



Student Handbook

Oliver Finley Academy of Cosmetology
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Table of Contents

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<u>Page</u>	<u>Information</u>
3	Welcome Letter
4	Location
4	Directors/Owners
4	Mission Statement
5	School Profile
5	Non-Discrimination Policy
5-6	Standard of Conduct
6	Admission Requirements
6-7	Methods of Instruction and Evaluation
7	Required Level of Achievement
7-8	Cosmetology Course & Curriculum
8-10	Nail Technology Course & Curriculum
10-12	Esthetics Course & Curriculum
12-13	Instructor Course & Curriculum
13	Graduation Requirements
13	Career Counseling and Employment Assistance
13	School Hours
13-14	Holidays
14	Grading System
14	Evaluation System
14-15	Attendance Policy
15-16	Miscellaneous
16	Cell Phone Policy
16	Financial Aid and Scholarships
17	Cancellation/Settlement/Refund Policy
18	Terminations
18	Contract
18	Transfer Students
18-19	Right to Privacy/Right to Access Policy
19	Advertising Consent
19	License/Accreditation
19-20	Staff & Faculty
20-21	Tuition
21	Class Schedules
21-22	Safety and Security
22	Student Protection
22	Safeguarding Equipment and Premises
22	Sanitation
22	First Aid
22	Fire Emergencies
23	Crime and Accident Prevention
23-24	Sexual Harassment Policy
24	Non-Fraternization
24-25	Disability Harassment Policy
25	Criminal and Accident Reporting Procedures
26	Outcome Rates, Placement Rates, Licensure Rates
27	Acknowledgement of Students/Staff



Dear Students,

Let me congratulate you on your recent career choice. Pursuing a career in the Beauty industry will be very rewarding, with so many possibilities. The choice to train here at Oliver Finley will insure that you receive the knowledge and skills to have a successful career. I look forward to the journey ahead.

This is the foundation for your career, and I cannot emphasize enough the importance of a good education. I hope that as an instructor and Director of Education I can teach and empower you to reach your full potential.

At Oliver Finley, we strive to provide the best facilities and instruction possible. Take full advantage of your time here, and you will leave with a great education and a very bright future.

Sincerely,

Kurt C. Foote
Director of Education

Oliver Finley Academy of Cosmetology

Oliver Finley Academy is conveniently located at 10222 W. Fairview Avenue, Boise, Idaho, at the intersection of Fairview Avenue and Five Mile Road.

The City of Boise is a vibrant and energetic metropolitan area with many economic opportunities. There is an outstanding selection of art, culture and outdoor activities for you to enjoy, all within a short distance of our facility.

While attending Oliver Finley, one can find ample housing within a short drive of the academy.

Directors

Eric P. Holley	Owner/Director of Corporate Affairs
Kurt C. Foote	Owner/Director of Education/Instructor
Sallena Pool	School Director

Mission Statement

At Oliver Finley Academy we offer an exceptional education in all aspects of Cosmetology, Nail Technology and Esthetics. Our goal is to empower our students to become creative, well-trained professionals. We emphasize strong fundamental skills, professionalism, character building, and quality work-ethics.

Our mission is to offer our students the very highest quality education, preparing them for gainful employment in the Cosmetology profession. We strive to instill in our students pride of accomplishment, depth in their vision, and a genuine appreciation for the many disciplines of Cosmetology.

Pursuing a career in the Beauty industry is very rewarding and has numerous possibilities. We look forward to helping you explore the field by giving you broad-based exposure to techniques, products and ideas so you can build a strong foundation for your future. The choice to train at Oliver Finley will insure that you receive the knowledge and skills to have a successful career.

Educational Objectives.....

- To Provide curriculums that will prepare our students to meet or exceed all requirements for licensure by the Idaho State Board of Cosmetology.
- To provide highly skilled and dedicated instructors.
- To provide state of the art equipment and modern facilities creating an atmosphere for optimum learning.
- To provide placement information and assistance necessary for successful employment.

Oliver Finley School Profile

Oliver Finley Academy offers complete courses in Cosmetology, Esthetics and Nail Technology.

The school is newly remodeled with 10,000 square feet of cosmopolitan décor. We feel we have created one of the best cosmetology schools in the country, with a full retail center, three salon areas for Cosmetology, Esthetics and Nails, three classrooms, and a student break area.

Our facility offers spacious, professionally designed clinic areas and classrooms. We offer equipment that is state of the art, salon quality and provides the students with everything needed for a successful course of study.

Oliver Finley is accessible for disabled individuals, with designated parking and restroom facilities.

Non-Discrimination Policy

Oliver Finley does not discriminate on the basis of sex, race, color, ethnic origin, religion, age or sexual orientation in regard to enrollment or employment.

Standard of Conduct

Integrity and courtesy are expected of students and staff at all times toward each other, guests or clients of the Academy. Any person who violates school policies and regulations or behaves in a boisterous, obscene, vulgar, discourteous, harassing or abusive manner, or comes to school under the influence or in possession of drugs or alcohol will face suspension or termination.

Because every student is a future employee, manager or entrepreneur, you must meet these standards of professionalism, which will prepare you for the demands of your future career:

Dress Code – Maintaining an appearance that meets the *Image Standard* for our industry is vital to your success. The student should come to school dressed, with their makeup complete and ready for the day. They should dress as if they were going to work and ask themselves “Do I meet the *Image Standard* of my industry?”

Not allowed: Sweat Pants
Lounge Pants
Exercise Pants
Strapless Shirts
Flip Flops

Hooded Sweatshirts (hoodies)
Shirts with Printed Messages/Statements
Excessive holes in Pants/Shirts
Sleeveless Tops
Between-the-Toe Sandals

Shorts and skirts cannot be shorter than 4” above the students’ knee. Clothing should be clean and in good repair, i.e. no hanging buttons, broken zippers etc. Clothes that are too revealing will not be allowed. We expect our students to wear fashionable clothing befitting a successful stylist. If it is determined that a student is not dressed appropriately, they will be asked to wear a smock over their clothing or will be given a pair of “appropriate shoes” to wear through the end of the day. The student may be asked to clock out, go home and return in appropriate attire/foot ware. This should allow them to be in compliance with Oliver Finley policy.

Behavior/Conduct – Students are expected to conduct themselves in a professional manner at all times whether in the classroom, lunchroom or on the clinic floor. Any student who is disruptive in the classroom or on the clinic floor by using obscene or foul language, is rude to Oliver Finley staff, fellow students or clients or is unprofessional in any manner may be dismissed/suspended

for the day. Students may not refuse a service for a client without the permission of an instructor or administrator. As stated above, boisterous, obscene, vulgar, discourteous, harassing or abusive behavior will not be tolerated and will result in disciplinary action. Continued negative behavior will result in progressive disciplinary actions up to and including termination of enrollment.

Drugs/Alcohol – In an effort to create a healthy environment for students and in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Oliver Finley prohibits the possession, use or distribution of illegal drugs and/or alcohol by its students on school property or as a part of any school activity. Students under the influence of alcohol or illegal drugs are not permitted to be present on campus or at campus sponsored activities. Further understand that Oliver Finley may, at any time, require you to take a drug test. Should you refuse to participate in the drug testing, you may be terminated from Oliver Finley Academy without further notice. Students whose drug tests are positive will owe Oliver Finley the drug testing fee.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol or controlled substances during school hours, school activities or on school property constitutes conduct unbecoming a student and is prohibited. Compliance with this regulation is a condition of enrollment and any student in violation will be subject to disciplinary action, up to and including termination of enrollment.

Admission Requirements (Cosmetology, Nail Technology, Esthetics, Instructor)

Oliver Finley admits students who are high school graduates or have received their GED per Idaho State Law. For those individuals who do not have a high school diploma or GED but can show completion of the 10th grade, Oliver Finley will enroll these students on the basis of his/her ability to benefit from training. A potential student's ability to benefit is determined based on successful completion of the COMPASS (Writing Skills 60, Reading Comprehension 56 and Numerical Skills 36 minimum score required).

Students must be at least 16½ years of age, provide proof of age, and include one photo ID for identification purposes with their application.

Students interested in the 1000 hour, 28 weeks Instructor Course, must hold a current license as a Cosmetologist; Nail Technologist or Esthetician and have 1 to 2 years' experience to be accepted.

Students interested in our 500 hour, 15 weeks Instructor Course, must hold a current license as a Cosmetologist, Nail Technologist or Esthetician and have at least two years' experience to be accepted.

Students must complete an Enrollment Application and once accepted, must complete our Oliver Finley Student Contract.

Oliver Finley does not recruit students already attending or admitted to another school offering Cosmetology, Esthetics or Instructor programs.

Methods of Instruction

Oliver Finley uses lectures, practical demonstrations, audio-visual materials, hands-on instruction, illustrations, models, field trips and practical application to instruct our students.

Methods of Evaluation

1. Testing in both theory and practical areas.
2. Written examinations.
3. Written and visual evaluations of student work.
4. Practical requirement work sheets.
5. Practical progress evaluation and examination at various stages throughout.
6. A Mock Board Examination prior to the Idaho State Board Examinations.

Required Level of Achievement

All students are required to maintain at least a 75% average in all theory and practical work in order to graduate. If a student has trouble in a certain area they will be given the opportunity to bring their grades up to an acceptable standard.

Cosmetology Course

The Oliver Finley cosmetology course consists of 2000 hours of theory and practical training in the arts and sciences of hairstyling, hair cutting, coloring, permanent waving, chemical hair relaxing, thermal styling, nail and skin care, anatomy, chemistry, bacteriology and sanitation, professionalism, retailing, equipment care and salon management. It takes approximately 13 months to complete.

Guest speakers and artists will help to diversify influences for the students. This course is designed to prepare the student to successfully pass the Idaho State Boards as well as excel in the Beauty Industry.

Mock Board Examination given by the school staff helps prepare students before graduation for State Boards.

Curriculum

Oliver Finley has developed a curriculum that is tailored to the ever-changing beauty industry. A career in Cosmetology requires being creative, professional and versatile. We offer a blend of the components required to be successful in today's market while still embracing the fundamentals of Cosmetology.

The following curriculum is offered:

Hair Cutting, Styling, and Design	800 hours
Hair Coloring	350 hours
Permanent Waving	300 hours
Nail Technology	90 hours
Skin Care and Make-up	40 hours
Draping, Shampooing, Conditioning	50 hours
Chemical Relaxing	30 hours
Salon Management and Idaho State Law	65 hours
Board Preparation	65 hours
Scalp Treatments	20 hours
Sanitation and Bacteriology	50 hours
Professional Ethics/Client Relations	35 hours
Business Fundamentals	20 hours

Chemistry	20 hours
Anatomy	20 hours
Electrology and Light Therapy	20 hours
Hair and Skin Disorders	10 hours
Blood Spill Procedures	10 hours
Wigs	5 hours

Cosmetology Practical Applications

Styling	266
Scalp Treatments	7
Permanent Wave	49
Haircut	166
Bleach	10
Tinting	57
Semi-Permanent Color	50
Highlight	47
Facial/Makeup	12
Manicures	7
Pedicures	7
Artificial Nails	5

Physical Demands: The physical demands consist of standing for long periods and using arms and hands for consistently long periods.

Safety Requirements: Consist of a need to read and follow all manufacturers' directions regarding use of chemicals. The Cosmetologist must also be aware of necessary precautions and procedures regarding the use of electricity. Prolonged exposure to some hair chemicals may cause irritation, so protective clothing may need to be worn.

Employment Opportunities: Hair Stylist, Salon Owner/Mgr., Platform Artist, Sales/Product Representative, Cosmetology Instructor, Nail Technician or Esthetician.

Earnings Potential: Entry level stylists working in a salon can average \$24,000.00 per year, according to the Department of Labor Bureau of Labor Statistics. The industry also has infinite opportunities for entrepreneurs who desire to be self employed with unlimited income potential.

Licensing Requirements: Once the course is completed, an application form must be completed and submitted along with \$20.00 to the Idaho State Board of cosmetology. At the same time, an application must be submitted to the testing agency, D.L. Roope Administrations, Inc. so that a test can be scheduled. A money order for \$158.00 must be included. The graduate is then sent a letter from the testing agency, which informs him or her of where and when the test is scheduled based on the noted preference when the form was submitted. Once they take the test, the results are sent to the graduate, the board and to the school.

Nail Technology

Students will receive an education in both theory and practical experience in many phases of manicuring and artificial nails. Their education will prepare them for the professional marketplace as well as give them the necessary knowledge to successfully complete the Idaho State Boards.

Nail Technology Curriculum

Oliver Finley Nail Technology course consists of 600 hours of theory and practical training. The curriculum is as follows:

Free Form Acrylics	100 hours
Acrylics over Tips	90 hours
Silks, Fiberglass, Gels	45 hours
Manicures	45 hours
Pedicures	20 hours
Sanitation and Bacteriology	15 hours
Professional Ethics	10 hours
Structure of Nails, Nail Disease, and Nail Disorders	15 hours
Cosmetic Chemistry	15 hours
Structure of Skin and Function, Skin Diseases and Disorders	15 hours
Idaho State Law	15 hours
Blood Spill Procedures	5 hours
Artistic Nail Art/Electric File	5 hours
Salon Management	5 hours
Salon Concepts – Business/preparation	50 hours
3D Nail Art	20 hours
Professionalism/Resume Development	
Interview Prep. and Job Search Skills	45 hours
Advanced Gel/Acrylic Concepts	45 hours
Airbrush Art	10 hours
Advanced Electric File Concepts	30 hours

Nail Technology Practical Applications

Form Nails	12
Wraps	16
Manicures	45
Pedicures	45
Tip Blending	7
Fills	50
Full Set	30
Mends	5

Physical Demands: Consist of sitting for long periods and consistent long term use of arms and hands.

Safety Requirement: Consist of the ability to read and follow manufactures' directions for all chemicals and products used. Prolonged exposed to some nail chemicals may cause irritations, so protective clothing may be needed.

Employment Opportunities: Nail Technician, Nail Salon Owner/Mgr., Pedicurist, Manicurist.

Earning Potential: Nail Technicians can earn an average entry level wage of \$27,850 according to the US Department of Labor, Bureau of Labor Statistics. Statistics from the US Department of Labor also stated that Nail Technology is an exploding field with anticipated growth of 28% during the next decade which will offer unlimited opportunities for Technicians.

Licensing Requirements: Once the course is completed, the student must take and pass the Idaho State Board Exam. When the exam is taken the results are sent to the student, the Idaho State Board and to the School. The student will then be required to apply to Idaho State Board of Cosmetology for licensing. The student must pay all testing and licensing fees.

Esthetics

Students will receive an education in both theory and practical experience in many phases of esthetics. Their education will prepare them for the professional marketplace as well as give them the necessary knowledge to successfully complete the Idaho State Boards.

Esthetics Curriculum

The Esthetics course consists of 600 hours of theory and practical training. It takes about 17 weeks to complete. Students will receive an education in both theory and practical experience in all phases of esthetics including:

Personal Hygiene, Communication Skills	
Team Playing Skills, Resolving conflict	
Time Management, Goal Setting	
Nutrition, benefits of Movement	35 hours
History-Cultures & Trends	5 hours
Bacteriology	10 hours
Sanitation	5 hours
Sterilization	5 hours
Basic Chemistry	10 hours
Cosmetic Chemistry	10 hours
Intro to Aromatherapy	5 hours
Deciphering Cosmetic & Medical Ingredients	5 hours
Anatomy & Physiology	20 hours
Skin Histology & Physiology	30 hours
Skin Disorders	20 hours
Skin Analysis & Consultation	20 hours
Basic Electricity	10 hours
Standard Machines in Esthetics	25 hours
Advanced Machines in Esthetics	25 hours
Esthetics Tx Room Presentation	10 hours
Basic Massage Techniques-Face	50 hours
Basic Massage Techniques-Body	10 hours
Advanced Massage Techniques	10 hours
Basic Facials	20 hours
Advanced Facials	20 hours
Exfoliation Theory & Applications	15 hours
Masque Theory & Applications	15 hours
Basic Trichology	10 hours
Wax Hair Removal- Face	15 hours

Wax Hair Removal-Body	10 hours
Advanced Esthetics Theory & Applications	20 hours
Trade Terminology	5 hours
Intro to Medical Terminology	5 hours
Basic Makeup Theory & Applications	20 hours
Corrective Makeup Theory & Applications	20 hours
Advanced Makeup Theory & Applications	20 hours
Basic Salon & Spa Business Savvy	5 hours
Basic Sales of Products & Services	5 hours
Esthetics Career Planning	5 hours
Idaho Law	10 hours
Idaho Board of Cosmetology Rules	10 hours
Successful Test Taking Skills in Esthetics	20 hours
Professional Conduct, Career Opportunities	25 hours
Dressing for Success, Work Ethics	3 hours
Handling Difficult Clients	2 hours

Esthetician Practical Applications

Sanitation	150 hours
Business & Career	50 hours
Skin Analysis	31 hours
Hand & Foot Massage	5 hours
Basic Facial	18 hours
Machine Facial	14 hours
Advanced Tx Facial	9 hours
Treatment Mask Facial	4 hours
Back/Body Treatment	8 hours
Blemish Extraction	9 hours
Face Wax	14 hours
Body Wax	14 hours
Artificial Lashes	8 hours
Makeup	28 hours

Physical Demands: Could consist of sitting or standing for long periods and use of hands and arms for long periods.

Safety Requirements: Estheticians must be knowledgeable and aware of possible electrical hazards. They must have the ability to read and follow manufacturers' directions for use of all chemicals and be aware of precautions and procedures necessary to avoid dangers to the skin of client and self. Certified CPR training is suggested.

Employment Opportunities: Esthetician, Instructor, Spa Owner/Mgr., Physicians Assistant, Sales/Product Representative, Professional Speaker, Makeup Artist.

Earnings Potential: US Department of Labor states that the average salary for entry level Estheticians is \$30,790.00. Statistics from the US Department of Labor show an expected growth of 34% in this field.

Licensing Requirements: Once the course is completed, a form must be completed and submitted along with \$20.00 to the Idaho Board of Occupational Licensing. At the same time, an application

must be submitted to the testing agency, D.L. Roope Administrations, Inc. Along with the application the student needs to send a \$158.00 money order. The graduate is then sent a letter from the testing agency, which informs him or her of where and when the test is scheduled based on the noted preference when the form was submitted. Once they take the test, the results are sent to the graduate, the board and to the school.

Instructor Course

As part of our commitment to quality education, Oliver Finley Academy offers a course in instructor training. This course is designed to prepare cosmetologists, nail technicians and estheticians for a career teaching in a professional cosmetology school or instructing through the apprentice program. Student instructors will receive both practical and theoretical training in the art of teaching.

We are offering two courses of instruction to meet the needs of all our future instructors. If the perspective instructor has been licensed for two or more years they may attend our three month, 500 hour course. If the perspective instructor has been licensed less than two years they will need to attend the six month, 1000 hour course. Both courses are designed to prepare the student for the State Board Exams and a career as a professional instructor.

Curriculum

	<u>Course 1(500 hrs)</u>	<u>Course 2(1000 hrs)</u>
Teaching Principles	15 hours	30 hours
Student Learning Principles	15 hours	30 hours
Development of a Cosmetology Course	25 hours	45 hours
Lesson Planning	35 hours	60 hours
Classroom Management	25 hours	50 hours
Teaching Aids	20 hours	40 hours
Testing	25 hours	50 hours
Professional Conduct/Idaho Law	20 hours	25 hours
Communication Skills	10 hours	20 hours
Clinic Floor Supervision	290 hours	610 hours
Practical Demonstrations	20 hours	40 hours

Employment Opportunities: Cosmetology School Instructor, Salon Owner/Manager, School Owner/Manager.

Physical Demands: Instructors may stand for long periods of time, work long hours and work an atypical workweek (i.e., Tuesday-Saturday).

Safety Requirements: Must be able to read and follow manufacturers' instructions for all chemicals and products used. Must be aware of possible hazards while using electricity.

Earnings Potential: US Department of Labor states that the average salary for entry level instructors of adult learners is between \$8.00 and \$12.00 an hour in a school, unless one goes to a technical college to work and the salaries there will vary. The employment outlook depends on a wide variety of factors, including: trends and events affecting overall employment, location, employment turnover, occupational growth, etc. Jobs for adult education teachers are expected to grow faster than average through 2012.

Licensing Requirements: Once the course is completed, a form must be completed and submitted along with \$20.00 to the Idaho State Board of Cosmetology. At the same time, an application must be submitted to the testing agency, D.L. Roope Administrations, Inc. so that a test can be scheduled. A money order of \$158.00 must be included. The graduate is then sent a letter from the testing agency, which informs him or her of where and when the test is scheduled based on the noted preference when the form was submitted. Once they take the test, the results are sent to the graduate, the board and to the school.

Graduation Requirements (all programs)

Students must successfully complete the school's curriculum with a 75% GPA. They must complete the required number of hours as listed for their program and all State Board of Idaho Cosmetology requirements as listed for each program. All financial and other obligations to Oliver Finley must be satisfied and completion of their final record scheduled and completed with the Director of Education.

At that time the student will be issued a Diploma of Graduation and is eligible to register for the next scheduled Idaho State Board Examination for licensure, which will require a fee to be paid, by the student, directly to the State of Idaho. It is the students' responsibility to register for their State Board Examination.

Career Counseling and Employment Assistance

OLIVER FINLEY ACADEMY does not guarantee employment placement after graduation. However, employment assistance is available. While attending classes the student will be trained in resume writing, personal presentation and learn to create an impressive portfolio. Our job board is available for graduating students, with announcements and listings from area salons and employers. Oliver Finley will be happy to continue guidance for our graduated students as they gain industry experience and come across new challenges.

**Student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

School Hours

Cosmetology Program: Tuesday-Saturday/ 8:00am- 4:30pm (40 hrs. per wk.)

Nail Tech. Program: Monday-Thursday/ 5:00pm-9:00pm; Saturday 8:00am-4:30pm (24 hrs. per wk.)

Esthetics Day Program: Monday, Wednesday, Thursday, Friday/ 8:00am-4:30pm (32 hrs. per wk.)

Esthetics Eve. Program: Monday-Thursday/5:00pm-9:00pm; Saturday 8:00am-4:30pm (24 hrs. per wk.)

One hour per day, four days per week is spent on theory. All of our programs offer specialized classes and practical/model classes throughout the week. The number of hours and number of days of these classes are dependent on whether the student is at the Junior or Senior level. The balance of the day is spent on the clinic floor on practical applications.

Holidays

Oliver Finley will be closed for the following holidays:

New Years Day

Memorial Day (Saturday – Monday)

July 4th

Labor Day (Saturday – Monday)

Thanksgiving Day

Christmas Eve

Christmas Day

Any deviation to these dates will be posted and announced to the student body.

Grading System

Students are graded on a percentage system ranging from 0% to 100+%. A minimum cumulative 75% GPA is required to maintain satisfactory progress. Both theory and practical work will be graded on the following scale:

90 - 100	Excellent
80 - 89	Good
75 - 79	Satisfactory
74 and below	Failing

Clinical work is not graded in the traditional sense, rather students are given credit for completion of an application and the credit goes towards the practical applications required for course completion. Practical work is formally tested and based on specific, written criteria that is converted to a percentage based on how many items were done correctly based on how many points possible.

Evaluation System

Every student will be graded on all theoretical work. Students must maintain a 75% average on all work. Scores will be evaluated on a monthly basis. Two consecutive evaluations below a 75% average will result in academic probation and may be grounds for dismissal from the school.

Practical evaluations will also be reviewed on a monthly basis. The same 75% average is necessary to remain in the program.

Attendance Policy and Schedule Changes

Attendance and punctuality cannot be emphasized enough. You are preparing for a career in a personal service industry. You should treat your time here at Oliver Finley as if this was your job or internship and Oliver Finley is your employer. Your success is dependent on your being able to report to work on time and be prepared to face the day ahead of you. Students arriving at school without properly done hair, make-up, or attire will be sent home to take care of the issue. Now is the time to develop all of the habits and knowledge necessary to make you successful in the future.

- School starts at 8:00AM for Cosmetology classes and day Esthetics classes.
- School for the evening Esthetics classes and evening Nail Technology classes start at 5:00PM.
- Any student that clocks in at 8:07AM/ 5:07PM, or later will be given the choice to clock out and go home the same day or stay clocked in for that day and miss the next day of school. Students must make-up any test that was missed. This must be determined with the student's individual Advisor as to when the test can be taken.
- Students must maintain 85% attendance average.

- The consequence for any student that misses an unexcused Clinic Day (Friday/Saturday) will be required to miss the following TWO scheduled days. 24 hour notice must be provided to have an excused absence approved. If you do not give 24 hours notice, an excused absence will be allowed with documentation from a doctor, hospitalization (student/family member), death in the family, emergency, jury duty, or subpoena. *This rule does not apply to students during basics.
- Hours are rounded to the nearest quarter.

If for any reason you are unable to attend school or will be attending late, you must place a call courtesy call to the school, so that we can let your clients know that you will not be available. We will re-schedule them on a different day or put them with another student depending on what the client wishes to do. Placing a call to the school does not excuse the absence or tardy. To have any absence or tardy excused, proper documentation must be supplied.

All students are required to attend class as scheduled. Students are allowed to leave class only with permission of the class instructor. If a student is late for class they will not be allowed to attend the class in progress unless given permission by instructor.

It is required Oliver Finley policy that students are in attendance at the very least, 85% of the time. We strictly adhere to this 85% attendance policy.

The contracted hours of instruction are to be taken at the times scheduled in the contract. The school is under no obligation to grant a schedule change and may refuse the request at any time. If the school grants a schedule change; the first schedule change will be without a charge, there may be a charge of 25.00 for a second change and a charge of \$100.00 for each additional schedule change. In addition, Oliver Finley requires adequate proof of the any need to make a schedule change. The school reserves the right to make any changes in the schedule that it deems necessary.

The student must complete the course prior to the Contract End Date or Estimated Grad Date. The Contract End Date may be changed only with the written consent of the school. The school is under no obligation to change the Contract End Date.

In case of a documented emergency, documented medical condition or other type of unexpected emergency, the school may grant a leave of absence. All supporting documentation must be presented to the school immediately upon the student's return to school. Late or incomplete documentation will not be accepted. The school is under no obligation to grant a leave of absence. The school will not grant more than one leave of absence. This leave may not exceed 60 days without affecting your contract with the school. Medical situations may cause exception to this policy.

Miscellaneous

We treat our students like adults, therefore it is the student's responsibility to notify or involve their parents as to activities going on in their school whether those activities are Christmas parties or their own termination from Oliver Finley. It is not Oliver Finley's responsibility to contact any student's parent/s at ANY time even if the parent/s paid for their son or daughter to attend our school and we need to terminate their enrollment for a qualified reason.

Visitors are not allowed at the school unless receiving a service. If a loved one or family member needs to drop something off for you, they may leave it at the front desk, but no disruption of class or patron time is allowed.

Smoking is only allowed outside the facility, in designated smoking areas, during break time or lunch. Smoking is not allowed inside the school.

Any student using/in possession of drugs or alcohol at school may be dismissed from the program permanently. Oliver Finley may drug test students.

Students are not allowed to contact clients without written permission from an Instructor or Administrator of Oliver Finley.

All students must clock in to receive appropriate credit for hours. All students should clock out for a one-half hour lunch break each day.

Students who require Saturdays off due to their religious beliefs are excused with documentation from their "Church Pastor" that certifies they attend their place of worship and are members in good standing. It must be on church letterhead and signed by their "Pastor".

Students are not to provide Cosmetology, Nail Technology or Esthetics services at home in exchange for money. This is against State Board regulations and may result in loss of licensure and ability to be licensed. Solicitation of Oliver Finley clients to be serviced in your home or any other location is unethical, against Oliver Finley policy and is grounds for termination.

A family discount is offered for services in our clinic. The discount applies only to the following immediate family members of the enrolled student: spouse, children, mother, father, brother or sister. The family discount is not allowed for in-laws, cousins, aunts, uncles, grandparents or friends. There are no exceptions to this rule.

Parking is allowed in designated areas only. All students must park behind the concrete dividers. Spaces in front of these dividers are designated for Oliver Finley clients and for customers of our neighboring businesses.

CELL PHONE POLICY

Oliver Finley respects the usefulness of cell phones in relation to communicating with friends, loved ones and the occasional emergency. However, use of cell phones has become a disruption in the classroom and a distraction to the student.

1. Talking on your cell phone is never allowed at Oliver Finley. However, with permission by the Staff, **silent** use of cell phones/smart phones may be allowed during breaks in the lunch room, and for some school activities when allowed by Staff.
2. Cell phones are **never** allowed in use by the students on the salon floor or in the spa (**silent use included**).
3. Failure to follow the Cell Phone Policies & Rules will result in disciplinary actions.

Students may give their family, child care worker etc., the main number to Oliver Finley to use in the event of an emergency. In case of an emergency the front desk personnel will deliver a message to the student immediately.

Financial Aid and Scholarships

Oliver Finley is approved to participate in Federal Financial Aid through the US Department of Education. We offer loan programs and various payment options. We provide scholarships to high schools every year, of which the decision on awarding that scholarship is made by the high

school advisers. We offer a \$500.00 Military Scholarship for any member of the military or who is the spouse of military personnel.

Cancellation/Settlement/Refund Policy

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. The applicant will be entitled to a refund of all monies paid, less the non-refundable application fee.
 - b. A student cancels enrollment within three business days of signing a contract and demands his/her money back in writing. He/she will be entitled to a refund of all monies paid with the exception of the non-refundable application fee. This policy applies whether or not the student actually started training.
 - c. A student cancels his or her contract after three business days of signing but prior to entering classes. In this case he/she will be entitled to a refund of all monies paid to the school less the non-refundable application fee. A student may cancel this agreement in writing by notifying the school Administrator in person, by electronic mail or by certified mail.
 - d. A student notifies the institution of his/her withdrawal;
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that s/he will not be returning; or
 - f. A student is expelled by the school.
 - g. In types a, b, c, or d the cancellation date will be determined by the postmark, or the date it is actually received if delivered by means other than the US Mail.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of determination by the institution. Any student who is absent for 15 consecutive days will be determined officially withdrawn on the 15th day.
3. When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Withdrawal and Settlement Policy Guidelines.
4. There is a \$150.00 termination fee.
5. If at any time the school is permanently closed and no longer offering instruction or a course is canceled after a student has enrolled, the student will be entitled to a pro-rata refund of tuition or completion of the course.
6. Once the student notifies the school they wish to resign they need to sign their final record. This can be done within approximately 5 days from the date of withdrawal. The amount of the refund will be determined by the amount of tuition versus the elapsed time to total time of course. Students receiving any scholarships, grants or discounts and not completing the full course will be refunded at the normal rate of tuition and all scholarships, grants or discounts will be forfeited.
7. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds:

<u>Percentage of time to total time of course</u>	<u>Amount due Oliver Finley</u>
0.01 – 4.9%	20%
5.0 – 9.9%	30%
10.0 – 14.9%	40%
15.0 – 24.9%	45%

25.0 – 49.9%
50.0% and over

70%
100%

TERMINATIONS

Termination of a student may be instituted by the school for breaking academy rules or not following policy as stated in the Enrollment Agreement and in the Student Handbook. Please be sure you have read the Student Handbook and the Enrollment Agreement, in their entirety, to be sure you have a complete understanding of what is expected of you as a student. If you do not understand any of Oliver Finley policies, rules or regulations, please ask an instructor or a member of management for clarification. A termination fee of \$150 will be assessed to anyone not completing his or her course of study.

Contract

All students accepted by Oliver Finley must sign a contract (enrollment agreement). Students less than 18 years of age may be asked to have their parent/s or legal guardian sign the contract as well. The contract specifies payment terms and states that the student agrees to abide by the rules and regulations of Oliver Finley. The contract also states that the student has read and agrees to our Oliver Finley Handbook.

Transfer Students

Transfer students will be considered if they meet the following criteria:

1. They take and pass an assessment given by the Director of Education.
2. They provide a copy of their “Record of Instruction” from previous schools.
3. The transfer student needs a minimum of 1000 hours of instruction.
4. The student must also have maintained a minimum of 80% attendance and include a copy of their attendance records with their application.

Once all of the above is accomplished, Oliver Finley will consider enrollment of a “Transfer Student”. While considering for enrollment, Oliver Finley will also review the “Record of Instruction” and determine which hours of instruction will be eligible for transfer to Oliver Finley. Out of state transfers will be considered on a case by case basis.

Students who are licensed Cosmetologist and enroll in our Esthetics program will receive 80 hours credit towards their Esthetics program. Students who enroll in our Cosmetology program and are licensed Estheticians or Nail Techs will receive 250 hours credit towards their Cosmetology program.

Right to Privacy/Right to Access Policy

In 1974 the Department of Education enacted the Family Educational Rights and Privacy Act. This law also known as FERPA was designed to protect the privacy of a student’s educational records. It also guarantees the students and parents of students, who have not reached the age of 18, access to their educational records.

Oliver Finley abides by this law. We keep the students records protected and will allow access to only the individuals that this law dictates. While this law allows us to release “Directory” information, it is our policy not to release any information at all, on any of our students.

If a student wishes to have any information released to a specific individual they will need to fill out and turn in a “Student Release of Information” form that is available in the Financial Aid Office.

Students and parents of students under 18 years of age may gain access to their files during school hours by making an appointment with school officials. Files may not be removed from the office. Either the student or parent may obtain copies of the files at a cost of 50 cents per page.

No information concerning a student will be released to anyone without specific written permission of the student and/or parent. Student information will be released to government and accrediting agencies without student consent.

The school will maintain all student records for a minimum of three years.

Advertising Consent

We will ask to use the student’s image (photo, video or audio recording) in any and all forms of advertising for an unlimited amount of time. We have a form that you may sign to either authorize us in using your image or opt not to sign it which will not allow us permission to use your image in advertising content.

License and Accreditation

Oliver Finley is licensed by:
Bureau of Occupational Licenses
1109 Main St., Suite 220
Boise, Idaho 83702-5642
(208) 334-3233

Oliver Finley is ACCREDITED through:
National Accrediting Commission of
Cosmetology Arts & Sciences, Inc.
4401 Ford Ave, Suite 1300
Alexandria, VA 22302-1432
(703) 600-7600

Staff and Faculty

EDUCATION:

Kurt Foote – Director of Education/Cosmetology Instructor/Owner
Cheri Chugg – Cosmetology Instructor
Shannon Christesen – Cosmetology Instructor
Lacy Hawk – Cosmetology Instructor
Brenda Slater – Cosmetology Instructor
Amy Sutton – Cosmetology Instructor
Sam Collins – Cosmetology Instructor
Carrie Anson – Cosmetology Instructor Trainee
D.J. Gurley – Nail Technology Program Manager/Instructor
Gary McCabe – Nail Technology Instructor

Lindsey Gill – Nail Technology Instructor Trainee
 Marti Combs – Esthetics Instructor
 Kelly Harris – Esthetics Instructor
 Melissa Sluder – Esthetics Instructor
 Catherine Price – Esthetics Instructor
 Cynthia Gulbrandsen – Esthetics Instructor

ADMINISTRATION:

Eric Holley – Director of Corporate Affairs/Owner
 Sherelyn Nigbur – Enrollment & Admissions Manager
 Lori Jensen – Director of Financial Aid & Compliance
 Salina Lamica – Financial Aid Assistant/Receptionist
 Pam Slack – Inventory Manager
 Amy Bowman – Inventory Assistant
 Kirsten Davis – Front Desk Supervisor/Admissions Assistant
 Heather Terry – Receptionist
 Candice Jones – Receptionist
 Samantha Gray – Receptionist

Tuition

Cosmetology (2000 hours) \$18,000.00 total (\$250.00 deposit required)

Application Fee	\$ 50.00 (non-refundable)
Books	\$ 225.00 (non-refundable once received)
Kits	\$ 800.00 (non-refundable once received)
Tuition:	\$16,925.00
TOTAL:	\$18,000.00

All applicable course work must be completed by the contracted end date. All state board test and license fees are payable by the student and are not included in tuition.

Nail Technology (600 hours) \$6,000.00 total (\$250.00 deposit required)

Application Fee	\$ 50.00 (non-refundable)
Books	\$ 225.00 (non-refundable once received)
Kits	\$ 300.00 (non-refundable once received)
Tuition:	\$ 5,225.00
TOTAL:	\$ 6,000.00

All applicable course work must be completed by the contracted end date. All State Board test and license fees are payable by the student and are not included in tuition.

Esthetics (600 hours) \$8,000.00 total (\$250.00 deposit required)

Application Fee	\$ 50.00 (non-refundable)
Books	\$ 225.00 (non-refundable once received)
Kits	\$ 500.00 (non-refundable once received)
Tuition:	\$7,225.00

TOTAL: \$8,000.00

All applicable course work must be completed by the contracted end date. All state board test and license fees are payable by the student and are not included in tuition.

Cosmetology Instructor Training: Course 1(500 hours) \$1,800.00 (\$250.00 deposit required)
Course 2(1000 hours)\$2,800.00(\$250.00 deposit required)

Application Fee	\$ 50.00 (non-refundable)
Books	\$ 225.00 (non-refundable once received)
Tuition:	\$1,525.00/\$2,525.00
TOTAL:	\$1,800.00/\$2,800.00

All applicable course work must be completed by the contracted end date. All state board test and license fees are payable by the student and are not included in tuition.

Transfer Students: Will be charged by the hour for number of hours needed as determined by the Idaho State Board of Cosmetology.

Cosmetology	= \$10.00 per hour
Nail Technology	= \$10.00 per hour
Esthetics	= \$10.00 per hour

Payment arrangements are made on a case-by-case basis. Anyone who does not pay cash up front, or pay through Federal Financial Aid, one of the training programs or who is not paying through Sallie Mae, will be charged a 15% interest rate. All tuition and/or obligations must be paid in full/met before graduation credentials will be awarded.

Students may apply at any time throughout the year.

Class Schedules for 2011

<u>Cosmetology:</u>	<u>Nail Technology:</u>	<u>Esthetics Day:</u>	<u>Esthetics Evening:</u>
August 2, 2011	August 8, 2011	August 22, 2011	August 22, 2011
September 20, 2011	November 7, 2011	October 17, 2011	November 7, 2011

Instructor course start dates are variable.

Safety and Security

At Oliver Finley we want every student, client, and staff member to feel confident that they and their belongings will be safe and secure while on the school premises. Listed below are some ways to ensure this happens:

Client Safety –

1. Children must be supervised at all times. Children are only allowed on the clinic floor when receiving a service. This is vitally important to their safety and others around them. If a parent is unable to control his or her child, please ask an instructor for assistance.
2. Always offer to assist elderly patrons, especially when they are sitting down or rising from your chair. Put your hydraulic chair in the lowest position and lock it in place to make the transition as risk free as possible.

3. Never leave a client unattended while receiving chemical service. Not only do they feel better protected, but it is also a chance to bond with them. Your future financial success is dependent on your client feeling well serviced.
4. Always make sure that your client's face and clothing is properly protected with the appropriate draping.
5. Please report any unsafe conditions in or around the school premises to a school official.
6. Clean up any spills of water, chemicals, or color immediately. These substances may cause injury if someone slips or damage to the flooring.
7. Sweep up hair immediately and thoroughly. Any hair left on the floor can be very slippery.

Student Protection

1. Always wear the proper safety gear when providing services. Students must wear gloves when giving chemical services. Goggles and masks should be worn when drilling or filing nails.
2. Never attempt school maintenance issues without the help of a school official. Please do not use ladders or attempt to deal with electrical or any hazardous situations/problems on your own.

Safeguarding Equipment and Premises

1. Do not leave irons or other hot items unattended. This could cause serious burns to students, clients, or children. It is also a fire hazard. Unplug all electrical equipment before leaving for the day.
2. Hydraulic chairs are not toys. They should be kept down and locked when not in use.
3. Dryers should be checked before each client is put under one. Improper temperature can adversely affect chemical service.
4. Spray bottles may only be used to remoisten a client's hair. No water fights or horseplay.

Sanitation

1. Sanitize all implements after each use. Due to the possibility of spreading disease, sanitation is **vitaly important**. Each student will be expected to perform daily sanitation duties as assigned.
2. The refrigerator is to be used to protect your lunch for the day. Any items left in at the end of the week will be thrown out.

First Aid

First Aid kits are located in numerous places in the school. Fire extinguishers are also properly located throughout the school. During orientation the locations of each will be pointed out. Make yourself aware of these and how to properly use them. If you have any First Aid questions, be sure to ask.

Fire Emergencies

Fire extinguishers are located throughout the school. You will be made aware of their location and proper use. Familiarize yourself with marked exits. Finally like any emergency, 911 should be called right away if necessary.

Crime and Accident Prevention

Oliver Finley does not assume liability for lost or stolen property. Lockers are provided for personal belongings. We strongly encourage students to bring to school only those items necessary for their education.

We reserve the right to prosecute any person to the full extent of the law for any unlawful act committed on school premises.

Students and Employees:

- a. Shall not be allowed to consume or have in their possession any illegal or controlled substances including alcoholic beverages during school hours or at school sponsored functions. If they do they will be dismissed from school permanently or their employment terminated.
- b. Shall not be allowed to have any illegal or dangerous weapons in their possession or on school property. Violation will result in confiscation of the weapon, possible prosecution, and termination from enrollment or employment.
- c. Must park vehicles in designated areas and should keep them securely locked.
- d. Shall report all hazardous or suspicious conditions to school officials.
- e. Shall not attempt to repair any electrical equipment or exposed wires.
- f. Should handle all equipment correctly within the manufacturer specifications. The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- g. Shall not be permitted to use or bring on school premises any unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

Sexual Harassment

Sexual harassment may be defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is not welcomed.

The following actions will be considered as sexual harassment:

- Suggesting or insinuating that employment, an increase in grades, or the possibility of future promotions will be given in exchange for sexual favors.
- Demeaning language focused on gender; sexual comments about an individual's body; telling sexual jokes or stories; spreading rumors concerning a co-worker's or fellow student's sex life; asking or telling about sexual fantasies, preferences or history.
- Any unwanted touching, including brushing up against another individual suggestively or touching yourself in a sexual manner in front of others.

Guidelines to Follow to Avoid Sexual Harassment

1. Assume that none of your fellow students or co-workers likes sexual comments or gestures and avoid using them.
2. Sweeping generalizations based on gender or sexual persuasions are unacceptable.

3. Be respectful of the privacy of the work areas of others.
4. Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.
5. Romantic involvement between students or staff is prohibited.

If a student or employee feels they have been the victim of any sexual offense, including sexual harassment, on campus or during a school related activity they should report the offense immediately. It is the school's policy that the offense be reported at once to the School Director or Administrator.

Non – Fraternization

It is the policy of Oliver Finley Academy of Cosmetology to prohibit any type of close personal relationship between a school employee and a student that may reasonably be perceived as unprofessional, including but not limited to the perception of a dating relationship. School employees shall not entertain students, socialize with students or spend an excess amount of time with students during or outside of school hours in such a manner as to reasonably create the impression to staff, other students, their parents or the public that an unprofessional relationship exists. This includes internet chat rooms, being Facebook or My Space “friends” or similar social network site connections, personal cell phone or email use for non-school activities, and all other forms of electronic communication.

It is also the policy of Oliver Finley Academy of Cosmetology to prohibit any type of sexual relationship, sexual contact or sexually-nuanced behavior between a school employee and an enrolled student without regard to the student's age. This prohibition applies to students of the same or opposite sex of the school employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

Oliver Finley shall promptly investigate all reasonable allegations of prohibited staff/student relationships. Any employee who is found to be guilty of the allegations following this investigation may be terminated from Oliver Finley Academy of Cosmetology.

It is also the policy of Oliver Finley Academy of Cosmetology to prohibit any type of sexual relationship, sexual contact or sexually-nuanced behavior between a school employee and an enrolled student without regard to the student's age. This prohibition applies to students of the same or opposite sex of the school employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

Oliver Finley shall promptly investigate all reasonable allegations of prohibited staff/student relationships. Any employee who is found to be guilty of the allegations following this investigation may be terminated from Oliver Finley Academy of Cosmetology.

Disability Harassment

Oliver Finley Academy will try to prevent and appropriately respond to any form of Disability Harassment.

Disability Harassment may have a profound impact on students, raise safety concerns, and erode efforts to ensure that disabled students have equal access to education. We are committed to doing all that we can to help prevent disability harassment and lessen the harm of any inappropriate

conduct. When the harassing conduct is severe, persistent or pervasive, thereby creating a hostile environment, it can violate students' rights under the Section 504 and Title II Regulations.

Disability Harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying any student's participation in or receipt of benefits, services or opportunities in the program. Harassing conduct may take many forms including name calling or other verbal actions as well as non-verbal behavior such as graphic or written statements or conduct physically threatening, harmful or humiliating to the person.

Oliver Finley Academy prohibits discrimination based on disability. Oliver Finley will take prompt and effective action to end the harassment and prevent it from recurring, and make all possible effort to remedy the effects on the student who was harassed.

Criminal and Accident Reporting Procedures

Students and/or employees have the right to report any criminal violations and accidents to the appropriate local, State and/or Federal authorities. The safety of our students and employees is a top priority at Oliver Finley and no one should jeopardize their own personal safety to protect the school or its property. In the case of an emergency call 911 if necessary and depending on the situation students should take the following steps:

In the event of fire:

1. All occupants should proceed in an orderly manner to the nearest available exit.
2. Leave all personal belongings behind.
3. Assist children, elderly and disabled persons to the nearest exit.
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to the School Director, Instructor in charge (in absence of School Director), or Professionals.
5. Once safely outside, gather at a safe distance from the building. The School Director will determine that all individuals are present.
6. When reporting a fire:
 - a. Provide the name and location of the school
 - b. Give your name
 - c. Stay on the phone to provide further information if required
7. Remain calm and help others as necessary.
8. If possible, the School Director will take the attendance book so roll call can be taken to insure all safely evacuated the building.

In the event of a burglary:

1. Remain calm and agreeable.
2. Do not attempt heroic measures.

In the event of an accident:

1. Report the accident to management immediately.
2. Employees will do the following:
 - a. Determine if emergency help is required.
 - b. Fill out insurance company accident report (on file).
 - c. Report all information to the School Director.

1. All accidents and crimes should be reported immediately to your instructor. Your instructors are required to inform the School Director at that time.
2. The proper form must be completely filled out by the reporting individual(s).

- The School Director will then take the appropriate steps

Outcome Rates

The National Accrediting Commission of Cosmetology Arts & Sciences are one of the agencies approved by the Department of Education to oversee the accrediting of schools in our industry. One of the requirements of NACCAS is to provide you with the following statistics so that you get an overview of the success of our programs and to assist you in making an informed decision when choosing a Cosmetology school for your education.

COMPLETION RATES:

	Scheduled to Complete in 2009	Actually Completed
Cosmetology	47	44
Nail Technology	18	17
Esthetics	19	19
Instructor	1	1
TOTALS	85	81

Overall Completion Rate 95.29%

PLACEMENT RATES:

	Licensed in 2009	Placed
Cosmetology	40	35
Nail Technology	15	12
Esthetics	17	12
Instructor	1	1
TOTALS	73	60

Overall Placement Rate 82.19%

LICENSING RATES:

	Took Licensing Exam in 2009	Passed Test
Cosmetology	43	42
Nail Technology	15	15
Esthetics	19	19
Instructor	1	1
TOTALS	78	77

Overall Licensing Rate 98.72%

Acknowledgement of Students/Staff

I acknowledge that I have read and understand the Policies and Procedures explained in this Handbook. I also acknowledge that I accept the conditions and responsibilities outlined in this Handbook.

Signature of Student/Employee

Date

Print name of Student/Employee

Signature of Administrator/Instructor

Date