Student Handbook

2026-2027

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.

Owner

Kurt C. Foote **Owner/Director of Education/Instructor**

Mission Statement

At Oliver Finley Academy we offer an exceptional education in all aspects of Cosmetology, Nail Technology, Esthetics, 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 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 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, 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. Foreign high school diplomas must be verified by an outside agency that is qualified to translate documents into English and confirmed as academically equivalent to a U.S. high school diploma.

Students must be at least 16 1/2 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, or Instructor Trainee programs.

Oliver Finley Academy does not admit Ability-to-Benefit students.

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

<u>Cosmetology Practical Applications</u>

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 above the waist for consistently long periods. In most cases, you will not be lifting heavy objects, but you must have the endurance to work on your feet eight hours a day or more, walk back and forth, and lift your arms at shoulder height all day.

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, Esthetician and Makeup Artist.

Earnings Potential: The median average wage is $35,790.00 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 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 student, the State Board and to the school. Upon graduation the student will submit an application, along with $30.00 Application fee and $30.00 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. Idaho currently requires students receive 400 hours of instructions before they can receive their license as a Nail Technician. For the first several years Oliver Finley Academy offered a 400 hour program to its students. During this period we observed that students were not able to receive all the training we felt necessary, especially in developing the technical skills and speed needed in the work place. As we looked at possible ways to better train and prepare our students for the real world, we felt additional training hours was the best solution. By extending the course length to 600 hours we are able to cover the theoretical portion of the program more thoroughly. The longer course also allows more hands on training for the students, elevating their level of competence and confidence. We have found this allows us to produce a more successful and employable graduate

from our Nail Technician Program. The State of Idaho Board of Cosmetology has reviewed and approved our curriculum for the 600 hour Nail Technician Program, which we began offering in January of 2008.

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

<u>Nail Technology Practical Applications</u>

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 exposure to some nail chemicals may cause irritations, so protective clothing may be needed.

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

Earning Potential: Nail Technicians can earn an average wage of $35,760.00 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 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 student, the State Board and to the school. Upon graduation the student will submit an application, along with a $30.00 Application fee and $30.00 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 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	5 hours
History-Cultures & Trends	10 hours
Sanitation Chemistry, Bacteriology, Sterilization	30 hours
Skin Analysis & Client Consultation	40 hours
Basic Facials	40 hours
Advanced Treatments, Exfoliation & Topics	55 hours
Basic Face and body Massage	25 hours
Advanced Facial Massage	15 hours
Spa Trade & Medical Terminology	15 hours
Trichology: Face & Body Hair Removal	40 hours
Skin Histology & Physiology	40 hours
Diseases & Disorders	25 hours
Cosmetic Chemistry	25 hours
Cosmeceutical Products & Ingredients	25 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	45 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	40
Cosmetics	20
Machine Application	30
Hair Removal	40
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.

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

Earnings Potential: US Department of Labor states that the average salary for Estheticians is $45,330.00. 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 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 student, the State Board and to the school. Upon graduation the student will submit an application, along with $30.00 Application fee and $30.00 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.

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 a state approved 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

	Course 1(500 hrs)	Course 2(1000 hrs)
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 instructors of adult learners is $23.27 an hour, in a technical college. 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 student, the State Board and to the school. Upon graduation the student will submit an application, along with $30.00 Application fee and $30.00 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 with a minimum 85% attendance average. They must also complete 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. All students must attend an Exit meeting with Student Services where it will be verified that all tests and practical requirements have been completed.

The student will be issued a Certificate of Graduation. Students are 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 (Prov exam). 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
Day after Thanksgiving
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. This plan will include all makeup work necessary to bring student back to or above the minimum grades required. 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 level sheet must be turned in every month. 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. 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. 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.
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. Students, along with a supervising instructor, should use all their skills to provide every client with 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.

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 could be asked to re-start Basics with the next available class. Only 1 re-start will be allowed.

Clocking in Late (Tardies)

School starts at 8:00/5:30. Students are expected to be clocked in no later than 8:07/5:37 on the days they attend school. The consequence for students arriving after 8:07/5:37 and choosing to clock in for the day, will be a Forced Absence scheduled on a future date. During their Basics course of instruction, students are exempt from this policy.

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 take a Forced Absence. Oliver Finley Academy does not qualify an absence as "excused or unexcused".

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 Fin 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.

Maximum Attendance

Oliver Finley Academy does not allow students to accelerate attendance, past 100%. During the Basics portion of their education, early clock ins, late clock outs, or short lunches are not permitted. If a student accidentally clocks in/out too soon or late, the time clock will not credit the extra time.
After students are placed on the clinic floor, they may clock in early or stay late, with approval and as long as the extra time does not accelerate their attendance past 100%. Short lunch breaks are not permitted, without permission. If a student does have over 100% attendance, they will be required to take enough time off to bring their percentage back to, or just below, the maximum allowed. Accelerated attendance may result in disciplinary action. Accelerated attendance may cause a reduction of Federal Financial Aid. A reduction in aid may create a balance due to Oliver Finley Academy, and will be the responsibility of the student to pay out of pocket before their last day.

Leave of Absence

A student wishing to take a Leave of Absence must follow the school's policy for requesting an LOA. 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 student is still consider Enrolled during this time. They will not be considered withdrawn, and no Refund Calculation is required that time. The request for a Leave of Absence must be sent via email or app message to Student Services and must include the reason for the Leave of Absence. A Leave of Absence must be approved by Student Services and one Director. A Request Leave of Absence document will be sent, showing the days to be on leave, the reason for the leave, expected return date and an Addendum, extending the contracted End Date out as many calendar days as taken on leave. This document will be signed by the Student, Student Services and a Director. 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 or unforeseen circumstance, and the student was unable to request a Leave ahead of time, the school will collect the request for leave at a later date, require documentation to support the need be submitted as soon as possible, the school will document it's reason for the decision and start the leave as of the first school day missed by the student.
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.
If a student takes an un-approved Leave of Absence, lasting 14 calendar days, they will be withdrawn from the program. 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. Withdrawn students will have their last day of attendance used for their official withdrawal date, including students participating in the Federal Financial Aid program. Their last date of attendance will be used for the Return of Title IV Funds calculations, and could mean the student 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.
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 students family member can receive a 25% discount for services offered in our clinic.

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 Applebee's. 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. They can be contacted at bcb@dopl.idaho.gov.

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, Credit Card, Money Order, Check, Title IV Funds, Loan, Education Fund, etc. 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.

b. A student or guardian 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. 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. 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. There is a $150.00 termination fee.

5. 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.

6. 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 within 45 days of notice of course and/or program cancellation.

7. 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 within 45 days of notice to the student.

8. 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.

9. 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.
10. 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.

Percentage of time to total time of course Amount due Oliver Finley Academy
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%

Collection Policy

Oliver Finley Academy will ensure that all of our collection efforts, whether it be from Oliver Finley Academy directly or from a third-party servicer, will reflect good taste and sound, ethical business practices.

- Students that owe Oliver Finley Academy a balance, due to a withdrawal or termination, will first have an opportunity to set up adequate payment arrangements with Student Services or Account Recovery.
- Students will receive a total of three (3) collection notices, via paper mail or electronic mail. After the third collection notice is sent, the student will have 10 days from the date of the letter to set up payment arrangements or the student's account will be sent to a third-party collection agency.
- If students set up a payment arrangement, but do not submit the agreed upon dollar amount, they may be sent to a third-party collection agency.
- Students that complete the program, yet still have a balanced owed to Oliver Finley Academy will be required to set up payment arrangements on his or her last day, with Student Services or Account Recovery.
- Students who have graduated and set up a payment plan, but default on his or her agreed upon arrangement, may be sent to a third-party collection agency.
- Oliver Finley Academy will not release any school/program official records until the student's account is paid in full.
- Student accounts that are sent to collections may incur an additional collection fee up to 50%, of the balance still owed to Oliver Finley Academy. Any third-party collection agencies associated with Oliver Finley Academy, will comply with our institution's Withdrawal and Settlement Policy.

All collection correspondence from Oliver Finley Academy itself, or any third party representing Oliver Finley Academy, will clearly acknowledge and comply (if applicable) with the Withdrawal and Settlement Policy.

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. Payment terms and methods to be made during school: Cash, Credit Card, Money Order, Check, Title IV Funds, Loan, Education Fund, etc. 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
Katelyn Valenta – Cosmetology Instructor
Kim Sager – Cosmetology Instructor
Chelsea Notz – Cosmetology Instructor
Sarah Wilkinson – Cosmetology Instructor
Jacey Burden – Cosmetology Instructor
Olivia Elkins – Cosmetology Instructor/
Kasandra Ahrens – Nail Technology Instructor/Coordinator
Kyla Gentile – Nail Technology Instructor
Theresa Wardlow – Nail Technology Instructor/Cosmetology Instructor
Emily Robinson – Esthetics Instructor/Instructor Trainee Instructor/Assistant Director of Education
Danyca Rainey – Esthetics Instructor
Rikki McCullough – Esthetics Instructor
Kiana Doe – Esthetics Instructor
Adelisha McCalip – Esthetics Instructor Trainee
Haley Robinson – Esthetics Instructor Trainee

ADMINISTRATION:
James Lancaster – School Director
Lori Jensen – Director of Financial Aid & Compliance
Salina Lamica – Student Services/Financial Aid Assist
Ryleigh Rierson – Enrollment and Admissions/ Cosmetology Instructor (Substitute)
Joslyn Buden – Enrollment and Admissions
Jeffery Block – Inventory Manager
Lindsey Allen – Salon Manager
Linda Greaves – Graphic and Marketing Specialist
Kendall Oviatt – Receptionist
Tori Costello – Receptionist
Jada Miel – Inventory Manager
Daniel Alvey - Janitorial

Tuition

Cosmetology (1600 hours) $24,745.00 total

Registration Fee	$ 100.00
Books (including tax)	$ 258.00 (non-refundable once received)
Student Kit (including tax)	$ 2,637.00 (non-refundable once received)
Tuition:	$ 21,750.00
TOTAL:	**$ 24,745.00**

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) $11,625.00 total

Registration Fee	$ 100.00
Books (including tax)	$ 258.00 (non-refundable once received)
Student Kit (including tax)	$ 1,992.00 (non-refundable once received)
Tuition:	$ 9,275.00
TOTAL:	**$ 11,625.00**

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) $14,455.00 total

Registration Fee	$ 100.00
Books (including tax)	$ 258.00 (non-refundable once received)
Student Kit (including tax)	$ 2,927.00 (non-refundable once received)
Tuition:	$ 11,170.00
TOTAL:	**$14,455.00**

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 1 (500 hours) $1,800.00 total

Registration Fee	$ 100.00
Tuition:	$1,700.00
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
Tuition:	$ 2,700.00
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 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. Payment terms and methods to be made during school: Cash, Credit Card, Money Order, Check, Title IV Funds, Loan, Education Fund, 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 2027

Cosmetology:	Nail Tech Day:	Esthetics Day:	Esthetics Night:
January 12, 2027	January 12, 2027	January 19, 2027	To Be Determined
March 2, 2027	March 23, 2027	March 16, 2027	
April 20, 2027	June 1, 2027	May 11, 2027	
June 8, 2027	August 10, 2027	July 13, 2027	
July 27, 2027	October 19, 2027	September 7, 2027	
September 14, 2027		November 2, 2027	
November 2, 2027			

Instructor Trainee 500 hour and Instructor Trainee 1000 hour 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 **vitally 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 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. If you think there has been discrimination you have the right to file a complaint. You can file a complaint with the school, or the director of the Civil Rights Center of the U.S Department of Labor. All students and employees are required to follow all non-discrimination acts and laws. Any retaliation for filing a complaint is strictly prohibited.

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.

Name	Telephone	Email
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.

Oliver Finley Academy Location, Classrooms and Additional Space

Oliver Finley Academy is located at 6843 N. Strawberry Glen Rd. Boise, ID 83714. Our school offers several spaces that accommodate student learning and client appointments.
Our main suite, unit number 140, houses: our Administrative wing which includes the offices for Admissions, Financial Aid, Student Services, Owner/Director of Education, School Director and Assistant Director of Education, as well as our shared computer/printer room and conference room. At our main entrance is our Reception/Waiting areas and Front Desk, Restrooms, Cos Clinic Floor, Nail Clinic Floor and Classroom, Esthetics Clinic Floor and Classrooms, Dispense, Laundry, Shampoo/Sink area, Student Breakroom, Inventory, Employee Breakroom and Employee Restroom.
Our additional classroom space is located in suite number 120 and houses: the Auditorium, Restrooms, Shampoo/Sink area, Social Media's office, Cos Basics Classroom and two auxiliary classrooms.
Both suite locations are easily accessible from the main parking lot, located in the same strip mall and are under one roof. However, a person must exit one suite and walk approximately 100 feet outside, to get to the other suite.

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Oliver Finley Academy, regardless of schedule and/or program. NOTE: Students receiving Title IV Financial Aid *must maintain satisfactory progress in order to continue eligibility for such funds. The student will be notified of any evaluation that impacts their eligibility for Financial aid funds. The satisfactory progress evaluations will be conducted by the administrative staff. The satisfactory progress evaluation may be signed by the student and two administrative staff members. The document will be maintained in the student's file and the student may have access to it upon request.

ATTENDANCE PROGRESS:

FULL-TIME AND PART-TIME MAXIMUM TIME:

At Oliver Finley Academy, you are required to attend at a minimum rate of 85%. The maximum time a student has to complete is 118% of the program length. If you do not complete based on your contract time frame, you will be dismissed from the school. The time for which you are contracted to complete, or your maximum time frame to complete is as follows:

Cosmetology: 1888 Clock Hours
Nail Technology and Esthetics: 708 Clock Hours
Instructor Trainee (500 hrs) 590 Clock Hours
Instructor Trainee (1000 hrs) 1180 Clock Hours
(an approved leave of absence extends the student's contracted end date and maximum time frame by the same number of days in the leave of absence.)

ATTENDANCE: All students must maintain at least an 85% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the time frame allowed.

ACADEMIC PROGRESS:

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.

PROGRAMS (1 academic year is 900 hours and 26 weeks):

COSMETOLOGY – 1600 Hours:

Evaluation of progress will be conducted at 450 hours (13 weeks) from the start of the student's program and again at 900 (26 weeks), 1250 (36 weeks) and 1600 hours (46 weeks) from the start of the student's program.

ESTHETICS – 600 Hours:

Evaluation of progress will be conducted at 300 hours (9 weeks) from the start of the student's program and again 600 hours (18 Weeks) from the start of the student's program.

NAIL TECHNOLOGY – 600 Hours:

Evaluation of progress will be conducted at 300 hours (9 weeks) from the start of the student's program and again 600 hours (18 weeks) from the start of the student's program.

INSTRUCTOR TRAINEE – 500 Hours:

Evaluation of progress will be conducted at 250 hours (7.5 weeks) from the start of the student's program and again 500 hours (15 weeks) from the start of the student's program.

INSTUCTOR TRAINEE – 1000 Hours:

Evaluation of progress will be conducted at 450 hours (13 weeks) from the start of the student's program and again at 900 hours (26 weeks) from the start of the program and again at 1000 hours (29 weeks) from the start of the student's program.

TRANSFER STUDENTS – To Be Determined Hours:

Evaluation of progress will be conducted at the midpoint of the contracted hours or the established evaluation periods, whichever comes first, and will be based on the student's actual hours. Transfer hours will be counted as both attempted and completed hours for determining the maximum time frame.

Satisfactory: Cumulative average of 75% GPA
AND
Cumulative average of 85% attendance

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluations

DETERMINATION OF PROGRESS:

All program evaluations are based on when the student actually completes the hours, per evaluation period. All evaluations will be completed within 7 school days following the established evaluation period. The first evaluation will be conducted no later than the mid-point of any program, and again, no later than the end of any program. Students meeting the minimum requirements for attendance and academics at the evaluation point are considered to be making satisfactory progress until the next evaluation. Students that are not meeting the minimum requirements for attendance and/or academics are placed on Warning.

WARNING:

Students failing to meet minimum progress requirements will be placed on Warning with the opportunity to meet requirements for the next evaluation period. The student will be given a corrective action plan and will work with Student Services and/or Instructors to obtain corrective plan goals. During Warning, students are to be considered making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the Warning period, the student will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he/she will be determined to be making satisfactory progress. The student who fails to meet minimum requirements, may be placed on Probation.

PROBATION:

At the end of the Warning period the student's progress will be re-evaluated.

Students failing to meet minimum SAP requirements during Warning may be placed on Probation, if the student prevails upon appeal of a negative progress determination prior to being placed on Probation, and has been determined by the

institution to have the opportunity to meet requirements before the next evaluation period. The student will be given a corrective action plan and will work with Student Services and/or Instructors to obtain corrective plan goals. If the student follows the corrective action plan, it will ensure that the student is able to meet satisfactory academic progress by the specified point, within the maximum timeframe, per the individual student. During Probation, students are to be considered making satisfactory progress.

At the end of the Probation period, the student will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he/she will be determined to be making satisfactory progress. The student who fails to meet minimum requirements at the end of the Probation period, is no longer eligible for Title IV programs and may be terminated from Oliver Finley Academy. A student who faces termination and the loss of Title IV eligibility may appeal the negative progress determination.

APPEAL PROCESS:

Students who failed to meet satisfactory academic progress and have been terminated from the Title IV program, can appeal the decision within 15 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and maintained in the students file. A decision will be made and reported to the student within 30 calendar days. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on Probation and federal financial aid will be reinstated, if applicable.

REINSTATEMENT OF AID:

Should the student win the appeal and be reinstated to Probation, the student will continue enrollment and financial aid funds will be reinstated.

LEAVES OF ABSENCE, WITHDRAWALS:

Leaves of absence will be granted on an individual basis and must be approved by Student Services and the Director. A personal leave of absence may be taken after the Basics period of enrollment. Two weeks of Leave time will be permitted for the duration of the program. Length of time may be extended with the Director approval. A leave of absence may also be granted for extenuating circumstances, i.e. a death in the family, injury or illness, and must be documented by the student. When a student returns from a leave of absence he/she will return to the same satisfactory progress status they had prior to departure. A leave of absence extends the student's contracted end date and maximum time frame, by the same amount of days as the leave of absence.

A student who withdraws may be permitted to return to Oliver Finley Academy. Students who withdrew prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL:

Course incompletes, repetitions and non-credit remedial courses do not apply at Oliver Finley Academy and have no effect on a student's progress status.

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 2024	Actually Completed
Cosmetology	108	102
Nail Technology	48	47
Esthetics	102	98
Instructor Trainee	1	1
Makeup Artistry	2	2
TOTALS	261	250
Overall Completion Rate	**95.79%**	

PLACEMENT RATES:

	Eligible to work	Placed
Cosmetology	91	77
Nail Technology	36	32
Esthetics	74	50
Instructor Trainee	1	1
Makeup Artistry	2	2
TOTALS	204	162
Overall Placement Rate	**79.41%**	

LICENSING RATES:

	Took Licensing Exam in 2024	Passed Test
Cosmetology	102	95
Nail Technology	40	37
Esthetics	86	82
Instructor Trainee	1	1
TOTALS	229	215
Overall Licensing Rate	**93.89%**	

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