

Robert Fiance

BEAUTY SCHOOLS

2024-2025

School Catalog

New Jersey Campuses



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Campus List

- 312 State Street, Perth Amboy, NJ 08861 P:(732) 442- 6007 F: (732) 324-7715
- 314/316 Annex Classroom), Perth Amboy NJ, 08861

Ownership- Reignbow Academy Inc.

- 121 Watchung Avenue, North Plainfield, NJ 07060 P: (908) 754-4247 F:(908)754-8911
(Main GBR Campus)

Ownership- G.B.R. Inc.

- 70 East Holly Avenue, Pitman, NJ 08071 P: (856) 553-6079 F: (856) 553-6158

Ownership- G.B.R. Inc.

- 5518 Bergenline Avenue, West New York, NJ 07093 P: (201) 866-4000 F: (201) 866-1032

Ownership- Robert Fiance Beauty Schools Inc.

- 1458 Route 35 South, Ocean Township, NJ 07712 P: (732) 695-6800 F: (732) 695-6797

Ownership- Robert Fiance Beauty Schools Inc.

Accredited

National Accrediting Commission of Career Arts & Sciences (NACCAS)

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

Perth Amboy, NJ location currently holds an accreditation status with NACCAS as "Accreditation on Probation".

Licensed By:

New Jersey State Board Cosmetology

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

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 NJ State Board exams 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 NJ State Board, are bonded.

FACILITIES AND EQUIPMENT

Our schools are modern educational institutions utilizing up- to- date facilities and equipment. Perth Amboy location occupies 6700 sq. ft., and in addition has a Skin Care Specialty Annex classroom that occupies 1500 sq. ft, Ocean occupies 9800 sq. ft., North Plainfield occupies 6,000 sq. ft., Pitman occupies 3,000 sq. ft. and West New York occupies 15,000 sq. ft. for classrooms, practice areas, customer service areas, library and student lounge. All permanent school equipment and facilities exceed the requirements of the New Jersey State Board and are of the latest design.

GAINFUL EMPLOYMENT DATA

Pursuant to Federal law, Gainful Employment Data for Robert Fiance Beauty Schools can be found on the Net Price Calculator on our website at www.robertfiance.edu. All required data is listed under each individual program.

ADMISSIONS REQUIREMENTS

Admission is open to all people. The school admits regular student's high school graduates, or holders of high school equivalency certificates (GED) and who are beyond the compulsory age of school attendance in New Jersey. (16). Applicants for the Teacher Training Program must hold a valid NJ Cosmetology & Hairstyling License.

Foreign High School Diploma: All foreign diplomas must be translated into English and evaluated by an

outside agency accepted by the NJ State Board to determine and confirm the equivalency to a US HSD.

Ability to Benefit Policy (ATB): Applies only to courses 600 hours or longer. Once the course has begun, the student must satisfactorily complete 225 clock hours and must have met a 75% GPA and a minimum attendance average of 67%. Once success in the program is established, the student will then be considered a regular student. If at 225 clocked hours success in the program is not met, the student will be terminated, and the school's 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 high school completion is achieved (10 Year imitation). It is highly recommended that students admitted under the ATB Policy enroll in a GED program as soon as possible. Students are NOT eligible for Federal Grants/Loans under the ATB Program. Students who received Federal Grants/Loans on or before 2012 are grandfathered in, and eligible for limited financial assistance.

ROBERT FINANCE BEAUTY SCHOOLS

In its admission, instruction and graduation policies, practices no discrimination of 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 for up to 10 years. ROBERT FIANCE BEAUTY SCHOOL will request documentation of hours completed at the prior approved school, in the form of a transcript. In addition, the NJ State Board specifically states that a school accepting a transfer student must test him/her to determine the actual number of hours to be credited. There is a \$100 non-refundable transfer evaluation fee due prior to administering the scheduled evaluation. 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 requests to re-enroll after a period of 60 days will re-enroll under a new enrollment agreement, if accepted. Although the School will honor the financial terms of the original enrollment agreement, a new registration fee will

apply. Students re-entering from the date of interruption, regardless of the elapsed time, will reenter in the same progress status as when they left. If a student is terminated due to unsatisfactory progress or reaching max-time frame and seeks re-admittance due to a reasonable change in person circumstances or seeks to return after discontinuing more than 60 days, he/she must wait until the next official start date to return and re-enroll under a new enrollment agreement. Upon re-admittance, financial aid may be resumed, and SAP policies will apply.

In accordance with NJ State Board regulations, any student who has not completed the program and is out of school for a period of more than 10 years, is not permitted to receive 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 enrollment agreement 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 or remaining balance and/or the current tuition rate at the time of re-entry. The Schools 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, prior attendance record, SAP, financial standing and resources, student sincerity and cooperation to complete the course. The school's decision is final.

USE OF CHEMICALS

Students will work with various chemicals, i.e., hair dyes, bleaches, polishes, removers, liquids and other industry-related products. If not safely 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, nor housing facilities for out-of-town students.

INSURANCE

ROBERT FIANCE BEAUTY SCHOOLS carry adequate insurance. In case of sudden illness or other medical emergencies, the School will assist the student in obtaining medical care but, the responsibility of

medical charges will rest upon the student.

SCHOOL POLICY ON THE HANDICAPPED

ROBERT FIANCE BEAUTY SCHOOLS comply with the provisions of section 504 of the Rehabilitation Act of 1973 in so that no qualified handicapped person by reason of 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 Specialty (600 Hours of Training)
- Manicuring (300 Hours of Training)
- Brush Up (250 Hours of Training)
- Teacher Training (600 Hours of Training)
- Barbering (900 Hours of Training)

COURSE REQUIREMENTS:

Brush UP:

Open to graduates of Cosmetology & Hairstyling, Barbering, Skin Care Specialty and Manicuring programs.

Teacher Training:

Open to all Licensed Cosmetologists

LICENSING REQUIREMENTS for Cosmetology & Hairstyling, Barbering, Skin Care Specialty and/or Manicuring

- Applicants must be at least 17 years of age,
- Have a high school diploma or its equivalent (G. E. D.)
- Proof of successful completion of required program hours at an approved school in New Jersey, another state or a foreign country.
 - Training completed in another state, or a foreign country must, in the opinion of the Board, be substantially similar to that offered at licensed schools within New Jersey.
- Hold a valid New Jersey Driver's License
- Physicians statement that applicant is free of any communicable, contagious or infectious diseases
- Successfully passed the minimum written and practical examination conducted by the State Board. A passing grade is a minimum of 75% on the Theory exam, in order to be eligible to take the Practical exam.

LICENSING REQUIREMENTS for Teacher Training program

- Applicants must be at least 18 years of age,
- Have a high school diploma or its equivalent (G. E. D.)
- Provide certification of completion of required course hours
- Hold a valid New Jersey Cosmetology & Hairstyling License
- Complete 600 hours of a Teacher Training Course at RFBS
- 30 Clock hours in Methods of Teaching course conducted by a college, approved by the New Jersey Commission of Higher Education and the New Jersey State Board.
- Notarized statement of 6 month's work experience in a licenses shop.
- A physician's statement that applicant is free of communicable, contagious or infectious diseases
- Successfully passed minimum written, practical and oral examination conducted by the State Board. A passing grade is a minimum of 75% on the Theory exam, to be eligible to take the Practical exam.

Course Descriptions

Course Title: **Cosmetology & Hairstyling** - 1200 Hours of Training

Occupational Title: *Cosmetologist/Hairstylist/Operator*

Objective:



The primary objective of the Cosmetology & Hairstyling 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 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 Administrative Shop Operations	10 hours
Decontamination & Infection Control	20 hours
Professional Image, Hygiene, & Related Practices	2 hours
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
TOTAL	1200 HOURS

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

Occupational Title: *Esthetician*

Objective:



The objective of the Skin Care Specialty 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 Specialty**

Course	Hours
State Laws and Regulations	10 hours
Professional Image, Hygiene & Related Practice	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& Corrective Make-up Techniques (post- surgical)	150 hours
TOTAL	600 HOURS

Please note: **This only applies to our Perth Amboy, NJ Campus.** Our Skin Care Specialty Program is taught in our Annex classroom located next door at 314/316 State Street, Perth Amboy, NJ, 08861.

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, nail art, nail designs and pedicuring techniques. The New Jersey Board of Cosmetology 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
TOTAL	300 HOURS

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 respect to safety and sanitation, business ethics, 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
TOTAL	900 HOURS

Course Title: **Brush-Up- 250 Hours of Training**

Course requirements Completion of Cosmetology & Hairstyling, Barbering, Skin Care Specialty and/or Manicuring program(s)

Objective:



These curriculums are quite varied and are generally designed to meet the individual needs of the student in their field of study. The courses improve the student's skills in a specific area of Cosmetology & Hairstyling, Barbering, Skin Care Specialty and/or Manicuring to 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-** Brush-Up consists of practical and theory subjects.

Course	Hours
State Laws and Regulations	3 hours
Sanitation and Sterilization	3 hours
Manicuring and Pedicuring	30 hours
Shampoos and Rinses	5 hours
Scalp Treatment and Disease	12 hours
Thermal Curling and Waving	10 hours
Chemical Relaxing and Pressing	20 hours
Permanent Waving	35 hours
Haircutting and Tapering	40 hours
Haircoloring	30 hours
Facials/ Skin Care Specialist/ Shaving	20 hours
Chemistry	7 hours
Hairstyling	35 hours
TOTAL	250 HOURS

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 Cosmetology & Hairstyling, Barbering, Skin Care Specialty and/or 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 & Hairstyling 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 student's needs. Once the student completes 600 hours of training the application for licensure can then be submitted.

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
TOTAL	600 HOURS

SCHOLARSHIPS AND FEE WAIVER POLICY

Although ROBERT FIANCE BEAUTY SCHOOLS do 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 student's 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.

REFUND AND CANCELLATION POLICY

For applicants who cancel enrollment or students who withdraw from a program, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due, the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian cancels his/her contract in writing within 3 business days of signing the enrollment agreement regardless of whether the student has started training is entitled to a refund of all monies paid.
3. A student cancels his/her enrollment after three business days of signing the enrollment agreement. In this case, all monies will be refunded except the registration fee of \$200. (Cosmetology & Hairstyling, Barbering, Skin Care Specialty, Manicuring, Teacher Training, and Brush up).
4. The student notifies the School of his/her withdrawal in writing.
5. Any student who misses 14 calendar days of attendance or does not return by the expiration of an approved LOA will be withdrawn.
6. A student on an approved Leave of Absence (LOA) notifies the school that he/she will not be returning. (As this institution is required to take attendance) The date of withdrawal will be the last recorded date of attendance prior to the start of the LOA.
7. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance daily.)
8. In types 2, 3, 4 or 5, official cancellations or withdrawals; the cancellation date will be determined by the date on the written

notification, or the date said notification is delivered to the school administrator in person, or the date the electronic notice was sent/received.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract and instruction has begun), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours as of the last day of attendance.

Percentage Time To Total Time of The Course	Amount of Total Tuition Owed to the School
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	00% Tuition owed to the School

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student shall be refunded within 45 days of determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

If the course is canceled after a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or provide completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution are nonrefundable (EG:

extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

ADDITIONAL FEES/ OVERTIME CHARGES

If the student fails to complete the program by the scheduled graduation date, absentee hours over the course length that are not made up prior to the scheduled graduation date are chargeable at a flat rate of \$10.00 per hour if it is not extended by either a schedule change, approved Leave of Absence (LOA) or an unexpected school closure day(s).

NJ State Board fees are the responsibility of the student.

- NJ State Board Student Registration fee is currently \$5
- Student Permit fee is currently \$5
- NJ State Board Written exam is currently \$53
- Temporary License Fee: \$160 (alternates yearly).

COLLECTIONS POLICY

Graduates and/or withdrawals 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 another emergency, please use the student mobile app. In addition, students can log onto our Instagram account. 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 part-time evening schedule. Classes are held throughout the year. However, the school will be closed from Christmas Day thru New Year's Day.

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.

VETERANS AFFAIRS

In compliance with 38 USC § 3679 (e) where school will no assess a financial or access penalty for Ch 31 and Ch 33 beneficiaries for up to 90 days, following certification of enrollment to VA for payment.

COURSE SCHEDULES

ROBERT FIANCE BEAUTY SCHOOLS are open Monday through Friday 9:30am to 4:00pm. Evening classes are held Monday through Thursday from 6:00pm to 10:00pm. Skin Care Specialty evening classes are held Monday through Thursday 6:00pm to 10:00pm, and Saturdays 9:30am to 4:00pm.

Day students have lunch from 12:30pm to 1:00pm.

The length of time in order to complete the below courses are listed below in accordance with the hourly weekly schedule:

- 1200-hour Cosmetology & Hairstyling Course
- 900-hour Barbering Course
- 600- hour Skin Care Specialty Course
- 600-hour Teacher Training Course
- 300-hour Manicuring Course
- 250- hour Brush-Up Course

COURSE: COSMETOLOGY & HAIRSTYLING - 1200 HOURS

Hours Per Week	Normal Time Frame	Maximum Time Frame
30 Full-Time Schedule	40 Weeks	60 Weeks
25 Three-Quarter Schedule	48 Weeks	72 Weeks
22 Three-Quarter Schedule	55 Weeks	83 Weeks
20 Part-Time Schedule	60Weeks	90 Weeks
18 Part-Time Schedule	67 Weeks	101 Weeks
16 Part-Time Schedule	75 Weeks	113 Weeks
15 Part-Time Schedule	80 Weeks	120 Weeks

COURSE: SKIN CARE SPECIALTY - 600 HOURS

Hours Per Week	Normal Time Frame	Maximum Time Frame
30 Full-Time Schedule	20 Weeks	30 Weeks
25 Three-Quarter Schedule	24 Weeks	36 Weeks
22 Three-Quarter Schedule	27Weeks	41 Weeks
20 Part-Time Schedule	30 Weeks	45 Weeks
18 Part-Time Schedule	33 Weeks	50 Weeks
16 Part-Time Schedule	38 Weeks	57 Weeks

COURSE: MANICURING - 300 HOURS

Hours Per Week	Normal Time Frame	Maximum Time Frame
24 Full-Time Schedule	13 Weeks	20 Weeks
20 Three-Quarter Schedule	15 Weeks	23 Weeks
18 Part-Time Schedule	17Weeks	26 Weeks
12 Part-Time Schedule	25 Weeks	38 Weeks

COURSE: TEACHER TRAINING - 600 HOURS

Hours Per Week	Normal Time Frame	Maximum Time Frame
30 Full-Time Schedule	20 Weeks	30 Weeks
22 Three-Quarter Schedule	27 Weeks	41 Weeks
18 Part-Time Schedule	33 Weeks	50 Weeks
15 Part-Time Schedule	40 Weeks	60 Weeks

COURSE: BARBERING - 900 HOURS

Hours Per Week	Normal Time Frame	Maximum Time Frame
30 Full-Time Schedule	30 Weeks	90 Weeks
25 Three-Quarter Schedule	36 Weeks	54 Weeks
22 Three-Quarter Schedule	41 Weeks	61 Weeks
20 Part-Time Schedule	45 Weeks	68 Weeks
18 Part-Time Schedule	50 Weeks	75 Weeks
16 Part-Time Schedule	56 Weeks	84 Weeks

SATISFACTORY ACADEMIC PROGRESS POLICY

SAP Policy is applied to ALL students/All programs

Determination of Progress:

Satisfactory Academic Progress (SAP) 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 preset checkpoints. All students receive printed Satisfactory Academic Progress (SAP) reports at each evaluation and are counseled accordingly, if necessary.
- Evaluations will measure performance in both academics, based on grades received, and attendance, based on the percentage of cumulative actual hours to scheduled hours. For a student to establish Satisfactory Academic Progress, he/she must maintain a 75% cumulative grade point average in academic work and a minimum of 67% cumulative attendance.
- Students that meet the minimum requirements at each evaluation will be considered making Satisfactory Academic Progress until their next scheduled attendance.
- Course incompleteness, repetition, and non-credit remedial courses do not have an effect on satisfactory academic progress standards. If a student takes a leave of absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purposes of determining when the allowable maximum time frame has been exhausted.
- SAP evaluation periods are based on actual completed hours at the institution.

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 student 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. SAP Evaluations must be reviewed within 7 business days.

Official SAP Evaluations are at actual hours completed with the first evaluation occurring at the midpoint of the first academic year or program.

All programs below and their evaluation periods are based on a 900-clock hour academic year.

Cosmetology & Hairstyling / 1200 Clock Hours

450 Actual Hours / Maximum 675 scheduled hours allowed

900 Actual Hours / Maximum 1350 scheduled hours allowed

1200 Actual Hours / Maximum 1800 scheduled hours allowed

Barbering / 900 Clock Hours

450 Actual Hours / Maximum 675 scheduled hours allowed

900 Actual Hours / Maximum 1350 scheduled hours allowed

Official SAP Evaluations are at actual hours completed with the first evaluation occurring at the midpoint of the program.

All programs below and their evaluation periods are based on the midpoint of the program length.

Skin Care Specialty / 600 Clock Hours

300 Actual Hours / Maximum 450 scheduled hours allowed

600 Actual Hours / Maximum 900 scheduled hours allowed

Teachers Training / 600 Clock Hours

300 Actual Hours / Maximum 450 scheduled hours allowed

600 Actual Hours / Maximum 900 scheduled hours allowed

Manicuring / 300 Clock Hours

150 Actual Hours / Maximum 225 scheduled hours allowed

300 Actual Hours / Maximum 450 scheduled hours allowed

Brush Up / 250 Clock Hours

125 Actual Hours / Maximum 187 scheduled hours allowed

250 Actual Hours / Maximum 375 scheduled hours allowed

SAP Warning

If a student is not making SAP at any official evaluation period, he/she will be issued a warning. During this period, he/she will be considered satisfactory until the next evaluation. Students who are on Official SAP warning, can be removed off warning status by the next benchmark. Students can achieve this by making up hours, and retaking and passing exams

Students failing two consecutive official SAP evaluations are determined as not making satisfactory progress, will lose financial aid eligibility and may be subject to termination.

- Course incomplete, withdrawals, repetitions and non-credit remedial classes do not apply to the institution and have no effect on satisfactory academic progress policy standards.
- Re-enrolls or re-entries return in the same progress status as when they left.
- Transfer hours from another institution that are accepted towards the student's enrollment are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Official SAP evaluation periods are based on actual contracted hours.

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 is defined as 150% of the published length of the course. For example, a full-time cosmetology & hairstyling student enrolled in the 1200 course must complete the course by a

maximum of 1800 scheduled hours. Approved Leave of Absences (LOA) extends the student's contract period and maximum time frame by the same number of days taken in the LOA.

Grounds for Termination

Students failing two consecutive official SAP evaluations, determined as not making satisfactory progress will lose financial aid eligibility and may be subject to termination.

Other reasons for termination include:

- failure to conform to Student Rules and Regulations
- failure to conform with state and/or federal laws
- willful destruction of school property, theft of school, student, client property
- any action that causes bodily harm to a client, student or employee.
- engaging in the use, manufacture, distribution, possession or sale of drugs or alcohol.
- conduct deemed improper or immoral by school administration, management and/or School Director(s).

LEAVE OF ABSENCE POLICY/PROCEDURE

Applied to all students/All programs

If you plan on being absent 30 days or more, you may request a Leave of Absence (LOA). A LOA is a temporary interruption that extends the students contract period and maximum time frame by the same number of calendar days taken in the LOA.

Must be specific when requesting a LOA:

Allowable reasons are:

- An accident or injury
- Prolonged illness
- Death of a relative

Third party documentation is required to support the reason for the request:

- Doctor's note
- Court papers
- Obituary, etc.

Students are required to follow this policy in requesting the LOA. LOA's will not be granted without documentation. The student will return to school in the same progress status as prior to the LOA. Any student who takes an unapproved LOA or does not return by the expiration of an approved LOA will be withdrawn. A LOA will be granted to students who meet the following criteria/procedure:

1. The LOA must be requested in advance unless unforeseen circumstances arise (ex: injury, car accident, medical problems, etc.) Request forms can be obtained in the Administrative Office. ROBERT FIANCE BEAUTY SCHOOLS may grant a LOA to a student who did not provide the request prior to the LOA due to mitigating, unforeseen circumstances if: the reason(s) for the decision is documented. The Institution collects the request from the student later, and establishes the start date of the approved LOA as the first date the student was unable to attend
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 of the accident or injury, etc.
3. A student granted an 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 by the student and dated.
5. The request must include the 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, the institution will calculate a revised contract graduation date. The institution will revise contract period by the same number of calendar days taken in the LOA and provide a new graduation date. LOA history along with other changes to the graduation date will be documented and signed by all parties using the Contract History Form and Contract Addendum Form.
9. The Institution will calculate the revised graduation date using the LOA calculator provided by NACCAS.
10. No additional charges will be assessed as a result of the LOA.
11. LOAs may not exceed 180 calendar days in a 12-month period.
12. If a student does not return by the expiration of an approved LOA (as this institution is required to take attendance), the students withdrawal date for the purposes of calculating the refund will be the student's last day of attendance.
13. Providing all issues for LOA or withdrawal are resolved upon returning to school, there must be a reasonable expectation that the student will return from the LOA.

Note: All requests for leaves of absence must be approved by the schools' Executive Director prior to the LOA unless an unforeseen event occurs. Applications will not be accepted upon return.

ABSENCES, TARDINESS AND MAKE-UP HOURS

During orientation, students are informed of the class schedules they must follow. All students are obligated to meet their enrollment 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 twice and will be charged a \$100 administration fee after that for each additional schedule change.

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. Sign in times for Day sessions are 9:30 am, 10:30 am, and 1:00 pm. The sign in times for Evening sessions are 6:00 pm and 7:00 pm. Additionally, students may sign in when the class returns from the lunch break.

Make-up hours are held in accordance with the laws of the NJ State Board. If the student fails to complete the program by the scheduled graduation date, absentee hours over the course length that are not made up prior to the scheduled graduation date are chargeable at a flat rate of \$10.00 per hour, if it is not extended by either a schedule change, approved Leave of Absence (LOA) or an unexpected school closure day(s).

STUDENT COMPLAINT PROCEDURE

The student complaint procedure can be located in the Orientation packet issued prior to the first day of class.

STUDENT CONDUCT

ROBERT FIANCE BEAUTY SCHOOLS insist on proper student conduct while in school. To meet the standards of the trade and regulations of the State Board of Cosmetology, there must be strict adherence to the following rules and regulations. Students are expected to uphold the highest levels of honesty and integrity, both while in school and off school property. Any violation of conduct or breach of rules and regulations may result in dismissal, suspension and/or probation. For a period determined by the Director. Further breaches while on probation will subject the student to interruption of training. The school reserves the right to dismiss/terminate 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.

SCHOOL RULES AND REGULATIONS

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 determined by the Director. The school reserves the right to dismiss any student who displays disorderly conduct, disregard for school property and personnel, or violates school rules and regulations as determined by the Director, Supervisor, or School Administrator.

1. Professional conduct is always expected. This includes inappropriate behavior, language, and conversation. 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 permitted to step out of the classroom to take an emergency call.
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 always be followed.
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 of in the appropriate baskets.
8. Smoking is prohibited in the building.
9. Every student is always required to follow the Attendance and Dress Code Policies.
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. If the Student fails to complete the program by the scheduled graduation date, absentee hours over the course length that are not made up prior to the scheduled graduation date are chargeable at \$10.00 per hour if it is not extended by either a schedule change, approved Leave of Absence or an unexpected school closure day(s)".
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 the new student orientation on or before 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.

COSMETOLOGY & HAIRSTYLING:

JUNIORS: White top, black pants, white smock (provided in the student kit) black closed toe/heel shoes, with rubber soles, and black socks to match.

SENIORS: Black top, black pants, senior aprons (provided when student reaches senior hours) black closed toe/heel shoes, rubber soles and black socks to match.

SKIN CARE SPECIALTY:

JUNIORS & SENIORS: White scrub top, white pants, white closed toe/heel shoes, and white socks to match.

MAKEUP (150 HOURS OF THE SKINCARE SPECIALTY CURRICULUM):

Black top, black pants, black closed toe/heel shoes, and black socks to match.

MANICURING:

Black scrub top, white pants, white closed toe/heel shoes, and white socks to match.

NOTE:

-Any type of BLACK pant is permitted - EXCEPT jeans.

Leggings are permitted.

-As per NJ state law, shoes must be closed toe and heel and rubber soled.

-No school uniforms must not be altered in any way.

-NO crocs, jeans, hoodies, hats, or headwear of any type are permitted.

PLEASE REFRAIN FROM SHOWING SKIN (NO MIDRIFF SHOWING) AS PER STATE BOARD

Students are required to wear clean and neat clothing. T-Shirts containing profanity or inappropriate messages are prohibited.

Names badges must always be kept on. Lost name tags can be replaced by purchasing them for \$2.00 in the office.

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 under separate literature in the student orientation packet. Drug and alcohol counseling, treatment and/or rehabilitation are 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 \$85.00 per month.

STUDENT RECORDS AND RELEASE OF INFORMATION POLICY

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 dependent minor student; the parents' 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 dependent 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.

JOB PLACEMENT SERVICE

ROBERT FIANCE BEAUTY SCHOOLS maintain 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 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 posts jobs on a job board, accessible to students; and has a listing of positions available and maintains a record of job placement, which is available for inspection.

GRADUATION REQUIREMENTS/ DIPLOMA OF COMPLETION/TRANSCRIPTS

A diploma of completion is awarded upon successful completion of all required clock hours, inclusive of all make-up hours, completion of all written/practical evaluations, clinic minimums, and all monetary obligations. If a student is ready to graduate and has not satisfied his/her balance, an approved payment plan contract must be signed and adhered to. An official academic transcript may be provided upon request for \$50.00, for 2 sealed and signed transcripts.

ROBERT FIANCE BEAUTY SCHOOLS will provide remedial training to graduates (within 1 year of graduation) at no cost.

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 Stafford Loan(s)
4. Direct 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 for filing these forms. Students applying for financial aid must first complete an application for Federal Student Aid. The document is the Free Application for Federal Student Aid (FAFSA). The FAFSA is initially the application for Federal Pell Grant but is also the

basis for 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.

FINANCIAL AID VERIFICATION

The US Department of Education may select at random your ISIR (official record after completing the FAFSA) for verification. If your ISIR is selected for verification, Robert Fiance Beauty Schools may need to collect additional documentation from you to verify selected data reported on your FAFSA. You may be required to complete a verification worksheet and submit additional documentation including but not limited to tax and wage documentation for yourself, your parents, and/or spouse. You will be provided with a clear explanation of what is required. If necessary, Robert Fiance Beauty Schools will use that supporting information to make required corrections to the information that was reported on your FAFSA. If corrections made result in a change in financial aid eligibility and estimated aid, the financial aid department will advise the student either through email or in person to review a revised financial aid offer letter.

The verification deadline to submit the requested documents will be 14 days from the date the student was notified. Current students may be subject to interruption. Failure to complete the verification process may result in a delay to your start date and may result in loss of eligibility of expected aid which would require the applicant or student to make other payment arrangements to cover educational costs. Please note, until the verification process is complete, the financial aid department will not be permitted to award or disburse any federal financial aid; nor will the institution exercise any authority under section 479(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the Student Aid Index (SAI).

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

Perth Amboy, NJ location currently holds an accreditation status with NACCAS as "Accreditation on Probation".

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 Training 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 of taking 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 & Hairstyling 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 become a professional in the beauty industry.

What is the difference between student teachers and licensed teachers?

The requirements to instruct Cosmetology & Hairstyling 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 accordance with our mitigating circumstances policy in our refund clause.

KIT LIST*



Cosmetology & Hairstyling Kit List

Roller Pack- 1	Manicure Bowl- 1	Gloves Box- 1
Pin Curl Clips- 1 Box	Manicure Kit- 1	Pressing Comb- 1
Roller Clips- 1 Box	Manicure Brush- 1	Styptic Powder- 1
Grip Roller- 1 Pack	Nail Polish Set- 1	Shampoo & Comb-out Cape
Perm Rod Grey- 1 dozen	Nail Glue- 1	Flat Iron- 1
Perm Rod Purple Short- 1 dozen	Nail Tips- Set	Curling Iron- 1
Perm Rod Purple Long- 3 dozen	Silk Wrap- 1	Blow dryer- 1
Perm Rod Blue- 2 dozen	GiGi Muslin Strips- 1 Pkg	Debra Mannequin- 1
Perm Rod Pink- 2 dozen	White Spatula	Sam II Mannequin-1
Perm Rod White- 1 dozen	Cold Wax- 1	Dionne Mannequin
End Papers- Box	Spray Bottle- 1	Dylan Manikin
Straight Razor- 1	6oz Color Bottle- 1	Mannequin Stand- 1
Replacement Blades- 1	8oz Color Bottle- 1	Duck Clips- Set
All-purpose combs- 12	Color Bowl- 1	Butterfly Clips- Set
Tail Combs- 6	Frosting Cap with Needle	Safety Glasses- 1 Set
Pin Tail Combs- 6	Long tail color brush- 1	Vent Brush- 1
1 1/2" Ceramic Round Brush- 1	Rake Comb Large- 1	Teasing Brush- 1
2" Ceramic Round Brush- 1	Styling Pick- 1	Suit Case- 1
4" Ceramic Bristle Brush- 1	Nylon Bristle Brush- 1	White Smock- 1
Junior Shear Kit (Shears/Thinning Shears)	Cosmetic Layered Makeup Kit-1	Cosmetology Textbook Bundle
Clipper/Trimmer Set	Senior Uniform (Silver Apron)	Senior Shear Kit (Shears/Feather Razor)



Manicuring Kit List

Absolute Liquid Competition	Pedicure Slippers	Gel Color Polish (2)
Clarite Curing Resin	Absolute Powders Competition	Gel Color Instruction Sheets
Clarite White Power	Absolute Instruction Sheets	Spatula
Clarite Instruction Sheets	Bondex	Silk Wrap w/ Glue
Clarite Natural Powder	Prospective 2.0 Tips	Cold Wax
Clarite Liquid	Dappen Dish Clear	Student Uniform w/ Name tag
Clarite pink Powder	Gel Color Base Coat	Electric Nail File
Swiss BlueLiquid	Expert Touch Removal Wings	Tweezers
Toenail Clippers	Nail Brush 8R Red Sable	Exfoliating Cuticle Cream
Cuticle Stick	Free Form Nails Forms	7F Red Sable
Cajun Shrimp Lacquer	Brush Cleaner	Thin Set Adhesive
Styptic Powder	Glass Eye Dropper	NAS 99 Nail Cleanser
Nail & Cuticle Oil	Swiss Guard hand Sanitizer	Nail Clippers
Emory Boards	Cuticle Nipper Matte	Pusher Plus
Large Cosmetology Case	Luster Buff Block	9 Edge Files
Axxium Top Sealer	OPI Red Lacquer	Start to Finish
Axxium Color Sculpt Gel	OPI Table Towels	Polish Remover
Axxium Table Instruction Sheets	Orangewood Stick	White Nail Brush
Axxium Gell Base	Bond Aid	Nail Wipes
Sterilizer Jar	Manicure Bowl	Practice Hand
Miladys Textbook	Toe Separators	Muslin Strips
Miladys Theory Workbook	Nail Glue	Cuticle Scissors
Miladys Online Licensing Prep	Gel Brush #6 Oval	
Education Workbook	Gel Color Topcoat	



Skin Care Specialty Kit List

Milady's Textbook	Dermologica Special Cleansing Gel	Colloidal masque Base
Milady's Theory Workbook	Dermologica Active Moist	Toner
Soft N Style Terry Towels 3x	Dermologica Moisturizer	Cleanser
Soft N Style Tint Bowl	Dermologica Multi-active Toner	24-pack Foam Wedges
Soft N Style Alcohol Bottle	Massage cream	Pro Safety Glasses
Soft N Style Vinyl Gloves	Antiseptic Lotion Bottle	Sterilizer Tray
Fantasea brush Cleaner 2oz	Tweezerette Stainless Steel	LashGrip Adhesive
Fantasea Cleansing Sponge	Large Cotton Rounds	Studio Travel Case
Fantasea 5" White Spatula	Eyelash Curler	Cold Wax kit
Fantasea Eyelash Strip	Face Mask	Massage Cream 6oz
Fantasea Individual Lash	Intristics Cotton Roll	Bowls 2x
Fantasea Cotton Assortment	Pencil Sharpener	Makeup Kit
Scalpmaster Spa Headbands 2x	Dispenser Bottle 8oz	Makeup brushes
Scalpmaster Makeup Cape	Student Uniform w/ Name tag	Astringent



Teacher Training Kit List



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

Barbering Kit List



Milady's Barbering Textbook	Cutting combs	Perm rods lilac 2 DZ
Milady's Barbering Workbook	Rake comb	Rollers
Milady's Online Licensing Review	Hard rubber comb	Pressing comb
Debra Manikin	End papers	Safety glasses
Dylan Manikin	Marcel curling iron	Applicator bottle
Tyrone Afro Manikin	Disposable Razor Blades	Haircutting razor
Ryan Manikin (senior status)	Styptic powder	Thinning shears
Manikin Holder	Set Clippers/Trimmers w/ attachments	7" Shears
Junior Student Uniform w/ Name tag	Cape	Blow Dryer
Tote bag	Duck clips	Straight Razor
Barber combs 2x	Pin curl clips	Spray Bottle
Rubber base brush	Tint bowl	Senior Student Uniform w/ Name tag
Vent brush	Tint brush	
Wave brush	Gloves	
Thermal brush	Perm rods white 2 DZ	

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

Corporate Executive Staff - All Campuses

<u>President:</u>	<u>Paul Ferrara Sr.</u>
<u>CFO/Executive Director:</u>	<u>Linda Karas</u>
<u>Executive Director:</u>	<u>Paul N. Ferrara</u>
<u>Regional Director:</u>	<u>Danielle Mason</u>
<u>Account Specialist:</u>	<u>Melinda Nieves</u>
<u>Bookkeeper:</u>	<u>Paula Marques</u>
<u>Bookkeeper:</u>	<u>Diane Walp</u>

Administrative Staff - North Plainfield

<u>School Supervisor:</u>	<u>Shannon Siguenza</u>
<u>Office Manager:</u>	<u>Melissa Rodriguez</u>
<u>Financial Aid:</u>	<u>Melissa Rodriguez</u>
<u>Student Services:</u>	<u>Monica Orellana-Castro</u>
<u>Admissions:</u>	<u>Laura Wisniewski</u>

Instructors of North Plainfield:

Shannon Siguenza
Gloria Stinson
Rosalee Wallace
Margarita Solis
Monique Atkins
May Mandour
Christine Bello
Chanel Coleman
Beverly Miller
Elvia Malave
Lediser Vargas

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Regional Director:	Danielle Mason
Account Specialist:	Melinda Nieves
Bookkeeper:	Paula Marques
Bookkeeper:	Diane Walp

Administrative Staff - Pitman

Campus Director:	Danielle Mason
School Supervisor:	Lisa Alexander
Financial Aid:	Katarina Lubicky
Student Services:	Tina Lambe
Admissions:	Georgia Maitland

Instructors of Pitman

Lisa Alexander
Domenick Rocco
Kathryn Field
Cheryl Guckes-Heise
Madeline Barris
Warrenetta Johnson
Jessica Rolle
Shawnte Jenkins

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<u>Bookkeeper:</u>	<u>Paula Marques</u>
<u>Bookkeeper:</u>	<u>Diane Walp</u>

Administrative Staff - West New York

<u>Associate Campus Director</u>	<u>Marilyn Lopez</u>
<u>School Supervisor:</u>	<u>David Weber</u>
<u>Financial Aid:</u>	<u>Diana Ocampo</u>
<u>Student Services</u>	<u>Antoinette Arce</u>
<u>Student Services</u>	<u>Perla Aze Paniagua</u>
<u>Admissions:</u>	<u>Belen Maria Cayambe</u>

Instructors of West New York:

David Weber
Nilda Vasquez
Sarah Pandohie-Levien
Maria Obregon-Chaparro
Gloria McGlothlin
Gloria Guevara
Cameron Burke
Genesis Feijoo-Quinonez
Raymond Lindsay

Administrative Faculty

Corporate Executive Staff - All Campuses

President:	<u>Paul Ferrara Sr.</u>
CFO/Executive Director:	<u>Linda Karas</u>
Executive Director:	<u>Paul N. Ferrara</u>
Regional Director:	<u>Danielle Mason</u>
Accounts Specialist:	<u>Melinda Nieves</u>
Bookkeeper:	<u>Paula Marques</u>
Bookkeeper:	<u>Diane Walp</u>

Administrative Staff - Ocean

School Manager:	<u>Cristina Giordano</u>
School Supervisor:	<u>Heather Colaiacovo</u>
Financial Aid:	<u>Jayne Roman</u>
Student Services	<u>Cristina Giordano</u>
Admissions:	<u>Lori Fragoso</u>

Instructors of Ocean:

Heather Colaiacovo
Orlando Chiappetta
Toni Ann Russell
Donna Santorelli
Nycole Caitabeilata
Donna Kosty
Laura Wakeland

Administrative Faculty

<u>President:</u>	<u>Paul Ferrara Sr.</u>
<u>CFO/Executive Director:</u>	<u>Linda Karas</u>
<u>Executive Director:</u>	<u>Paul N. Ferrara</u>
<u>Regional Director:</u>	<u>Danielle Mason</u>
<u>Accounts Specialist:</u>	<u>Melinda Nieves</u>
<u>Bookkeeper:</u>	<u>Paula Marques</u>
<u>Bookkeeper:</u>	<u>Diane Walp</u>

Administrative Staff - Perth Amboy

<u>Associate Campus Director:</u>	<u>Sherley Jean-Baptiste</u>
<u>School Supervisor:</u>	<u>Starla Cenatus</u>
<u>Financial Aid:</u>	<u>Yrania Grullon-Diaz</u>
<u>Student Services:</u>	<u>Katherine Garcia</u>
<u>Admissions:</u>	<u>Carmen Maldonado</u>

Instructors of Perth Amboy:

Starla Cenatus
Diana Suarez
Claudia Tokark
April Myers
Nycole Caltabellatta
Dalia Marin
Celice Espinal
Shirley Davila
Irene Bermudez
Karen Cortese

