

# Robert Fiance

## BEAUTY SCHOOLS

# SCHOOL CATALOG



# Campus

- 312 State Street, Perth Amboy, NJ 08861 (732) 442-6007  
*Ownership – Reignbow Academy Inc.*
- 121 Watchung Avenue, North Plainfield, NJ 07060 (908) 754-4247 (Main GBR Campus)  
*Ownership – G.B.R. Inc.*
- 70 East Holly Avenue, Pitman, NJ 08071 (856) 553-6079  
*Ownership – G.B.R. Inc.*
- 5518 Bergenline Avenue, West New York, NJ 07095 (201) 866-4000  
*Ownership – Robert Fiance Beauty Schools Inc.*
- 1458 Route 35 South, Ocean Township, NJ 07712  
732-695-6800  
*Ownership – Robert Fiance Beauty Schools Inc.*

# Accredited

## ***National Accrediting Commission of Career Arts & Sciences, Inc.***

3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600

# Licensed By:

## ***New Jersey State Board Cosmetology & Hairstyling***

124 Halsey Street, PO Box 45003  
Newark, NJ 07101  
(973) 504-6400

# Affiliations:

## ***National Association of Accredited Cosmetology Schools***

State of New Jersey Division of Vocational Rehabilitation  
United States Department of Education  
Department of Military & Veteran Affairs  
Office of Student Financial Assistance  
United States Department of Immigration & Naturalization Service

# Corporate

**Paul Ferrara, President**

**Donna Ferrara, Vice President**

Our schools are private institutions and easily accessible from all areas including Middlesex, Monmouth, Union, Somerset, Essex, Gloucester and Hudson Counties.

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### **MISSION STATEMENT**

To train and educate a new generation of future Hairstylists, Estheticians, Manicurists, Barbering and Teachers through a professional learning experience that will allow them to maximize their potential and enhance their future in the beauty industry.

The goal at Robert Fiance Beauty Schools is to motivate and prepare students to pass the New Jersey State Board Examinations and begin entry-level employment by leading them through theoretical and practical training among an innovative learning environment designed to foster confidence and growth.

Our objective is to develop in each student the professionalism and technical competence to merge their passion and creativity into the foundation for a fun, rewarding, and successful career in their desired field of Cosmetology Arts & Sciences.

### **FINANCIAL STATUS**

The institutions are financially able to fulfill their training commitments and, in accordance with the New Jersey Board of Cosmetology and Hairstyling are bonded.

### **FACILITIES AND EQUIPMENT**

Our schools are modern educational institutions utilizing up to date facilities and equipment. Perth Amboy location occupies over 6,700 square feet, North Plainfield occupies over 6,000 square feet, Pitman occupies over 3,000 square feet and West New York occupies over 15,000 square feet for classrooms, practice areas, customer service areas, library and student lounge. Professional hairdressing and barbering implements are available for purchase from the school. All permanent school equipment and facilities exceed the requirements of the New Jersey State Board of Cosmetology & Hairstyling and are of the latest design.

### **GAINFUL EMPLOYMENT DATA**

Pursuant to Federal law, Gainful Employment Data for Robert Fiance Beauty Schools can be found by visiting our website at [www.robertfiance.com](http://www.robertfiance.com). All required data is listed under each individual program.

### **ADMISSIONS REQUIREMENTS**

Admission is open to all persons. The school admits as regular student's high school graduates, or holders of high school equivalency certificates (G. E. D.) and who are beyond the compulsory age of school attendance in this state (16). **Ability to Benefit Policy** Robert Fiance Beauty Schools will admit as a conditional student those who do not have a high school diploma or GED under the ability to Benefit Policy. Students who are admitted conditionally under this policy will not be considered a regular student until they provide either an academic transcript showing completion of high school, a high school diploma, GED or demonstrate an ability to succeed in the program. Success in the program will be determined at actual 225 hours. At this point the student must have met a 75% GPA and a minimum attendance rate of 67%. Once success in the program is established the student will then be considered a regular student. If at actual 225 hours success in the program is not met the student will be terminated and the schools refund policy will apply. NOTE: Students are NOT eligible to apply for the NJ Licensing Exams until a valid high school diploma, GED or transcript of completion is achieved (5 Year Limitation). It is highly recommended that students admitted under the Ability to Benefit Policy enroll in a GED program as soon as possible. All foreign diplomas must be evaluated by an outside

evaluation company accepted by the NJ State Board of cosmetology and translated. Students are NOT eligible for Federal Grants/Loans under the Ability to Benefit Program **ROBERT FIANCE BEAUTY SCHOOLS**, in its admission instruction and graduation policies, practices no discrimination on the basis of age, race, sex, creed, color, religion, financial status, ethnic origin, country or place of origin or residence or handicapped person.

### **PREVIOUS TRAINING**

It is the policy of the school to grant credit for hours spent in Beauty Culture Training at another approved school. However, the New Jersey State Board of Cosmetology & Hairstyling specifically states that a school accepting a transfer student can test him/her to determine the actual number of credit hours to be given. The school will inform the Board of Cosmetology & Hairstyling the exact number of hours to be credited the student. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **ENROLLING AFTER TERMINATION OR WITHDRAWAL**

A student who discontinues training and who requests to re-enroll to complete the program within a period of 60 days will re-enroll under a new enrollment agreement and need to meet current admissions requirements. Although the Institution will honor the financial terms of the original enrollment agreement in this case, a new registration fee may apply. Students re-entering from the date of interruption will re enter in the same progress status as when they left.

If a student is terminated due to unsatisfactory progress, and seeks re-admittance due to a reasonable change in personal circumstances, or seeks to return after discontinuing for more than 60 days, the student must re-enroll under a new agreement contract. Upon re-admittance, financial aid may be resumed if qualified to do so and SAP Policies still apply.

In accordance with NJ State Board Regulations, any student who absents themselves for a period of 5 years and has not completed their program is not permitted to receive credit for prior training at the time they re-enter. Any student who re-enters within the 5 year period may be offered the opportunity to begin with credit for prior training. The school reserves the right to re-evaluate for credit or administer a test to determine if the student should receive less than their prior credit.

Students re-enrolled under a new agreement contract will be informed of any necessary equipment or educational materials necessary to effectively complete their training, along with the tuition charges that will apply. Additional charges may include any existing remaining balance and the current tuition rate at the time of re-entry.

The School's Administrator and Director will make the final decision if a student will be allowed to re-enroll. This determination may be based on the student's history, conduct, school suitability, financial standing and resources, student sincerity and cooperation to complete the course. The school's decision is final.

**NOTE:** Course incompletes, repetitions and non-credit remedial courses do not have effect upon the satisfactory policy standards.

### **FOREIGN STUDENTS**

**ROBERT FIANCE BEAUTY SCHOOLS** is authorized under Federal Law to enroll non immigrant students for the training of Students. In order to apply for a Student Visa, a foreign student must provide the school with completed INS forms. The foreign student is required to include a \$200.00 registration fee for the course. Upon the completion of the necessary forms, **ROBERT FIANCE BEAUTY SCHOOLS** will process the I-20 via ICE. The student is responsible for costs of obtaining the I-20 via ICE. Once ICE receives payment, they will provide the student with a "Certificate of Eligibility" for use in requesting a Student Visa from the American Consulate in the student's home country.

### **USE OF CHEMICALS**

Students will work with various chemicals, i.e., hair dyes, bleaches, polishes, removers, liquids and other industry related products. If not properly used, these chemicals can be harmful. For your own protection, safety measures, and product direction must be strictly adhered to. The school adheres to OSHA policies. MSDS are available for inspection in the Administrative Office. Students may not bring any outside product into the school for use on themselves, other students or clients.

### **LOCAL LAWS**

All local fire and health requirements are rigidly followed. The institution does not supply parking or housing facilities for out of town students.

### **INSURANCE**

**ROBERT FIANCE BEAUTY SCHOOLS** carries adequate insurance, however, in case of sudden illness or other medical emergencies, they will assist the student in obtaining medical care but the responsibility of medical charges will rest upon the student or their parents.

### **SCHOOL POLICY ON THE HANDICAPPED**

**ROBERT FIANCE BEAUTY SCHOOLS** complies with the provisions of section 504 of the Rehabilitation Act of 1973 in so that no qualified handicapped person by reason of the handicap will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the beauty industry. The facilities are accessible to most handicapped students.

# Courses

- Cosmetology & Hairstyling (1200 Hours of Training)
- Skin Care (600 Hours of Training)
- Manicuring (300 Hours of Training)
- Post Graduate & Brush – Up (250 Hours of Training)
- Teacher Training (600 Hours of Training)
- Barbering (900 Hours of Training)

## **COURSE REQUIREMENTS:**

Post Graduate - Brush UP Course: Open to graduates of the Cosmetology/Hairstyling, Barbering, Course  
Teacher Training: Open to all Licensed Cosmetologists/Hairstylists

## **LICENSING REQUIREMENTS**

Graduates must be at least 17 years of age, have a high school diploma or its equivalent (G. E. D.) before applying for licensing. They must present a statement from a New Jersey physician certifying that the graduate is free from any evidence of communicable disease and has completed the required course hours. Have a Social Security Card and attest to not being in arrears of Child Support.

To be eligible for the New Jersey State Teachers License each applicant have completed and documented all of the following:

1. Be at least 18 years of age.
2. Hold a High School Diploma or its equivalent.
3. Hold a valid New Jersey Cosmetology/Hairstyling License.
4. Notarized statement of 6 months work experience.
5. 500 Hours of Teacher Training Course.
6. 30 Clock hours in a Methods of Teaching Course conducted by a college approved by the State Board of Higher Education.
7. Physicians statement that applicant is free of any communicable, contagious or infectious diseases.
8. Successfully pass an examination conducted by the State Board.

# Course Descriptions

**Course Title:** **Cosmetology/Hairstyling** – 1200 Hours of Training

**Occupational Title:** *Cosmetologist/Hairstylist/Operator*

**Objective:**



The primary objective of the Cosmetology curriculum is to prepare students for the New Jersey State Licensing Examination to become a Licensed Cosmetologist. The complete program consists of 1200 hours of instructions including training in the advanced hairstyling and haircutting techniques, skin care, make-up artistry, and other related subjects. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

**Course Breakdown:** **Cosmetology/Hairstyling**

Course	Hours
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10 hours
Decontamination & Infection Control	20 hours
Professional Image, Hygiene, & Related Practices	2hours
History of Barbering	4 hours
Shaving	81 hours
Beard & Moustache Trimming	15 hours
Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching, Shaving	78 hours
Shampooing—including Temporary & Semi-Permanent Rinses	60 hours
Hair and Scalp Treatments, Reconditioning Treatments	50 hours
Hair & Basic Layer & Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	160 hours
Hairstyling—including Pin Curls, Finger-waving, & Blow Waving	160 hours
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	145 hours
Permanent Waving	115 hours
Chemical Relaxing & Pressing	90 hours
Thermal Curling & Waving	45 hours
Manicuring & Pedicure	135 hours
Chemistry Relating to Cosmetology	30 hours
<b>TOTAL</b>	<b>1200 HOURS</b>

**Course Title:** **Skin Care** – 600 Hours of Training

**Occupational Title:** *Esthetician*

**Objective:**



The objective of the Skin Care Curriculum is to train students in skin care and make-up artistry. Advanced training includes the areas of massage techniques, make-up techniques and skin care. The course prepares students for the New Jersey State Licensing Examination to become a licensed Esthetician. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

**Course Breakdown:** **Skin Care**

Course	Hours
State Laws and Regulations	10 hours
Professional Image, Hygiene & Related Practices	2 hours
Decontamination & Infection Control	20 hours
Anatomy, Physiology and Nutrition	40 hours
Structure and Functions of the Skin	35 hours
Superfluous Hair	40 hours
Chemistry Related to Skin Care	48 hours
Electricity and Machines	55 hours
Facial and Body Procedures	200 hours
Make-Up Techniques	150 hours
Business Practices and Job Skills	30 hours
<b>TOTAL</b>	<b>600 HOURS</b>

**Course Title:** **Manicuring** – 300 Hours of Training

**Occupational Title:** *Manicurist*

**Objective:**



The objective of the Manicuring Curriculum is to train students in nail structures and manicuring techniques. Advanced training is given in the areas of sculptured nails (application and maintenance), nail wrapping, application for ready to wear nails, air brushing, nail designs and pedicuring techniques. The New Jersey Board of Cosmetology & Hairstyling requires an examination to be taken to qualify for licensing. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

**Course Breakdown:** **Manicuring**

Course	Hours
State Laws and Regulations	10 hours
Professional Image, Hygiene & Related Practices	2 hours
Decontamination & Infection Control	20 hours
Manicuring & Pedicuring	55 hours
Diseases and Disorders of the Nail	10 hours
Anatomy of the Hand, Arm, Foot & Leg	10 hours
Nail Tips/Extensions	30 hours

Nail Wraps	30hours
Nail Gels	20 hours
Sculptured Nails	40 hours
Nail Art	10 hours
Skin & its Diseases	5 hours
Removal of Unwanted Hair	40 hours
First Aid	5 hours
Chemicals & Chemistry Relating to Products	13 hours
<b>TOTAL</b>	<b>300 HOURS</b>

**Course Title:** **Barbering** – 900 Hours of Training

**Occupational Title:** Barber

**Objective:**



The objective of the Barbering course is to train students in Theory and Practical experiences, which will prepare them for entry level employment opportunities. The course is geared towards developing good work habits and attitudes with the respect to safety and sanitation, business ethnics, and encourages self reliance, and a willingness to help others look their best. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

**Course Breakdown:** **Barbering**

Course	Hours
State Laws and Regulations	10 hours
History of Hair and Barbering	4 hours
Professional Image, Hygiene & Related practices	2 hours
Decontamination & Infection Control	20 hours
Shampooing & Scalp Care	20 hours
Honing & Stropping	4 hours
Shaving	125 hours
Beard & Moustache	15 hours
Electricity	5 hours
Men's Haircutting & Styling	225 hours
Women's Haircutting & Styling	70 hours
Facials and Facials Massage	15 hours
Anatomy of Head, Neck, and Face	5 hours
Common Disorder of the Skin	5 hours
Men's Hairpiece Services	55 hours
Haircoloring and Lightening	110 hours
Chemicals & Chemistry Relating to Products	210 hours
<b>TOTAL</b>	<b>900 HOURS</b>

**Course Title:** **Brush-Up or Post Graduate** – 250 Hours of Training

**Objective:**



These curriculums are quite varied and are generally designed to meet the individual needs of the student. The courses improve the student's skills in a specific area of Cosmetology and Hairstyling, and Barbering or prepare them for the New Jersey State

Board Licensing Examinations. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

**Course Breakdown: Brush-Up or Post Graduate Courses**

The Brush-Up and Post Graduate Courses consist of practical and theory subjects.

**Course Title:** **Teacher Training** – 600 Hours of Training

**Occupational Title:** *Teacher*

**Objective:**



The primary objective of the Teacher Training curriculum is to prepare students for the New Jersey State Licensing Examination to become Licensed Teachers. The program consists of all aspects of the Cosmetology and Manicuring courses and includes Methods of Teaching and Lesson Planning. Academic & Practical Learning methods include Discussion, questioning and answering, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, student & classroom presentations, labs & student salon activities.

The New Jersey State Board of Cosmetology requires 500 Hours in a Teacher Training Program to be eligible to apply for a Cosmetology Teachers License. However, Robert Fiance Beauty Schools have found it more beneficial to students to extend its 500 hour program to 600 hours. The additional hours are remedial in nature, based on the students needs. Once the student completes 500 hours of training the application for licensure can then be submitted. It is to the best interest of the student to take advantage of these additional 100 hours and use them for state board practical preparation.

**Course Breakdown: Teacher Training**

Course	Hours
State Laws Rules and Regulations, Administrative Shop Operation	5 hours
Sanitation & Sterilization	5 hours
Facials, Skin Care, Make-Up and Shaving	30 hours
Shampoos and Rinses	15 hours
Hair/Scalp Treatments	15 hours
Haircutting, Layer, Clipper, Razor, Scissors, Shears & Tapering	40 hours
Hairstyling (Pin Curls, Finger/Blow Waving)	40 hours
Tinting, Bleaching & Frosting	30 hours
Permanent Waving	30 hours
Chemical Relaxing, Pressing & Thermal Curling	35 hours
Manicuring and Pedicuring	30 hours
Chemistry Relating to Cosmetology	10 hours
Teaching Methods	140 hours
Motivation and Learning	10 hours
Testing	10 hours
Teacher Preparation	15 hours
Instructor Evaluation	20 hours
Classroom Management	20 hours
Remedial Training Based on Student Needs	100 hours
<b>TOTAL</b>	<b>600 HOURS</b>

### **EQUIPMENT, BOOKS AND UNIFORMS**

Equipment, books and uniforms are required for all courses, and are separate from tuition prices. Course required items may be purchased from the school or from another source you may choose. Provided that you have all course required materials at the start of class as scheduled.

The equipment and books purchased by the student in order to successfully pursue the course, once accepted and received by the student, becomes the property of the student and the responsibility of their loss or damages rests upon the student. Due to sanitary regulations, equipment and uniforms purchased from ROBERT FIANCE BEAUTY SCHOOLS may not be returned to the school for credit or refund. Textbooks, once written in, cannot be returned.

Other charges such as Student Registration Fee, Student Operator Permit and Examination Fee charges imposed by the N. J. State Board of Cosmetology & Hairstyling are the responsibility of the student.

### **ROBERT FIANCE SCHOLARSHIPS**

Although ROBERT FIANCE BEAUTY SCHOOLS does not practice a Fee Waiver Policy, periodically it does award partial tuition scholarships to students enrolling in the 1200 hour Cosmetology/Hairstyling Program as an incentive to begin training. To receive this award, the student must begin and complete 900 hours of their program. The scholarship is then credited to the students tuition account at that time. The school's criteria for the determinations, amount and frequency of its scholarship awards is solely based on each school's enrollment capacity and is re-evaluated regularly at the discretion of the Executive Director.

### **TUITION FEES, PAYMENT AND REFUNDS**

#### **REFUND AND CANCELLATION POLICY**

In the event a student fails to enter, withdraws, is expelled or otherwise dismissed from instruction, the following refund policy shall apply. However any applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty by notifying the school in writing regardless whether the student has actually begun training within 3 days after midnight on the day on which the agreement was signed. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school administration in person. All monies collected by the school shall be refunded. Before entering into instruction, a student may cancel the agreement after the three-day period. In this event, the school will refund all monies collected except for the registration fee.

After instruction has begun, based on students' scheduled hours on his or her last date of attendance, the school shall receive and shall retain the following sums:

<b>Percentage Time to Total Time of the Course</b>	<b>Amount of Total Tuition Owed to the School</b>
0.01% to 4.9%	20% Tuition Owed to the School
5 % to 9.9%	30% Tuition Owed to the School
10% to 14.9%	40% Tuition Owed to the School
15% to 24.9%	45% Tuition Owed to the School
25% to 49.9%	70% Tuition Owed to the School
50% and over	100% Tuition Owed to the School

After instruction has begun, the amount for Uniform, textbooks and equipment accepted by the student are not refundable. If cancellation occurs within 3 business days the registration fee will be refunded.

A student discontinuing the program, and is receiving Financial Aid will be held to the governments Return Of Title IV Aid Policy and the school's Cancellation and Settlement Policy.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students' last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance. Or the date 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 the expiration of the leave of absence or the date the student notifies the institution he or she will not be returning. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.

### **ADDITIONAL FEES**

If the student fails to complete the program by the schedule graduation date, if it is not extended by the institute for medical or excusable reasons, hours made up after graduation day will be charged at the hourly rate of \$10.00 in advance.

If ROBERT FIANCE BEAUTY SCHOOLS for some reason must permanently close and no longer has offer instruction after a student enrolled, the student shall be entitled to a pro-rated refund of tuition.

Additionally, if the course is cancelled subsequent to a student's enrollment, the institution shall, at its option:

1. Provide a full refund of all monies paid or
2. Provide a completion of the course
3. Provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school; or
4. Participate in a Teach- Out Agreement ; or

In a case where there are mitigating circumstances as determined by the school, the institution may Opt to provide a refund over its regular refund policy.

Collection Policy; students who have balances owed to the school will be turned over to a collection agency after 90 days of nonpayment.

### **COLLECTION POLICY**

Students who have balances owed to the school will be turned over to a collection agency after 90 days of non-payment.

### **FEDERAL/STATE FINANCIAL AID REFUNDS**

Once a refund has been determined on a student's tuition account, as derived by the total monies collected or received through either financial aid funds or the student's own resources, any refund due will be returned first to reduce or eliminate the student's Student Loan Account. Additional refunds will then be applied to the Pell Grant Program, SEOG and if applicable, the student.

### **EMERGENCY CLOSING / EARLY DISMISSAL**

For school closings due to inclement weather or other emergency situation, please telephone the school and listen to the recorded message for further instruction. Morning students

can tune into **FOX 5** for closings. Additionally, school closings and emergency messages will be published on the home page of **[www.roberffiance.com](http://www.roberffiance.com) and on the school's Facebook page.** Early dismissals will be announced in advance. Students will only be credited for hours attended in that session.

#### **SCHOOL CALENDAR**

New students may be admitted to class on the first working Monday of every month, whether attendance is for full-time or evening schedule. Classes are held throughout the year with no formal closing period. Official School Holidays are: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day.

### **COURSE SCHEDULES**

ROBERT FIANCE BEAUTY SCHOOLS are open from 9:30 AM to 4:00 PM Monday through Friday. Evening hours are held Monday through Thursday from 6:00 PM to 10:00 PM. Saturday hours are from 9:30 AM to 4:00 PM. Students have lunch from 12:30 PM to 1:00 PM.

The length of time in order to complete the 1200 hour Cosmetology Course, 900 hour Barbering Course, the 600 hour Skin Care Course, the 300 hour Manicuring Course and the 250 hour Brush-Up Course is listed below in accordance to the hourly weekly schedule. \*Normal time frame reflects the actual Schedule Plus the school's 10% allowance for absence and holidays.

#### **COURSE: COSMETOLOGY/HAIRSTYLING – 1200 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
30 Full-Time Schedule	44 Weeks	60 Weeks
25 Three-Quarter Schedule	53 Weeks	72 Weeks
22 Three-Quarter Schedule	54 Weeks	81 Weeks
20 Part-Time Schedule	66 Weeks	90 Weeks
18 Part-Time Schedule	73 Weeks	100 Weeks
16 Part-Time Schedule	83 Weeks	112 Weeks
12 Part-Time Schedule	110 Weeks	150 Weeks

#### **COURSE: SKIN CARE - 600 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
30 Full-Time Schedule	22 Weeks	30 Weeks
25 Three-Quarter Schedule	26 Weeks	36 Weeks
22 Three-Quarter Schedule	30 Weeks	41 Weeks
20 Part-Time Schedule	37 Weeks	45 Weeks
18 Part-Time Schedule	37 Weeks	50 Weeks
16 Part-Time Schedule	41 Weeks	56 Weeks
12 Part-Time Schedule	55 Weeks	75 Weeks

#### **COURSE: MANICURING - 300 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
24 Full-Time Schedule	14 Weeks	21 Weeks
20 Three-Quarter Schedule	17 Weeks	25 Weeks
18 Part-Time Schedule	18 Weeks	28 Weeks
12 Part-Time Schedule	28 Weeks	41 Weeks
11 Part-Time Schedule	30 Weeks	45 Weeks
8 Part-Time Schedule	41 Weeks	62 Weeks

#### **COURSE: TEACHER TRAINING - 600 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
30 Full-Time Schedule	22 Weeks	30 Weeks
22 Three-Quarter Schedule	30 Weeks	41 Weeks
18 Part-Time Schedule	37 Weeks	50 Weeks
15 Part-Time Schedule	44 Weeks	60 Weeks
12 Part-Time Schedule	55 Weeks	75 Weeks

**COURSE: BARBERING - 900 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
30 Full-Time Schedule	33 Weeks	45 Weeks
25 Three-Quarter Schedule	40 Weeks	54 Weeks
22 Three-Quarter Schedule	45 Weeks	61 Weeks
20 Part-Time Schedule	50 Weeks	68 Weeks
18 Part-Time Schedule	55 Weeks	75 Weeks
16 Part-Time Schedule	62 Weeks	84 Weeks

**COURSE: BRUSH-UP - 250 HOURS**

<b>Hours Per Week</b>	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
30 Full-Time Schedule	9 Weeks	13 Weeks
18 Part-Time Schedule	15 Weeks	21 Weeks
15 Part-Time Schedule	18 Weeks	25 Weeks
12 Part-Time Schedule	23 Weeks	31 Weeks

## Satisfactory Academic Progress Policy / SAP Policy

### Determination of Progress:

Satisfactory Progress in both attendance and academic work is a requirement for all students enrolled at the school. Satisfactory Academic Progress (SAP) Evaluations will be conducted when a student reaches their program's present checkpoints. Evaluations will measure performance in both academics, based on grades received, and attendance, based on the percentage of cumulative actual hours to scheduled hours.

**The institutional satisfactory Academic Progress Policy detailed below, applies to ALL STUDENTS. All Students receive printed satisfactory academic progress (SAP) reports at each evaluation and are counseled accordingly if necessary.**

In order for a student to establish Satisfactory Progress, he or she must maintain a 75% cumulative grade point average in a academic work and a minimum of 67% cumulative attendance. Students that meet the minimum requirements at evaluation will be considered making Satisfactory Progress until their next scheduled evaluation.

1. **Academic Progress:** SAP Evaluations at each checkpoint will determine if the student's cumulative GPA meets a minimum of 75% and is completing the prescribed theory and practical assignments within the attendance standards specified. Each student's progress is periodically reviewed by both written and practical examinations scored on the following grade system:

EXCELLENT (A+) 90-100%	VERY GOOD (A) 85-89%
GOOD (B) 79-84%	PASSING (C) 75-78%
FAILING (D) 74% and Below	

2. **Attendance Progress:** SAP Evaluations at each checkpoint will determine if the total hours physically completed meets a minimum of 67% of the students scheduled hours and that the student will complete the program within the maximum timeframe. Percentage is based on successfully completed hours divided by the number of scheduled hours at the point of evaluation.

### Maximum Time Frame:

Students should complete the required clock hours within the normal time frame given for each program schedule. However, if the course is not completed within the maximum time frame allowed, termination will occur. If a student chooses to continue, he or she must re-enroll for the remaining hours needed to complete the course at the current hourly rate. The maximum time frame from is defined as 150% of the published length of the course. For example, a full time cosmetology student enrolled in the 1200 course must complete the course by a maximum by 1800 scheduled hours.

*The maximum time frame and contract period are extended by any approved leave of absence by the same number of days in the leave of absence.*

### **SAP Evaluations**

(Evaluations at actual hours completed)

#### **Cosmetology**

450 Actual Hours.....Maximum 675 scheduled hours allowed

900 Actual Hours.....Maximum 1350 scheduled hours allowed

#### **Manicuring**

150 Actual Hours.....Maximum 225 scheduled hours allowed

#### **Skin Care**

300 Actual Hours.....Maximum 450 scheduled hours allowed

#### **Brush Up**

125 Actual Hours.....Maximum 187 scheduled hours allowed

#### **Teacher Training**

300 Actual Hours.....Maximum 450 scheduled hours allowed

#### **Barbering**

450 Actual Hours.....Maximum 675 scheduled hours allowed

### WARNING

If a student is not making SAP at any one evaluation period, he/she will be issued a warning. During this period he/she will be considered satisfactory until the next evaluation. Students failing two consecutive SAP evaluations, determined as not making satisfactory progress may be subject to termination and will lose financial aid eligibility.

A student who does not achieve the minimum standards is no longer eligible for Title IV funds, unless the student is on warning. All students failing two consecutive evaluations, determined as not making satisfactory progress may be subject to termination and will lose financial aid eligibility.

### PREVIOUS TRAINING

It is the policy of the school to grant credit for hours spent in Beauty Culture Training at another approved school. However, the New Jersey State Board of Cosmetology & Hairstyling specifically states that a school accepting a transfer student can test him/her to determine the actual number of credit hours to be given. The school will inform the Board of Cosmetology & Hairstyling the exact number of hours to be credited the student. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### LEAVE OF ABSENCE POLICY/PROCEDURE

#### Applies to all students/ All programs

If you plan on being absent for more than 30 days, you can request a LOA. 3<sup>rd</sup> party official documentation (ex: doctors notes, airline tickets, court papers, etc.) must be submitted to the school. LOA's will not be granted without documentation. The student will return to school in the same progress status as prior to the leave of absence.

A leave of absence will be granted to students who meet the following criteria/procedure:

1. The LOA must be applied for in advance unless unforeseen circumstances arise (ex: injury, car accident, medical problems, etc.) Request forms can be obtained from the Administrative Office.
2. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because the accident.
3. A student granted LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time.
4. The request must be made in writing, signed and dated.
5. The request must include a reason for the leave.
6. Official documentation must be submitted.
7. The request must be approved by the school prior to the LOA.

8. Upon approval of the LOA you will be issued a revised graduation date. The institution will extend the student's contract period by the same number of days taken in the LOA.
9. No additional charges will be assessed as a result of the LOA.
10. LOA's may not exceed 180 days in a 12 month period.
11. If a student does not come back from an approved LOA their withdrawal date is their last day of attendance.

NOTE: All requests must be approved by the School Director before the leave. Requests will not be approved upon your return.

### **ABSENCES, TARDINESS AND MAKE-UP**

Upon the first day of entrance, students are informed of the class schedules they must follow. All students are obligated to meet there enrolled schedule and weekly hours. If, for some reason, the student's job or transportation has been altered and does not permit the student to comply with the attendance policy, the student is obligated to notify the office and request a change in his/her schedule. Students are permitted to alter their schedule up to 2 times, and after that, will be charged a \$100 administration fee.

Morning sessions begin at 9:30 AM and are held until 4:00 PM. Evening sessions begin at 6:00 PM and are held until 10:00 PM. Saturday sessions are held from 9:30 am to 4:00 PM. There is a 10 minute grace period to sign in (9:40 am and 6:10 PM), after that, students are considered late and must wait for the next available sign-in hour (10:30 AM and 7:00 PM). Additionally, students may sign in when the class returns from lunch break, 12:30 PM or 1:00 PM, whichever applies.

Make-up classes are held in accordance with the laws of the New Jersey State Board of Cosmetology & Hairstyling. Make-up hours beyond 10% of the course length are chargeable at the hourly rate shown on the student's enrollment contract. each student is given a copy of school rules and regulations. Any breach of these rules and regulations will subject the student to suspension for a period of time determined by the Director and subsequent probation. Further breaches while on probation will subject the student to interruption of training. The school reserves the right to dismiss any student who displays disorderly conduct, disregard for school property and personnel, or breach of the school rules and regulations as determined by the Director, Supervisor, or School Administrator.

### **STUDENT COMPLAINT PROCEDURE**

The student complaint procedure can be located in the Orientation Package issued on the first day of class.

### **SCHOOL RULES AND REGULATIONS**

**Student Conduct:** In order to meet the standards of the trade and the State Board of Examiners, there must be strict adherence to the following Rules & Regulations. Any violation of conduct may result in suspension or probation for a period of time determined by the Director. The school reserves the right to dismiss any student who displays disorderly conduct, disregard for school property and personnel, or violation of school rules and regulations as determined by the Director, Supervisor, or School Administrator.

1. Professional conduct is expected at all times. This includes inappropriate behavior, language, and conversion. Any disruption of class or school activities is prohibited.

2. The use of cell phones is not allowed during school hours. In the event of an emergency, students will be allowed to use the office phones.
3. Equipment must be brought to school every day. Students must be prepared for school with the necessary materials, text and notebooks, as announced by instructors.
4. Students may not leave the school without permission and will only be credited for hours attended.
5. Classrooms are designated areas. Junior students are not permitted in the clinic and senior students are not permitted in the junior classrooms.
6. All students are responsible for keeping workstations and classrooms clean and organized. Sanitary practices must be followed at all times.
7. A student lounge is provided for lunch breaks. No food or glass bottles are allowed in the classrooms. All trash and recyclables must be disposed in the appropriate baskets.
8. Smoking is prohibited in the building.
9. Every student is required to follow the Attendance and Dress Code Policies at all times.
10. Students are required to apply maximum effort towards the learning and practice of the Beauty Industry. This includes participating in class and school activities and engaging themselves in the professional development of their career. Any student not expressing interest or cooperation may be asked to sign out for the day.
11. Absentee hours above 10% of the course length, which are not made up prior to the scheduled graduation date, are chargeable at the hourly rate shown on your enrollment agreement.
12. A satisfactory standard of attendance, conduct, achievement, and financial obligation is required; the school reserves the right to dismiss any student who does not maintain it.  
The Rules & Regulations will be reviewed and explained during Freshman Orientation on the first day of classes.

**Dress Code Policy:** All students not complying with the following dress code may be asked to sign out for the day at the discretion of an instructor or School Administrator.

**Juniors:** White shirts / white or black pants / white or black rubber soled shoes to match trousers. Students will receive a white uniform jacket on the first day of class, to be worn at all times.

**Seniors:** Students will receive black uniform shirts and a top, which must be worn together at all times. Pants may be black or white with coordinating white or black rubber soled shoes.

**NO BLUE JEANS, HATS OR HEADWEAR OF ANY TYPE IS PERMITTED. HOSIERY MUST BE WORN & MATCH FOOTWEAR AT ALL TIMES.**

Additional uniform apparel may be purchased from the office. Students are required to wear clean and neat clothing. T-shirts containing profanity or inappropriate messages are prohibited. Name badges must be kept on at all times.

### **POLICY REGARDING ILLICIT DRUGS AND ALCOHOL**

This institution prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. Applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs or alcohol will be enforced through the local law enforcement agency.

Information about the health risks associated with the use of illicit drugs and alcohol abuse can be obtained in the schools office under separate literature. Drug and alcohol counseling, treatment and/or rehabilitation is carried out through referrals to local, public, or private counseling agencies or individuals. Disciplinary sanctions consistent with local, state and federal law as well as school suspension and/or expulsion or loss of

employment may occur in addition to referral for prosecution to the proper authorities for violations of these standards of conduct.

#### **TRANSPORTATION/COMMUTING INFORMATION**

ROBERT FIANCE BEAUTY SCHOOLS conducted a survey of its student body, and has determined that the average transportation/commuting costs for a student attending our school are approximately \$87.00 per month.

#### **STUDENT RECORDS**

All students and parents or guardians of dependent minor students are guaranteed access to the student's cumulative records for review. Supervision and interpretation of the records is provided during the review. Requests for a review must be made in writing and in the case of a minor student; the parent's written request must be addressed to the school's Administrative Staff. It is the policy of this Institution to release information regarding a student only with the written consent from the student or the parent or guardian of a minor student; except where a legal exemption exists. ROBERT FIANCE BEAUTY SCHOOLS will also allow upon request, access to NACCAS and government agencies. All files are kept for 10 years.

#### **STUDENT ADVISING**

ROBERT FIANCE BEAUTY SCHOOLS will gladly provide advice and welcome the opportunity to discuss problems concerning personnel, academic or financial matters. Students are encouraged to contact any member of the Administrative Staff regarding any problems that may have a bearing on the student's training while in school or success thereafter.

#### **PLACEMENT SERVICE**

ROBERT FIANCE BEAUTY SCHOOLS maintains a placement assistance service for all graduates. There is no charge for this service. It is understood, however, that the school cannot promise or guarantee employment. Most graduates enter into employment as beginner operators at a modest wage and then go onto become full operators or specialists in some phase of the beauty culture field. Future earnings depend on the operator's ambition, ability, reliability, work attitude and interest in pleasing clients. The school's job placement office has on file a listing of positions available and maintains a record of job placement, which is available for inspection.

#### **DIPLOMA OF COMPLETION/TRANSCRIPT**

Diploma/hours of completion are awarded to every student who successfully completes the program (inclusive of make-up hours), (completes all written/practical evaluations) and who have met their monetary obligations in accordance with their enrollment agreement.

An academic transcript will be provided upon request for \$25.00. Upon completion, the graduate also receives an application to obtain a temporary license to enter employment as well as scheduling for the New Jersey State Board Examination. The graduate must subsequently pass the State Board Examination in order to be licensed by the state. ROBERT FIANCE BEAUTY SCHOOLS will provide additional assistance without charge to graduates (within 1 year) that require further preparation for the State Board Examination.

#### **FINANCIAL AID**

ROBERT FIANCE BEAUTY SCHOOLS is approved by the United States Department of Education. The Office of Student Financial Assistance and the various State Guarantee Agencies for the following programs of financial assistance available to eligible students in order to meet the expenses of their education:

1. Pell Grant

2. SEOG
  3. Direct Student Loan
  4. Plus/Supplement Student Loans
- The programs listed above are based on the student's need for financial assistance. Applications are available at the school upon request. The Financial Aid Administrator will explain the procedures of filing these forms.

Students applying for financial aid must first complete an application for Federal Student Aid (Pell Grant). This is the basis upon which other financial aid is determined. The calculation of the Pell Grant is performed by the Federal Government and the student receives a Student Aid Report (SAR). The report combined with a needs analysis performed by our Financial Aid Department will indicate the amount of Grant and/or loan that may be required to meet the cost of tuition, fees and living expenses.

The applicant will be required to list family income as well as the dates the student lived with parents as to determine whether the student is dependent or independent.

#### **FIANCIAL AID ASSISTANCE**

##### **U.S. Department of Education - Office of the Ombudsman**

##### **Internet:**

<http://studentaid.gov/repay-loans/disputes/prepare>

**Toll Free Telephone:** 1-877-557-2575

##### **Mail:**

U.S. Department of Education

FSA Ombudsman Group

830 First Street, N.E.

Mail Stop 5144

Washington, DC 20202-5144

##### **NSLDS**

You may access information concerning your Title IV Loan from NSLDS at (800) 4FED-AID or [www.nsls.ed.gov](http://www.nsls.ed.gov)

#### **Student Teacher Policy**

##### **Why are they here?**

Robert Fiance Beauty Schools is approved by both our accrediting body (NACCAS) and the State Board of Cosmetology to offer the Student Teacher program, and as such we utilize them in our classrooms. Like Licensed Instructors, student teachers share a passion for the beauty business and a commitment to helping future professionals like yourself develop the very best experiences and skills out of your training program. They are here not only to advance their own careers with education, but to help advance YOUR career as well. As educators and Licensed Hairstylists, they want to ensure the next generation of professionals is confident and capable to take over the industry that has defined their own lives. The education, experiences and inspiration of Student Teachers has earned them the respect of Robert Fiance, and we ask that you give them the same respect and attention as you would your Licensed Instructors. Remember, all individuals who stand in

front of the classroom have already been where you are now, and they have also been where you strive to be, behind the chair.

### **What are the qualifications of a student teacher?**

Student Teachers are Cosmetologists/Hairstylists licensed by the State of New Jersey. They have successfully completed the required Cosmetology program you are about to begin and have met all the requirements of the New Jersey State Board of Cosmetology and the school they attended to become licensed hairdressers. Most, if not all of them, are currently working in salons and are very familiar with current salon techniques and modern hairstyles. They are creative, refreshing, and inspiring artists whose experiences and knowledge are invaluable to anyone determined to becoming a professional in the beauty industry.

### **What is the difference between student teachers and licensed teachers?**

The requirements to instruct Cosmetology classes vary from state to state. In New York, for instance, licensed hairstylists may teach without supervision or completion of a separate program, provided they take a series of classes over 5 years. However in New Jersey, Cosmetologists are required to complete 500 hours of classroom work in an approved school under the supervision of Licensed Instructors. This includes many of the general functions of licensed instructors such as doing demonstrations, providing theory lessons, and assisting students with practical assignments. Student Teachers are designated with a uniform and name tag.

Students who object to the use of student teachers in their classroom are asked to submit a written statement to the front office within the first 30 days of class. The school will make every attempt to reassign the student to another classroom. If the student is still unsatisfied, Robert Fiance Beauty Schools will provide a full refund or a credit of up to 60 hours in accord with our mitigating circumstances policy in our refund clause.

## KIT LISTS\*



### Cosmetology Kit List

Roller Pack	Manicure Bowl	Duck Clips
Pin Curls Clips	Razor	Shampoo Cape
End Papers	Tote Bag	Perm Rods Blue 2 DZ
Manicure Brush	Perm Rods Grey 1 DZ	Long Tail Dye Brush
Perm Rods Lilac Long 3 DZ	Tipping Cap w/ Needle	Perm Rods Lilac Short 1 DZ
Vent Brush	Perm Rods Pink 2 DZ	Thinning Shears
Perm Rods White 1 DZ	Spray Bottle	6oz Color Bottle
Rake Comb Large	8oz Color Bottle	Debra Manikin
GiGi Muslin Strips	Sam II Manikin w/ stand	Pressing Comb
Dionne Manikin	Nail Polish Kit	Safety Glasses
Manicure Implement Kit	Nylon Bristle Brush	Tint Bowl
Nail Tips	Spatula White	All Purpose Comb (12)
Tail Comb (12)	Makeup Kit	Gloves
Silk Wrap	Nail Glue	Butterfly Clips
Cholesterol	Styling Gel	Roller Clips
Grip Roller Pack	Ceramic Curling Iron	Blow Dryer
Junior Sheers	2" Ceramic Round Brush	1 ¼ Ceramic Round Brush
Senior Sheers	3" Bristle Round Brush	Flat Iron
Teasing comb	Comb out Cape	1 ¼ Curling Iron
Junior Uniform	Pick	Syptic Powder
Milady's Standard Textbook	Milady's Exam Review Book	Milady's Theory Workbook
Hair Shaper	Cold Wax	

**The following items are not part of the basic kit, but will be issued at NO ADDITIONAL CHARGE to you, at a later date**

Senior Uniform	Tote Bag	Clippers
Male Manikin	Female Manikin	Milady's Study Guide



### Manicure Kit List

Antibacterial Hand Soap	Formula 300 Powder	White Cloth Files
Antiseptic Hand Wash	Spatula	Emery Board
Polish Remover	Finger Nail Clippers	Silk Wrap w/ Glue
PH Balancing Agent	Toe Nail Clippers	Table Towels
NAS Nail Antiseptic	Cuticle Nipper	Block Buffers
High Velocity	Expansion Tips	Pedicure Slippers
Nail Adhesive	Dimension Tips	Competition
Brush Cleaner	Liner Tips	Eye Dropper
3000 Brush	Nail Smoother	Wax Strips
Red Sable Brush	Nail Strengthener	Bondex

Dappen Dishes	Spray Polish Dryer	1-2-3 Lust Buffer
The Fluffy	Top Coat	Sterilizer Jar
Disposable Nail Forms	Base Coat	On-The-Go-Carry Case
Reusable Cuticle Sticks	Ridge Filler	White Board Files
Orange Wood Stick	Nail Wraps	Silver Cushion
Wooden Dowels	Nail Smoother	Multi-Use Pusher
Silver Cushion File	Protective Eyewear	Diamond Files
Tweezers	Formula 300 Liquid	Surface File
Foot File	Moisture Lotion	Toe Separators
Uniform	Manicure Bowl	Nail Gel
Milady's Textbook	Syptic Powder	Nail Brush
Milady's Theory Workbook	Tissues	Cotton Swabs
Antiseptic	Sterilizing Tray	Cold Wax Kit
Practice Hand		



### Skin Care Kit List

3 Spatulas	Facial Cleaning Pads	Astringent
Protective Gloves	6 Cleaning Sponges	Alcohol
Protective Eyewear	Makeup Brushes	Sanitizer
Milady's Theory Workbook	Make-Up Kit	Bag
Container w/ Lid	Cleansing Cream	2 Headbands
Sterilizing Tray	Massage Cream	3 Terry Towels
2 Bowls	Moisturizer	Cloth Drape
Night Cream	Uniform	Mask
Carry-All Tote Bag	Tweezers	Milady's Textbook
Wax Strips	Tissues	Cotton Swabs
Milady's Exam Review	Cold Wax Kit	Roll Cotton
Colloidal Masque Base 6oz	Massage Cream 6oz	Special Cleansing Gel 32oz
Wax Strips	Multi Active Toner 16oz	Active Moist 6oz



### Teacher Training Kit List

Roller Pack	Nylon Bristle Brush	Water Bottle
Duck Bill Clips	Wide Tooth Comb	Manikin w/ Clamp
Pin Curls	Pressing Comb	Uniform
2 Dz. Perm Rods	All Purpose Combs	State Board Review Guide
5 ½" Shears	Tail Combs	3" Round Brush
Pressing Comb	Vent Brush	Tint Bowl
Long Tail Dye Brush	Straight Razor	Milady's Cosmetology Textbook
Milady's Master Educator Textbook		



## Barbering Kit List

Tote Bag	Cape	Haircutting Razor
Barber Combs	Duck Clips	Thinning Shear
Rubber Base Brush	Pin Curl Clips	7" Shear
Vent Brush	Tint Bowl	Manikin (Debra)
Wave Brush	Tint Brush	Manikin (Ryan)
Thermal Brush	Gloves	Manikin (Tyrone Afro)
Cutting Combs	2 Dz. Perm Rods (White)	Manikin Holder
Rake Comb	2 Dz. Perm Rods (Lilac)	Junior Uniform
Hard Rubber Comb	Rollers	Blow Dryer
End Papers	Pressing Comb	Barber Combo Clippers
Marcel Curling Iron	Safety Glasses	Straight Razor
Disposable Razor Blades	Applicator Bottle	Spray Bottle
Syptic Powder	Milady's Barbering Textbook	Milady's Barbering Workbook
Milady's Barbering Exam Review	Pick	Whal Clipper
Whal Timmers	Cutting Guides	Hair Design Pencil Set

*\*Due to sanitary regulations, all equipment, uniforms, and textbooks purchased from this school may not be returned to us for credit or refund\**

# Administrative Faculty

## Executive Staff

### President

Paul Ferrara

### Executive Director

Linda Karas

### Regional School Director

Paul Ferrara Jr

## Administrative Staff of Perth Amboy

### Director

Linda Karas

### Student Service

Christina Deliz

### Director Assistant

Wanda Olivo

### Office Manager/Financial Aid

Juliet Hernandez

### Admissions Advisor

Carmen Torres

### Bookkeeper

Teri Tierney

### Financial Aid Officer

Yenny Rodriguez

### Bookkeeper

Colleen Penn

## Instructors of Perth Amboy

### School Supervisor

Maria Chitren

### Instructor

Lucy Ortiz

### Instructor

Irene Bermudez

### Instructor

Wendy Leonardo

### Instructor

Gedalia Ross

### School Supervisor

Tanisha Royster

### Instructor

Claudia Tokarik

### Instructor

Lily Clark

### Instructor

Dalia Marin

### Instructor

David Weber

### Instructor

Nicole Barrial

### Instructor

Shirley Davila

### Instructor

Jacqueline Menchaca

## Administrative Staff of North Plainfield

### Director

Linda Karas

### Bookkeeper

Colleen Penn

### Office Manager/Student Services

Carmen Sotomayor

### School Manager

Francisco Quinones

### Admissions Advisor

Louis Gonzalez

### Financial Aid

Mildred Rivera

## Instructors of North Plainfield

### School Supervisor

Elvia Malave

### Instructor

Donna Santorelli

### Instructor

Carmen C Lopez

**Instructor**

Kathy Doyle Elm

**Instructor**

Gloria Stinson

**Instructor**

May Mandour

**Administrative Staff of West New York**

**President**

Paul N. Ferrara

**Regional School Director**

Paul Ferrara Jr

**Financial Aid**

Melissa M Valdez

**Financial Aid Officer/Office Manager**

Cynthia Cosme

**Student Services Coordinator**

Yenni Mendez

**Admissions Advisor**

Judelka Andrickson

**Bookkeeper**

Teri Tierney

**Student Services/Alumni Coordinator**

Irina Santa

**Instructors of West New York**

**School Supervisor**

Mirna Torres-Acosta

**Instructor**

Maria Obregon Caparro

**Instructor**

Gloria Guevara

**Instructor**

Miraim Calderon

**Instructor**

Luisa Brito

**Instructor**

Gloria McGlothlin

**Instructor**

Arcelis Pichardo

**Instructor**

Sarah Pandohie-Levien

**Instructor**

Danielle Torres

**Instructor**

Nilda Vasquez

**Instructor**

Cameron Burke

**Instructor**

Mary Alduey

**Instructor**

Lisa McKinney

**Instructor**

Lisa Richardson

**Administrative Staff of Pitman**

**Executive Director**

Linda Karas

**Financial Aid**

Maria Murray

**Student Services**

Stephanie Duffy

**Admissions**

Michael DeRose

**Bookkeeper**

Colleen Penn

**Instructors of Pitman**

**School Supervisor**

**Instructor**

**Instructor**

Lisa Alexander

**Instructor**

Amanda Cella

**Instructor**

Shaquana Shambry

Emily McBee

**Instructor**

William Fagan

Cynthia Cosentino

**Instructor**

Denise Randon

**Executive Staff**

**President**

Paul Ferrara

**Executive Director**

Linda Karas

**Regional School Director**

Paul Ferrara Jr

**Administrative Staff**

**Executive Director**

Linda Karas

**School Manager**

Denyse Gialanella

**Admissions Advisor**

Christy Tate

**Director Assistant**

Wanda Olivo

**Bookkeeper**

Teri Tierney

**Student Services**

Cristina Giordano

**Financial Aid**

Ashley Grazianp

**Instructors**

**School Supervisor/Instructor**

Orlando Chiappetta

**Instructor**

Siobain O'Donnell – Tortorici

**Instructor**

Marsha Lappin

**Instructor**

Larisa Roig

**Instructor**

Samantha Ketterer

**Instructor**

Brooke Reitmeyer

## Tuition, Fees & Payment Methods

Program Name	Cost
<b>COSMETOLOGY / HAIRSTYLING</b>	
1200 Hours @ \$11.66/hr.	
Tuition:	\$13,992.00
Registration Fee:	\$ 150.00
Equipment, Books, Uniform	\$ 2,115.00
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$16,257.00*</b>
<b>SKINCARE – Available in Perth Amboy &amp; N. Plainfield Location</b>	
600 Hours @ \$13.50/hr.	
Tuition:	\$ 8,700.00
Registration Fee:	\$ 200.00
Equipment, Books, Uniform:	\$ 1,000.00
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$ 9,900.00</b>
<b>SKINCARE &amp; Makeup Artistry Certification - Available in Pitman &amp; West New York Location</b>	
600 Hours @ \$16.50/hr.	
Tuition:	\$ 10,500.00
Registration Fee:	\$ 200.00
Equipment, Books, Uniform:	\$ 2,035.75
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$ 12,735.75</b>
<b>MANICURING</b>	
300 Hours @ \$9.50/hr.	
Tuition:	\$ 2,850.00
Registration Fee:	\$ 200.00
Equipment, Books, Uniform:	\$ 579.71
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$ 3,629.71</b>
<b>POST GRADUATE / BRUSH UP</b>	
250 Hours @ \$17.50/hr.	
Tuition:	\$ 4,375.00
Registration Fee:	\$ 200.00
Equipment, Books, Uniform:	\$ 483.09
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$ 5,058.09</b>
<b>TEACHER TRAINING</b>	
600 Hours @ \$12.50/hr.	
Tuition:	\$ 7,500.00
Registration Fee:	\$ 200.00
Equipment, Books, Uniform:	\$ 289.85
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>\$ 7,989.85</b>
<b>BARBERING</b>	
900 Hours @ \$13.90/hr.	
Tuition:	\$ 12,510.00
Registration Fee:	\$ 150.00
Equipment, Books, Uniform:	\$ 1,726.57
<b>• Plus NJ Sale Tax</b>	
<b>TOTAL COST</b>	<b>14,386.57</b>

**METHOD OF PAYMENT:** Financial aid available for those who qualify, all others may make payments by cash, check, credit cards and Tuition Financing payment plans.