



Brighton
INSTITUTE OF COSMETOLOGY

COURSE CATALOG AND STUDENT HANDBOOK

10543 Citation Drive Brighton, MI 48116
Phone (810) 229-5066 | Fax (810)229-4561 | www.brightoninstitute.net

MISSION STATEMENT

“Brighton Institute of Cosmetology is dedicated to educating quality graduates who are able to meet both the present & future demands of the beauty industry. Each student admitted to the institute receives not only individual instruction & exposure to technical skills & equipment, but also adequate opportunity for supervised work with the public. The student is encouraged to learn & grow in a secure environment. Each program offered by the school is designed to provide a sound educational basis to maximize the employability of its graduates.”

CODE OF ETHICS

This school has as its principal objective quality training to render the best possible service to patrons. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments & new techniques in the industry. This school observes all rules & regulations issued by the State Board of Cosmetology & Health Department. This school encourages its instructors to attend advanced courses, workshops &/or trade shows to continue their educational opportunities for the benefit of themselves & the students. This school takes part in educational conferences & regional meetings in order to advance the cosmetology profession. This school does not guarantee employment. This school maintains honest & fair relationships with its staff, students, patrons, state boards & other schools. This school advertises truthfully & makes honest representations to its students. This school refrains from any disparagement of other schools or other licensed professionals

PLACEMENT POLICY

Although the school does not guarantee employment, we do assist with placement. We teach the student how to write a résumé, job training skills, professionalism, interview techniques, and we continually post notices for opportunities available in the area. When a student requests, we will write a letter of recommendation.



Federal Financial Aid
*is available for our Cosmetology
program to those who qualify.*
SCHOOL I.D. # 042112
www.fafsa.gov



MACCS-Michigan Association of Career Colleges and Schools

"This is to certify that this catalog is true and correct in content and policy"

MEET OUR TEAM



WILLIAM J. ARBOUR
Owner & President



BRITTANY JAYNE
Operations Director & Financial Aid



ALYSSA ARBOUR
Administrative Assistant



KATHY SELKE
Manicuring Instructor



HEATHER VEDMORE
Cosmetology Instructor



CARMEN VINALES-BRADLEY
Cosmetology Instructor



JEVONIA EASON
Cosmetology Instructor

NOT PICTURED

Rachel Bodak
Esthetician
Instructor

CODE OF CONDUCT

To ensure the highest quality of educational opportunities at Brighton Institute of Cosmetology, students, faculty & staff members will maintain professional behavior at all times while on school premises.

STUDENT REQUIREMENTS

- Full participation in all classes & clinic activities. This includes receiving/performing certain services that are used in successful training and educational purposes. Services could include but are not limited to; shampooing, waxing, facials, manicures & pedicures. Students who refuse to participate in all aspects, without legitimate reasoning (ie; medical/allergy) will be dismissed.
- Refrain from using, selling, buying, possessing or being under the influence of alcohol or other controlled substances during school hours, while on school property, or during school activities. Any student found in violation of this policy will be expelled immediately.
- Maintain the highest standards of grooming & personal hygiene. You are a walking advertisement for your profession. Hair must be styled & makeup applied in a professional manner before class starts. *Any make-up application that is distracting to the classroom environment or inappropriate for a professional setting can result in the student being dismissed for the day.
- Students must wear black scrub tops, black scrub bottoms, all black shoes & their name-tag. Students must be in full-uniform prior to clocking in. Items displaying politics, religion, pro-fanity, or nudity are not allowed. Hair must be styled & makeup applied before class starts.
- Students must stay at their own station and be productive in completing MPA's and/or assignments given by the instructor.
- Students are required to check-in with their instructor prior to breaks and/or lunches. Students must also record these times on the sign-in/out sheets provided and must punch in/out for lunches. Failure to do so can result in disciplinary action taken.
- Immediately sanitize her/his station after each client.
- Food/beverages are to be consumed only in the break room. Gum/candy are not allowed on the clinic floor.
- There is no smoking in the building. Smoking is allowed outside at the back door only. Receptacles are provided for cigarette waste.
- Refrain from rudeness, profanity or vulgar language while on school property.
- Refrain from falsifying records. (academic, attendance, etc.)
- Students must park in the designated parking areas only. Cosmetology & Manicuring park in the rear and Esthetician park on the side lot.
- Refrain from using or threatening the use of physical violence to another BIC student, faculty, staff or clients.
- Refrain from harassment/bullying/gossiping of another student, faculty, staff or clients. Any immediate concerns must be addressed with the school owner/director.
- Cell phones, tablets or smartwatches are not to be used, turned on, or visible during school hours without the permission of a staff member.
- Tablets and laptops for the purpose of course study is allowed.
- Refrain from using personal audio equipment while on school property.
- Must make up all course work, tests, practical applications, etc. missed as a result of absence. The student should contact the instructor for any missing assignments.
- Magazines/books that are not related to the field of cosmetology will not be allowed.
- Stations & work areas are to be cleaned with appropriate antiseptics & disinfectants. Mirrors, base of chairs, tables, lamps, equipment & floors are to be cleaned daily.
- Excused vs. Unexcused - time is built into the contract for unavoidable emergencies or illness. Long absences due to medical situations would be considered a leave of absence; we allow one per student. Doctor notes do not excuse absences, however, they will be filed and would be used to defend SAP violation/ termination for poor attendance.

CODE OF CONDUCT CONT...

CLINIC FLOOR EXPECTATIONS & BEHAVIOR:

- a. Follow all faculty & staff directions.
- b. Be prepared to greet your client immediately. If you cannot be located by a staff member, you face the possibility of being sent home for the day.
- c. Show respect for fellow students, faculty, staff & clients.
- d. Greet & accept all clients in a professional manner. Refusal to service a client will result in being sent home on a three-day suspension.
- e. Store personal items in your locker. No personal items are allowed on stations.
- f. Use only professional products when performing services.
- g. Use tools & products for the purpose for which they are intended.
- h. Conduct yourself in the most professional manner at all times.
- i. The front office is mainly for staff. Students need permission to enter the office.
- j. Students are required to use the time-punch clock to clock hours as well as any form of written documentation provided by your instructor. If you forget to record or your print malfunctions, it is the student's obligation to let the school director know. Failure to do so will result in loss of hours. Falsifying hours will result in immediate termination.
- k. Phone usage is strictly prohibited unless authorized by an instructor/school official. Failure to comply will result in dismissal and a three-day suspension and written documentation.

TEAMWORK

A successful salon depends on a cooperative team effort from all employees. Brighton Institute of Cosmetology will promote a cooperative work ethic among the students in preparation for their future careers. In addition to cleaning their stations & equipment, students will sign up for various tasks to keep the school environment clean & safe. Please be advised that while we strive to have a routine in place, there are times where, at the schools'/instructors' discretion, we may need to alter protocols or implement changes as needed.

ATTENDANCE

School starts at 9:00AM. If you are going to be late you must call the school. If you fail to call in and show up after 9:15AM, you will not be allowed to attend class for the day. The latest a student can attend is 12:00PM and only if they have called in by 9:15AM. Part-time students who choose to come in on their days off for extra hours, must have attended all their scheduled hours, must attend at least 9:00AM-1:00PM and should notify their instructor ahead of time. A second tardy in a week's period will result in a one-day suspension. The answering machine is on 24 hours. Please leave a message when calling after hours. When leaving a message, please be specific. Be sure to specify your name, the date and the nature of your message.

DISCIPLINARY ACTION

The school has posted in each classroom and in the student break-room a detailed disciplinary action guideline. We reserve the right to uphold students to the code of conduct and any behavior that does not comply can result in disciplinary action. Instructors reserve the right to utilize the following disciplinary action protocol unless otherwise stated in our code of conduct.

VIOLATION GUIDELINES

1st Violation: Verbal Warning

2nd Violation: Written Warning

3rd Violation: 1-Day Suspension

4th Violation: 3- Day Suspension

5th Violation: Termination

IMMEDIATE DISMISSAL

- Violation of attendance policy
- Not in proper uniform
- Unproductive (not conducting MPA/Coursework/studying)
- Unprepared to perform coursework
- Aggressive/Confrontational

IMMEDIATE DISMISSAL & 3 DAY SUSPENSION

- Refusal of performing client services
- Unauthorized phone usage.

***Please be advised that Brighton Institute of Cosmetology has the right to modify the Code of Conduct and/or any part of the student catalog at any time in order to accommodate any changes in the schools policies or procedures. Students are required to adhere to those changes as they are implemented. Students will be notified of these changes either by verbal or written communications. Students have access to the Code of Conduct and/or catalog at any time and may retain a copy per request.*

ENROLLMENT & COURSE INFORMATION

ENROLLMENT REQUIREMENTS

1. Completed Application
 2. Valid Photo ID
 3. Social Security Card
 4. High School Diploma, GED, or Official Transcripts (*on-line diplomas are usually not acceptable*).
- Cosmetology, Esthetician or Manicuring students must be at least 16 years of age & have a high school diploma or GED or its equivalent.
 - Cosmetology Instructor, Esthetician Instructor, and Manicuring Instructor students must be at least 18 years of age, or have a high school diploma or GED or its equivalent & must be licensed in the field for which they are enrolling.

FINANCIAL AID

If you are applying for Financial Aid please use the school code 042112 when submitting your application. If you have already applied, you will need to resubmit your application with our school code for our financial aid department to determine eligibility. Students will receive a copy of their signed enrollment agreement for their records. A review of the student handbook is conducted at the time of enrollment. Students will receive their official copy at orientation on the first day of class.

COURSE DESCRIPTIONS (ENGLISH)

COSMETOLOGY PROGRAM

Educated with text book materials, equipment use & hands on training of haircutting, styling, coloring, permanent waving, chemical restructuring, skin care, superfluous hair removal, make-up application, manicure/ pedicure services & artificial nail application. After successfully completing a 1500-hour training program & passing the State Board Exam, a Cosmetologist will have opportunities in careers such as Hair Stylist, Color Specialist, Make-up Artist, Salon Owner/Manager, Esthetician or Manicurist.

ESTHETICIAN PROGRAM

Educated with textbook materials, equipment use & hands on training of skin care, make-up application & superfluous hair removal. After successfully completing a 400-hour training program & passing the State Board Exam, an Esthetician will have opportunities in professional careers such as Skin Therapist, Make-up Artist, Medical Esthetician, Television work, Day Spas or Laser Hair Removal.

MANICURING PROGRAM

Educated with textbook materials, equipment use & hands on training of manicures, pedicures, artificial nail enhancements & nail art. After successfully completing a 400-hour training program & passing the State Board Exam, a Manicurist will have opportunities in professional careers such as Manicurist, Podiatry or Competition Artist.

COSMETOLOGY/ ESTHETICIAN/ MANICURING PROGRAM

Educated with textbook materials & hands on training in all aspects of creating & implementing subject appropriate curriculum & lesson plans. After successfully completing a 300/500-hour (Esthetician/ Manicuring or Cosmetology Instructor) training program & passing the State Board Exam, a graduate will have the opportunity to become a beauty school instructor.

PROGRAM START DATES & HOURS REQUIRED

COSMETOLOGY

Second Tuesday
(Mar/ June/Sept/Dec)

Instructor First Monday
(Every Month)

COSMETOLOGY

Student (Full Time Only) **1500**
Instructor (Full/Part Time) **500**

ESTHETICIAN

Second Monday
(Jan/Mar/May/Jul/Sept/Nov)

Instructor First Monday
(Every Month)

ESTHETICIAN

Student (Full Time Only) **400**
Instructor (Full/Part Time) **300**

MANICURING

Second Monday
(Jan/Mar/May/Jul/Sept/Nov)

Instructor First Monday
(Every Month)

MANICURING

Student (Full/Part Time) **400**
Instructor (Full/Part Time) **300**

COSMETOLGOY COURSE (1500 HOURS)

PROGRAM COST

TUITION	\$16,500.00
KIT	\$ 935.00
BOOKS	\$ 250.00
STATE FEE	\$ 15.00
REGISTRATION	\$100.00
DUE 1ST DAY	\$1,300.00
BALANCE	\$16,500.00
TOTAL	\$17,800.00

TUITION IS DUE THE 2nd FRIDAY OF EACH MONTH

The registration & equipment fees are deducted from the cost of the course, but not refundable if the student does not take the course unless requirements under the **REFUND POLICY** are met. Brighton Institute of Cosmetology accepts cash, check, Visa or Master Card and Financial aid (only for those qualifies students in the Cosmetology course) as acceptable forms of payment If the student goes over the contract date, the school will charge \$10.00 per hour for all hours over the contract date.

Students are allotted an accumulated 30 days of absences or 210 clock hours missed. Students are required to adhere to the 30-day max absence policy and/or remain under 210 missed hours.

COSMETOLOGY KIT

2 Milady Cosmetology Text Book	2 Zebra Files	2 5 Row Nylon Brush
2 Milady Workbook	1 7pc Manicure Kit	1 Hair Color Kit
1 Tint brush w/rubber grip	1 12ct bag Emery Boards	1 Aire-Mate Styling Brush
1 Marcel ¾"	1 Birchwood Sticks 7"	1 Paddle Brush
1 Marcel 1"	1 Buffing Block	1 Wet Brush
1 Right/Left Hand Scissor Kit	1 pk Pedicure Slippers	1 1.5" Round Brush
1 Clipper Kit	1 Nail Clippers	1 2" Round Brush
1 Blow Drier	1 Pedi 6 pc set	1 3" Round Brush
1 Flat Iron	1 Finger Bowl	1 Carbon Comb
1 Styling Razor	1 Manikin Hand	1 Deluxe Dual-Purpose Comb
1 Razor Refills	1 Nail Glue	1 Barber Comb
1 Hair Pick	1 Mirror	3 Pintail Comb
2 Vent Brush	1 Timer	2 6pk bag 7" Styling Combs
1 Box Duckbill Clips	1 Measuring Cup	1 6pk Rattail Comb
1 4ct bag Gator Clips	1 Ultimate Cape	1 20ct Nail Tips
1 Box of Vinyl Gloves	1 8oz Spray Bottle	1 Make-up Kit
1 Manikin Clamp	1 9oz Tint Bottle	1 Flat-top comb
1 Name Tag	1 2" Butterfly Clips	4 Manikin Heads W/Hair

COSMETOLOGY CURRICULUM

SUBJECT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS	MINIMUM PRACTICAL
Sanitation & Protection <ul style="list-style-type: none"> • <i>Laws & Rules</i> • <i>Personal Hygiene</i> • <i>Salon Management</i> • <i>Mechanical & Equipment Safety</i> 	90	40	0	130	585
*(ALL SERVICES MUST INCLUDE SANITATION & PATRON PROTECTION)					
Facials <ul style="list-style-type: none"> • <i>Skin Analysis & Care</i> • <i>Manipulation, massage & electricity</i> • <i>Removal of hair by wax, tweezers or depilatories</i> • <i>Makeup Application</i> • <i>Eyebrow Arch Shaping</i> 	35	80	0	115	40
*(A MINIMUM OF 5 SERVICES IN EACH CATEGORY)					
Hairdressing <ul style="list-style-type: none"> • <i>Arranging</i> • <i>Cutting</i> • <i>Dressing</i> • <i>Curling</i> • <i>Pressing</i> • <i>Artificial Hair</i> • <i>Finger Waving</i> • <i>Natural Hair Cultivation</i> 	125	400	0	525	300
*(A MINIMUM OF 20 SERVICES IN EACH CATEGORY)					
Scalp & Hair Treatments	10	15	0	25	30
Hair Coloring <i>(Temporary, Semi-permanent & Permanent)</i> <ul style="list-style-type: none"> • <i>Bleaching</i> • <i>Dimensional Coloring</i> • <i>Color Mixing</i> 	40	170	0	210	80
*(A MINIMUM OF 8 SERVICES IN EACH CATEGORY)					
Chemical Restructuring <ul style="list-style-type: none"> • <i>Permanent Waving</i> • <i>Straightening & Relaxing</i> 	40	180	0	220	80
*(A MINIMUM OF 15 SERVICES IN EACH CATEGORY)					
Applied Chemistry & OSHA <ul style="list-style-type: none"> • <i>Related to skin, hair, nails & scalp</i> 	20	10	0	30	5
Anatomy <ul style="list-style-type: none"> • <i>Applied anatomy, physiology and histology of the human head, hands, nails, skin & hair.</i> 	45	0	0	45	0
Manicuring & Pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned	0	0	110	110	0
TOTALS	425	965	110	1500	1160

ESTHETICIAN COURSE (400 HOURS)

PROGRAM COST

TUITION	\$4,600.00
KIT	\$ 985.00
BOOKS	\$ 200.00
STATE FEE	\$ 15.00
REGISTRATION	\$ 100.00
DUE 1ST DAY	\$1,300.00
BALANCE	\$4,000.00
TOTAL	\$5,900.00



TUITION IS DUE THE 2nd FRIDAY OF EACH MONTH

The registration & equipment fees are deducted from the cost of the course, but not refundable if the student does not take the course unless requirements under the **REFUND POLICY** are met. Brighton Institute of Cosmetology accepts cash, check, Visa or Master Card and Financial aid (only for those qualifies students in the Cosmetology course) as acceptable forms of payment. If the student goes over the contract date, the school will charge \$10.00 per hour for all hours over the contract date.

PLEASE NOTE: Students will be introduced into lash extension training and upon successful completion, will become a Certified Lash Technician. This will be a 2 day course and students are required to have TWO separate models, one for each day. These models will provide a platform for students to practice their training. The school does not have the resources or student availability to provide models for lash training.

Students are allotted an accumulated 8 days of absences or 56 clock hours missed. Students are required to adhere to the 8-day max absence policy and/or remain under 56 missed hours.

ESTHETICIAN KIT

- 1 Medium Duffle bag
- 1 Terry Salon Wrap
- 1 Esthetic Manikin
- 1 Ardell Starter Eyelash Kit
- 1 Black Sweet Pea (Strip Lash)
- 1 Esthetic Tool Kit
- 1 Straight Mascara Wands
- 1 Set Fan Brushes
- 1 Eyebrow Set
- 1 Facial Mixing Bowls
- 1 Perfect Brow

- 1 Ofra Makeup-Kit
- 1 Ultrasonic Skin Scrubber
- 2 Professional Esthetics Textbook
- 2 Professional Esthetics Workbook

- Bioelements Kit Including:**
- 1 Moisture Pos. Cleanser
 - 1 Emergency Soothing
 - 1 Powder Enzyme therapy
 - 1 Absolute Moisture
 - 1 Softening Gel
 - 1 Citrus Massage Oil
 - 1 Decongestant Cleanser
 - 1 Equalizer
 - 1 Sensitive Skin Cleanser
 - 1 Acne Toner
 - 1 Ray Defense 30
 - 1 Gel Therapy
 - 2 Bioelements Treatment Brush
 - 1 Mixing Cups
 - 1 Student Manual
 - 1 Tote

ESTHETICIAN CURRICULUM

SUBJECT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS	MINIMUM PRACTICAL
Sanitation & Protection <ul style="list-style-type: none"> • <i>Laws & Rules</i> • <i>Personal Hygiene</i> • <i>Salon Management</i> 	25	25	0	50	90
*(ALL SERVICES MUST INCLUDE SANITATION & PATRON PROTECTION					
Mechanical & Electrical <ul style="list-style-type: none"> • <i>Safety</i> 	25	25	0	50	15
Anatomy & Disorders	40	0	0	40	0
Artistic Principals & Makeup	20	20	0	40	0
Facial & Skincare Techniques	20	125	0	145	50
Chemical & OSHA	15	0	0	15	0
Temporary Hair Removal	5	5	0	10	5
Uassigned	0	0	50	50	0
TOTALS	150	200	50	400	160

MANICURING COURSE (400 HOURS)

PROGRAM COST

TUITION	\$1,800.00
KIT	\$ 985.00
BOOKS	\$ 200.00
STATE FEE	\$ 15.00
REGISTRATION	\$100.00
DUE 1ST DAY	\$1,300.00
BALANCE	\$1,800.00
TOTAL	\$3,100.00

TUITION IS DUE THE 2nd FRIDAY OF EACH MONTH

The registration & equipment fees are deducted from the cost of the course, but not refundable if the student does not take the course unless requirements under the **REFUND POLICY** are met. Brighton Institute of Cosmetology accepts cash, check, Visa or Master Card and Financial aid (only for those qualifies students in the Cosmetology course) as acceptable forms of payment. If the student goes over the contract date, the school will charge \$10.00 per hour for all hours over the contract date.

Students are allotted an accumulated 8 days of absences or 56 clock hours missed. Students are required to adhere to the 8-day max absence policy and/or remain under 56 missed hours.

MANICURING KIT

- | | |
|----------------------------|----------------------------------|
| 1 Foot File | 4 Bottles UV Gel Polish |
| 1 Acrylic Kit (NSI) Nylon | 1 7" Hardwood Mani Sticks(pkg) |
| 1 Bag w/Wheels | 1 100 CT Natural Nail Tips White |
| 1 Name Tag | 1 Buffing Block |
| 1 "Emery Boards" (1 pkg.) | 1 Manicure Kit (6 pc.) |
| 1 Manicure Bowl | 1 Gel Removal Tool |
| 1 Nylon Nail Brush | 2 Nail Technology Textbook Nail |
| 1 Top Coat for Nails | 2 Technology Workbook |
| 4 100/180 Black File | |
| 1 Practice Hand | |
| 1 Pedicure Slippers (Foam) | |
| 1 Tweezers | |
| 1 Acrylic Nippers | |
| 1 Toe Nail Clippers | |
| 1 Foam Toe Spaces | |
| 1 Pedicure Pack | |
| 1 Eye Dropper | |
| 1 Toe Nail Nippers | |

MANICURING CURRICULUM

SUBJECT	THEORY	PRACTICAL	UNASSIGNED	TOTAL HOURS	MINIMUM PRATICAL
Sanitation & Protection	50	50	0	100	100
<ul style="list-style-type: none"> • <i>Laws & Rules</i> • <i>Personal Hygiene</i> • <i>Salon Management</i> • <i>Mechanical & Electrical Equipment Safety</i> 					
*(ALL SERVICES MUST INCLUDE SANITATION & PATRON PROTECTION					
Anatomy & Disorders	25	0	0	25	0
Artistic Principals	10	0	0	10	0
Manicuring & Pedicuring Techniques	20	50	0	70	40
Chemistry & OSHA	15	0	0	15	0
Artificial Nails, Extensions & Repairs	25	105	0	130	50
Unassigned Hours	0	0	50	50	0
TOTALS	145	205	50	400	190

COSMETOLOGY INSTRUCTOR (500 HOURS)

PROGRAM COST

TUITION	\$2,915.00
KIT	\$ 0.00
BOOKS	\$ 320.00
STATE FEE	\$ 15.00
REGISTRATION	\$ 100.00
DUE 1ST DAY	\$1,000.00
BALANCE	\$2,350.00
TOTAL	\$3,350.00

LIMITED LICENSE ESTHETICIAN/MANICURING INSTRUCTOR (300 HOURS)

PROGRAM COST

TUITION	\$1,765.00
KIT	\$ 0.00
BOOKS	\$ 320.00
STATE FEE	\$ 15.00
REGISTRATION	\$ 100.00
DUE 1ST DAY	\$ 900.00
BALANCE	\$1,300.00
TOTAL	\$2,200.00

TEXTBOOKS

- 1 Milady Master Educator 3rd Edition
- 1 Milady Master Educator 3rd Edition (Exam Review)
- 1 Milady Standay (Cosmetology/Esthetician/Manicuring 2021 Edition)

Students can miss a maximum of 8 days/56 hours for 300 clock-hour program and 10 days/70 hours for the 500 clock-hour program.

**No kit for Cosmetology Instructor, Esthetician Instructor, or Manicuring Instructor*

COSMETOLOGY INSTRUCTOR CURRICULUM

SUBJECT	THEORY	PRACTICAL	TOTAL HOURS	MINIMUM PRATICAL
Orientation & Review of the Cosmetology Curriculum	25	50	75	20
Introduction to Teaching	30	0	30	0
Course Outlining & Development <ul style="list-style-type: none"> • Lesson Planning • Teaching Techniques • Teaching Aids • Developing, administering & grading examinations. 	80	85	165	20
				*(A MINIMUM OF 5 SERVICES IN EACH CATEGORY)
Laws & Rules <ul style="list-style-type: none"> • Record Keeping • School Admin 	15	10	25	70
Teaching & Assisting in classroom and clinic floor.	0	75	75	15
Practive teaching & assisting in classroom and clinic floor.	0	130	130	25
TOTALS	150	350	500	150

LIMITED LICENSE

ESTHETICIAN/MANICURING INSTRUCTOR CURRICULUM

SUBJECT	THEORY	PRACTICAL	TOTAL HOURS	MINIMUM PRATICAL
Orientation & Review of the Cosmetology Curriculum	10	15	25	10
Introduction to Teaching	30	0	30	0
Course Outlining & Development <ul style="list-style-type: none"> • Lesson Planning • Teaching Techniques • Teaching Aids • Developing, administering & grading examinations. 	80	85	165	20
				*(A MINIMUM OF 5 SERVICES IN EACH CATEGORY)
Laws & Rules <ul style="list-style-type: none"> • Record Keeping • School Admin 	15	10	25	40
Teaching & Assisting in classroom and clinic floor.	0	55	55	15
Practive teaching & assisting in classroom and clinic floor.				
TOTALS	135	165	300	85

STATE OF MICHIGAN GRADUATION REQUIREMENTS

A diploma is awarded to each student after the completion of the required hours, completion of all Minimum Practical Applications according to the MPA schedule, and the passing of all exams. All tuition must be paid according to each individual contract or per payment plan. Brighton Institute of Cosmetology follows all State of Michigan Requirement guidelines in instruction, licensing and graduation requirements, however it has not been determined if these meet other state requirements for licensure. Please consult your state licensing agency for more information.

*Median loan debt incurred by students in 2018 was \$7204.00

Current Completion, Employment & Licensure Rates

Graduation Rate 2022 - 98.38%
Placement Rate 2022 - 56.6%
Licensure Rate 2022 - 100%

STATE OF MICHIGAN LICENSING REQUIREMENTS

LICENSING REQUIREMENTS & PRE-REQUISITES FOR EMPLOYMENT IN THE FIELD OF COSMETOLOGY

Is not less than 17 years of age

Is of good moral character ("Moral character" is determined by the State Board of Cosmetology. The prospective student must contact the State Board to determine whether they are eligible to apply for a cosmetology license.)

Has an education equivalent to the completion of ninth grade

Has completed not less than 1500 course of study in a licensed school of cosmetology.

Has passed an examination prescribed by the department & the Board.

The licensing fee is payable to the State of Michigan. The examination fee is payable to PSI for the practical & the theory tests.

LICENSING REQUIREMENTS & PRE-REQUISITES FOR EMPLOYMENT IN THE FIELD OF ESTHETICIAN OR MANICURING

Is not less than 17 years of age

Is of good moral character ("Moral character" is determined by the State Board of Cosmetology. The prospective student must contact the State Board to determine whether they are eligible to apply or an esthetician or manicuring license.)

Has an education equivalent to the completion of ninth grade

Has completed not less than 400 course of study in a licensed school of cosmetology.

Has passed an examination prescribed by the department & the Board.

The licensing fee is payable to the State of Michigan. The examination fee is payable to PSI for the practical & the theory tests.

LICENSING REQUIREMENTS FOR COSMETOLOGY INSTRUCTORS, ESTHETICIAN INSTRUCTORS, MANICURING INSTRUCTORS

Is of good moral character ("Moral character" is determined by the State Board of Cosmetology. The prospective student must contact the State Board to determine whether they are eligible to apply for an instructor license.

Has a high school diploma or its equivalent

Is licensed in the field for which they are seeking an instructor license Has at least 3 years of practical experience

Has completed the prescribed course of study (Cosmetology- 500, Esthetician or Manicuring -300) Has passed an examination prescribed by the department & the Board. The licensing fee is payable to the State of Michigan. The examination fee is payable to PSI for the theory tests.

LEAVE OF ABSENCE POLICY (LOA)

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. Leave of Absence refers to the specific time period during a program when a student is not in attendance. Leave of absence (LOA) is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a leave of absence. An LOA may be granted in the event of an extended absence, illness, bereavement or if a student circumstance has changed where a leave is necessary. In the event of extended absence, a leave of absence may be granted. In order for a (LOA) to qualify as an approved (LOA), the school has established the following policy with regard to leaves of absence (LOA) that the student must follow:

- Request of a leave of absence must be in advance in writing unless circumstances prevent the student from doing so.
- The request must include the student's reason for the LOA.
- The request must include the student's signature.

The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance if:

- The institution documents the reason for the decision.
- The institution collects the request from the student at a later date.
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

In order for the leave to be granted, there must be a reasonable expectation that the student will return from the LOA.

A student will not be assessed any additional charges as a result of a requested LOA. A LOA will not be granted if the LOA, together with any additional leaves of absence, must not exceed the total of 180 days in any 12 month period. The student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at the time. The student's contract period will be extended by the same number of days taken in the LOA and that the changes to the contract period will either:

Be made to the enrollment agreement and initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties. The student will be considered withdrawn if the student takes an unapproved LOA or does not return by the expiration of the approved LOA and that the student's withdrawal date for the purpose of the calculated refund will then be student's last date of attendance

GENERAL INFORMATION POLICIES, RULES & REGULATIONS

STATE FEE

The State of Michigan requires a \$15.00 registration fee to record the monthly hours of each student. This fee must be paid at the time of registration. The state keeps these records for ten years.

PHONE USAGE & CALLS

Emergency calls can only be made on the business line. If a call is received for any student, a message will be taken and then given to the student. Unless authorized by an instructor/owner/director, cell phone usage is strictly prohibited.

GUEST POLICY

Friends, relatives & acquaintances are not allowed to loiter on school premises.

LUNCH & BREAK POLICY

Lunch is 30 minutes & must be authorized by an instructor. Part-time students who attend four hours or less will receive a 15-minute break. Breaks may be 5-15 minutes long & must be authorized by an instructor. A student on break must remain on premise and is not allowed to leave campus.

STUDENT KIT

All materials needed for the course will be supplied. A kit list must be checked & signed by the student at the time that the student takes possession of the kit. All students are responsible for the safety & maintenance of their equipment. The student must replace any materials that may be used up, lost, stolen or damaged. The student must have their complete kit with them every day. **MARK ALL OF YOUR EQUIPMENT. THE SCHOOL IS NOT RESPONSIBLE AT ANY TIME FOR THE DAMAGE, LOSS OR THEFT OF ANY ITEMS A STUDENT LEAVES AT THE SCHOOL.**

Note: In the event of termination or withdrawal, a student must take her/his kit with them when they leave school property. Any kits left at the school will be held for 10 business days from the last date of attendance & will then be discarded.

DRESS CODE

The State of Michigan requires that each student is in uniform with a visible name-tag. Brighton Institute of Cosmetology furthermore known as BIC will provide each student with a name-tag. Students must be in black scrub top, black scrub bottoms and black shoes. Converse style shoes/high-top shoes are not acceptable. Uniform must not contain anything depicting politics, religion, nudity, vulgarity or personal preferences. Makeup must also be applied in a professional manner; it should not be loud or distracting. Failure to comply with the dress code will result in the student being sent home for the day. The uniform and name-tag must be worn at all times while on school property. If a student requires a new name-tag, they are available for \$3.00. Refrain from wearing hats, sunglasses &/or any other accessories that would detract from a professional appearance. **CLOTHING & SHOES MUST BE KEPT CLEAN AND REMAIN FREE FROM STAINS, HOLES, RIPS, TEARS OR FRAYED MATERIAL.**

PARKING

Students are to park in the designated student parking areas only. If a student is parked in an unauthorized parking area, the student may be dismissed and documented. Please be advised that at any given time, Brighton Institute of Cosmetology reserves the right to have unauthorized parked vehicles TOWED at the student's expense. If any parking discrepancies do arise, please report to the school director or owner immediately.

SCHOOL CLOSURES

Notifications can be found on local media stations. Look for Brighton Institute of Cosmetology. For school closings and late starts, due to weather, power outages, etc. Students are also encouraged to download & sign-up for the REMIND APP. Information is available in the office.

LEGAL HOLIDAYS

- New Year's Day
- Independence Day
- Thanksgiving Day
- Memorial Day
- Labor Day
- Christmas Day

PLEASE NOTE:

Brighton Institute of Cosmetology is closed the day after Thanksgiving, and the week between Christmas Day and New Year's Day.

CAUSE FOR DISMISSAL/TERMINATION

A student may be dismissed from school for insubordination, non-payment of tuition, acts of dishonesty, theft, vandalism, and violation of student conduct policies or rules, or not meeting the conditions of this code of conduct. In the event of an expulsion, the reason will be recorded and given to any employer or person asking for reference.

**BIC reserves the right to alter the specific content of any course (meeting State requirements), make substitutions in books, supplies, make changes as the school deems necessary, & cancel classes based on inadequate enrollment.*

ADVISING

In the event the student finds him or herself struggling in attendance or academics or other areas that could impact their success as a student, it is the school's policy to be available to offer any strategies that could help the student. In the event the matter or problem is beyond our scope of assistance, the student will be referred to outside professional assistance, if applicable.

TRANSCRIPTS

Students can request a copy of their transcripts as long as there is no balance owed to the school. Brighton Institute of Cosmetology retains the right to withhold student transcripts when there is an unpaid financial obligation. This includes but is not limited to students who involuntarily or voluntarily withdraw/drop or students who are terminated.

GENERAL INFORMATION POLICIES, RULES & REGULATIONS (CONT)

GENERAL FACILITIES & EQUIPMENT

The Brighton Institute of Cosmetology is approximately 6,000 square feet and consists of three clinic areas with 44 styling stations, 14 manicure stations, and five esthetic stations, three theory rooms with seating for 56 students, two break rooms, five dispensaries, four restrooms, a reception area, and a private office. The school is fully heated and air-conditioned. The school is equipped with nine hood dryers, three mannequin drying closets, 3 facial steamers, three diopter lamps, three hot towel cabinets, five warm wax machines, six U.V. lamps, one electric nail dryer, eight hot oil manicure units, one paraffin wax bath, six electric pedicure baths, four electric water manicure baths, three televisions, two portable DVD players, two electric file & one airbrush machine.

RELEASE OF STUDENT INFORMATION POLICY

Authority - Family Educational Rights & Privacy Act (FERPA) Parent or Guardian of dependent minors or an eligible student may inspect & review his/her educational records upon request to the appropriate records custodian. Release of information to Third parties - No information about a student will be released without a clear understanding on the part of the recipient that such information is not to be further released to third parties without the written consent of the student unless accepted under Section 99.33 FERPA. Before publishing "directory information" such as name, address, phone, date & place of birth, major fields of study, dates of attendance, degrees or awards received, date of graduation or previous schools attended, allow the student or guardian to deny authority to publish one or more of these items. We provide & permit access to student & other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of cosmetology Arts & Sciences, State Inspector of Cosmetology, Department of Justice or law enforcement, or in response to a directive of the Commission or these other organizations. We maintain records for at least 7 years.

TUITION PAYMENTS

TUITION IS DUE THE 2nd FRIDAY OF EACH MONTH

- Invoices are given to students prior to the date payments are due. Students who default risk being terminated due to non-payment.
 - Brighton Institute of Cosmetology reserves the right to suspend or terminate a student due to non-payment.
 - Students that become delinquent 60 days or more risk termination.
 - Financial Aid Recipients are responsible for any unpaid balances not covered by financial aid.
 - Financial Aid students will need to stay current with any obligations that maintain your financial aid eligibility.
- Renewals, producing required documents and communication of any changes that need to be addressed is the responsibility of the student. If you fail to stay up to date on your financial aid obligations, you risk losing financial aid funding. In the event of losing your financial aid funding, you will be responsible for payment of your tuition.

Brighton Institute of Cosmetology accepts the following forms of payment for tuition and/or services: ***Cash *Check *Debit *Credit**

INTERRUPTIONS, WITHDRAWALS SAP

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same progress status as when they left.

COURSE-INCOMPLETES, REPETITIONS, NONCREDIT REMEDIAL COURSES

Course incompletes, repetitions and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be 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.

GRIEVANCE/COMPLAINT POLICY

Any concerns, questions or issues from our students are encouraged to be brought to the director of our institutes attention. The school director and/or owner will address any student matters directly and accordingly as best suited for the student, institute and staff. If a student seeks to file a formal complaint, a complaint form can be issued to the student from the office. The complaint must be in writing to the institution owner or director. The complainant must outline the allegation or nature of the complaint in detail. The school director, owner and an instructor will meet to review the complaint and reach a resolution. If the student is unsatisfied with the resolutions, they can reach the following agencies to further address the complaint.

STATISTICS OF LOCAL CRIMES (12 months reported)

Year/Incident	2022	2021	2020
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible Sex Offenders	0	0	0
Motor Vehicle Theft	0	0	0
Murder Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Non-Forcible Sex Offences	0	0	0
Robbery	0	0	0

STATE OF MICHIGAN LICENSING AGENCY (LARA)

Department of Licensing and Regulatory
Affairs Enforcement Division
611 West Ottawa, Lansing, MI 48933
PHONE: (517) 373-1820

ACCREDITATION AGENCY (NACCAS)

Colvin St., Alexandria, VA 22314,
PHONE: (703) 600-7600

SOC CODES (FOR POSSIBLE EMPLOYMENT)

COSMETOLOGISTS 39-5012

<http://www.bls.gov/soc/2010/soc395012.htm>

VOCATIONAL INSTRUCTORS 25-1194

<http://www.bls.gov/soc/2010/soc251194.htm>

SKIN CARE SPECIALIST 39-5094

<http://www.bls.gov/soc/2010/soc395094.htm>

MANICURISTS AND PEDICURISTS 39-5092

<http://www.bls.gov/soc/2010/soc395092.htm>

MAKE-UP ARTISTS 39-5091

<http://www.bls.gov/soc/2010/soc395091.htm>

SHAMPOOERS 39-5093

<http://www.bls.gov/soc/2010/soc395093.htm>

SAP/SATISFACTORY PROGRESS POLICY

OVERVIEW

Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. Satisfactory progress standards are applied consistently to all (regardless of whether they participate in Title IV financial aid programs) students enrolled in a specific program and schedule of attendance (full-time or part-time). The policy is provided prior to enrollment. Students must maintain satisfactory progress to be eligible for funding from Title IV financial aid programs.

MINIMUM SATISFACTORY PROGRESS LEVELS FOR ATTENDANCE

The minimum attendance level for enrolled students is 80% of the total scheduled attendance hours. The minimum attendance level is calculated by dividing the cumulative actual hours by the cumulative scheduled hours recorded during the student's enrollment (e.g., 575 actual hours/600 scheduled hours = 96% attendance).

MAXIMUM TIMEFRAME FOR COURSE COMPLETION

The maximum timeframe for course completion is 125% of the published length of the program. Should the student not complete within the maximum timeframe, this student will convert to a cash-pay basis (if a Title IV recipient).

MINIMUM SATISFACTORY PROGRESS LEVELS FOR ACADEMICS

Students must maintain an 80% cumulative GPA; Practical and written tests determine the GPA.

GRADING SYSTEM		
A	95% - 100%	Excellent PASS
B	85% - 94%	Good PASS
C	80% - 84%	Satisfactory PASS
	79% or below	Un satisfactory

MEASUREMENT AND REPORTING PERIODS

Each student's cumulative attendance and academic performance is measured at the following actual hour intervals:

- COSMETOLOGY STUDENTS: Satisfactory progress will be assessed at 450 hours, 900 hours & 1200hours. (900 academic year) Esthetician or Manicuring students, assessment will be at 150 hours and 300 hours. (300 academic year)
- COSMETOLOGY INSTRUCTOR: Assessment will be at 250hours and 500hours (500 academic year)
- ESTHETICIAN/MANICURING INSTRUCTOR: Assessment will be at 150 hours and 300 hours (300 academic year).

Students are apprised of their attendance and academic status at these intervals. Students sign the SAP Evaluation and are given a copy if requested. Those students who meet the academic and attendance re-quirements are considered to be making satisfactory progress until the next evaluation. Students must make satisfactory progress before the midpoint of the course or midpoint of the academic year, whichever is shorter. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation and what impact this could have on funding eligibility, if applicable. The warning period will last until the next evaluation period. If at the end of the warning pe-riod, the student has still not met both the attendance and academic requirements, he/she may be placed on probation, if applicable. Students will be deemed ineligible to receive Title IV funds, unless they appeal the decision and prevail upon appeal.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation. The student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. The student will only be considered to be making satisfactory progress and eligible for Title IV funds during the probationary period, if the student prevails upon appeal prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. This plan, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress, requirements by a specific point within the maximum time frame established for the individual student. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

A student may be allowed to appeal a satisfactory academic progress determination. Please note that the institution may not place a student on probation un-less the student has successfully appealed a determination by the institution that the student failed to make SAP. The reasons for which a student may appeal include, but are not limited to, the death of a relative, an injury or illness, or other allowable special circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal docu-ments will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon an appeal that was submitted prior to being placed on probation, the satisfactory academic progress determina-tion will be reversed and federal financial aid will be reinstated, if applicable..

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

TITLE IV FUNDING

TITLE IV

1st	Quarter/Pay Period	Disbursement	0hrs - 450hrs
2nd	Quarter/Pay Period	Disbursement	450hrs - 900hrs
3rd	Quarter/Pay Period	Disbursement	900hrs - 1200hrs
4th	Quarter/Pay Period	Disbursement	1200hrs - 1500hrs

Brighton Institute of Cosmetology is a clock-hour program and students are evaluated for TITLE IV funding based on scheduled clock hours as outlined below:

ELIGIBILITY OF TITLE IV FUNDING

Students eligible for funding through the U.S. Department of Education who receive funding that exceeds the cost of tuition during any pay period can elect to have excess funding refunded back to the student or returned to the Department of Education. The student may also elect to hold a credit balance of those funds with the school. However, Brighton Institute of Cosmetology cannot retain/hold excess funding once the student has reached 900 scheduled clock hours. Any excess funding must be refunded to the student. Students will have a form on file to determine how they wish to utilize excess funding.

INELIGIBILITY OF TITLE IV FUNDING

Students receiving funding from the U.S. Department of Education) must remain eligible at each disbursement period to retain funding. Students who have less than 60% of scheduled hours in a pay period are considered ineligible of receiving federal aid that may have previously been awarded for that payment period. A R2T4 (Return to Title IV) calculation will be performed to determine the portion of unearned federal student aid that must be returned to the U.S. Department of Education. If the R2T4 calculation results in the student owing tuition fees to the institution, that would otherwise have been paid with federal student aid, the student is responsible for paying the unearned tuition costs. If the student received a refund (a check issued to the student that was estimated to be allowable additional funding the student was eligible to receive) may be owed back to the U.S. Department of Education based on the R2T4 calculation.

TITLE IV STUDENT REFUNDS

Return to Title IV, HEA Funds Policy (R2T4)

Withdrawal Procedure – Official

- 1.Should a student determine they need to withdraw from the program, they schedule a time to meet with the Director of Financial Aid.
- 2.During this meeting, the Director of Financial Aid reviews the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. The Financial Aid Director reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Director of Financial Aid further reviews that while Title IV monies may have paid for institutional charges, the return of those funds causes the student to then be responsible based on the institution's refund policy. The Director of Financial Aid also reviews the consequences of withdrawing such as monies will be owed directly to the school; unpaid balances could be referred to a collection company; and a student's credit rating could be affected. Unpaid balances owed back to the federal government by the student could result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating.
- 3.During this meeting, the Exit Loan Counseling is completed.

Withdrawal Procedure – Unofficial

- 1.Once it has been determined that a student is not returning to school or a student has called to say they are withdrawing but they will not come in to meet with the Director of Financial Aid, the procedures closely following an official withdraw.
- 2.The Director of Financial Aid prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. A letter is also prepared explaining these documents as outlined in number 2 in the Official Withdrawal policy. This adverse effects of non-repayment of Title IV are also explained when the student completes exit counseling.
- 3.Exit documents are also prepared showing the student the Pell and Direct Loan amounts they received. The loan servicers information is also provided to the student along.
- 4.All of the documents are then mailed to the most recent address on file for the student.

RETURN OF FEDERAL FINANCIAL AID

A student who receives Title IV Federal Financial Aid and withdraws from (school) on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that he/she earned up to the point of withdrawal. Federal Regulations further mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws more than the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. Programs are measured in clock hours therefore the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours are those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and are consistent with the published materials describing the institution's programs unless the schedule was modified prior to the student's withdrawal. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school. Additional details and examples of the refund and repayment policies may be obtained by contacting (school).

TITLE IV FUNDING CONT...

RETURN OF TITLE IV FUNDS

The Return of Title IV funds as prescribed in Section 484B of the Higher Education Act Amendments determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The school defines payment periods for the 1500-hour clock hour programs as Payment Period 1 is from 1-450 scheduled hours, Payment Period 2 is from 451-900 scheduled hours and Payment Period 3 is from 901-1200 scheduled hours and Payment Period 4 is from 1201-1500 hours.

The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.

- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered. Clock Hour: 450 hours in the payment period:
- The student was scheduled to complete 225 hours as of the student's last date of attendance
 - Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. $(225 \div 450)$
 - Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned $\$1250 (2500 \times 50\%)$

Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order:

- 1.Unsubsidized Federal Direct Loans
- 2.Subsidized Federal Direct Loans
- 3.Federal Parent (PLUS) Loans
- 4.Federal Pell Grants
- 5.Federal Iraq Afghanistan Grant

The student is required to return any Title IV overpayment in the same order that is required for the schools:

- 1.Unsubsidized Federal Direct Loans
- 2.Subsidized Federal Direct Loans
- 3.Federal Parent (PLUS) Loans
- 4.Federal Pell Grants
- 5.Federal Iraq Afghanistan Grant

NOTE: When a student withdraws, the institution must return the lesser of the total amount of unearned Title IV, HEA funds as calculated or an amount equal to the total institutional charges incurred by the student for a payment period or period of enrollment multiplied by the amount of Title IV, HEA funds that have not been earned by the student. Institutional charges are outlined on the first page of the student enrollment agreement.

Determining the last date of attendance

As all programs are clock hour and specific clock hours are required for each program in order for the student to obtain licensure, attendance is tracked on a daily basis. The last date of attendance (LDA) is determined by the last date of physical attendance logged in the student database.

Date of Determination is defined as:

- 1) The day that the student notifies the school that he/she will not be returning or
- 2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

Post Withdrawal Disbursement

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The Financial Aid Director is responsible for this. See below for specifics for Pell and Loan Funds.

Post-Withdrawal Disbursement of Federal Grant Funds

(school) will automatically credit the student's account with a late disbursement of Pell Grant and for current institutional charges (tuition, fees, room, and board). Excess funds will be refunded to the student within 14 calendar days. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

Post-Withdrawal Disbursement of Federal Loan Funds

If a post-withdrawal disbursement includes federal loan funds, (school) must obtain the students, or parent if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. (school) will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding charges on the student's account and may pay up to the amount of the allowable charges. Any remainder will be paid directly to the student or parent within 14 calendar days.

REFUND POLICY

This policy applies to all terminations for any reason, by either party, including student decision, courses or program cancellation or school closure.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant not accepted by the school shall be entitled to a refund of all monies paid
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels the contract and demands his/her money in writing, within three business days of signing the enrollment agreement, regardless of whether the student has actually started training. All monies collected by the school are refunded.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels re-enrollment after three (3) business days of signing the Enrollment Agreement, but prior to entering classes, all monies will be refunded with the exception of the \$100.00 registration fee.
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The dates of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he or she will not be returning.
- A student is expelled by the school.
- In types B, C, D, or E official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school or person.
- For purpose of determining withdrawals, the school will monitor attendance. Attendance will be monitored at least every 30 days to determine unofficial withdrawals and if a student does not come to school for fourteen (14) consecutive days, he or she will be terminated by the school. The termination date for refund computation purposes is the last date of actual attendance by the student. Refunds will be made within forty-five (45) days of termination by the school or receipt of Cancellation Notice from the student.
- Students who withdraw or terminate prior to course of completion are charged a cancellation fee of \$115.00.
- When situations of mitigating circumstances are in evidence, the school will evaluate the situation and will base the refund on principles that are reasonable and fair to both.
- If the school cancels a course subsequent to a student's enrollment and before instruction has begun, the school shall provide a full refund of all monies paid.
- If a course is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
- If the school is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the student shall be entitled to a pro rata refund of tuition. A teach-out offers students a reasonable opportunity to promptly resume and complete the canceled program at an institution with no business connection with the original institution. The teach-out will not charge more than the original school balance.
- In the event a teach-out becomes necessary proper notices will be sent. The teach out plan must be approved by the U.S. Sec. of Education. In the event a student terminates classes for whatever reason or course, student will be subject to a termination fee of \$115.00.
- For students who enroll and begin classes, the following schedule of tuition adjustments will be considered to meet minimum standards for institutional refunds. Calculations are based on scheduled hours.

<i>PERCENTAGE OF SCHEDULED HOURS ENROLLMENT TIME TO TOTAL TIME OF COURSE</i>	<i>AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN</i>
<i>0.1% to 4.9%</i>	<i>20% Retained or Received</i>
<i>5% to 9.9%</i>	<i>30% Retained or Received</i>
<i>10% to 14.9%</i>	<i>40% Retained or Received</i>
<i>15% to 24.9%</i>	<i>45% Retained or Received</i>
<i>25% to 49.9%</i>	<i>70% Retained or Received</i>
<i>50% and over</i>	<i>100% Retained or Received</i>

- Non-refundable items: The books & materials are provided after the grace period and are non-refundable once opened.
- A calculation based on payment periods is first determined for any student who receives Title IV funds. This is called an R2T4, which is subjected to the requirements regulations as stipulated by the Title IV HEA regulations. The calculation is done to determine how much the school has earned, if applicable. The institution calculation, which is done for all students, follows the R2T4 calculation.
 - Any balance left owing will be placed with our collection agency after 30 days and shall reflect ethical business practices.

ANY QUESTIONS REGARDING BRIGHTON INSTITUTE OF COSMETOLOGY AND IT'S REFUND POLICY SHOULD BE ADDRESSED WITH THE SCHOOL DIRECTOR/FINANCIAL AID OFFICIAL.