Textbooks.

**Additional Supplies:** The school furnishes additional supplies for classroom and student salon needs. These general supplies are included as a part of the tuition and kit fees. Student personal services however, may incur charges which must be paid prior to the receipt of such service. See Student Salon Policies or check with an instructor for additional details.

#### Timely Completion of Course – Over Contract (Additional) Charges

Days or hours missed during a student's period of enrollment are subject to charges per the school's "Over Contract Charges Policy." Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the scheduled enrollment period as outlined on the enrollment agreement or as amended on an enrollment agreement addendum (if applicable), any remaining hours needed in order to complete the training will be assessed at the rate of \$10.00 per hour.

**Estimated Charges:** Over Contract Charges shall be estimated based on \$10.00 per actual clock hour remaining as needed to complete the course after the scheduled period of enrollment (or amended period of enrollment) has been exhausted. Monthly and Period Evaluations show the difference between actual and scheduled hours which determines the Over Contract Estimate.

**Actual Over Contract Charges** will be calculated upon conclusion of the students scheduled graduation date as stated on his/her enrollment agreement or as amended and documented on an Enrollment Agreement

Addendum. All remaining actual hours shall be calculated at the \$10.00 per hour rate. Charges shall be applied to the student's ledger as an official charge. Charges are due and payable immediately.

Certification of hours will not be released if a ledger balance remains after the student has otherwise completed the program, or unless other arrangements have been made. Title IV funds may not be used for Over Contract Charges.

**Example of Over Contract Charges** are demonstrated below:

Scenario A: Future professional in the Cosmetologist Program has a contract date 10/01/2017. The future professional is scheduled to attend 10 hours each day and completes all required 1600 hours on 9/27/2017. Since the future professional completed the program earlier than the contracted date, no Over Contract Charges are incurred.

Scenario B: Future professional in the Cosmetologist Program has a contract date 10/01/2017. The future professional is scheduled to attend 10 hours each day and completes all required 1600 hours on 10/01/2017. Since the future professional completed the program on the contracted date, no Over Contract Charges are incurred.

Scenario C: Future professional in the Cosmetologist Program has a contract date 10/01/2017. The future professional is scheduled to attend 10 hours each day and only completes 1500 hours on 10/01/2017. The future professional still has a balance of 100 hours to meet the 1600 hours requirement and will incur Over Contract Charges at \$10.00 per hour. The future professional will be required to pay 100 hours X \$10.00 = \$1,000 in Over Contract Charges. This must be paid to complete the program and the balance is not qualified to be paid by Title IV funds.

### **Over Contract Appeal**

If a future professional wishes to appeal his/her over contract charges due to extenuating circumstances, they may do so in writing within 10 business days of the Scheduled End Date. Once received, an Appeals Committee will be gathered comprised of a minimum of two of the following persons: President, director/instructor, and/or staff member. The appeal committee will issue a response within 15 business days of the receipt of the written appeal. A form is available through the campus director.

### ***Payment Options***

#### **Tuition Payment Policy**

Future professionals are required to make timely payment of all tuition and fees as outlined on the enrollment agreement. The College may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Returned check will incur a \$25.00 fee. A \$25.00 late fee may be assessed for late payments.

#### **Possible Payment Sources**

Payments may be paid by cash, check, merchant services (credit/debit card), or through financial aid which is defined as, assistance that the student has applied for been or will be awarded and remains eligible from Federal, State, or Institutional assistance programs and/or other scholarships, grants or loan programs as may be applicable. Contact the campus administration office for more information regarding your payment options. Charges on a credit/debit card may be subject to a transaction fee.

#### **Other Assistance**

Selected Programs of study at the College are approved by the Workforce Training and Education Coordinating Board's state approving agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Grants and/or scholarships are also available through our membership with the American Association of Cosmetology Schools; such grants and scholarships are limited to certain times of the year and specific qualifications and requirements. A scholarship application requires a formal application, salon visit and recommendation by a school or salon professional.

The school disburses and manages funds in accordance to the Federal Financial Aid Policies outlined by the U.S. Department of Education.

## **Federal Financial Aid (Title IV)**

The College is a participating school in the U.S. Department of Education's Title IV programs. In order for the school to disburse funds for or on behalf of the student, the individual student's eligibility must be determined and the student must qualify. In addition, the student who participates in the Title IV funding programs (as qualified) must maintain all on-going eligibility requirements according to the applicable regulations and policies. Title IV Financial Aid consists of two types of aid; grants and loans.

**Grants** are financial aid that does not have to be re-paid (unless, for example, you withdraw from school and owe a refund or overpayment).

**Loans** allow you to borrow money for your education which must be paid back, with interest, back to the Federal Government. Loans are issued through the U.S. Federal Government and approved lending institutions.

### ***Applying for Financial Aid***

Prospective students may complete the Free Application for Federal Student Aid (FAFSA) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Current students may periodically have to update application materials or eligibility documentation. Students and/or parents of dependent undergraduate students, who can demonstrate that they meet the qualifications will be considered for the financial aid program listed below.

### ***Federal Financial Aid Eligibility***

To qualify for financial aid programs, Federal aid programs, Federal and State regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Be a United States citizen, national or eligible non-citizen.
- Maintain Satisfactory Academic Progress.
- Demonstrate a financial need.
- Be registered with selective service, if required.
- Not be in default on any educational loan and not owe a refund on an educational grant.

**To remain eligible for Federal Funds, students that are on Federal Financial Aid must complete their program within a specified time frame and adhere to the Satisfactory Academic Progress policy stated earlier in the catalog.**

### ***Verification Policy***

The College's policies and procedures on verification include:

- Upon identification that a student is subject to verification, the College will notify the student with the requirements and work with the student to set appropriate deadlines for students to submit documentation. Failure to meet those deadlines or provide appropriate documentation may result in the inability to utilize Title IV in order to pay for program charges.
- In the event of award changes due to verification, the College will notify and discuss with student changes to the award and options for either increases to Title IV aid or decreases and the relationship to overall program charges.
- In the event that the College identifies conflicting information, it is the students' responsibility to correct or provide information in order to complete verification.

- In cases of overpayments, the College shall notify our third party financial aid servicer, Deborah John and Associates, and to the U.S. Department of Education.

***How Federal Funds Are Applied***

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student’s account at least twice during the academic year of 900 clock hours (or 1000 clock hours if in a Barber program). Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing.

***Federal Direct Loan Program***

Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half-time basis in an eligible program at an eligible institution may apply for a Federal Direct Student Loan. For a first time borrower, repayment begins six months after the student graduates, withdraws or drops below half-time enrollment status. If the borrower has used their grace period, then repayment begins after the student graduates, withdraws or drops below half-time enrollment status. If qualified and otherwise eligible, SUBSIDIZED Loans would apply first. The interest rate is fixed and the U.S. Department of Education pays the interest on the Direct Subsidized Loan interest while the borrower is in school. Students who do not qualify for interest subsidies under the William D. Ford Federal Direct Loan Program or who qualify only for partial annual loan limits and need additional assistance may apply for an UNSUBSIDIZED Direct Stafford Student Loan, the interest is also fixed and may be deferred, but is the responsibility of the borrower regardless of in school status.

In addition to the Federal Direct Subsidized and Unsubsidized loans, the William D. Ford Direct Loan Program includes Parent Loans for Undergraduate Students (PLUS). The terms and conditions of this type of loan include a requirement that the applicant have a favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate.

The College may certify Direct Loans (subsidized or unsubsidized) to be delivered to an eligible student for a parent of a dependent undergraduate student or cost other than tuition and fees.

**Loans through the Direct Loan Program, if applicable, must be paid back according to the terms and conditions of the borrower’s promissory note.**

**Title IV Fund Program Information**

<b>Funding Program</b>	<b>Pell Grant</b>	<b>Federal Direct Subsidized Loan</b>	<b>Federal Direct Un-Subsidized Loan</b>	<b>Federal Direct Parent Loan (PLUS)</b>
<b>Description</b>	Grant: Does not have to be repaid	Loan: Must be repaid	Loan: Must be repaid	Loan: Must be re-paid
<b>Eligibility</b>	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. For Parents of Full-time or Part-time undergraduate No

	Need Based	Need Based	Need Based	collateral requirements  Credit Based
<b>Amount</b>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>
<b>Interest Rate</b>	NONE	Fixed but Varies Annually	Fixed but Varies Annually	Fixed but Varies Annually
<b>Repayment Term</b>	NONE	10 years+ varies by loan amount	10 years+ varies by loan amount	10 years varies by loan amount
<b>Minimum Repayment</b>	NONE	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>
<b>Interest Subsidy</b>	NONE	Students pay no Interest while in school	NONE	NONE
<b>Repayment Begins</b>	N/A	Following 6 month grace period after going less than ½ time	Following 6 month grace period after going less than ½ time	30 days after last loan disbursement
<b>Origination &amp; Insurance Fees</b>	N/A	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>	Visit: <a href="https://studentaid.ed.gov/">https://studentaid.ed.gov/</a>

***Tuition Recovery Trust Fund***

A Tuition Recovery Trust Fund has been established in Washington State. In the event of a school closure, students may inquire with the Washington State Department of Licensing ([www.dol.wa.gov](http://www.dol.wa.gov)) on the process to access the funds. The Washington Department of Licensing contact information is included in this catalog, or can be accessed through their website. A complaint portal and process is available by contacting the agency or accessing it at [www.studentcomplaints.wa.gov](http://www.studentcomplaints.wa.gov).

## Educational Programs/Course Outlines

### Cosmetologist Hybrid Course Outline (1600 HOURS)

- DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair and provide a basic introduction to manicuring and esthetics.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all cosmetology services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online (DE).
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical tests. Anything below a 76% is failing.

**LANGUAGE OF INSTRUCTION:** English

The Cosmetologist Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of cosmetology including business practices and basic human anatomy and physiology; (b) 100 hours of skills in the area of nails (manicuring and pedicuring services); (c) 100 hours of skills in area of esthetics services; (d) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (e) Scalp and hair analysis; (f) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (g) Hair styling including wet, dry and thermal styling, braiding and styling aids; (h) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (i) Artificial hair; (j) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (k) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (l) Hair coloring and bleaching including predisposition test and strand test, and measurement,

mixing, application and removal of chemicals; (m) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (n) Diseases and disorders of the scalp, hair, skin and nails; (o) Safety including proper use and storage of chemicals, implements and electrical appliances; (p) First aid as it relates to cosmetology; and (q) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20) Manicure/Pedicure (100), Make Up, Waxing, Lash and Facial services (100) Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

\*The college reserves the right to adjust the curriculum as deemed appropriate.



## **Manicurist Hybrid Course Outline (600 HOURS)**

- DESCRIPTION:** This course will train students in nail care with an emphasis on natural nail, artificial nail, manicure, and pedicure and the care of nail and skin that surrounds them.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all nail services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online.
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Manicurist Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the nails hands and feet. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology; (b) Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal; (c) Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles; (d) Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens; (e) Diseases and disorders of the nails of the hands and feet; (f) Safety including proper use and storage of chemicals, implements and electrical appliances; (g) First aid as it relates to manicuring and pedicuring; and (h) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (150), Artificial Nails (150), Cleaning, Shaping and Polishing of Hands (75), Cleaning, Shaping and Polishing of Feet (75), Disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), and Professional Development Flex (100). Trends and skills within the field are constantly changing, Evergreen

Beauty College updates the course content and the teaching methods to address those trends.

School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Esthetician Hybrid Course Outline**

### **(750 HOURS)**

- DESCRIPTION:** This course will train students in skin care with an emphasis on facials, make up application, and waxing.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online.
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Esthetician Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Facials/Peels (60), Temporary Hair Removal (160), Microdermabrasion (40), Make Up /Lash (30), Business (50), Disinfecting/Safety/First Aid (55), Disease and Disorder (55) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities

such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Master Esthetician Hybrid Course Outline (1200 HOURS)**

- DESCRIPTION:** This course will train students in skin care with an emphasis on facials, make up application, and waxing. In addition, it will provide advance
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online.
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Master Esthetician Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin including advanced techniques as may be needed in semi-medical and other advance skilled environments within the field. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins.

In addition, theory in the practice of master esthetics, business practices, and basic human anatomy and physiology (a) Laser, light frequency, radio frequency, ultrasound, and plasma practices; (b) Medium depth chemical peels; (c) Advanced client assessment, documentation, and indications/contraindications; (d)

Pretreatment and post-treatment procedures; (e) Lymphatic drainage and advanced facial massage; (f) Advanced diseases and disorders of the skin; and (g) Advanced theories; alternative, touch, and spa body treatments. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Hair Removal and Medical Procedures (65), Microdermabrasion (40), Make Up (30), Advance Treatments (150), Disinfecting/Safety/First Aid (75), Disease and Disorder (100) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Barber Hybrid Course Outline (1000 HOURS)**

- DESCRIPTION:** This course will train students in cutting, braiding, shaving and styling of the hair.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online.
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Barber Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair and facial skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of barbering services and business practices and basic human anatomy and physiology; (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling, wet, dry and thermal styling and styling aids; (f) Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (i) Diseases and disorders of the skin, scalp and hair; (j) Safety including proper use of implements and electrical appliances; (k) First aid as it relates to barbering; and (l) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (75), Scalp/Hair Analysis (25), Hair cutting (250), Wet, Dry, Thermal Styling and Braiding (200), Cutting/Trimming of Facial Hair (65), Artificial Hair (20), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20), Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search

skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.



## **Instructor Hybrid Course Outline (600 HOURS)**

- DESCRIPTION:** This course will train instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, Esthetician and Master Esthetician.
- The state mandated hours are 500 hours and this program was designed greater than the required hours to include professional development.
- OBJECTIVE:** To prepare students for an entry level position in the field of teaching for subject matters related to the Cosmetology Arts and Sciences.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Forty (40) percent of the program training will be scheduled via distance education/online.
- DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Instructor Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas of which they intend to teach. Topics and or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching. Because trends and tools within the related fields are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends as they apply to teaching such concepts and or skills.

General areas of study include but are not limited to: A Review of the Course/Program (of which the trainee is intending to teach), Course Development and Teaching Mythology (Choices in teaching methods, classroom set up, lesson plan development, teaching aid development, presentation techniques, materials and supplies, as well as Topic an Subject Matters), Principles of Teaching and Learning (lecture – oral and written, demonstration, project methods, discussions and question & answer, alternative methods, and student assessment), Application and Practice (classroom management, clinic supervision, client/guest relations, academic advising, written and practical assessment, and communication skills), and Business Practice (Professional Development, professional ethics, effective communication and human relations, record keeping and management, licensing and regulatory requirements and regulations, compensation packages and payroll deductions and fundamentals in business management) as well as other topics related to teacher training.

Program credit: Theory (300), Classroom Presentation and Evaluation (100), Student and clinic application

(75), Lesson Plan and development (75), and Professional Development Flex (75). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate. When making adjustments, the Distance Education allocation would be pro-rated by the percentage of hours awarded. For instance, if awarded 50% of the clock hours for this program, the DE hours would be reduced by 50%.

Up to a maximum 300 clock hours may be credited. Credit consideration include prior experienced based on evidence as a licensed cosmetologist, hair designer, barber, manicurist, esthetician or master esthetician.

Hours may be credited based on the formula:

At least 1 year of industry experience 150 Hours

At least 2 years of industry experience 300 Hours

Industry experience will need supporting documentation which may include job history, pay stub, tax return, etc.

## **Hair Design Hybrid Course Outline**

### **(1400 HOURS)**

**DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair.

**OBJECTIVE:** To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.

**INSTRUCTIONAL METHOD:** Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Forty (40) percent of the program training will be scheduled via distance education/online.

**DE TECHNOLOGIES:** The Distance Learning curricula is delivered via Milady MindTap/CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady MindTap. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

**GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

**LANGUAGE OF INSTRUCTION:** English

The Hair Design Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory of the practice of hair design including business practices and basic human anatomy and physiology; (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling including wet, dry and thermal styling, braiding and styling aids; (f) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (i) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (j) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals;

(j) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (l) Diseases and disorders of the scalp and hair; (m) Safety including proper use and storage of chemicals, implements and electrical appliances; (n) First aid as it relates to hair design; and (o) Not all training may be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20) and Professional Development Flex (100) . School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Cosmetologist Course Outline**

### **(1600 HOURS)**

- DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair and provide a basic introduction to manicuring and esthetics.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all cosmetology services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Cosmetologist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of cosmetology including business practices and basic human anatomy and physiology; (b) 100 hours of skills in the area of nails (manicuring and pedicuring services); (c) 100 hours of skills in area of esthetics services; (d) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (e) Scalp and hair analysis; (f) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (g) Hair styling including wet, dry and thermal styling, braiding and styling aids; (h) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (i) Artificial hair; (j) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (k) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (l) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; (m) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (n) Diseases and disorders of the scalp, hair, skin and nails; (o) Safety including proper use and storage of chemicals, implements and electrical appliances; (p) First aid as it relates to cosmetology; and (q) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20) Manicure/Pedicure (100), Make Up, Waxing, Lash and Facial services (100) Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up,

cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Manicurist Course Outline (600 HOURS)**

- DESCRIPTION:** This course will train students in nail care with an emphasis on natural nail, artificial nail, manicure, and pedicure and the care of nail and skin that surrounds them.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all nail services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Manicurist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the nails hands and feet. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology; (b) Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal; (c) Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles; (d) Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens; (e) Diseases and disorders of the nails of the hands and feet; (f) Safety including proper use and storage of chemicals, implements and electrical appliances; (g) First aid as it relates to manicuring and pedicuring; and (h) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (150), Artificial Nails (150), Cleaning, Shaping and Polishing of Hands (75), Cleaning, Shaping and Polishing of Feet (75), Disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), and Professional Development Flex (100). Trends and skills within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Esthetician Course Outline**

### **(750 HOURS)**

- DESCRIPTION:** This course will train students in skin care with an emphasis on facials, make up application, and waxing.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Facials/Peels (60), Temporary Hair Removal (160), Microdermabrasion (40), Make Up /Lash (30), Business (50), Disinfecting/Safety/First Aid (55), Disease and Disorder (55) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Master Esthetician Course Outline (1200 HOURS)**

- DESCRIPTION:** This course will train students in skin care with an emphasis on facials, make up application, and waxing. In addition, it will provide advance
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Master Esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the skin including advanced techniques as may be needed in semi-medical and other advance skilled environments within the field. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins.

In addition, theory in the practice of master esthetics, business practices, and basic human anatomy and physiology (a) Laser, light frequency, radio frequency, ultrasound, and plasma practices; (b) Medium depth chemical peels; (c) Advanced client assessment, documentation, and indications/contraindications; (d) Pretreatment and post-treatment procedures; (e) Lymphatic drainage and advanced facial massage; (f) Advanced diseases and disorders of the skin; and (g) Advanced theories; alternative, touch, and spa body treatments. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Hair Removal and Medical Procedures (65), Microdermabrasion (40), Make Up (30), Advance Treatments (150), Disinfecting/Safety/First Aid (75), Disease and Disorder (100) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college. The college reserves the right to adjust the curriculum as deemed appropriate.



## **Barber Course Outline**

### **(1000 HOURS)**

<b>DESCRIPTION:</b>	<b>This course will train students in cutting, braiding, shaving and styling of the hair.</b>
<b>OBJECTIVE:</b>	<b>To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.</b>
<b>INSTRUCTIONAL METHOD:</b>	<b>Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.</b>
<b>GRADING:</b>	<b>Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.</b>
<b>LANGUAGE OF INSTRUCTION:</b>	<b>English</b>

The Barber course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair and facial skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of barbering services and business practices and basic human anatomy and physiology; (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling, wet, dry and thermal styling and styling aids; (f) Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (i) Diseases and disorders of the skin, scalp and hair; (k) Safety including proper use of implements and electrical appliances; (k) First aid as it relates to barbering; and (l) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (75), Scalp/Hair Analysis (25), Hair cutting (250), Wet, Dry, Thermal Styling and Braiding (200), Cutting/Trimming of Facial Hair (65), Artificial Hair (20), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20), Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

## **Instructor Course Outline**

### **(600 HOURS)**

**DESCRIPTION:** This course will train instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, Esthetician and Master Esthetician.

The state mandated hours are 500 hours and this program was designed greater than the required hours to include professional development.

**OBJECTIVE:** To prepare students for an entry level position in the field of teaching for subject matters related to the Cosmetology Arts and Sciences.

**INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work.

**GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

**LANGUAGE OF INSTRUCTION:** English

The Instructor course consists of various topics and subjects related to the theoretical and practical (hands on) aspects needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas of which they intend to teach. Topics and or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching. Because trends and tools within the related fields are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends as they apply to teaching such concepts and or skills.

General areas of study include but are not limited to: A Review of the Course/Program (of which the trainee is intending to teach), Course Development and Teaching Mythology (Choices in teaching methods, classroom set up, lesson plan development, teaching aid development, presentation techniques, materials and supplies, as well as Topic an Subject Matters), Principles of Teaching and Learning (lecture – oral and written, demonstration, project methods, discussions and question & answer, alternative methods, and student assessment), Application and Practice (classroom management, clinic supervision, client/guest relations, academic advising, written and practical assessment, and communication skills), and Business Practice (Professional Development, professional ethics, effective communication and human relations, record keeping and management, licensing and regulatory requirements and regulations, compensation packages and payroll deductions and fundamentals in business management) as well as other topics related to teacher training.

Program credit: Theory (300), Classroom Presentation and Evaluation (100), Student and clinic application (75), Lesson Plan and development (75), and Professional Development Flex (75). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to ‘learn as they do’. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Up to a maximum 300 clock hours may be credited. Credit consideration include prior experienced based on evidence as a licensed cosmetologist, hair designer, barber, manicurist, esthetician or master esthetician.

Hours may be credited based on the formula:

At least 1 year of industry experience 150 Hours

At least 2 years of industry experience 300 Hours

Industry experience will need supporting documentation which may include job history, pay stub, tax return, etc.

## Hair Design Course Outline

### (1400 HOURS)

- DESCRIPTION:** This course will train students in cutting, styling, and chemical processing of the hair.
- OBJECTIVE:** To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.
- INSTRUCTIONAL METHOD:** Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.
- GRADING:** Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.
- LANGUAGE OF INSTRUCTION:** English

The Hair Design course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory of the practice of hair design including business practices and basic human anatomy and physiology; (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling including wet, dry and thermal styling, braiding and styling aids; (f) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (i) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (j) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; (k) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (l) Diseases and disorders of the scalp and hair; (m) Safety including proper use and storage of chemicals, implements and electrical appliances; (n) First aid as it relates to hair design; and (o) Not all training may be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

**Externship:** There are optional Externship opportunities that are available for students up to 10% of the program. Participants of the Externship program must meet specific academic and attendance requirements as outlined in the externship packet, which is available from the Campus Director. Externships are considered part of the school's curriculum, and will be under coordination of an instructor. The externship requires direct onsite supervision at the site by a license professional. It must be in a licensed establishment by the Washington Department of Licensing located in Washington State, and has an established agreement between their location and the college.

## School Policies

### ***Attendance, Tardiness & Absences***

#### **Attendance Policy**

Attendance Requirement: The most fundamental habit to be developed for your future success is attendance and punctuality. The College offers consistent service to our guests. Without guests, you would not have the exposure to repeated practical applications that is vital to your ability to develop your technical skills. Therefore, we have standards and expectations for attendance. All future professionals are to be involved in curriculum-related activities at all times while clocked in.

Future professionals in all programs are enrolled full time and are scheduled to attend at least 30 hours per week, unless otherwise noted. School hours are scheduled and defined at the individual campus. This schedule may be modified periodically (as announced or posted), due to in-service training, special events, or other.

All future professional must attend all hours according to the assigned schedule including theory classes, even if all tests have been taken and passed. Theory and practical classes are scheduled at least weekly and throughout the program. Future professionals are not to work on guests in the student salon at times when they are scheduled to be in theory classes.

The classroom educator may allow for period breaks; if a future professional does not return by the indicated time, and/or is not physically present within the school when instruction is scheduled, they may be clocked out for the remainder of the day. At the discretion of the campus director, a future professional may be called 2 times; if they fail to present themselves, the school may then clock the future professional out and further disciplinary action may be taken.

Punctuality: Being on time is necessary to your future success. All future professionals must arrive for classes on time and return from break on time.

Request for Absence: Future professionals must have permission to take time off. Day off requests have the possibility of not being approved, and are reviewed on a case by case basis. The future professional should inform his/her educator of an approved request for absence. Any extended absences (other than pre-arranged) may require a doctor's note in order to return to school.

Leaving Early: Future professionals shall not leave the school during regular hours without permission from an educator or the front desk. There are early dismissal forms available; the forms must be signed by an educator, and taken to the front desk.

Excessive tardiness or early departures will result in disciplinary action or possible termination. All absences and tardiness must be reported to the desk personnel/staff member (not to a future professional). The future professional must report his/her own absence or tardiness in person or by phone person BEFORE the scheduled start time. Failure to pre-arrange or provide verifiable documentation of an extenuating circumstance may result in an unexcused absence, written documentation and/or being sent home.

**Additional Charges for Poor Attendance (Over Contract Charges):** If the future professional does not complete the course within the contracted time frame, an additional charge of \$10.00 per hour of instruction remaining to complete the contracted program will be charged.

**Unexcused Absences:** Any absence shall be reported to an educator or front desk (not to another future professional) before the scheduled start time. If you are not present, you must call in **YOURSELF**. Any unexcused absence requires disciplinary action. If the future professional continues to have unexcused absences he/she may be terminated. Extenuating circumstances are considered on an individual basis.

**Tardy Policy:** Future professionals must be clocked no later than 30 minutes of the beginning of their assigned schedule, otherwise they may not be permitted to attend. Example: Morning Schedule Start time (8:30 AM) must be clocked in at 9:00 AM, Afternoon Start Time (1:30 PM) must be clocked in by 2:00 PM and Evening Start Time (5:30 PM) must be clocked in by 6:00 PM.

**Time Clock Policy:** All future professionals must clock in and out to accurately reflect hours of attendance. No future professional may clock in or out for others. The integrity of the clock hours is critical for both the school and the future professional. Time clock misuse or falsification of hours is considered fraud and may be grounds for termination. All future professionals must clock out prior to leaving campus. Time adjustments due to future professional error are generally limited to three (3) adjustments for programs up to 900 hours and three (3) additional adjustments above 900 hours..

### **Related Information**

Attendance is verified by time sheets which are signed by an educator and/or as documented by the schools approved computerized time keeping system.

Attendance records are available for review shortly after the end of each month.

**Make up Work:** Future professionals are responsible for the class material that they miss due to their absence. After returning from an absence, future professionals need to make an appointment with their educator to understand what materials were missed, and make arrangements to complete the material.

### **Excused Absence**

There are no "Excused Absences" allowed since all hours and academic requirements are required and must be made up in accordance with the attendance, make up and graduation policies of the school.

Not to be confused with the above policy, documentation may at times be referred to as "excused" from a doctor or agency who provides the document to the student as proof of activity. Students may be required to provide documentation to the school as a part of an appeal or to allow for re-admittance into a class or program.

Days or hours missed during a student's period of enrollment are subject to charges per the school's "Over Contract Charges Policy" unless covered by the terms of the school's Leave of Absence Policy or other applicable policies herein.

### ***Leave of Absence Policy***

A student may request approval of a Leave of Absence (LOA) if his/her cumulative attendance and cumulative grade average meet the minimum requirements as outlined in the Satisfactory Progress Policy at the time of the request. The request for LOA must follow the institutions policy. It must be submitted in writing to the Campus Director in advance of the start of the requested Leave of Absence unless unforeseen circumstances prevent the student from doing so and that:

- (a) The request must be in writing;
- (b) The request must include the student's reason for the LOA; and
- (c) The request must include the student's signature

Any leave must comply with the terms and conditions of the Leave of Absence Policy. Please request the applicable request form by contacting the Campus Director.

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

- (a) The institution documents the reason for its decisions;
- (b) The institution collects the request from the student at a later date; and
- (c) The institution establish that start dates of the approved LOA as the first data the student was unable to attend

A LOA is only approved for severe circumstances such as a death of immediate family member, emergency surgery, natural disasters, etc. (supporting documentation may be required). Vacations, personal days, financial hardship, etc. are not typically approved. An LOA will only be approved if there must be a reasonable expectation that the student will return from the LOA. The institution will not asses the student any additional institutional charges because of the LOA.

### **LOA Terms**

A Leave of Absence will be approved for no less than 30 days. The US Department of Education requires that a student does not exceed a total of 180 days in any 12 month period for all Leaves of Absence taken/granted.

### **Emergency LOA**

Students who have a situation beyond their control, which prevents them from requesting a LOA in advance may be granted depending on the mitigating circumstances involved. In such a case, the student is still required to submit a written Leave of Absence Request Form along with a statement outlining the mitigating circumstance and reason for LOA. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident/circumstance. All documentation the student wishes to have considered during the review of the request must be included. Failure to provide the required form(s) and/or documentation may result the LOA not being approved.

### **Extended LOA**

An extension (adding time/days), to a LOA that has been previously approved, may be requested in cases of extreme mitigating circumstances. Documentation is to be provided in order to extend a LOA. Extended LOAs however, may not exceed the total calendar days allowed in this policy.

### **Impact of LOA**

Title IV Federal Financial Aid cannot be disbursed to students or on behalf of a student while he/she is on a Leave of Absence. This policy does not impact Non-Title IV Payments (cash/other). Payments to the school from these sources must continue as scheduled during a student's Leave of Absence.

VA Students: The school is required to notify the VA of periods of non-attendance. A LOA will impact VA Benefits. Other Third Party Funds may also be impacted by a Leave of Absence.

If approved by the Campus Director, the student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement will be initialed by all parties or an addendum will be signed and dated by all the parties. A student that meets the criteria of this policy will not be considered to have withdrawn, and no refund calculations is required to be calculated.

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

\*Mitigating Circumstances may include but are not limited to medical issues resulting in hospitalization, prolonged legal or court proceedings, threat of homelessness and/or other extreme issues which may impact a student's ability to regularly attend school but is likely a temporary condition.

## **Student Progress Evaluation & Graduation Requirements**

### ***Satisfactory Academic Progress (SAP) Policy***

The College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study and to assure student progress toward graduation within a maximum timeframe. This policy outlines the criteria and procedures for the implementation of objective standards by which all future professionals shall be consistently evaluated to determine if they are making Satisfactory Academic Progress. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

A student must maintain satisfactory progress in both attendance and academics (theory and practical) for continued enrollment in this school. Students receiving any Federal Title IV financial aid funds must maintain satisfactory progress in order to remain eligible.

This policy will be applied uniformly for all future professionals regardless of program, schedule or payment plan.

### **Definition of Satisfactory Academic Progress**

Students must satisfactorily complete a minimum number of hours (cumulative attendance percentage) toward their educational goals, must maintain a minimum grade average (cumulative grade average) based on time increments, and complete their program of study within 132% of the regular time frame of the program.

The school defines its academic year as 900 hours and 30 weeks, except for the Barber program which has an academic year of 1000 hours and 34 weeks. A student's Satisfactory Academic Progress in a program is reviewed and evaluated to determine if a student is progressing toward graduation and to determine if the student is eligible for a subsequent Title IV payment (if app.) at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period.

The minimum satisfactory progress is defined by the following criteria:

1. Quantitative Progress – is a cumulative Attendance Average of 76% of the scheduled hours (measured on attended hours verses scheduled hours) and above, and
2. Qualitative Progress – is a cumulative Grade Average of 76% and above on all tests and practical assignments.

Students who meet the minimum requirements for both academic and attendance performance are considered to be making satisfactory academic progress until their next evaluation point. The student's progress will be reviewed in accordance with evaluation periods described herein.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:



Cosmetologist/Cosmetologist Hybrid:	450, 900, and 1250 clocked (actual) Hours
Hair Design/Hair Design Hybrid:	450, 900, and 1150 clocked (actual) Hours
Barber/Barber Hybrid:	500 clocked (actual) Hours
Esthetician/Esthetician Hybrid:	375 clocked (actual) Hours
Master Esthetician/Master Esthetician Hybrid:	450, 900, and 1050 clocked (actual) Hours
Manicurist/Manicurist Hybrid:	300 clocked (actual) Hours
Instructor/Instructor Hybrid:	300 clocked (actual) Hours

The above evaluations period calculated in weeks based on 30 hours pers week are 300 Hours = 10 weeks, 375 Hours = 12.5 weeks, 450 Hours = 15 weeks, 500 Hours = 16.66 weeks, 900 Hours = 30 weeks, 1150 = 38.33 weeks, 1250 Hours = 41.66 weeks.

Transfer Students – All transfer students are considered to be making satisfactory academic progress upon entry. Evaluations for transfer students will occur at the midpoint of the contracted hours or a regularly scheduled evaluation, whichever comes first. Transfer hours will be counted as both attempted and completed for the purpose of determining max time frame.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evergreen Beauty College monitors the student's progress throughout the program and advises the student of actions they must take in order to ensure they have ample opportunity to improve should they fall below the minimum standards.

### **Attendance Progress**

The quantitative element used to determine progress is a student's cumulative attendance percentage. Students are required to attend a minimum of 76% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours actually accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 76% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Unscheduled Time due to closure:** Holiday, Leaves of Absence, In-service Days and/or other posted closed school days will not be considered scheduled for the purpose of attendance percentage or for the calculation of maximum time.

Failure to attend classes for 14 consecutive calendar days will result in termination from the program unless days are a part of a scheduled break for all students in a like program. The only exception to the 14 day policy is for a period covered by an approved Leave of Absence.

### **Academic Progress**

The qualitative element used to determine progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning, assignments and practical experiences. Academic learning is evaluated after each unit of study and includes theory and practical grades averaged together based on the Grading Procedure described herein.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated or in the case of a guest services, must be adjusted until satisfactory. Practical skills evaluations (Tests) will be conducted during the course of study.

- Written grades consist of Chapter Tests and Written Final Tests.
- Students must maintain an overall grade average of 76% to maintain satisfactory progress.
- Students must pass all Chapter Tests with a minimum score of 76%.
- Each future professional is responsible for documenting their services and theory credits on the requirement sheet. If the work is not documented on the sheet, you will not receive any credit.

**Make Up Work/Exams and Exam Retakes**

Students must make up missed tests and incomplete assignments prior to graduation. Students retaking taking should do so as soon as he/she can in order to assure success. The grade of record for tests shall be the average of all test scores or the minimum passing score (76%) whichever is greater. Retake exams may be a different version of the initial exam. Passed exams may not be retaken unless in the case of a repeat curriculum due to the continuation of the program theory cycle.

**Repeat Curriculum Impact**

Theory curriculum rotation may result in a repeat curriculum. Students are required to take tests associated with all curriculums regardless of repeat. In the case of a repeat curriculum, the exam score shall be recorded and if failed, the student must retake until passed. The final grade of record, is the average of all exam scores for the curriculum, regardless of repeat curriculums.

**Grade Scale**

Numerical grades are considered according to the following scale (based on percentage):

90% and above	EXCELLENT
80% – 89.99%	GOOD
76% - 79.99%	SATISFACTORY
BELOW 76.0%	FAIL/UNSATISFACTORY
INCOMPLETE	Must be made up to graduate

**Determination of Grade Average (Grading Procedure)**

Theory (Chapter Tests) = 50%  
 Practical (Skills Assessments based on weekly progress report average score and practical tests) = 50%

**Determination of Progress Status**

Students meeting the minimum requirements for both academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a notification of their Satisfactory Academic Progress Determination at the time of each evaluation.. Students deemed not maintaining Satisfactory Academic Progress at the time of evaluation may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**Warning / Financial Aid Warning**

Future Professionals who fail to meet minimum requirements for attendance and/or academic progress at the Satisfactory Progress evaluation point will be assigned a status of WARNING. A student is considered to be making satisfactory progress while on “warning” and thus is eligible to receive financial assistance during the warning period (and until the next evaluation period) . Warning status is not subject to appeal unless the student feels there is a calculation error that impacted his/her progress status. If in this case it is determined that the calculation is incorrect, the student’s progress will be determined based on the correction. If the student is determined to be below the standards, the student will be advised in writing on the actions required to improve his/her progress to meet the minimum standards and above by the next evaluation.

**Probation / Financial Aid Probation**

Future Professionals who fail to meet minimum requirements for attendance or academic progress following a Warning period, will be determined to be below satisfactory academic progress and thus will be deemed ineligible to receive Title IV funds, unless the student appeals the determination, and prevails upon appeal. If the student prevails upon appeal, he/she shall be placed on Probation until the next evaluation period. Students on probation shall be considered to be making satisfactory progress, and thus will again be eligible for Title IV assistance as otherwise qualified.

**Probation is defined as:** A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. Only future professionals who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation; he/she will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met the attendance and/or academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and shall be deemed ineligible to receive Title IV funds and may be subject to termination from the program. If the future professional does meet the Satisfactory Academic Progress requirements at the end of the probation period/evaluation period, he/she shall be determined to be in Satisfactory Academic Progress and if applicable, Title IV may be reinstated if the student is otherwise eligible.

**SAP Appeal Procedure**

A Warning status is not subject to appeal.

Future Professionals who wish to appeal the determination that they are not maintaining satisfactory progress must submit an appeal within ten (10) calendar days of receiving the determination notice.

Reasons for which students may appeal include death of an immediate family member, an injury or illness resulting in the hospitalization of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the Campus Director. The appeal must describe special circumstances that impacted the student's performance and include any supporting documentation the student wishes to have considered. It must also include a description of what has changed that will allow the student to achieve Satisfactory Progress by the next evaluation. The committee will also determine if the future professional can reasonably re-establish SAP. An appeal decision will be made and the student notified within 14 days of the receipt of the appeal. No additional appeals are afforded. Appeal Committee decisions are final. All appeals and decision documents will be retained in the student file.

Should a student prevail upon his/her appeal, the student will be on Probation, and Title IV assistance will be reinstated, if applicable. The student must be achieving Satisfactory Academic Progress at the end of the Probationary Period/Next Evaluation Period or all Financial Aid will again be terminated.

In the case of an adverse determination of the student's appeal, the student will be deemed ineligible for Title IV assistance (if applicable) and shall revert to cash pay status. If payment arrangements cannot be made, the student will be terminated from the program.

**Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period/evaluation period. If applicable, the Financial Aid Department will then request the appropriate Federal funds in their behalf for the payment period in which they re-established eligibility.

**Satisfactory Attendance Progress – Maximum Timeframe**

The maximum timeframe a student has to complete any program is 132% of the regular program length. Program length is defined as the period of time identified on the enrollment agreement (based on 100% attendance in students the contracted period). Leaves of Absence are not included in this total. Should a

leave of absence be granted, the student’s contract period and maximum timeframe for completion will be adjusted for the period of time in the leave.

**Maximum Timeframe Continued:**

<b>Course</b>	<b>Regular Timeframe (no absences)</b>	<b>Maximum Timeframe (132% of Regular Time)</b>
Full-time Cosmetologist & Cosmetologist Hybrid	30 hrs/wk. 54 weeks = 1600 hrs	23 hrs/wk.71 wks = 2112 Schedule hrs
Full-time Hair Design & Hair Design Hybrid	30 hrs/wk. 47 weeks = 1400 hrs	23 hrs/wk.62 wks = 1848 Schedule hrs
Full-time Barber & Barber Hybrid	30 hrs/wk. 34 weeks = 1000 hrs	23 hrs/wk.45 wks = 1320 Schedule hrs
Full-time Manicurist & Manicurist Hybrid	30 hrs/wk. 20 weeks = 600 hrs	23 hrs/wk.26 wks = 729 Schedule hrs
Full-time Esthetician & Esthetician Hybrid	30 hrs/wk. 25 weeks = 750 hrs	23 hrs/wk.33 wks = 990 Schedule hrs
Full-time Master Esthetician & Master Esthetician Hybrid	30 hrs/wk. 40 weeks = 1200 hrs	23 hrs/wk.53 wks = 1584 Schedule hrs
Full-time Instructor & Instructor Hybrid	30 hrs/wk. 20 weeks = 600 hrs	23 hrs/wk. 26 wks = 792 Schedule hrs

**Students that exceed max time frame will be terminated. Such students will be permitted to apply for Re-Entry by following the guidelines outlined within the “Re-Entry Students” policy.**

**Transfer Students:** The maximum timeframe allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 76% of the scheduled hours.

Note: For enrollment agreement/contract purposes, all students have specified allowable absence hours, depending on the total program length.

**Interruptions and Withdrawals**

If a student’s enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same satisfactory progress status as prior to the leave of absence. Hours/days which have elapsed during a leave of absence will extend the student’s enrollment period and maximum time frame by the same number of hours/days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Withdrawals have no effect on the student’s satisfactory progress status; students re-entering the institution will re-enter in the same Satisfactory Academic Progress status as when they left.

**Incompletes, Repetition and/or Remedial Courses**

Course incompletes, repetition, and non-credit remedial courses have no effect upon the school’s satisfactory academic progress standards if the institution has no such items or policies.

**Transfer Hours**

With regard to Satisfactory Academic Progress, a student’s transfer hours (Prior Credit) from another institution that are accepted toward the student’s educational program are counted as both attempted and completed for the purpose of determining the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Student may access satisfactory evaluation results by making an appointment with the financial aid staff. The financial aid office will notify the student evaluations by notifying the student by electronic means such as an email, TEAMS message, etc..

## State Aid Program Evaluations Policy

Students receiving state grant aid/state financial aid/state gift aid/state grants, will also be required to meet the following repayment policy, in addition to Satisfactory Academic Progress Policy.

### Evaluation Periods for State Aid Program

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetologist & Cosmetologist Hybrid:	300, 600, 900, 1200, 1500 clocked (actual) Hours
Hair Design & Hair Design Hybrid:	300, 600, 900 clocked (actual)
Barber & Barber Hybrid:	300, 600, 900 clocked (actual) Hours
Esthetician & Esthetician Hybrid:	300 and 600 clocked (actual) Hours
Master Esthetician & Master Esthetician Hybrid:	300, 600, 900 clocked actual) Hours
Manicurist & Manicurist Hybrid:	300 clocked (actual) Hours
Instructor & Instructor Hybrid:	300 clocked (actual) Hours

Students must successfully complete 100% of the clock hours associated with the current disbursement of the state financial aid before any additional state funds may be disbursed to the student.

Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized probationary/warning period for clock-hour students.

### Satisfactory Attendance Progress – Maximum Timeframe (State Aid Program)

State grant programs have a maximum timeframe usage limit of five full-time years of eligibility for WCG and four full-time years of eligibility for CBS. Leaves of Absence are not included in this total. Should a leave of absence be granted, the student's maximum timeframe for completion will be adjusted for the period of time in the leave.

### Graduation Requirements

The College has set forth minimum standards for completion of the applicable course of study and to qualify for graduation:

1. Attained the required number of training hours per the enrollment agreement/contract.
2. Complete and receive passing grades in practical and theoretical projects.
3. Pass all written and practical exams cumulative average of 76%.
4. Satisfactorily pass with 76% or better on final examinations
5. Complete all course work
6. All tuition and fees paid in full prior to graduation or arrangements have been made.

**Upon completion of all school requirements the future professional is issued a certificate/diploma.**

After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to register for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

### After Graduation - Licensure License & Reciprocal Licenses

A copy of Laws Relating to Cosmetologists, Barbers, Manicurists, and Estheticians is available for future professional access in the office or can also be accessed online at [www.dol.wa.gov](http://www.dol.wa.gov). This outlines the requirements for licensure in the State of Washington. The College makes no statement of reciprocity of your license after graduation as most states regulate the profession under state statutes. If you are considering practicing your trade in a different state, it is highly encouraged that you contact the respective governing agency in the respective state regarding reciprocity of your intended license.

**Licensure Requirements – Updated**

In order to achieve licensure in the state of Washington, a graduate must: (a) Successfully completed and graduated from a course approved by the State of Washington (b) Attain a minimum of sixteen hundred clock hours in Cosmetologist, fourteen hundred clock hours in Hair Design, one thousand clock hours in Barber, six hundred clock hours in Manicurist, one thousand two hundred hours in Master Esthetician , seven hundred and fifty hours clock hours Esthetician, and five hundred hours of training as an Instructor (c) Receive a passing grade on an appropriate practical and written licensing examination approved by the State of Washington. The cost of the practical test is approximately \$114.00 - \$228.00 and the cost of the written test is approximately \$180.00 - \$270.00 and may change over time.

***Continuing Education***

Your education here at the College will provide a foundation for your entry into the beauty industry, however, continuing education is critical for your success after graduation. Opportunities for continuing education after graduation will be posted on the job board and/or announced in class and future professionals are welcome to call or inquire regarding opportunities.

***Career Opportunities and Compensation***

Although the College cannot guarantee employment, graduates who choose to pursue licensure in the field typically have many career options in the various related industries. Personal needs and interests drive most decisions regarding the type of environment and the scope of practice graduates pursue.

Methods of compensation vary and may include salary, salary plus commission, commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon). Actual compensation is impacted by a person's willingness or ability to work long hours and do a variety of skills in the field.

**Student Services*****Advising, Academic Monitoring, Placement, Access to Files*****Advising**

The College provides a close working relationship between staff and future professionals. The College will assist the future professional with academic advising (the future professional just needs to make an appointment), but in regards to personal advising, the school does not offer a licensed counselor on campus and referrals may be necessary. If professional advising is needed, the College will make every effort to refer the future professional to the appropriate agencies. There is also a community resource posting on the bulletin board. The presence of this list does not imply that the providers on the list are in anyway approved or recommended by the school. The school has no relationship or responsibility regarding the agencies a student may choose to utilize. Additional providers may be located by searching on-line or by consulting the local telephone directory.

Future Professionals are evaluated and advised in regard to their progress and achievement on a monthly basis.

**Academic Monitoring**

Academic monitoring reports are used to monitor and advise a future professional regarding his/her on-going quantitative (scheduled hours) and qualitative components as outlined in the Satisfactory Academic Progress policy between evaluation periods. A future professional failing to meet the minimum requirement for the academic monitoring report in a calendar month will be placed academic counseling the following calendar month. If the future professional does not meet the minimum requirement for three months during the program, the school may terminate enrollment due to poor progress.

**Employment Placement Assistance**

The College offers assistance to all of our future professionals and graduates in seeking employment opportunities, but do not guarantee employment. In addition to the Career Board with job postings located in the facility, the school is in contact with area salons and offer opportunities for these salons to recruit our

students. In addition, your education will include a business program, which will assist you in professionalism, resume writing, interviewing and job search.

### ***Housing***

The school does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

### ***Voter Registration***

If you are not a registered voter and would like to be, you can register at:

[www.sos.law.gov/election](http://www.sos.law.gov/election)

Our campuses are equipped with computers if you choose to register online and have no access.

### ***Reference Materials/Library***

The school has a supply of reference books, magazines, videos and other materials to future professionals in their educational pursuits. Materials may be used on campus during all school hours. Should a student wish to utilize any of the materials off campus or for an extended period of time, he/she may check out the item by contacting an educator.

### ***Parking***

Future professionals must park in the designated areas or be subject to fines and towing.

### ***Lockers***

Depending on the location, lockers may be available for future professional use if requested. Locks are provided by the occupying future professionals. The College is not responsible for lost or stolen property and advises that you do not bring valuables or anything of significant value to school. For reasons regarding safety, the school reserves the right to cut locks off at the expense of the future professional. Please label and correctly identify your belongings. Lockers must be cleared out at the end of each day and the College is not responsible for items left in the locker.

### ***Finances and Financial Assistance***

It is the policy of the College to encourage all students to minimize excessive borrowing or spending. To that end, the school provides most of the supplies and materials needed to complete the course, teaches students care for kit supplies in effort to minimize replacement costs borne by the student, and advises students regarding borrower rights and responsibilities related to student loans. Such advising includes a recommendation to all students not to borrow beyond direct educational expenses.

### ***Scholarship and Financial Aid***

The College is authorized to offer financial assistance through grants, payment plans, loans, grants and scholarships for those who qualify. Grants and scholarships are available through our membership with the American Association of Cosmetology Schools; grants and scholarships are limited to certain times of the year and specific qualifications and requirements. A scholarship application requires a formal application, salon visit and recommendation by a school or salon professional.

Selected Programs of study at Evergreen Beauty College are approved by the Workforce Training and Education Coordinating Board's state approving agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

The school disburses and manages funds in accordance to the Federal Financial Aid Policies outlined by the U.S. Department of Education.

### ***Release of Information***

Future professionals who wish to disclose information to third parties shall file a form with the office for whom and what information should be disclosed.

The College complies with the **FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974 (FERPA)**. FERPA gives certain rights to parents or guardian regarding their children's education records. These rights transfer to

the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Parents, guardians or dependent students have the right to inspect and review all of the student's education records maintained by the school on school premise. Parents, guardians, or dependent minors also have a right to request that the school correct records believed to be inaccurate or misleading. Schools may disclose student records to, without consent, to the following parties; school employees; other schools which a student is transferring; parents when a student over 18 is still a dependent; certain government officials in order to carry out lawful function; appropriate parties in connection with financial aid to a student; organizations doing certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies, state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974. Schools may also disclose, without consent, directory-type information such as a student name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents or dependent students may request the school not to disclose directory information about them by filling out the appropriate paperwork located in the instructor's office. This is a summary of the FERPA and is not all encompassing of the FERPA. A Fact Sheet issued by the Department of Education and can be attained by requesting a copy from the instructor office or the Department of Education.

### ***Access to Files – Privacy and File Access Policy***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 DFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A complete copy of the Privacy and File Access policy is available upon request and shall be posted at least annually.

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- required written consent from the student (or parent or guardian if the student is a dependent minor) for release of records in response to each third party request unless otherwise requested by law;
- the school does not publish "directory information" about students;
- provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, by NACCAS or in response to a directive of the Commission.

The College guarantees the right of students and their parents or guardian, if the student is a dependent minor, the right to have access to their cumulative records. If requested, the school will also provide proper supervision and interpretation of the student records when they are being reviewed. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the College.

A future professional's (FP) files are accessible through the administration office. Any FP will be allowed access to their file by making an appointment with office personnel. FP financial aid files are secured; request to access your file may be made through the financial aid officer. Files are not allowed to be taken by the FP from the office. FP files are kept on record for a minimum of three (3) years after separation from the school (graduation or termination). Transcripts pertaining to FP that are registered as Veterans or overseen by the Workforce Board are kept up to 50 years.

### ***Receiving Services***

The following rules apply:

- You must receive permission from your educator
- There must be space available (customers must be serviced first)
- Students in unsatisfactory progress or on probation are not eligible to receive services.
- You will be required to pay for your service, based on the current student pricing sheet



***General Complaint/Grievance Policy***

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

Formal complaint/grievance may be filed with the Campus Director. An interested party may file a complaint/grievance against the school; however, the complaint/grievance should be in writing to the school and should outline the allegation or nature of the complaint. A school representative will schedule a meeting with the individual within fourteen (14) calendar days of the reception of the letter. The school will document this meeting, and a copy will be provided to the individual at their request. If the problem cannot be resolved, the complaint/grievance will be referred to the school's complaint/grievance committee consisting of three individual that may be from the following categories: school owner, campus director, educator, financial aid administrator, or member of the public interest; this committee will meet within thirty (30) calendar days. If more information is needed, a letter will be written requesting the additional information. If no further information is needed the complaint/grievance committee should propose a resolution. If the complainant wishes to pursue the matter further, a complaint/grievance form is available throughout the accrediting agency (as identified in this catalog) and/or state of Washington. The complainant is required to try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency.

The school shall maintain written records of all complaints filed through two (2) complete accrediting cycles.

# Student Code of Conduct

## Rules and Regulations & Standards of Conduct

### ***Safety, Crime Awareness, & Harassment***

#### **Safety Policy**

Contagious Illnesses: Notify your educator immediately if you should contract any condition that may be contagious.

#### **OSHA Compliance**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During their training the student will learn about the importance of safety in the work place and how to use and follow the Safety Data Sheets (SDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, access to Safety Data Sheets for the chemicals used at the school is accessible in the administration office.

#### **Crime Awareness and Campus Security /Drug Free Schools**

The U.S. Department of Education Requires All Schools to Disclose the Following Information:

#### **Crime Awareness and Drug Abuse Policy Report**

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

#### **Crime Awareness/Prevention Information**

Students and/or staff should report any crime activities that occur at the school to the campus director such as murder, rape, robbery, aggravated assault, burglary, motor vehicle theft and/or vandalism.

Local police are available to aid students at Evergreen Beauty College. The campus director and other school officials have the responsibility to assist any student in reporting campus crimes.

A school official will be present at all off-campus activities sponsored by the College. Students and/or staff should report any criminal activity occurring during off-campus activities to this school official. The school official will then aid any student in reporting the criminal activity to the local police. The school official will also document and report the incident to the campus director. In addition, a daily log is maintained on any crimes reported to the police or security department as applicable.

Campus security procedures will be described to all students and employees at orientation and periodically thereafter. At least annually students and employees of the College will receive an update of the most current crime statistics report as well as a review of the procedures, during a student meeting and/or staff/faculty meeting as appropriate.

#### ***Drug Free Campus***

The College abides by the requirements set forth in the "Drug Free Campus Act." This act forbids the possession, use, or sale of alcoholic beverages or illegal drugs on campus by any student, faculty or staff member. Evergreen Beauty College has certified to the Department of Education that it operates a drug free campus.

The school fully supports the prevention of drug and alcohol abuse. Upon enrollment, students are provided with an informative pamphlet, which outlines the hazards of drug abuse. Drug Abuse is prohibited at all times by students and employees on the campus or as part of any its activities. Drug Abuse Defined: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."

The College is a drug free environment and future professionals may be subject to randomize drug testing. Illegal drugs and alcoholic beverages are prohibited on or around the school premises and facilities.

It is against our policy:

1. For a student to attend class with the presence of a Controlled Substance or Alcohol in your body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.
2. For a student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on the College’s time, conducting the College business, on the College property, attending class or while not on the College time, business or property.
3. For a student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on the College time, business, property or while attending class, unless the prescription medication is legally prescribed to the employee.
4. For student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the student incapable of safely and adequately using the equipment or performing any other duties.
5. For a student to use alcohol, while on the College’s time or on the College’s business, or to report to attend class under the influence of alcohol.
6. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled class period.
7. For a student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the college under this policy or student to obstruct or not fully cooperate with specimen collection or testing procedures.
8. For a student to have a verified positive drug test.
9. For a student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a “refusal to test” or a refusal to submit a valid sample.

Any violation will be subject to disciplinary actions including termination.

Hotline numbers and other Off Campus Resources are posted in the student break room and other areas throughout the campus and/or is available upon request. As a condition of employment, employees shall notify the institution of any criminal drug statute conviction for a violation which occurred in the workplace or at a related activity no later than five days after such conviction.

There is no on-campus drug or alcohol counseling, treatment, or rehabilitation program available.

**Off-campus Services for Drug Abuse Information and Treatment, Crisis Intervention, Counseling and Mental Health include:**

- |   |                |
|---|----------------|
| National Institute of Drug Abuse Hotline:   | 1-800-662-HELP |
| Care Unit Hospital Program:   | 1-800-854-0318 |
| National Institute of Drug Abuse Workplace Helpline:  | 1-800-843-4971 |
| The Center for Substance Abuse Prevention Helpline:   | 1-800-967-     |
| 5752 National Clearinghouse of Alcohol and Drug Information:<br>Treatment & Referral Hotline: | 1-800-662-HELP |

**Penalties to be imposed on students and employees for drug violations occurring on campus**

- Notification of the abuse to the proper authorities;
- Notification of the US Department of Education will take place within 30 days of an employee or students involvement in any criminal drug statute violation conviction which occurs on campus/workplace;
- Expulsion or termination will be considered based on the circumstances surrounding the violation.

Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information.

***Campus Definition/Locations Cover Under These Policies***

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." There are no buildings or properties owned or controlled by the school's student organizations recognized by the institution. There are no off-campus housing facilities.

Note: Each campus identified herein, shall have crime statistics disclosed and reported to required parties separately.

***Campus Access***

No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off-campus activities or events which are sponsored by the school are supervised by school employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.

***Annual Report***

This policy and the Annual Crime Report(s) are disseminated annually in September (but must be disseminated by October 1 annually) to all current and prospective students and employees at the specified campus and/or as employee may periodically be assigned. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.

***Security Officials***

The College does not employ campus security officials. The security of the campus is the direct responsibility of each employee and campus management. No such individuals have the authority to make arrests. Local police will be enlisted to support the requirements herein.

***Reporting Responsibilities***

All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

***Timely Warning Requirement***

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees. Warning will be made via verbal announcement, text and/or via telephone as appropriate and as may result is best possible and most timely warning/notice.

Additionally, the administration will provide timely warning to the local community in the event a crime or incident at the campus may impact community members adversely. Procedures related to timely warning are outlined in the Emergency Response and Evacuation Plan.

### ***Personal Responsibilities Regarding Prevention***

All students and employees are encouraged to be responsible for their own security and the security of others. See Related Policies and Procedures in the school's catalog including, Unlawful Discrimination and Harassment Policy and the Compliant/Grievance Policy.

### ***Resources Available***

Sexual assault prevention programs are discussed during new student/employee orientation which includes procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and/or other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers and/or faculty members are periodically invited to speak to the staff and students. Resources lists are available in the school's catalog, in local telephone directory, posted in the student break room, and/or in the campus director's office which may be obtained by a staff member.

The College does not provide on campus housing during enrollment, thus can make no changes in the living situation of the student. The College may however change the academic situation of a student who has been the target/victim of a crime including but not limited to harassment or sexual harassment or alleged sex offense if requested by the victim, and the change is reasonably available.

### ***Harassment / Sexual Harassment***

It is the policy of Evergreen Beauty College (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at <https://www.evergreenbeauty.edu/disclosures/> or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX: Mr. Frank Trieu, Title IX Coordinator, 802 SE Everett Mall Way, Suite A, Everett, WA 98208, Phone: (425) 336-5123, ext. 800, Email: [frank@evergreenbeauty.edu](mailto:frank@evergreenbeauty.edu)

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights. U.S. Department of Education  
915 Second Avenue, Room 3310, Seattle, WA 98174-1099, Phone: (206) 607-1600, Facsimile: (206) 607-1601,  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Evergreen Beauty College desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

### **Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the School's Title IX Coordinator or Deputy Title IX Coordinator. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Academy imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

It is the express policy of the College that all Future professionals and faculty shall maintain an environment safe from harassment and sexual harassment. The College shall not tolerate any form of harassment in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. The College recognizes that sexual harassment is a violation of state and federal law and this policy reaffirms our commitment that all employees and future professionals should be able to enjoy a work/school environment free from all forms of discrimination, including sexual harassment. Sexual harassment in the workplace by school personnel or by future professionals in the educational setting is grounds for severe disciplinary action.

Allegations of such behavior should be filed immediately with the director or owner of the College. Complaints of any allegations shall be maintained in a confidential manner. All complaints shall be investigated and reviewed with the intent to prevent reoccurrence of any future claims.

### **In the event a sex offense occurs on campus, the accuser has the option to take the following steps:**

- Report the offense to the school's administration in the administration office.

- Preserve any evidence as may be necessary to prove criminal sexual assault.
- Request assistance, if desired, from an administrator in reporting the crime to local law enforcement.
- Report the crime to local enforcement agencies.
- Request a change in the academic situation if desired.
- Contact an appropriate agency in the community for counseling or other services that may be needed.
- The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health or other student services available.

### ***Title IX Policy***

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual Harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcomed sexual advances (including sexual assault), request for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment, education, or participation in the School's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions, pertaining to an individual's employment, education or participation in the School's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities.

If there are any concerns regarding violation of the Title IX policy, please contact the Title IX coordinator or Title IX deputy compliance coordinator noted in the addendum of the catalog. An expanded policy is also located <https://www.evergreenbeauty.edu/disclosures/>

### ***Copyright Infringement***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

### ***Disciplinary Action/Penalties for Violations of Rules and Regulations***

On campus disciplinary action in the case of a student found to be in violation of any of the policies covered herein, as well as those covered in the Standards of Student Conduct shall be based on a full investigation of the facts. In the case of alleged criminal activity including but limited to sexual harassment or assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigating circumstances. The College's actions have the following provisions or conditions: 1. The accuser and the accused may have others present during a disciplinary proceeding; and 2. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed. Possible sanctions the school may impose following a final investigation determination may vary depending upon the final determination and may include suspension or expulsion.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

## **Student Code of Conduct**

All students and staff of the College have the right to a safe and peaceful environment in which to seek an education or to work. To this end, the College sets forth specific Standards of Student Conduct.

### ***Culture***

1. Future professionals must participate in all planned curriculum or be subjected to being clocked out and sent home. Future professionals who refuse a guest without permission from an educator, may be clocked out for the day, and will receive the appropriate disciplinary action. Guest services are part of the planned curriculum.
2. Disruption, unnecessary conversation, or noise at school will not be tolerated and may result in the future professional being clocked out followed by disciplinary action.
3. Gum chewing is not allowed during school hours.
4. Eating is permitted during breaks and lunch but only in designated areas. Drinks are permitted during classes, but should be in a covered container.
5. No visitors are allowed in the classroom or break room unless authorized by the administration. Visitors are required to remain in the reception area.
6. Future professionals must clean up after themselves.
7. Each future professional must clean up his/her station, including the floor, immediately after each guest. Countertops at hair stations must remain free of clutter always.
8. Each future professional may be assigned to participate in managing the dispensary. The assigned activities mirror expectations in the salons/spas and are part of job-related training.
9. Future professionals must treat guests, classmates and faculty with respect; future professional will extend courtesy by communicating in respectful manner.
10. Future professionals may not enter the office without permission.
11. Future professionals shall be ready with appropriate tools in order take all appointments given and or to complete assignments given each day.
12. Additional materials for services must be approved by an educator. Products not issued by Evergreen Beauty College must be approved by the department educator (i.e. client or future professional use of their own products).
13. Support an environment of learning and free of disruption. Fighting and Abusive or Foul language will not be tolerated. Immediate disciplinary action may be taken in the event of foul language and/or fighting, and may result in suspension and/or termination.
14. Future professionals may not bring weapons onto the campus included, but not limited to guns, knives, club, bomb, etc.
15. A future professional must be able to perform all services and fully participate in activities or they may be clocked out and sent home for the day.

### **Future Professional Conduct**

*I commit myself to:*

1. ...be consistently positive, mature, and enthusiastic.
2. ...convey my positive attitude through my body language, posture, and smile.
3. ...understand that I must be in school on time and prepared as scheduled.
4. ...cooperate with other students, staff and guests.
5. ...accept personal responsibility for the appearance and cleanliness of the school facilities.
6. ...work to my peak capacity, to take full advantage of all learning opportunities, and to apply what I have learned to ensure that my guests look and feel great.
7. ...recognize that serving guests is a privilege, not a right.
8. ...follow school policies and to respect the rules.
9. ...complete the minimum practical services according to my respective departments in order to receive a diploma.



10. ...take responsibility for the materials that are covered when I am absent from theory and practical classes. It is my responsibility to make arrangements with my educator to make up the material missed.
11. ...take ownership in my education. When I have not taken or passed a test, I must take a make-up test. The time will be set by an educator. I must notify my educator if I know I will be absent. Passing for make-up tests is set at 76%
12. ...be truthful in my statements.

### **Dress Code**

The "Spirit of the Dress Code" is to draw attention to the hair, skin, nails, and simulate industry expectations. The College believe that dressing professionally each day is a key ingredient to your success. Dress each day as you would dress for an interview.

The following set of guidelines are intended to help each future professional establish their own personal image, while also developing a strong professional image as a future leader in the beauty industry. The College reserves the right to determine whether apparel satisfies the dress code. If at any time the staff finds a future professional out of dress code, the future professional will be asked to clock out to change and may return the following period. Repeated dress code violations may lead to termination.

### **General Dress Code Guidelines - All future professionals are expected to wear:**

- Solid BLACK clothing which completely covers the shoulders, cleavage, underarms, midriff and back.
- Future Professionals enrolled in the Barber Programs are required to wear a collared shirt, with a necktie or bow tie.
- A school issued name tag must be worn on the chest and must be visible at all times.
- Dresses, skirts, and/or long shirts (with leggings) must be no shorter than 2 inches above the knee. Professional Capri length pants must be at least mid-calf length.
- Accessories may be worn which are tasteful and professional and which enhance your nails, skin, or hair in the spirit of the professional beauty and wellness industry. Accessories and zippers, buttons, embellishments on garments shall be minimal, not distracting, and worn in such a manner as to not interfere with the future professional's ability to complete assignments.
- Earrings may be worn in the ears and must be tasteful and professional. Facial piercings are limited to two small studs (barbells are considered 2 studs) – no ring style piercings are allowed.
- Attire and accessories which are in line with common dress code practices in the Professional Salon/Spa Industry. Buttons, lapel pins, etc. must be school issued only.
- Clothing/Garments which are modest in design must be in excellent condition and free of holes, tears or stains.
- Shoes should be in excellent condition and fit well, to be safe and comfortable.
- A school issued lab coat or apron should be worn while clocked in.

### **Dress Code Restrictions:**

- Shorts, hats, bandannas, hooded shirts/sweaters are not permitted.
- Sweat pants/shirts or athletic attire are not permitted.
- Low rise slacks are not permitted.
- Undergarments must not be visible at any time.
- No footwear which resembles bedroom slippers, Flip Flops or shoes which 'split the toe.'
- Coats and jackets worn in the school shall be solid BLACK and may only be worn in classrooms at the discretion of the educator. No coats or jackets can be worn in the student salon at any time.

### **Variations to the General Dress Code Guidelines:**

A "splash of color" is allowed through accessories including: jewelry, ties, scarves/pocket squares, hair accessories, belts, watches, make-up, nail polish, socks, and shoes.

**Personal Grooming**

As leaders in the hair, skin and nail industry, we must maintain an impeccable level of personal grooming at all times. The College future professionals are required to meet the following personal grooming standards while on campus:

- All future professionals shall arrive at school fully groomed and professional in appearance (i.e. showered, hair done, and makeup applied). All personal grooming should be complete PRIOR to clocking in for the day.
- Hair shall be clean, dry, and appropriately styled each day.
- Makeup shall be tasteful, professional, and neatly done each day. Even a small amount of makeup can complete a professional appearance.
- Fingernails and toenails should be clean, well groomed, and an appropriate length. Nails should be free of chips if nail polish is worn.

***Payment and Financial Obligations Policy***

- All students and/or persons who have signed an enrollment agreement, addendum, and/or promissory note with the College are required to pay tuition in a timely manner.
- It is unfair to expect to receive an education for free as this elevates the costs of instruction to other students.
- Failure to keep your tuition payments current can result in your suspension and/or termination from enrollment at the school.
- All students who have applied for and request that eligible awards are paid on their behalf through various financial assistance programs and or local, state or tribal agencies are required to provide documentation on a timely basis and as requested.
- All laws, rules and regulations of outside agencies must be followed by applicants for assistance.
- The school has the right to ask all applicants for payment/financial assistance to provide proof of any information the applicant has claimed to be fact.
- Providing false information on an application is considered fraud and is punishable by law.
- Funds disbursed on behalf of or to a student are to be used for educationally related purposes only.
- Funds are required to be paid back according the agency or promissory note requirements, Refund/Return to Title IV Regulations and/or over payment regulations. Failure to pay according to terms and conditions may result in suspension or dismissal from the program of study, damaged credit and legal action amongst others.

***Electronic Devices***

Cell phones and personal devices, with permission, may be used in the classroom or on the student salon floor for learning at the direction of an educator. The use and the presence of devices must not be distracting. All other uses must be in the designated areas.

Hands-free devices such as headsets, blue tooth attachments, ear phones etc., shall not be worn unless in the respective areas where phone use is permitted, or approved by an educator.

***Theft***

The College does not tolerate future professional/employee theft. Both future professionals and employees must reach an agreement of honesty. In the case of a future professional or employee caught stealing from the company, the consequences may result in:

- Termination
- Prosecution
- Recovery of all losses
- Civil lawsuit for the recovery of investigation costs and damages.

***Penalties/Discipline***

Any future professional found in violation of any of the above rules may be subject to disciplinary action

which may include suspension or termination. Issues such as, but not limited to, safety, harassment, theft, violation of student conduct code, etc., may be processed through an expedited process which may lead directly include suspension, termination, and prosecution. Terminated/suspended future professionals may be accepted back in the school only at the discretion of the administration. Terminated/suspended future professionals may not return to school property during their time of termination/suspension, unless approved by the administration.

## **Separation of Enrollment and Refunds**

### ***Withdrawal and Termination Policy***

#### **Withdrawal Policy**

Future professionals may voluntarily withdraw by filling out the appropriate form or submitting a letter to campus director's office. Involuntary withdraw will be determined if the future professional is not in attendance for more than 14 calendar days, and is not on an approved leave of absence. Refunds will be calculated in accordance to school policy. There are no temporary withdraws, only leave of absences. A Future Professional is considered to be withdrawn when one of two conditions occur:

1. The student "Officially" notifies the Campus Director that he/she has the intent to withdraw. Such Notice is to be in writing.
2. Formal termination (an unofficial withdrawal) of the student shall occur 14 consecutive days after the student's last date of physical attendance (except in the case the student is on an approved Leave of Absence). Unofficial withdrawals for students are determined by the school through monitoring clock hours attendance at least every thirty (30) days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

#### **Termination Policy**

Future professionals may be terminated for violations of rules, cheating, poor attendance, improper conduct, and/or failure to maintain satisfactory academic progress.

If a future professional wishes to appeal his/her termination (overturn), they may do so in writing within 30 calendar days. Once received, an Appeals Committee will be gathered comprised of a minimum of two of the following persons: President, director/instructor, and/or staff member. The appeal committee will issue a response within 30 calendar days of the receipt of the written appeal.

#### **Transcripts**

Transcripts may be requested. All financial obligations shall be met prior to issuance of official or unofficial transcripts. Only upon completion of the withdrawal requirements may a certified Final Transcript of Hours be forwarded to the State Regulating Agency. If withdrawal requirements are not met, no transcript shall be released. Graduates' Permanent Transcripts may be requested at the end of the program proving all exit paperwork and obligations are completed.

#### **Official / Unofficial Withdraw**

Official withdraw is either student initiated in writing, or school initiated because of conduct. Unofficial withdrawal is school initiated, because of the student's attendance average or did not return from a leave of absence.

Students who do not complete their program prior to course completion, should circumstances allow, shall:

- Complete all required exit paperwork
- Attend an exit interview
- Satisfy all debits owed to the school or make satisfactory arrangements for debts to the school as approved by the campus director.

Future professionals who withdraw or terminate prior to course completion will be charged a \$150.00 withdrawal fee.

Personal items left at the school more than 14 days after withdrawing, unofficial withdrawal or termination, become property of the school.

A future professional who withdraws from his/her contracted course or prior to completing his/her training will have a notice placed in his/her file as to their progress standing at the time of withdrawal. A future professional who applies for re-entry (re-enrollment) shall return in the same Satisfactory Academic Progress Status.

All financial obligations from prior periods of enrollment must be satisfied prior to re-entry. See related Re-entry Policy.

Transcripts are maintained according to regulatory time period requirements.

***Institutional Refund and Return to Title IV Funds Policies***

**Institutional Cancellation and Refund Policy:**

Official cancellation or withdrawal shall occur on the earlier of dates of 1, 2, 3, 5, 7, 9, 10, 11 and 12.

1. An applicant not accepted by the College shall be entitled to a refund of all monies paid to the school.
2. If a future professional or guardian [in case of an underage future professional] cancels his/her enrollment within three (3) business days after signing the contract, the following conditions must be met in order for the future professional to receive a full refund.
  - A. A written notice mailed and postmarked within the three day (3) rule must be submitted to the school administration; OR
  - B. A written notice delivered in person to the school administrator within three (3) business days of enrollment.

In the event of dispute over timely notice, the burden of proof rests on the future professional.

3. If the future professional cancels his/her contract after the three (3) day period, but prior to starting the course, all monies except a registration fee of \$100.00 will be returned.
4. The cost of the tool kit/textbooks and supplies are not included in the tuition adjustment computations. These items become the property of the future professional when issued. The College does not participate in a secondary market; items once opened from its original packaging are nonreturnable.
5. Future professionals who terminate, or is expelled, prior to course completion will be charged a \$150.00 termination fee.
6. For all future professionals enrolled and in class, the following refund policy shall apply to students who enroll and begin classes beyond the three (3) day period after signing the enrollment agreement:

PERCENTAGE OF SCHEDULED ENROLLMENT TIME TO HOURS IN ACADEMIC YEAR:	TOTAL TUITION OWED*:
0.01% to 4.9%	20.0%
5.00% to 9.9%	30.0%
10.0% to 14.9%	40.0%
15.0% to 24.9%	45.0%
25.0% to 49.9%	70.0%

Scheduled enrollment time is defined as the scheduled time elapsed between the actual beginning of the course and the date of the future professional's last recorded day of attendance at the College. Scheduled enrollment time is not actual enrollment time. Refunds are calculated based on the student's last date of attendance. Any monies due the future professional will be refunded within 45 days of the formal notice of cancellation as defined in the item #2, or formal termination of the contract at the school's discretion, which may occur no more than 30 days from the last date of recorded attendance or in the event of a leave of absence from the documented date of return. This will apply through both an official or unofficial cancellation or withdrawal. The date of withdrawal determination for a future professional who do not return from a leave of absence will be a calculated as follows: the date that the school is notified of the future professional's departure is used as the termination date, or the scheduled date of return from the leave of absence, whichever is earlier. In an official cancellation or withdrawal, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

*\*If balances are owed on the date of termination or withdraw, the future professional is responsible for the payment in full of the balance on that date.*

7. If the College is permanently closed, after the future professional has enrolled, and instruction has begun, the College will make arrangements. The future professional shall be entitled to appropriate pro-rata refund of tuition or participate in a Teach-Out Program. The institution will submit a list of all students who were enrolled at the time of school closure including the amount of each pro rata refund to its accrediting agency.

8. If a future professional suffers a catastrophic accident, a death in the family, or circumstances beyond ordinary and reasonable control of the future professional, the school may make a reasonable and fair settlement in the best interests of both parties, (i.e.: The College and the future professional and/or the family of the future professional).

9. If a future professional does not return from a leave of absence, the date of expiration shall be the earlier date of the date the future professional notifies the institution that they will not be returning or the last date of leave will be used as the termination date.

10. If a course is cancelled subsequent to a future professional's enrollment, and before instruction in the course and/or program has begun, the College shall at its option:

- A. Provide a full refund of all applicable monies paid; or
- B. Provide completion of the course.

11. If the College cancels a course/and program and ceases to offer instruction after the future professional has enrolled and instruction has begun, the school at its option:

- A. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; OR
- B. Provide completion of the course and/or program; OR
- C. Participate in a Teach-Out Agreement; OR
- D. Provide a full refund of all monies paid.

12. If the future professional does not notify the school that they are withdrawing, formal termination shall be based on monitoring of participation determined by the institution at least every 30 days. The refund will be based on the last date of attendance.

### **Collection Policy**

Collection procedures reflect good taste and sound ethical business practices. Collection correspondence regarding cancellation and settlement from the school, banks, collection agencies, lawyers or any other third parties representing the institution will acknowledge the existence of the refund policy outlined in the enrollment agreement. If promissory notes or contracts for tuitions are sold or discounted to third parties, the third party will comply with the refund policy of the institution.

**Return to Title IV Policy (Federal Financial Aid)**

The law specifies how Evergreen Beauty College must determine the amount of Title IV program assistance that a student earn if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants and Direct Stafford Loans.

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

Title IV funds will be returned in the following order, contingent on the school's participation upon these programs: Unsubsidized Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS (Parent), and finally Pell Grant.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the student's payment period, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that the student was scheduled to receive for that period.

If the student did not receive all of the funds that the student earned, the student may be due a post withdrawal disbursement. If the post withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if the student accepted them) for tuition and fees. For all other school charges, the school needs the student's permission to use the post withdrawal disbursement. If the student does not give the school permission (which some schools ask for when you enroll), the student will be offered the funds.

There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraw because of other eligibility requirement. For example, if the student is a first a first time, first-year undergraduate student and the student has not completed the first 30 days of the student's program before the student withdraw, the student will not earn any Direct Loan funds that that the student would have received had the student remained enrolled past the 30<sup>th</sup> day.

If the student receives (or the school receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the student's Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Post Withdrawal Disbursement (PWD)**

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of the Title IV aid disbursed.

If outstanding charges exist on the future professional's account, the school may credit the future professional's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the future professional's account the college must first notify the future professional and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the future professional's account must be offered to the future professional within 30 days of the date of that the college determined that the future professional withdrew. The offer must be made in writing and will also notify the future professional that no PWD will be made if the future professional does not respond within 14 days of the date that the college sent the notification. The notification will also inform the future professional that they may accept or decline some or all of the PWD that is not credited to the future professional's account.

## **State Gift/Grant Aid Repayment Policy Requirements**

For students receiving state grant aid/state financial aid/state gift aid/state grants, the following repayment policy applies below.

### **General**

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

### **Authority**

State Need Grant (WAC 250.20.051(4))

### **Known Last Date of Attendance**

If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).

If the last date of attendance occurs after 50% of the term, the state grant award is considered 100% earned and no state grant repayment is due.

### **State grant repayment formula: Known last date of attendance, prior to or on 50% of the term**

The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.

- Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.

- Multiply the percent of unearned state grant by the grant amount.
- Multiply the amount from step 3 by 50% to determine the state grant repayment due.

**Example: Known last date of attendance, prior to or on 50% of the term:**

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

- The unearned percentage equals 80% (100% less 20% completed).
- Unearned aid equals \$320 (80% of \$400 state grant award).
- The repayment equals \$160 (\$320 X 50% reduction).



# Catalog Addendum

## Physical & Safety Requirements

**Cosmetologist & Cosmetologist Hybrid:** Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

**Hair Design & Hair Design Hybrid:** Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

**Barber & Barber Hybrid:** Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

**Manicurist & Manicurist Hybrid:** Students must be able to manipulate nail tools while holding the client's hand and/or foot, bend over while seated, and perform massage manipulations with both hands. Students should expect to work with various types of solution, beauty products and chemicals.

**Esthetician & Esthetician Hybrid:** Student must be able to manipulate the face with their hands, apply and remove creams and lotions, and utilize skin instruments in a while standing and/or seated. Students should expect to work with various types of solution, beauty products and chemicals.

**Master Esthetician and Master Esthetician Hybrid:** Student must be able to manipulate the face with their hands, apply and remove creams and lotions, and utilize skin instruments in a while standing and/or seated. Student should be able to operate lasers and apply medium depth peels. Students should expect to work with various types of solution, beauty products and chemicals.

**Instructor and Instructor Hybrid:** Trainees must be able to complete the above-mentioned physical requirements in their field of study when learning how to instruct students. Trainees should be ready to work with various types of solution, beauty products and chemicals.

The expectation of the industry may encompass all the above, in addition to licensure. Individual employers may have other pre-requisites for employment as well.

## Job Demand – Results for Washington

There are a number of different websites that are available for the student to research on the job demand, salary expectations, and employment outlook.

Websites include both government websites and commercial resources such as Bureau of Labor and Statistic, Washington Career Bridge, Indeed.com, PayScale.com, etc.

Many individuals ask how much they can reasonably make as a license professional (e.g. Cosmetologist, Hair Design, Barber, Esthetician, Master Esthetician, Manicurist and Instructor). The answer depends on an individual choices such as working full time/part time, as an employee/self-employed, commission/salary, etc.

The College make no representation of any income resulting in undergoing our training.

The student must research and assess what they believe to be true based on their personal parameters.

Some common ways of researching include:

- Go on Google and type in How much does a **X** make in [City, WA]
- **X** = You can use the program name, title of the position, etc.
- Be sure to indicate the City or Region that you will most likely work in. The College discourages students from using the national average, as each region, may be different.
- Go to Google and search governmental databases. There are national, and state databases that monitor labor statistics and workforce statistics that may be helpful.
- Students may also want to go to salons, shops and spas to do interviews of current license professionals to gather data.

The College encourages the student to research to make an informed decision.

## Training Cost and Special Fees

The training cost and fees are effective as of 6/30/2021.

### **Cosmetologist/Cosmetologist Hybrid Course 1,600hrs (WA Req: 1,600hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 11 monthly payments.

Tuition*	\$19,440.00
Equipment/Kit/Book/Others	1,838.00
Technology Fee	150.00
Registration Fee	100.00

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Total	\$21,528.00
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### **Hair Design/Hair Design Hybrid Course 1,400hrs (WA Req: 1400hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 8 monthly payments.

Tuition*	\$18,170.00
Equipment/Kit/Book/Others	1,632.00
Technology Fee	150.00
Registration Fee	100.00

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Total	\$20,052.00
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### **Barber/Barber Hybrid Course 1,000hrs (WA Req: 1,000hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 8 monthly payments.

Tuition*	\$13,150.00
Equipment/Kit/Book/Others	2,121.00
Technology Fee	75.00
Registration Fee	100.00

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Total	\$15,446.00
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### **Manicurist/Manicurist Hybrid Course 600hrs (WA Req. 600hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 5 monthly payments.

Tuition*	\$7,650.00
Equipment/Kit/Book/Others	1,330.00
Technology Fee	75.00
Registration Fee	100.00

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Total	\$9,155.00
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**Esthetician/Esthetician Hybrid Course 750hrs**  
**(WA Req. 750hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 5 monthly payments.

Tuition*	\$12,112.50
Equipment/Kit/Book/Others	1,684.00
Technology Fee	75.00
Registration Fee	100.00
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Total	\$13,971.50

**Master Esthetician/Master Esthetician Hybrid Course 1,200hrs** *[No Program Hours Transferred]*  
**(WA Req. 1,200hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 10 monthly payments.

Tuition*	\$19,500.00
Equipment/Kit/Book/Others	2,631.00
Technology Fee	150.00
Registration Fee	100.00
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Total	\$22,381.00

**Instructor/ Instructor Hybrid Course 600hrs**  
**(WA Req. 500hrs)**

Training costs may be financed with a minimum down of \$1,000.00 and the balance due in 5 monthly payments.

Tuition*	\$7,650.00
Equipment/Kit/Book/Others	349.00
Technology Fee	75.00
Registration Fee	100.00
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Total	\$8,174.00

Payments may be paid by cash, check, money order, credit/debit card, or through financial aid which is defined as, assistance that the student has applied for been or will be awarded and remains eligible from Federal, State, or Institutional assistance programs and/or other scholarships, grants or loan programs as may be applicable.

Local Sales Tax will be applied to Equipment/Kit/Books/Others and will be calculated based on the campus location. Students should be prepared to pay for state practical and testing fees of approximately \$310.00 along with any state testing supplies.

**Equipment/Kit/Book/Others**

These are mandatory for all programs, and students need to have the entirety of the kit for their training. Students may not opt out of portions of the kit.

Textbooks (E-Book or physical book) Required:

**Cosmetologist Hybrid/Cosmetologist:** CIMA for Cosmetology 13<sup>th</sup> (ISBN: 9780357812556), Nuts & Bolts Business Training Program: Embracing Change, The Complete Retail Experience, Build Your Business, Customer WOW, The Salon and Spa Professional. (No ISBN)

**Hair Design Hybrid/Hair Design:** CIMA for Cosmetology 13<sup>th</sup> (ISBN: 9780357812556), Nuts & Bolts Business Training Program: Embracing Change, The Complete Retail Experience, Build Your Business, Customer WOW, The Salon and Spa Professional. (No ISBN)

**Barber Hybrid/Barber:** CIMA for Barbering 6<sup>th</sup> (ISBN: 9780357812587), Nuts & Bolts Business Training Program: Embracing Change, The Complete Retail Experience, Build Your Business, Customer WOW, The Salon and Spa Professional. (No ISBN)

**Master Esthetician Hybrid/Master Esthetician:** CIMA for Esthetics 12<sup>th</sup> (ISBN 9780357812563), CIMA for Advance Esthetics 2<sup>nd</sup> (ISBN 9780357812594)

**Esthetician Hybrid/Esthetician:** CIMA for Esthetics 12<sup>th</sup> (ISBN 9780357812563)

**Manicuring Hybrid/Manicuring:** CIMA for Nails 8<sup>th</sup> (ISBN 9780357812570), Nuts & Bolts Business Training Program: Embracing Change, The Complete Retail Experience, Build Your Business, Customer WOW, The Salon and Spa Professional. (No ISBN)

**Instructor Hybrid/Instructor:** CIMA for Professional Educator, 4th (ISBN 9781337786867), Success Principles (ISBN 0060594888), Fierce Conversation (ISBN 9781429528269)

**Educational Consumer Information*****Important Consumer Information***

Compliance with the code of Federal Regulations (CFR 668.6) governing the administration of Higher Education Act Title IV program funds requires the following disclosures for each school (OPE ID#) by program, SOC (Standard Occupational Classification) Code, and CIP (Classification of Instructional Program) Code. You may access occupational profiles for each occupation on line at <https://nces.ed.gov/ipeds/cipcode>

If you have any challenges, please contact the College, and the Campus Director will assist you.

**Cosmetologist/Cosmetologist Hybrid (SOC 39-5012) (CIP 12.0401)**

The occupation is "Licensed Cosmetologist"

The nature is operator in all phases of hair, skin, & nails as described by the Licensing Department of the State of Washington.

The level is job entry employment as a Cosmetologist.

**Barber/Barber Hybrid (SOC 39-5011) (CIP 12.0402)**

The occupation is "Licensed Barber"

The nature is operator in hair design as described by the Licensing Department of the State of

**Manicurist/Manicurist Hybrid (SOC 39-5092) (CIP 12.0410)**

The occupation is "Licensed Manicurist"

The nature is operator in all phases of manicuring and artificial nails as prescribed by the Licensing Department of the State of Washington.

The level is job entry employment as a Manicurist.

**Esthetician/Esthetician Hybrid (SOC 39-5094) (CIP 12.0409)**

The occupation is "Licensed Esthetician"

The nature is operator in limited phases of skin care as prescribed by the Licensing Department of the State of Washington.

The level is job entry employment as an Esthetician.

**Master Esthetician/Master Esthetician Hybrid (SOC 39-5094) (CIP 12.0414)**

The occupation is "Licensed Master Esthetician"

The nature is operator in limited phases of skin care, along with laser and medium depth peels, as prescribed by the Licensing Department of the State of Washington.

The level is job entry employment as an Esthetician.

**Instructor/Instructor Hybrid [Vocational Education Teacher] (SOC 25-1194) (CIP 12.0413)**

The occupation is "Licensed Instructor"

The nature is instructor in Cosmetology, Barbering, Manicuring, or Esthetics.

The level is job entry as an instructor of Cosmetologist, Barber, Manicurist, or Esthetician.

**Hair Designer/Hair Design Hybrid (SOC 39-5012) (CIP 12.0407)**

The occupation is "Licensed Hair Designer"

The nature is operator in all phases of hair as described by the Licensing Department of the State of Washington.

The level is job entry employment as a Hair Designer.

Chart of Consumer Information and Data as disclosed on the school's website and a paper copy is available upon request.

**On-Time Graduation** – The percentage of students who completed a program within the normal time to complete, which is described in the catalog, based on the student's schedule, and provided in the enrollment agreement for a student to complete the program without incurring additional charges.

**Tuition, fees, books and supplies** – charged to students for completing a program within normal time.

**Placement Rate** – for students completing a program, calculated according to methodology required by the school's accrediting agency.

**Median Loan Debit** – for students completing a program separated by Title IV, HEA Loans, Private Loans and Intuitional financing plans.

Consumer Information Chart Data Codes: N/D – No Data – No Students in the program for the reporting period, N/A –Not Applicable – New Campus with insufficient data to report, and D/P – Data Protected per U.S. Department of Education privacy concerns.

***Consumer Information - Location and Assistance***

- Financial Assistance-Administration Office, Admissions, Catalog
- Enrollment Costs-Administration Office, Admissions, Catalog, Website

- Kit and Supplies Disbursement - *Administration Office, Catalog*
- Student Loan Obligations, Counseling & Repayment- *Administration Office*
- Graduation, Completion Rates, Placement-*Admissions Office, Catalog*
- Institution Accreditation and Licensing –*Administration Office, Catalog*
- Satisfactory Progress Policy-*Administration Office, Catalog*
- FERPA –(Family Educational Rights/Privacy) *Administration Office, Catalog*
- Security Policies & Crime Statistics-*Administration Office, Catalog, Campus Security Report*
- Student Body Diversity-*Website*
- Transferability of Credit- *Catalog*
- Cancellation and Refunds- *Administration Office, Catalog, Enrollment Contract*
- Course Outlines and Objectives- *Catalog*
- Drug and Alcohol Abuse Prevention-*Administration Office, Orientation Material, Website*
- Voter Registration Application-*Orientation Material, Website*
- Copyright Policy-*Catalog*
- Additional information on Sex and Drug Abuse – *Administration Office*
- Violence Against Women Act information– *Administration Office*
- Emergency Evacuation and Lock Down Procedure – *Administration Office, Campus Security Report*
- Net Price Calculator – *Website*
- General Consumer Disclosure – *Website, Catalog*
- Wage & Earnings – *Website and Catalog*
- Title IX Policy – *Website*
- Pre-Dispute Arbitration Agreement and Class Action Waiver – *Website, Catalog*

## Outcome Rate Assessment

*The accrediting agency placed Washington State on the Restricted Variance List of States indicating that the COVID-19 Pandemic had significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment. The rates reported below that have been modified is indicated.*

The outcome rates were calculated in accordance to the guidelines by the National Accrediting Commission of Career Arts and Sciences for the reporting dates of 1-1-20 to 12-31- 20 .

The completion, placement and licensure rates are reported on the cumulative of all programs offered at main campus and all associated additional locations, the cumulative of all programs offered at the individual main campus or additional location and specific programs at the individual main campus or additional location.

Graduation rates are calculated based on the cohort of students that was scheduled to graduate that graduated. Placement rate are calculated based on the cohort of students that was eligible for placement that were placed. Licensure rate was calculated on based on the cohort of students that took all parts of the required state exams that passed. Specific definitions and guidelines of the calculations can be attained by contacting the accrediting agency.

Cumulative of all programs offered at Everett, Renton, Yakima and Mount Vernon Campus for Graduation Rate\* (91%) Placement Rate\* (61%) Licensure Rate (90%), rounded to the nearest percentage point. The specific Program Outcomes are: Manicuring: Graduation\* (98%), Placement\* (\*\*\*) and Licensure Rate (97%) Instructor Training: Graduation\* (98%), Placement\* (80%) and Licensure Rate (97%) Esthetics: Graduation\* (94%), Placement\* (\*\*\*) and Licensure Rate (86%) Hair Design: Graduation\* (73%), Placement\* (64%) and Licensure Rate (100%) Cosmetology:



Graduation\* (82%), Placement\* (61%) and Licensure Rate (92%) Barbering: N/A

Everett Campus: Manicuring: Graduation\* (98%), Placement\* (\*\*\*) and Licensure Rate (97%)  
 Instructor Training: Graduation\* (96%), Placement\* (77%) and Licensure Rate (100%) Esthetics:  
 Graduation\* (98%), Placement\* (66%) and Licensure Rate (89%)  
 Hair Design: Graduation\* (70%), Placement\* (71%) and Licensure Rate (100%) Cosmetology:  
 Graduation\* (82%), Placement\* (61%) and Licensure Rate (92%) Barbering: N/A

Renton Campus: Manicuring: N/A, Instructor Training: Graduation\* (100%), Placement\* (83%) and  
 Licensure Rate (95%) Esthetics: Graduation\* (95%), Placement\* (\*\*\*) and Licensure Rate (82%)  
 Hair Design: Graduation\* (88%), Placement\* (\*\*\*) and Licensure Rate (100%) Cosmetology:  
 Graduation\* (77%), Placement\* (62%) and Licensure Rate (93%) Barbering: N/A

Yakima Campus: Manicuring: N/A, Instructor Training: N/A, Esthetics: N/A,  
 Hair Design: Graduation\* (\*\*), Placement\* (\*\*\*) and Licensure Rate (100%), Cosmetology:  
 Graduation\* (81%), Placement\* (\*\*\*) and Licensure Rate (81%) Barbering: N/A

Mount Vernon Campus: Manicuring: N/A, Instructor Training: N/A, Esthetics: Graduation\* (96%),  
 Placement\* (71%) and Licensure Rate (92%), Hair Design: Graduation\* (75%), Placement\* (83) and  
 Licensure Rate (100%), Cosmetology: Graduation\* (91%), Placement\* (74%) and Licensure Rate  
 (94%) Barbering: N/A

Cumulative of all programs offered at the North Seattle – Shoreline for Graduation Rate\* (79%),  
 Placement Rate\* (78%), Licensure Rate (95%). The specific Program Outcomes are: Manicuring  
 Program: N/A, Esthetics: N/A, Barbering: Graduation\* (75%), Placement\* (100%) and Licensure Rate  
 (100%), Instructor Training: Graduation\* (100%), Placement\* (100%) and Licensure Rate (100%),  
 Hair Design: N/A, Cosmetology: Graduation\* (79%), Placement\* (73%) and Licensure Rate (94%)

*\*Some students who previously enrolled at this institution and were unable to successfully graduate, sit  
 for licensure and/or obtain employment attested that they were unable or unwilling to do so  
 specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded  
 from the calculation of this rate.*

*\*\*It should be noted that State and/or local restrictions with respect to the COVID-19 Pandemic have  
 significantly impacted the ability of this institution's students to sit for licensure and/or obtain  
 employment. This rate received variance and was not reported.*

*N/A indicates that outcome rates did not apply.*

**EVERGREEN BEAUTY COLLEGE  
CAMPUS CRIME REPORT – MOUNT VERNON CAMPUS  
509 S. 1<sup>ST</sup> Street, Mount Vernon, WA 98274**

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

**To Report A Crime:** Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0
Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0
Rape	N/A	N/A	0	N/A	N/A	0
Fondling	N/A	N/A	0	N/A	N/A	0
Incest	N/A	N/A	0	N/A	N/A	0
Statutory Rape	N/A	N/A	0	N/A	N/A	0
Robbery	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0	N/A	N/A	1
Arson	N/A	N/A	0	N/A	N/A	0
<b>VAWA Offenses</b>						
Domestic Violence	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0
<b>Arrests &amp; Disciplinary Referrals</b>						
Liquor Law Arrests	N/A	N/A	0	N/A	N/A	0
Liquor Law Violations Referred for Disciplinary Action	N/A	N/A	0	N/A	N/A	0
Drug Law Arrests	N/A	N/A	0	N/A	N/A	0
Drug Law Arrests Referred for Disciplinary Action	N/A	N/A	0	N/A	N/A	0
Illegal Weapons Possession Arrests	N/A	N/A	0	N/A	N/A	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	N/A	N/A	0	N/A	N/A	0

**Hate Crimes** – There were no Hate Crimes reported for 2020.

Complete Annual Campus Security Report is available for review in the Administration Office or at <https://www.evergreenbeauty.edu/disclosures/>

**EVERGREEN BEAUTY COLLEGE  
CAMPUS CRIME REPORT – EVERETT CAMPUS  
802 SE Everett Mall Way, Suite A, Everett, WA 98208**

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director’s Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

**To Report A Crime:** Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1
Arson	0	0	0	0	0	0
<b>VAWA Offenses</b>						
Domestic Violence	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests &amp; Disciplinary Referrals</b>						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	3
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

**Hate Crimes** – There were no Hate Crimes reported for 2018, 2019 or 2020.

Complete Annual Campus Security Report is available for review in the Administration Office or at <https://www.evergreenbeauty.edu/disclosures/>

**EVERGREEN BEAUTY COLLEGE  
CAMPUS CRIME REPORT – NORTH SEATTLE - SHORELINE CAMPUS  
18336 Aurora Ave N, Suite 103, North Seattle – Shoreline, WA 98133**

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director’s Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

**To Report A Crime:** Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	5	0
Arson	0	0	0	0	0	0
<b>VAWA Offenses</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests &amp; Disciplinary Referrals</b>						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	6	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	1	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

**Hate Crimes** – There were no Hate Crimes reported for 2018, 2019 or 2020.

Complete Annual Campus Security Report is available for review in the Administration Office or at <https://www.evergreenbeauty.edu/disclosures/>

**EVERGREEN BEAUTY COLLEGE  
CAMPUS CRIME REPORT – RENTON CAMPUS  
1222 Bronson Way North, Renton, WA 98057**

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

**To Report A Crime:** Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	3	0
Arson	0	0	0	0	0	0
<b>VAWA Offenses</b>						
Domestic Violence	0	0	0	0	0	3
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests &amp; Disciplinary Referrals</b>						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

**Hate Crimes** – There were no Hate Crimes reported for 2018, 2019 or 2020.

Complete Annual Campus Security Report is available for review in the Administration Office or at <https://www.evergreenbeauty.edu/disclosures/>

**EVERGREEN BEAUTY COLLEGE  
CAMPUS CRIME REPORT – YAKIMA CAMPUS  
401 N. 1<sup>ST</sup> Street, Yakima, WA 98901**

The Campus Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director’s Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

**To Report A Crime:** Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	N/A	0	0	N/A	0	0
Negligent Manslaughter	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0
Aggravated Assault	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0
Motor Vehicle Theft	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0
<b>VAWA Offenses</b>						
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0
<b>Arrests &amp; Disciplinary Referrals</b>						
Liquor Law Arrests	N/A	0	0	N/A	0	0
Liquor Law Violations Referred for Disciplinary Action	N/A	0	0	N/A	0	0
Drug Law Arrests	N/A	0	0	N/A	0	0
Drug Law Arrests Referred for Disciplinary Action	N/A	0	0	N/A	0	0
Illegal Weapons Possession Arrests	N/A	0	0	N/A	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	N/A	0	0	N/A	0	0

**Hate Crimes** – There were no Hate Crimes reported for 2019 or 2020

Complete Annual Campus Security Report is available for review in the Administration Office or at <https://www.evergreenbeauty.edu/disclosures/>  
 Bellingham Campus: No Campus Crime Report was applicable.

# Program Start Dates

Programs and classes that currently are unscheduled, are not considered to actively enrolling. Hybrid Programs Start and Completion dates are aligned with the traditional programs below.



Key	
Morn - Morning Classes (M-F)	
AFT - Afternoon Classes (M-F)	
Evening - Night Classes (M-F)	
Unbudgeted Class	

**Cosmetology Hybrid - 1600 (Bellingham, Mt. Vernon, Everett, N. Seattle, F Cosmetology Hybrid - 1600 (Mt. Vernon, N. Seattle)**

Schedule	Start	Completion	Est Time Frame	Schedule	Start	Completion	Est Time Frame
Morn & AFT	January 10, 2022	March 14, 2023	14 months				
Morn & AFT	February 7, 2022	April 11, 2023	14 months				
Morn & AFT	March 7, 2022	May 9, 2023	14 months	Evening	March 7, 2022	May 9, 2023	14 months
Morn & AFT	April 4, 2022	June 6, 2023	14 months				
Morn & AFT	May 2, 2022	July 5, 2023	14 months				
Morn & AFT	June 6, 2022	August 7, 2023	14 months	Evening	June 6, 2022	August 7, 2023	14 months
Morn & AFT	July 5, 2022	September 6, 2023	14 months				
Morn & AFT	August 8, 2022	October 10, 2023	14 months				
Morn & AFT	September 6, 2022	November 7, 2023	14 months	Evening	September 6, 2022	November 7, 2023	14 months
Morn & AFT	October 10, 2022	December 11, 2023	14 months				
Morn & AFT	November 7, 2022	January 16, 2024	14 months				
Morn & AFT	December 5, 2022	February 12, 2024	14 months	Evening	December 5, 2022	February 12, 2024	14 months
Morn & AFT	January 9, 2023	March 11, 2024	14 months				

**Barbering Hybrid - 1000 (N. Seattle)**

Schedule	Start	Completion	Time Frame
AFT	January 10, 2022	September 23, 2022	8 months 3 weeks
AFT	March 7, 2022	November 25, 2022	8 months 3 weeks
AFT	May 2, 2022	January 31, 2023	9 months
AFT	July 5, 2022	March 29, 2023	8 months 4 weeks
AFT	September 6, 2022	June 1, 2023	8 months 4 weeks
AFT	November 7, 2022	August 2, 2023	8 months 4 weeks
AFT	January 9, 2023	September 28, 2023	8 months 3 weeks

**Manicurist Hybrid - 600 (Everett/Yakima)**

Schedule	Start	Completion	Time Frame
AFT	February 7, 2022	July 13, 2022	5 months 1 week
AFT	April 4, 2022	September 12, 2022	5 months 1 week
AFT	June 6, 2022	November 9, 2022	5 months 1 week
AFT	August 8, 2022	January 18, 2023	5 months 2 weeks
AFT	October 10, 2022	March 20, 2023	5 months 2 weeks
AFT	December 5, 2022	May 16, 2023	5 months 1 week

**Manicurist Hybrid - 600 (Everett)**

Schedule	Start	Completion	Est Time Frame
Evening	January 10, 2022	June 14, 2022	5 months 1 week
Evening	March 7, 2022	August 10, 2022	5 months 1 week
Evening	May 2, 2022	October 10, 2022	5 months 1 week
Evening	July 5, 2022	December 8, 2022	5 months 1 week
Evening	September 6, 2022	February 15, 2023	5 months 2 weeks
Evening	November 7, 2022	April 17, 2023	5 months 2 weeks
Evening	January 9, 2023	June 13, 2023	5 months 1 week

**Esthetics Hybrid - 750 (Bellingham/Mt. Vernon/N. Seattle/Yakima)**

Schedule	Start	Completion	Est Time Frame
AFT	January 10, 2022	July 26, 2022	6 months 2 weeks
Morn	April 4, 2022	October 19, 2022	6 months 3 weeks
AFT	July 5, 2022	January 24, 2023	6 months 3 weeks
Morn	October 10, 2022	April 27, 2023	6 months 3 weeks
AFT	January 9, 2023	July 24, 2023	6 months 2 weeks

**Esthetics Hybrid - 750 (Everett/Renton)**

Schedule	Start	Completion	Est Time Frame
AFT	January 10, 2022	July 26, 2022	6 months 2 weeks
Morn	February 7, 2022	August 22, 2022	6 months 2 weeks
AFT	March 7, 2022	September 21, 2022	6 months 3 weeks
Morn	April 4, 2022	October 19, 2022	6 months 3 weeks
AFT	May 2, 2022	November 16, 2022	6 months 3 weeks
Morn	June 6, 2022	December 16, 2022	6 months 2 weeks
AFT	July 5, 2022	January 24, 2023	6 months 3 weeks
Morn	August 8, 2022	February 27, 2023	6 months 3 weeks
AFT	September 6, 2022	March 27, 2023	6 months 3 weeks
Morn	October 10, 2022	April 27, 2023	6 months 3 weeks
AFT	November 7, 2022	May 25, 2023	6 months 3 weeks
Morn	December 5, 2022	June 23, 2023	6 months 3 weeks
AFT	January 9, 2023	July 24, 2023	6 months 2 weeks

**Esthetics Hybrid - 750 (Everett/Renton)**

Schedule	Start	Completion	Est Time Frame
Evening	March 7, 2022	September 21, 2022	6 months 3 weeks
Evening	June 6, 2022	December 16, 2022	6 months 2 weeks
Evening	September 6, 2022	March 27, 2023	6 months 3 weeks
Evening	December 5, 2022	June 23, 2023	6 months 3 weeks

**Instructor Training Hybrid - 600 (Everett/Renton)**

Schedule	Start	Completion	Est Time Frame
M/T/W	January 10, 2022	July 13, 2022	5 months 1 week
M/T/W	April 4, 2022	September 12, 2022	5 months 1 week
M/T/W	July 5, 2022	December 8, 2022	5 months 1 week
M/T/W	October 10, 2022	March 20, 2023	5 months 2 weeks
M/T/W	January 9, 2023	June 13, 2023	5 months 2 weeks

**Instructor Training Hybrid - 600 (Yakima)**

Schedule	Start	Completion	Est Time Frame
M/T/W	May 2, 2022	October 10, 2022	5 months 1 week

## **Scheduled Hours**

### **Bellingham, Mount Vernon, Everett, North Seattle - Shoreline, Renton and Yakima Campus**

Operating Hours: Monday – Saturday from 8:00 AM – 9:30 PM

Schedule 1: 8:30 AM - 12:30PM

Schedule 2: 1:30 PM- 5:30 PM

Schedule 3: 5:30 PM – 9:30 PM\*

\*Available for only specific programs at specific campuses

## **ADA Officer / 504 Coordinator**

Vice President of Compliance: Frank Trieu, 802 SE Everett Mall Way, Everett, WA 98208  
[frank@evergreenbeauty.edu](mailto:frank@evergreenbeauty.edu) (425) 531-7092

Bellingham Campus: Kylie Harris, Campus Director, 1414 Cornwall Avenue, Bellingham, WA 98225 (425) 336-5123 x 502, [Kylie.Harris@evergreenbeauty.edu](mailto:Kylie.Harris@evergreenbeauty.edu)

Mount Vernon Campus: Melissa Eichenhofer, Campus Director, 509 S. 1<sup>st</sup> Street, Mount Vernon, WA 98274 (425) 336-5123 x 8852, [melissa.eichenhofer@evergreenbeauty.edu](mailto:melissa.eichenhofer@evergreenbeauty.edu)

Everett Campus: Jenevieve Hunt, Campus Director, 802 SE Everett Mall Way, Everett, WA 98208 (425) 336-5123 x 208, [jenevieve.hunt@evergreenbeauty.edu](mailto:jenevieve.hunt@evergreenbeauty.edu)

North Seattle - Shoreline Campus: Courtney Verble, Campus Director, 18336 Aurora Ave N, Suite 103, North Seattle - Shoreline, WA 98133 (425) 336-5123 x 602 [Courtney.Verble@evergreenbeauty.edu](mailto:Courtney.Verble@evergreenbeauty.edu)

Renton Campus: Jemma Spears, Campus Director, 1222 Bronson Way North – Suite 230, Renton, WA 98057 (425) 243-3272 [jemma.spears@evergreenbeauty.edu](mailto:jemma.spears@evergreenbeauty.edu)

Yakima Campus: Lauren Geller, Campus Director, 401 North 1<sup>st</sup> Street, Yakima, WA 98901 (425) 336-5123 x 805, [Lauren.Geller@evergreenbeauty.edu](mailto:Lauren.Geller@evergreenbeauty.edu)

## **Title IX Coordinator and Deputy Coordinators**

Title IX Coordinator: Frank Trieu [frank@evergreenbeauty.edu](mailto:frank@evergreenbeauty.edu) (425) 531-7092

### **Title IX Deputy Coordinator**

Bellingham Campus: Kylie Harris, Campus Director, 1414 Cornwall Avenue, Bellingham, WA 98225 (425) 336-5123 x 502, [Kylie.Harris@evergreenbeauty.edu](mailto:Kylie.Harris@evergreenbeauty.edu)

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**Veteran Contact**

School Certifying Official	Kara Hoffman	<a href="mailto:kara.hoffman@evergreenbeauty.edu">kara.hoffman@evergreenbeauty.edu</a>	(425) 336-5124 x8701
School Certifying Official	Frank Trieu	<a href="mailto:frank@evergreenbeauty.edu">frank@evergreenbeauty.edu</a>	(425) 531-7092
School Certifying Official	Theresa Tran	<a href="mailto:theresa@evergreenbeauty.edu">theresa@evergreenbeauty.edu</a>	(425) 336-5123 x802

*This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:*

*Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington  
 98504 Web: [wtb.wa.gov](http://wtb.wa.gov)  
 Phone: 360-709-4600 E-Mail Address: [pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov)*

**Administrative Staff**

Founder	Thi Trieu (B) (M) (E) (R) (S) (Y)
President	Joe Trieu (B) (M) (E) (R) (S) (Y)
VP of Finance	Theresa Tran (B) (M) (E) (R) (S) (Y)
VP of Business Development	Frank Trieu (B) (M) (E) (R) (S) (Y)
VP of Operations	Lauren Geller (B) (M) (E) (R) (S) (Y)
Talent Manager	Maria Tucker (B) (M) (E) (R) (S) (Y)
Director of Financial Aid	Kara Hoffman (B) (M) (E) (R) (S) (Y)
Director of Admission	Mike Girgus (B) (M) (E) (R) (S) (Y)
Director of IT	Paul Trieu (B) (M) (E) (R) (S) (Y)
Campus Director	Kylie Pears (B)
	Jenevieve Hunt (E)
	Kylie Harris (M)
	Jemma Spears (R)
	Courtney Verble (S)
	Lauren Geller (Y)

**Faculty Member - Licensed Educators**

Adreana Licea (Y)  
 Ali Goudarzi (E)  
 Alicia Franco-Curfman (E)  
 Angel Gray (Y)  
 Ashley Bradshaw (E) (R)  
 April Purcell (R)  
 Beth Shoemaker (Y)  
 Brooke Blozis (E)  
 Caitlyn Martin (Y)  
 Chandra Crosby (B) (E) (R) (S) (Y) (M)  
 Collette Kemp (R)  
 Cristine Jarvis (E)  
 Dawn Maynard (M)  
 Francis Trieu (B) (E) (R) (S)  
 Felicia Orlando (B)  
 Haley Whynott (E)  
 Jade Lenberg-LaRoque (Y)  
 Jenevieve Hunt (E)  
 Jenny Vine (B)  
 Jemma Spears (R)  
 Katy Denooyer (B)  
 Kassandra Escobar (M)  
 Kasey Rogers (S)  
 Kylie Harris (B) (M)  
 LaRae McKnight (E)  
 Lauren Geller (E)(R)(Y)(M)  
 Lo Jolley (E)  
 Leslie Tucker (S)  
 Lisa Maggard (Y)  
 Maile Inova Hudson (M)  
 Megan Winternheimer (R)  
 Mimi Beltran-Hanson (S)  
 Nakeisha Benard (E)  
 Sarah Herb (E) (R)  
 Sonya Konetchy (M)  
 Stephanie Gibson (R)  
 Tamanda Nyasulu (R)  
 Thi Trieu (B) (E) (R) (S) (Y) (M)  
 Zed Aschenaki (S)

\*Campus: (B) Bellingham (M) Mount Vernon (E) Everett (S) North Seattle - Shoreline (R) Renton (Y) Yakima

## **COVID Updated Policies (Effective 6/01/2021)**

The policies below are updates and revisions in place due to the COVID environment.

### **Temporary Distance Education**

Students recognize starting a program of study during the COVID-19 Emergency may result in challenges with program delivery. Challenges include, but are not limited to closure of the physical campus, fluctuation in operating hours, and integration of both onsite and distance education.

Students also recognize that due to the current environment, portions of the program will be delivered via distance education. This delivery method is temporary; once the physical campus is open under normal operations the distance education platform may cease, and Evergreen Beauty College may resume normal operations and normal delivery of onsite education.

Students recognize that they are personally responsible for the necessary electronic devices (e.g. laptop, computer) with high-speed internet to access distance education. Accessing distance education through only a 'personal mobile device' is not ideal and may result in challenges.

Finally, students recognize that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

### **Tardy Policy**

Students will be permitted to stay, and receive hours upon clocking in, and time will be rounded to the nearest quarter hour. Students must still call the school prior to the scheduled attendance to communicate their absences, or late arrivals. Future professionals must be clocked no later than 30 minutes of the beginning of their assigned schedule, otherwise they may not be permitted to attend. Example: Morning Schedule Start time (8:30 AM) must be clocked in at 9:00 AM, Afternoon Start Time (1:30 PM) must be clocked in by 2:00 PM and Evening Start Time (5:30 PM) must be clocked in by 6:00 PM.

### **Option for Additional Training**

Students that desire additional/extended onsite training after the completion of required programs hours may submit a written request with their Campus Director. With the Director's approval, no fees will be assessed for additional onsite training up to 12 months after the student's graduation date.

### **Electronic Recording**

Students shall receive approval from their educator and/or staff member prior to any recording (e.g. visual, audio). In addition, student must notify all parties involved of recording and recording must be conspicuous (in plain view and obvious). Violations may result in disciplinary action, including termination.

### **Student Conduct**

Students will adhere to policies surrounding COVID Safety precautions. These requirements include, but are not limited to, use of facial covering/masks, adherence to social distancing requirements, and use of PPE when social distancing is not possible.

Facial Covering requirements: a mask will be issued by the College to the student. If a student wishes to provide their own facial covering, it must be single, solid color [Preferred black to match with dress code] Student-provided face covering are not allowed to have logos, patterns, quotes, or slogans; they must be free of logos and designs.

**Fee - Over Contract Fees**

Over Contract Fees are not enforced for hours that are missed between March 1<sup>st</sup>, 2020 – June 30, 2022.

**Computer IT and Information Security Policy**

Last Updated: 6/15/2020

Each member of the Evergreen Beauty College (referred to as “EBC”) community must comply with the full text of all EBC policies in this document to access our computer, technology, and network resources. The Information Technology department (referred to as “EBC IT”) can provide further details on these policies if needed through your Campus Director.

Failure to follow this policy may result in disciplinary action, including termination.

**Equipment and School Generated Data***Ownership*

If applicable, equipment issued to the students (e.g. chromebook) as part of their kit are the property of the student. Students are responsible for the security, care, and protection of their equipment. Service warranties are available to assist in the repair of the equipment in case of malfunction or defect. Please consult the student portal for information regarding the warranty and how to reach customer support with the manufacturer.

Evergreen Beauty College retains the rights and ownership of all data generated by the school systems. Examples including but not limited to: the digital logs of clocking in/out, assignments turned in to educators, and student and employee information generated and entered on school equipment, and software services. Unless otherwise marked, data/information/curriculum materials such as documents, images, files, disclosures, and signage are owned by Evergreen Beauty College.

*Usage*

Students are issued a MyEBC electronic email account which they are to use for accessing communication with the school. The account will be issued for active students, and the school may terminate, block, or disable the account at any time, including upon a student’s change in status.

When the MyEBC account is used to log into specific apps on a student’s computer or personal device, EBC maintains the right to manage these devices remotely for purposes of enforcing security policies and protecting access to student data and school resources.

When using technology services provided through the school it is expected that students obey and comply with all local, state, and federal laws, and reasonably use the resources so as to not prevent or impede access by other EBC staff, faculty, or students. For example, internet services are provided for students to complete their online work and take example electronically and should not be used to stream movies and videos for entertainment purposes.

**Protect Information and Electronic Resources***Safeguard Sensitive Information (Sensitive Data)*

It is expected that students take steps to safeguard access to their account and personal information and data. This can be done with strong password combinations that are published on the Student Portal. Students should recognize that sending personal information via email may disclose their information to 3<sup>rd</sup> parties and should avoid email as a secure delivery mechanism.

*Additional Security Measures*

Security protections are highly recommended for all student devices connected to the network, and the school is not responsible for any lost data, ransomware, malware, or virus infection of the student’s computer. EBC IT recommends the following:

- Regularly install software updates
- Ensure anti-virus and/or anti-malware is running
- Use a host-based firewall

- Ensure adequate physical security (e.g. Login account w/ adequate password)
- Where technically supported, enable device level encryption in case your device is lost or stolen.

## *Reporting and Response to Security Incidents or Suspicious Activity*

If you suspect your account has been compromised or hacked, report security incidents or suspicions to your Campus Director, who will refer you to the EBC IT department.

## **Privacy of Electronic Communications**

### *Routine Security Monitoring*

EBC IT may use 3<sup>rd</sup> Parties to scan and analyze our networks for vulnerabilities and ensure the integrity and reliability of systems. The scope is typically limited to the use of techniques that include routine monitoring of electronic communications, and port scanning (e.g., scanning, bandwidth monitoring). By connecting your devices to our networks, you consent to allowing the scan and monitoring of your devices.

### *Keep Personal Information on Personal Devices*

Personal use of electronic resources must be done on personal devices. For example, do not check your personal email or social media account on our shared student computers or skin analysis machines. This is for both protection your information and any client information.

### *3rd party information sharing*

EBC works with third-party servicers to carry out business related functions and comply with other federal and state government requirements and programs. In the course of this work your student information may be shared in order to carry out the function or to properly satisfy the requirements.

## **Use Campus Technology Responsibly**

Campus computer use and network access is a privilege. Users must act **responsibly** and **professionally**, **respect** the rights of other users and treat them with **civility**, respect the integrity of the systems, data, and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### *Use Best Practices for protecting privacy and online security*

### *Choose Strong Passwords & Multiple Authentication*

Our systems will help enforce a certain level of complexity and strength for your passwords. You must choose a unique password for your EBC account. Also choose unique passwords for accounts related to work with sensitive data. The specific rules for strong passwords will vary over time, and our systems will adapt to new rules over time.

Our systems may also enforce Multi-Factor Authentication. Bypassing or skipping this security set up procedure is a violation of our policy if your account has Multi-Factor Authentication enabled.

## **Recognizing a Phishing Attack**

“Phishing” attacks are increasingly common, and schools and administrators or susceptible to targeted phishing schemes to mislead users to click and provide their personal information or credentials to an unauthorized party.

- Never send passwords, account info, or other private information in an email.
- Avoid clicking links in emails, especially from parties you don’t know
- Be wary of any unexpected email attachments or links, even from people you know.

## *Accessibility*

Evergreen Beauty College is committed to taking concrete steps to ensure that EBC websites and electronic resources are accessible to people with disabilities.

## **Data Security Program**

### **Gramm-Leach-Bliley Act, (GLBA)**

EBC has implemented a Security Program to comply with the Gramm-Leach-Bliley Act, (GLBA), which safeguards student and financial information. For full information about our data security program, please reach out to your Campus Director.

### **Third-Party Servicers**

The Security Program requires 3<sup>rd</sup> Party Servicers to also comply with GLBA. In the course of business, EBC may from time to time appropriately share covered data with third parties. Such activities may include collection activities, transmission of documents, transfer of funds, destruction of documents or equipment, or other similar services. This Security Program will ensure that reasonable steps are taken to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue and requiring service providers by contract to implement and maintain such safeguards.

## **Copyright**

Students are asked to obey and respect all copyright laws when making photo copies, uploading content, and downloading content to our networks. This includes any copyrighted or trademarked material, such as text, logos, images, video, sound, programs, music, movies, games, etc.

Personal use of electronic resources must be done on personal devices. For example, do not check your personal email or social media account on our shared student computers or skin analysis machines. This is for both protection your information and any client information.