



Student Handbook

Oliver Finley Academy of Cosmetology
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Dear Students,

Let me congratulate you on your recent career choice. Pursuing a career in the Beauty industry may be very rewarding, with so many possibilities. The choice to train here at Oliver Finley Academy could ensure 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 Academy, we strive to provide the best facilities and instruction possible. Take full advantage of your time here, and you could 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 6843 N. Strawberry Glen Rd. Ste. 140 Boise, Idaho, at the intersection of Glenwood and State St.

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 Academy, one can find ample housing within a short drive of the academy.

Owners

Eric P. Holley
Kurt C. Foote

Owner/Director of Corporate Affairs
Owner/Director of Education/Instructor

Mission Statement

At Oliver Finley Academy we offer an exceptional education in all aspects of Cosmetology, Nail Technology, Esthetics, Makeup Artistry, and Instructor Trainee. 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 can be 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 Academy could ensure that you receive the knowledge and skills to have a successful career.

Educational Objectives.....

To Provide curriculums that prepare our students to meet or exceed all requirements for licensure by the Idaho Barber and Cosmetology Services Licensing Board.

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 Academy School Profile

Oliver Finley Academy offers complete courses in Cosmetology, Esthetics, Nail Technology Makeup Artistry, and Instructor Trainee.

The school is 21,000 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, Makeup Artistry and Nails, many classrooms, and a student break area.

Our facility offers spacious, professionally designed clinic areas and classrooms. We have classrooms in our main building and in our Annex. Our Annex is a separate suite in the same building. The students will access the Annex by way of an outdoor covered walkway connecting the two suites. 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 Academy is accessible for disabled individuals, with designated parking and restroom facilities. All courses taught in the English language.

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 may 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. Students should dress as if they were going to work and ask themselves “Do I meet the *Image Standard* of my industry?”

Oliver Finley Academy recognizes that a student’s mode of dress and grooming is a manifestation of their personal style and individual preferences. Oliver Finley Academy will not interfere with the right of students to make decisions regarding appearance, except when choices affect the educational process on our campus. Any apparel that draws undue attention to a student tends to detract from the educational process and is therefore considered inappropriate. Students should choose apparel that demonstrates individuality without deviating from a standard of general appropriateness. A degree of modesty is expected.

Oliver Finley Academy does not allow any Religious, Political, Profane or Racially charged messages on anything (clothing, décor, stickers, etc.) while on campus.

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 Academy 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 may result in disciplinary

action. Continued negative behavior may result in progressive disciplinary actions up to and including termination of enrollment. A student who receives three write ups for the same offense may be suspended for 15 days. Continuance of that same behavior after their return may result in expulsion from Oliver Finley Academy.

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 Academy 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 Academy 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 Academy 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, Transfer Students and Re-Entry (Cosmetology, Nail Technology, Esthetics, Makeup Artistry, Instructor Trainee)

Oliver Finley Academy requires that each student enrolling in our programs must:

Complete an application for enrollment

Provide proof of secondary education such as a District issued High School Diploma, a GED certificate, a signed official transcript showing secondary school completion. For Home Schooled students – a signed official transcript as evidence of completion of home schooling from a home school that the State treats as a home or private school.

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

Students interested in the 1000 hour, 30 weeks Instructor Trainee 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 Trainee Course, must hold a current license as a Cosmetologist, Nail Technologist or Esthetician and have at least two years' experience to be accepted.

Once a student is accepted and all documentation is provided the student must complete our Oliver Finley Academy Enrollment Agreement.

Oliver Finley Academy does not recruit students already attending or admitted to another school offering Cosmetology, Esthetics, Nail Technology Makeup Artistry, or Instructor Trainee programs.

Oliver Finley Academy does not require proof of vaccinations.

Transfer students may be considered on a case by case basis. In addition to the regular admission requirements the student may be required to provide additional information. They may be asked to complete following:

1. A meeting with the Director of Education.
2. Provide a copy of their “Record of Instruction” from previous schools.
3. Provide verification of their previous attendance percentage.

Once any requested documents are provided and meetings are accomplished, Oliver Finley Academy will consider enrollment of a “Transfer Student”. While considering for enrollment, Oliver Finley Academy will also review the “Record of Instruction” and determine which hours of instruction, test scores and practical applications will be eligible for transfer to Oliver Finley Academy. When a transfer student is enrolled and all accepted education received at another institution is applied any remaining hours, tests or practical applications will be required before graduation.

Out of state transfers will be considered on a case by case basis.

Students who are a licensed Cosmetologist and enroll in our Nail Technology or Esthetics program may receive 50 hours credit* towards their chosen program. Students who enroll in our Cosmetology program and are licensed Estheticians or Nail Technicians may receive 200 hours credit* towards their Cosmetology program. *Credit of hours is based on hours earned during previous program for which they were granted licensure.

All students who wish to re-enter a previously attended program must meet with the Director of Education to be considered. Each student will be considered on a case by case basis.

Methods of Instruction

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

Methods of Evaluation

Testing in both theory and practical areas.

Written examinations.

Written and visual evaluations of student work.

Practical requirements work sheets.

Practical progress evaluation and examination at various stages throughout.

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 Academy cosmetology course consists of 1600 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 Academy 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	576 hours
Hair Coloring and Bleaching	310 hours
Permanent Waving	190 hours
Nail Technology	80 hours
Skin Care and Make-up	120 hours
Draping, Shampooing, Conditioning	35 hours
Chemical Relaxing	30 hours
Salon Management and Idaho State Law	45 hours
Board Preparation	48 hours
Scalp Treatments	12 hours
Sanitation Chemistry, Bacteriology & Sterilization	40 hours
Professional Ethics/Client Relations	30 hours
Professionalism, Resume Development	
Interview Prep/Job Search Skills,	
Business Fundamentals	20 hours
Chemistry & Electricity	24 hours
Anatomy	20 hours
Hair and Skin Disorders	8 hours
Blood Spill Procedures	8 hours
Wigs	4 hours

Cosmetology Practical Applications

Styling	200
Scalp Treatments	4
Permanent Wave	35
Haircut	125
Bleach	8
Tinting	46
Semi-Permanent Color	40

Highlight	38
Facial/Makeup	20
Manicures	6
Pedicures	6
Artificial Nails	4

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: The median average wage is \$35,990.00 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: A student must take and pass the state board test which is administered by Proexam. This can be done when the student has completed 90% of the required hours in their program. The student can submit the test application online at provexam.com. After the application is approved, the student can then schedule both exams for \$208.00 and schedule the date and time for each test. The Practical test is \$120.00 and the Theory test is \$88.00. Once they take the test, the results are sent to the graduate, the State Board and to the school. Upon graduation the student will submit an application, along with \$25.00 Application fee and \$25.00 Licensing fee to the Idaho Barber and Cosmetology Services Licensing Board for issuance of their license. When signing the application, the student is certifying that they do not have a communicable disease that may pose a threat to the general public. If a student does have a communicable disease, they must contact the Idaho Barber and Cosmetology Services Licensing Board prior to signing any enrollment contract

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 Academy Nail Technology course consists of 600 hours of theory and practical training. It takes about 24 weeks to complete. The curriculum is as follows:

Free Form Acrylics	50 hours
Basic Product Application	125 hours
Acrylics over Tips	50 hours
Silks, Fiberglass,	15 hours
Gels over Tips	50 hours
Manicures & Massage	50 hours
Pedicures & Massage	45 hours

Sanitation Chemistry, Bacteriology	
Sterilization	15 hours
Professional Ethics	10 hours
Fills	60 hours
Structure of Nails, Nail Disease, and	
Nail Disorders	15 hours
Chemistry & Electricity	15 hours
Structure and Function of Skin,	
Diseases and Disorders	15 hours
Idaho State Law & Rules	15 hours
Blood Spill Procedures	5 hours
Nail Art	15 hours
Salon Management	10 hours
3D Nail Art	10 hours
Professionalism/Resume Development	
Interview Prep and Job Search Skills	20 hours
Electric File Concepts	10 hours

Nail Technology Practical Applications

Form Nails	10
Wraps	5
Manicures	45
Pedicures	30
Finish Tips	45
(Includes full set with tips, fills)	
Mends	10

Physical Demands: Consist of sitting and/or bending 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 \$29,210.00 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 at 8% faster than the average career which will offer unlimited opportunities for Technicians.

Licensing Requirements: A student must take and pass the state board test which is administered by Provetam. This can be done when the student has completed 90% of the required hours in their program. The student can submit the test application online at provexam.com. After the application is approved, the student can then schedule both exams for \$208.00 and schedule the date and time for each test. The Practical test is \$120.00 and the Theory test is \$88.00. Once they take the test, the results are sent to the graduate, the State Board and to the school. Upon graduation the student will submit an application, along with \$25.00 Application fee and \$25.00 Licensing fee to the Idaho Barber and Cosmetology Services Licensing Board for issuance of their license. When signing the application, the student is certifying that they do not have a communicable disease that may pose a threat to the general public. If a student does have a

communicable disease, they must contact the Idaho Barber and Cosmetology Services Licensing Board prior to signing any enrollment contract

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 18 weeks to complete for the day schedule and about 40 weeks for the evening schedule. Students will receive an education in both theory and practical experience in all phases of esthetics including:

Nutrition	20 hours
History-Cultures & Trends	10 hours
Sanitation Chemistry, Bacteriology, Sterilization	30 hours
Skin Analysis & Client Consultation	35 hours
Basic Facials	25 hours
Advanced Treatments, Exfoliation & Topics	45 hours
Basic Face and body Massage	40 hours
Advanced Facial Massage	35 hours
Spa Trade & Medical Terminology	20 hours
Trichology: Face & Body Hair Removal	40 hours
Skin Histology & Physiology	25 hours
Diseases & Disorders	25 hours
Cosmetic Chemistry	15 hours
Cosmeceutical Products & Ingredients	25 hours
Aromatherapy	10 hours
Anatomy & Physiology of the Face & Body (includes muscles and nerves of head & neck)	35 hours
Body Treatments	15 hours
Facial Machines & Electricity	35 hours
Skin Care Makeup Theory & Application	35 hours
Selling Products & Services	10 hours
Professionalism, Resume Development	
Interview Prep and Job Search Skills	20 hours
Esthetics Industry Career & Business Planning	15 hours
Idaho State Rules, Laws & Practical Test Prep	35 hours

Esthetician Practical Applications

Facial Application and Massage	75
Cosmetics	20
Machine Application	30
Hair Removal	65
Sanitation	20

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 in day spas, medical spas and physicians offices, Instructor, Spa Owner/Mgr., Sales/Product Representative, Professional Speaker, Makeup Artist.

Earnings Potential: US Department of Labor states that the average salary for entry level Estheticians is \$37,300.00. Statistics from the US Department of Labor show an expected growth 11% faster than the average growth over the next decade.

Licensing Requirements: A student must take and pass the state board test which is administered by Proexam. This can be done when the student has completed 90% of the required hours in their program. The student can submit the test application online at provexam.com. After the application is approved, the student can then schedule both exams for \$208.00 and schedule the date and time for each test. The Practical test is \$120.00 and the Theory test is \$88.00. Once they take the test, the results are sent to the graduate, the State Board and to the school. Upon graduation the student will submit an application, along with \$25.00 Application fee and \$25.00 Licensing fee to the Idaho Barber and Cosmetology Services Licensing Board for issuance of their license. When signing the application, the student is certifying that they do not have a communicable disease that may pose a threat to the general public. If a student does have a communicable disease, they must contact the Idaho Barber and Cosmetology Services Licensing Board prior to signing any enrollment contract

Makeup Artistry

The Makeup Artistry course consists of 100 hours of theory and practical training. It will take approximately 6 weeks to complete. Students will be eligible for State of Idaho certification upon completion of this course.

Safety/Infection Control	5 hours
Professionalism	5 hours
Facial Analyzing	1 hour
Light and Shade	1 hour
Foundation	1 hour
Concealer and Correction	1 hour
Highlight and Shadow	1 hour
Eyebrows	1 hour
Corrective Eye Theory	1 hour
Eyeliner/Shadow	1 hour
Lips	1 hour
Lashes	1 hour

Makeup Artistry Practical Applications

Foundation Application	4 hours
Correction Techniques	4 hours
Highlight and Shadow Techniques	6 hours
Brow Shaping and Filling	4 hours
Eyeliner and Shadow Techniques	5 hours
Lash Techniques	3 hours

Lip Color and Correction Techniques	6 hours
Full Face Makeup Application	20 hours

Advanced Techniques

High Definition and Television	2 hours
Airbrush	12 hours
Specialty and Special FX	6 hours
Advanced Trends	2 hours
The Business of Makeup	3 hours
Advanced Sanitation	3 hours

Employment Opportunities: Retail, Product representative, Wedding makeup, Motion picture and Theatre makeup,

Physical Demands: Will consist of sitting or standing for long periods and repetitive use of hands and arms. Makeup Artists may work long hours and work an atypical workweek.

Safety Requirements: Makeup Artists must be knowledgeable and aware of good working practices and hygiene *standards* which are vital when working in the make-up industry. Knowledge of safety and sanitation are of the utmost importance in this industry.

Earnings Potential: US Department of Labor state that the average salary for entry level Makeup Artist is between \$25.75 per hour unless the Artist chooses to be independent, then the income will vary.

Certification Requirements: Once a student graduates from the 100 hour Makeup Artistry class they are eligible to apply to the state for Certification. The student will submit an application to the Idaho Barber and Cosmetology Services Licensing Board.

Instructor Trainee 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. Instructor Trainees 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 500 hour course. It takes approximately 4 months. If the perspective instructor has been licensed less than two years they will need to attend the 1000 hour course. It takes approximately 8 months. 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>
Principles of Adult Education	20 hours	35 hours
Student Learning Principles	15 hours	30 hours
Lesson Planning	35 hours	60 hours
Classroom Management	25 hours	50 hours

Teaching Aids	20 hours	40 hours
Testing & Evaluation	25 hours	50 hours
Professional Conduct/Idaho Law & Rules	20 hours	25 hours
Communication Skills	10 hours	20 hours
Clinic Floor Supervision	270 hours	590 hours
Professionalism, Resume Development		
Interview Prep and Job Search Skills	20 hours	20 hours
Practical Demonstrations	20 hours	40 hours
Theoretical Presentations	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 \$16.33 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.

Licensing Requirements: A student must take and pass the state board test which is administered by ProVexam. This can be done when the student has completed 90% of the required hours in their program. The student can submit the test application online at provexam.com. After the application is approved, the student can then schedule both exams for \$208.00 and schedule the date and time for each test. The Practical test is \$120.00 and the Theory test is \$88.00. Once they take the test, the results are sent to the graduate, the State Board and to the school. Upon graduation the student will submit an application, along with \$25.00 Application fee and \$25.00 Licensing fee to the Idaho Barber and Cosmetology Services Licensing Board for issuance of their license. When signing the application, the student is certifying that they do not have a communicable disease that may pose a threat to the general public. If a student does have a communicable disease, they must contact the Idaho Barber and Cosmetology Services Licensing Board prior to signing any enrollment contract

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 Idaho Barber and Cosmetology Services Licensing Board requirements as listed for each program. All financial and other obligations to Oliver Finley Academy must be satisfied and completion of their final record scheduled and completed with the Student Services.

The student will be issued a Diploma of Graduation and is eligible to register for the next scheduled Idaho State Board Examination for licensure after reaching 90% of the required hours. The required fee is to be paid, by the student, directly to the State of Idaho testing contractor (ProVexam). 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 Academy 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: Monday - Friday 8:00am-4:30pm (40 hrs. per wk.), Tuesday – Thursday 8:00am-6:30pm. (30 hrs. per wk.)

Nail Technology Day Program: Monday – Wednesday, 8:00am-6:30pm (30 hrs. per wk)

Esthetics Day Program: Monday - Friday, 8:00am-4:30pm. (40 hrs. per wk.)

Esthetics Eve. Program: Monday - Thursday, 5:30pm-10:00pm. (18 hrs. per wk.)

Instructor Trainee (500 hours): Hours of instruction may vary from Monday – Friday, 8:00am-10:00pm.

Instructor Trainee (1000 hours): Hours of instruction may vary from Monday – Friday, 8:00am-10:00pm.

Approximately 10% of their time 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.

Enrollment Time

Enrollment time is defined as the time elapsed between the actual starting date and the students' official "end date" whether by graduation, withdrawal or termination.

The student must complete the Cosmetology (40 hr) training course within 48 weeks from the date of enrollment, the Cosmetology (30 hr) training course within 63 weeks, the Esthetics (40 hr) course within 18 weeks, the Esthetics (18 hr) course within 40 weeks, the Nail Technology course within 24 wks, the 500-hour Instructor Trainee course in 15 weeks and the 1000-hour Instructor Trainee course in 30 weeks. This period may be extended only with the written consent of the school.

Holidays

Oliver Finley Academy will be closed for the following holidays:

New Years Day

Martin Luther King Jr. Day

Presidents' 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 checked on a monthly basis. If the student has a low score for two consecutive months an academic plan will be created and implemented with the student. If the student fails to adhere to the academic plan the student could face withdrawal.

Practical applications will also be recorded and reviewed on a monthly basis, via a student "Level Sheet". The student must complete all practical requirements before finishing their contracted hours. If all practical applications are not complete by graduation, the student will not successfully complete the program and would be considered withdrawn.

Clinical Service Policy

Oliver Finley Academy offers students the opportunity to learn new skills in the classroom and then use and improve those skills while providing services in our clinical environment. This process allows for the best development of skills and retention of information that will be critical to your success as a professional service provider. The opportunity for you to use newly acquired knowledge and skills on a variety of individuals with unique characteristics, needs and opinions; is vital in the educational process. Engaging with these "clients" in our Student Salon and Spa environment will allow you to refine skills in your chosen discipline. These clinical service opportunities are an essential component for teaching customer service, communication skills and professionalism to our students. To help facilitate this crucial piece of your education, each of you are expected to:

1. Stay informed of your daily schedule. Know when you are in class and when you have an appointment coming in. Check your schedule often during the day, as the clinic schedule is likely to change, due to cancellations, walk-ins, etc. When you are scheduled for class, you are expected to be present when class begins, and roll call is taken. You must be present in the classroom for the duration of the class.
2. During clinic time, be prepared for your client to arrive. This means having service areas prepped prior to the appointment time. You are expected to be at your station, or approved break areas, during clinic hours. This ensures you are readily available for all services, including walk-ins. It is suggested to be at the front desk before your client arrives, ready to greet them as they check in.
3. If you are leaving campus during clinic hours, you must clock out. This is required. Failure to do so may result in suspension and/or withdrawal from the program.
4. You are expected to take all appointments that are assigned to you. Refusing to take

an assigned appointment is not allowed. If you are clocked-in, but cannot be found for an appointment (scheduled or walk-in), you will be in violation of the following: a. Being off campus without approval b. Not clocking out as required when leaving campus c. Refusing to provide clinical services to a client Refusing to take a service, or failure to be present for a scheduled client, may result in an immediate 15- day suspension and possible withdrawal from the program. 5. Students, along with a supervising instructor, should use all of their skills to provide every client the best possible service experience

Attendance Policy/Procedure

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 Academy as if this was your job or internship and Oliver Finley Academy is your employer. Your success in this industry partially hinges on your being able to report to work **on time**. In today's cosmetology market, employees are expected to come to work **ON TIME** and ready to take on the demands that this industry requires. Now is the time to develop all of the habits and knowledge necessary to make you successful in the future.

Tardies

School starts at 8:00AM/5:30PM. Any student that clocks in after 8:06/5:36 but before 8:20/5:50 can turn in a tardy slip and attend class. If no Tardy Slip is turned in the student will be given the choice to clock out and go home or stay clocked in for that day and miss the next day of school, as a Forced Absence.

Attendance During Basics

Attendance takes on a very serious role during Basics. This is the foundation on which you will build and prepare for your future in the cosmetology industry! So missing time here can have a severely detrimental impact on future skill development. Because of this no more than 15 hours can be missed while a student is in the "Basics" portion of their enrollment. If 15 hours are missed the student will be asked to re-start Basics with the next available class. Only 1 re-start will be allowed.

Minimum Attendance

Students must **maintain** a minimum 85% attendance average.

It is the students' responsibility to monitor and follow their own attendance percentages. Students can keep track of their estimated attendance percentages by logging into "Klass App" which is interactive with the Freedom software, where all of the student's attendance information is stored.

If for any reason you are unable to attend school or will be attending late, you must place a 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. Any time a student misses will affect their attendance percentage, unless they are on an approved Leave of Absence. If a student was tardy for a reason they can document, i.e. a doctor's appointment, they can submit a note from the Doctor. This does not "excuse" the time missed but would replace needing to turn in a Tardy Slip or take a Forced Absence.

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 the students' responsibility to make up all missing work when class is missed.

It is a required Oliver Finley Academy policy that students are in attendance at the very least, 85% of the time.

If a student's attendance falls below the 85% minimum, the student will receive a write-up. The write-up will include a plan for the student to regain the minimum standard. If the student does not follow the plan and does not bring their attendance back to or above the minimum, the student will receive a second write up. Once again there will be a plan included to assist the student in regaining satisfactory attendance progress. If the student fails to achieve satisfactory attendance progress, a third write-up will be issued. At that time the student will be suspended for two weeks and a tribunal may be scheduled with the Director of Education and the Director of Financial Aid/Compliance. The student will have an opportunity to explain any issues they are having that may have caused this attendance issue. The Director of Education will review the case and will decide if the student is a candidate to return to school and successfully complete their program. The student will be notified within 5 days as to the decision.

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. Oliver Finley Academy may require adequate proof of 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.

Leave of Absence

A student wishing to take a Leave of Absence must request it from Student Services. A Leave of Absence allows the student to take time off school without it affecting their enrollment status, grades and attendance percentage. There is no added cost or charge for taking a Leave of Absence and the contracted end date is extended the same number of calendar days as days taken on Leave. The request for a Leave of Absence must be sent via email or app message and must include the reason for the Leave of Absence. A Leave of Absence must be approved by the Student Services and one person from the following list: Director of Financial Aid/Compliance, Director of Education, or Director of Operations. The school is under no obligation to grant a Leave of Absence. If a Leave of Absence is denied the student will be notified via email or app message. Oliver Finley Academy offers 5 Leave of Absence classifications: Personal, Medical, Emergency, Bereavement, and Per Administration.

To qualify for a Leave of Absence the student must be out of school for 7 consecutive days, with day one starting on the first school day missed. A Leave of Absence must be requested in advance. If the Leave of Absence is due to an emergency and requesting it ahead of time is impossible, documentation must be submitted as soon as possible.

Students are permitted to take up to two weeks of "Personal" leave time. This can be broken up into one-week increments or used all at once. They do not need to submit any documentation but

must request the Leave of Absence in advance. A Personal Leave of Absence cannot be backdated, or started before the request was submitted.

A student suffering an emergency may request a “Medical”, “Emergency” or “Bereavement” Leave of Absence. To qualify for a Medical or Emergency, a student must miss at least 7 consecutive days (day one starts on the first school day missed) and be able to document the need. To qualify for a Bereavement, the student must submit documentation to support the need. There is no minimum length of time required for Bereavement Leave of Absence. Per Administration Leave of Absence is very rare and is solely based on the discretion of the school. A student is not able to request this type of Leave of Absence but will be able to either accept or decline the Leave of Absence.

The student must return from the Leave of Absence on the day expected. Failure to return on said date will result in withdrawal from the program. The withdrawal date will be determined based on the school’s refund policy and all refunds will be due 45 days from that date. Any student that is participating in the Federal Financial Aid program will have their last date of attendance used for the Return of Title IV Funds calculations. If a student loan recipient does not return from an approved Leave of Absence, the withdrawal date will be on their last day attended, and the student could have used up some or all of the grace period for their loans.

If a student is not able to return on the date expected, they can request the Leave be extended by messaging Student Services 24 hours in advance of the end date. The school is under no obligation to grant a Leave Extension.

A student will be messaged approximately one week prior to their scheduled return date to verify that they are returning to school.

All combined Leave of Absence types must not exceed 180 days in a 12 month period. However, due to the impact of missed time during a student’s education, the school may require a student needing more than 60 days, to withdraw from the program, with the possibility of returning at a later date.

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 Academy. It is not Oliver Finley Academy’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.

Students are not employees and will not receive compensation for any aspect of their education at Oliver Finley Academy, including when providing any and all services in the Oliver Finley Academy clinic.

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/Vaping is only allowed outside the facility, in designated smoking areas, during break time or lunch. Smoking/Vaping 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 Academy may drug test students.

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

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 receive Progress Reports monthly which include “to date” information regarding the students grades and attendance.

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 Academy clients to be serviced in your home or any other location is unethical, against Oliver Finley Academy policy and is grounds for termination.

A 25% 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. Family appointments can be made Monday through Friday.

Parking is allowed in designated areas only. All students must park in the parking lot on the other side of the access road or the lot closest to Applebees. Spaces in the front parking lot are designated for Oliver Finley Academy clients and for customers of our neighboring businesses.

Oliver Finley Academy Exiting Jail/Prison Policy

Potential or returning students that are exiting jail/prison will be considered on the following basis:

In good standing with their current Parole/Probation.

Must provide letter of verification from PO.

Have completed all classes, community service, etc., mandated by the court and/or PO officer that may interfere with class schedule.

Must have all financial obligations complete with the courts.

Upon completion of the previously stated requirements, Oliver Finley Academy will consider each person on a case by case basis, to identify if the potential student will be able to dedicate themselves towards the program, they may be enrolling in. Idaho Barber and Cosmetology Services Licensing Board will determine if licensure is possible for convicted felons.

Oliver Finley Academy Electronics Policy

Oliver Finley Academy loves Technology and the wide variety of gadgets that can be used to access the Internet, eBooks, shared network resources, etc.

We encourage our students to use electronic devices like phones, tablets and laptops anywhere and everywhere while on campus. Our hope is that you will use them while gathering school hours, for the purpose of furthering your education and acquiring knowledge of the Beauty industry in general.

Our only black and white rule in regard to electronics; is that you cannot use any electronic device in a way that would disturb or interrupt your fellow classmates, Oliver Finley Academy staff or Salon/Spa customers, which would include “Theory” class and during tests. This would include phone calls which must always be made “outside” of the building.

We would also have you limit electronics use in any public area on campus to professional school use only, (waiting areas, clinic floors or rooms). Professional activities would include using devices to show customers hair styles on the Internet, referencing technique videos, eBook instruction, etc.

Again, we want you to have an excellent educational experience while at school and we understand that technology will be a huge part of that experience. Have fun and be smart!

Financial Aid and Scholarships

Oliver Finley Academy is approved to participate in Federal Financial Aid through the US Department of Education. We offer loan programs and various payment options including cash, check, money order, credit card (Visa, Master, Discover, American Express), etc. 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 family of military personnel. We accept scholarships from various organizations on behalf of our students.

Cancellation/Settlement/Refund Policy

1. Any monies due the applicant or student shall be refunded within 45 days of official or unofficial 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 of \$100.

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 of \$100. 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 of \$100. 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 14 consecutive days will be determined withdrawn on the 14th day. Unofficial withdrawals are determined by the school through monitoring attendance at least every 30 days.

3. When situations of mitigating circumstances are in evidence, such as disabling illness or injury, death in the family, etc., the school will adopt a policy wherein the refund to the student may exceed the Withdrawal and Settlement Policy Guidelines.
4. The non-refundable application fee is \$100.
5. There is a \$150.00 termination fee.
6. Other miscellaneous charges the student may have incurred, such as books, equipment, fees, etc., are not included in the tuition price, and will be calculated separately at the time of withdrawal. All fees are identified in the Handbook and Enrollment Agreement.
7. If at any time the school or course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall provide a full refund of all monies paid.
8. If at any time the school cancels a course or program after a student has enrolled and instruction has begun, the student will be entitled to a pro-rata refund of tuition based on the hours accepted by the receiving school or provide a full refund of all monies paid.
9. If at any time the school is permanently closed and no longer offering instruction, after the student has enrolled and instruction has begun, the student will be entitled to a pro-rata refund of tuition.
10. 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.
11. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds (all withdrawal calculations are determined by counting from the date the withdrawal was determined and based on scheduled hours. However, the refund calculations are based on the student's last date of attendance scheduled hours.):

<u>Percentage of time to total time of course</u>	<u>Amount due Oliver Finley Academy</u>
0.01 – 4.9%	05%
5.0 – 9.9%	10%
10.0 – 14.9%	20%
15.0 – 24.9%	45%
25.0 – 49.9%	70%
50.0% and over	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 Academy 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. Re-entry of a terminated student will be considered on a case by case basis. To be considered, a student must petition the Owner/Director of the school.

Contract

All students accepted by Oliver Finley Academy 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 Academy. The contract also states that the student has read and agrees to our Oliver Finley Academy Handbook.

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/legal guardians of dependent minors of students, access to their educational records.

Oliver Finley Academy 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/legal guardians of dependent minors may gain access to their files during school hours by making an appointment with school officials. Files may not be removed from the office.

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 six 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.

Copyright Infringement Policy

Oliver Finley Academy does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

License and Accreditation

Oliver Finley Academy is licensed by:
Bureau of Occupational Licenses
11351 W. Chinden Blvd., Bldg. #6
Boise, Idaho 83714
(208) 334-3233

Oliver Finley Academy is ACCREDITED through:
National Accrediting Commission of
Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

Staff and Faculty

EDUCATION:

Kurt Foote – Director of Education/Cosmetology Instructor/Owner
Cheri Brown – Cosmetology Instructor
Christy Casper – Cosmetology Instructor
Linda Blount – Cosmetology Instructor
Angela Jarvis - Cosmetology Instructor
Kim Burns – Cosmetology Instructor
Chelsea Notz – Cosmetology Instructor
Samantha Barrows – Cosmetology Instructor Trainee
Kasandra Ahrens – Nail Technology Instructor/Coordinator
Kyla Gentile – Nail Technology Instructor
Breanne Phillips-Smego – Nail Technology Instructor
Trainee
Elizabeth Rice – Esthetics Instructor
Krista Hansen – Esthetics Instructor
Emily Robinson – Esthetics Instructor
Misty Barnes – Esthetics Instructor
Lauren Lockett – Esthetics Instructor
Danyca Rainey – Esthetics Instructor
Gloria Perdaems – Esthetics Instructor
Olivia Kelley – Esthetics Instructor Trainee
Lotte Ryan – Esthetics Instructor (Substitute)
Jenn Schlechte – Esthetics Instructor (Substitute)

ADMINISTRATION:

Eric Holley – Director of Corporate Affairs/Owner
James Lancaster - School Director
Lori Jensen – Director of Financial Aid & Compliance
Salina Lamica – Student Services/Financial Aid Assist
Ryleigh Rierson – Enrollment and Admissions
Kelsey Blackwell – Enrollment and Admissions

Jeffery Block – Inventory Manager
 Lindsey McClain – Inventory Manager
 Linda Greaves – Graphic and Marketing Specialist
 Jessie Robinson – Receptionist
 Jada Carter – Receptionist
 Laurel Williams – Receptionist
 Rachel Braun – Receptionist
 Makenzie Korell - Receptionist
 Heather Rudolph – Salon Experience Mgr.
 Daniel Alvey - Janitorial

Tuition

Cosmetology (1600 hours) \$23,695.00 total

Registration Fee	\$ 100.00 (non-refundable)
Books (including tax)	\$ 224.00 (non-refundable once received)
Student Kit (including tax)	\$ 2371.00 (non-refundable once received)
Tuition:	<u>\$ 21,000.00</u>
TOTAL:	\$ 23,695.00

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) \$10,575.00 total

Registration Fee	\$ 100.00 (non-refundable)
Books (including tax)	\$ 224.00 (non-refundable once received)
Student Kit (including tax)	\$ 1726.00 (non-refundable once received)
Tuition:	<u>\$ 8525.00</u>
TOTAL:	\$ 10,575.00

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) \$13,305.00 total

Registration Fee	\$ 100.00 (non-refundable)
Books (including tax)	\$ 224.00 (non-refundable once received)
Student Kit (including tax)	\$ 2311.00 (non-refundable once received)
Tuition:	<u>\$ 10670.00</u>
TOTAL:	\$13,305.00

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.

Makeup Artistry (100 hours) \$4850.00 total

Registration Fee	\$ 100.00 (non-refundable)
Student Kit (including tax)	\$2000.00 (non-refundable once received)
Tuition	<u>\$2750.00</u>
	\$4850.00

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

Instructor Trainee: Course 1 (500 hours) \$1,800.00 total

Registration Fee	\$ 100.00 (non-refundable)
<u>Tuition:</u>	<u>\$1,700.00</u>
TOTAL:	\$1,800.00

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.

Instructor Trainee: Course 2 (1000 hours) \$2,800.00 total

Registration Fee	\$ 100.00 (non-refundable)
<u>Tuition:</u>	<u>\$ 2,700.00</u>
TOTAL:	\$ 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 Barber and Cosmetology Services Licensing Board. Oliver Finley Academy does not accept transfer hours for the Makeup Artistry or Instructor Trainee programs.

Cosmetology	= \$15.00 per hour
Nail Technology	= \$15.00 per hour
Esthetics	= \$15.00 per hour

Payment arrangements and terms are made on a case-by-case basis. All tuition and/or obligations must be paid in full/met before Oliver Finley Academy will release final records to the Idaho Barber and Cosmetology Services Licensing Board. Methods of payment are: cash, check, money order, Title IV funds, loans, education funds, etc. Any student who did not fulfill their payment arrangement and still owes a balance to Oliver Finley Academy after graduation, may be charged a 15% interest rate on remaining balance due. *Payments made using a credit card that are refunded back at a later date for any reason, are subject to a 3% credit card processing fee.*

Students may apply at any time throughout the year.

Class Schedules for 2023

<u>Cosmetology:</u>	<u>Nail Tech Day:</u>	<u>Esthetics Day:</u>	<u>Esthetics Night:</u>
July 25, 2023	Aug 15, 2023	Sept 12, 2023	Sept 12, 2023
Sept 12, 2023	Oct 24, 2023	Nov 7, 2023	Jan 16, 2024
Oct 31, 2023	Jan 16, 2024	Jan 9, 2024	May 21, 2024

Instructor Trainee 500 hour, Instructor Trainee 1000 hour, and the Makeup Artistry start dates are variable.

Safety and Security

At Oliver Finley Academy 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:

In the event of an emergency on campus, Oliver Finley Academy will communicate with students and staff via the Klass App. All students and staff are required to download this App as we use this as the main line of communication.

Client Safety –

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.

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.

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.

Always make sure that your client's face and clothing is properly protected with the appropriate draping.

Please report any unsafe conditions in or around the school premises to a school official. Clean up any spills of water, chemicals, or color immediately. These substances may cause injury if someone slips or may cause damage to the flooring.

Sweep up hair immediately and thoroughly. Any hair left on the floor can be very slippery.

Student Protection

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. 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

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. Hydraulic chairs are not toys. They should be kept down and locked when not in use. Dryers should be checked before each client is put under one. Improper temperature can adversely affect chemical service.

Spray bottles may only be used to remoisten a client's hair. No water fights or horseplay.

Sanitation

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.

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. During "First Day" activities 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 Academy 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:

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.

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.

Must park vehicles in designated areas and should keep them securely locked.

Shall report all hazardous or suspicious conditions to school officials.

Shall not attempt to repair any electrical equipment or exposed wires.

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.

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

Assume that none of your fellow students or co-workers likes sexual comments or gestures and avoid using them.

Sweeping generalizations based on gender or sexual persuasions are unacceptable.

Be respectful of the privacy of the work areas of others.

Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.

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 Director of Financial Aid/Compliance Lori Jensen or the Title IX Coordinator who is Kurt Foote at (208)363-6774.

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 "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 Academy 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.

Non-Discrimination Policy

Oliver Finley Academy does not discriminate on the basis of sex, race, color, ethnic origin, religion, age, sexual orientation or disability. This policy covers enrollment, employment and client services.

Disability Accommodation Policy

Oliver Finley Academy does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the Institute's Disability Accommodation Request Form to submit the request. The form must be submitted to Oliver Finley Academy's Disability Compliance Coordinator. Any Oliver Finley Academy faculty or staff who becomes aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Disability Compliance Coordinator. The Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with his/her contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

<u>Name</u>	<u>Telephone</u>	<u>Email</u>
Kurt Foote	(208) 658-1115	kcf@oliverfinley.com

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the Institute's Grievance Policy.

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 Academy 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:

All occupants should proceed in an orderly manner to the nearest available exit.

Leave all personal belongings behind.

Assist children, elderly and disabled persons to the nearest exit.

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.

Once safely outside, gather at a safe distance from the building. The School Director will determine that all individuals are present.

When reporting a fire:

Provide the name and location of the school

Give your name

Stay on the phone to provide further information if required

Remain calm and help others as necessary.

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:

Remain calm and agreeable.

Do not attempt heroic measures.

In the event of an accident:

Report the accident to management immediately.

Employees will do the following:

Determine if emergency help is required.

Fill out insurance company accident report (on file).

Report all information to the School Director.

All accidents and crimes should be reported immediately to your instructor. Your instructors are required to inform the School Director at that time.

The proper form must be completely filled out by the reporting individual(s).

A School Director will then take the appropriate steps.

Changes in Policy

While every effort is made to keep the contents of this document current, Oliver Finley Academy reserves the right to add, modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the Handbook with or without prior notice to students.

Outcome Rates

The National Accrediting Commission of Career Arts & Sciences is 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 2021	Actually Completed
Cosmetology	85	72
Nail Technology	51	46
Esthetics	104	102
Instructor Trainee	6	6
Makeup Artistry	0	0
TOTALS	246	226
Overall Completion Rate	91.87%	

PLACEMENT RATES:

	Completed in 2021	Placed
Cosmetology	72	53
Nail Technology	46	30
Esthetics	102	64
Instructor Trainee	6	6
Makeup Artistry	0	0
TOTALS	226	153
Overall Placement Rate	67.70%	

LICENSING RATES:

	Took Licensing Exam in 2021	Passed Test
Cosmetology	65	62
Nail Technology	36	33
Esthetics	87	81
Instructor Trainee	5	5
TOTALS	193	181
Overall Licensing Rate	93.78%	

Acknowledgement of Students/Staff

I acknowledge that I have access to and have reviewed a copy of the Student Handbook. I agree to read the Handbook so that I understand the Policies and Procedures explained herein. I also acknowledge that I accept the conditions and responsibilities outlined in this Handbook.

Signature of Student/Employee

Date

Print name of Student/Employee