

Brighton Institute Of Cosmetology

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National Accrediting Commission of Career Arts and Sciences.

3015 Colvin Street

Alexandria, Virginia 22314



The National Accrediting Commission of Career Arts and Science Is Recognized by the United States Department of Education as a National Accrediting Agency for Post-Secondary Schools and Programs of Career Arts and Science.



Federal Financial Aid is available for our Cosmetology program to those who qualify.

www.Fafsa.gov School I.D. # 042112

William J. Arbour

Owner/ Authorized representative of the institution

❖ **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 tradeshow 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.

Licensed by Michigan Licensing & Regulations
Department



MEMBERS OF THE FOLLOWING ORGANIZATIONS:



MACCS-Michigan Association of Career Colleges and Schools

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

Brighton Institute of Cosmetology

Faculty & Staff as of 03/20/2023

- **William J. Arbour**
 - Owner/President
- **Brittany Jayne**
 - School Director
 - Financial Aid Director
- **Kayla Spangler**
 - Administrative Assistant
- **INSTRUCTORS**
 - Sylvia D. Russell
 - Kathy Selke
 - Heather Vedmore
 - Carmen Vinales-Bradley
 - William Hamilton



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Code of Conduct



To ensure the highest quality of educational opportunities at the Brighton Institute of Cosmetology, students, faculty & all staff members will maintain professional behavior at all times while on school premises. Violation of any Code of Conduct could result in a suspension, or in severe cases, termination.

STUDENT REQUIREMENTS:

- Full participation in all classes & clinic activities. Refusal will result in dismissal.
- 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 top & black scrub bottoms and black shoes. Items displaying politics, religion, profanity, or nudity are not allowed. Hair must be styled & makeup applied before class starts.
- Remain at her/his station.
- Immediately sanitize her/his station after each client.
- Food &/or beverages are to be consumed only in the break room. Gum &/or 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.)
- Parking for students is at the rear of the building in the north 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.
- Cellular phone, tablets or smart watches 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 and/or 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: we build time into the contract for unavoidable emergencies or illness. Long absence 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 termination for poor attendance.

Code of Conduct Continued....

Students are to adhere to the following standards at all times while on the clinic floor:

- 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 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 prohibited unless STRICTLY authorized by an instructor/school official. Failure to comply will result in a three-day suspension.

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 that we may need to alter protocols or implement changes as needed.

Attendance:

School starts at 9:00 a.m. If you are going to be tardy, you must call within 15 minutes of your start time (by 9:15am) If you fail to call in, you will not be allowed to attend class for the day. As long as you call in by the time stipulated, the student is allowed to come to school but only until 12:00 (noon) for day or you may not come in. 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 9:00-1:00 and should notify their instructor ahead of time. Two tardies in a week 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. For example, if tardy, please specify what time you will arrive.

Disciplinary Action:

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.

- 1st Violation: Verbal Warning
- 2nd Violation: Written Warning
- 3rd Violation: 1-Day Suspension
- 4th Violation: 3- Day Suspension
- 5th Violation: Termination

School Closings

Notifications can be found on the following media stations. Look for **Brighton Institute of Cosmetology**. For school closings and late starts, due to weather, power outages, etc.



Additional Rules & Regulations

Tuition Payments:

Payments are due according to contract. 2nd FRIDAY of each month. Please keep your payment up to date.

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 Calls:

Emergency calls only on the business line. If a call is received for any student, a message will be taken and then given to the student.

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 either in the building or outside the back door. The parking lot is off limits during break time.

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 wear a uniform and nametag visible. *Brighton Institute of Cosmetology* furthermore known as **BIC** will provide each student with a nametag. The student must be in black scrub top, black scrub bottoms and black shoes. Uniform must not contain anything depicting politics, religion, nudity, vulgarity or personal preferences. Makeup must also be applied in a professional manor; it should not be loud or distracting.

This uniform is required every day. Failure to comply with the dress code will result in the student being sent home for the day. The uniform and nametag must be worn at all times while on school property. New nametags are available for \$3.00. Refrain from wearing hats, sunglasses &/or any other accessories that would detract from a professional appearance. **CLOTHING MUST BE FREE FROM STAINS, HOLES, RIPS, TEARS OR FRAYED MATERIAL.**

Legal Holidays:

~New Year's Day	~Memorial Day
~Independence Day	~Labor Day
~Thanksgiving 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.

Start Dates:

Cosmetology 2nd Tuesday March/June/September/December

Cosmetology Instructor 1st Monday Monthly

Esthetician 2nd Monday Jan/Mar/May/Jul/Sept/Nov

Esthetician Instructor 1st Monday Monthly

Manicuring 2nd Monday Jan/Mar/May/Jul/Sept/Nov

Manicuring Instructor 1st Monday Monthly

Available Courses:

Required hours:

• Cosmetology	1500	Full Time only*
• Cosmetology Instructor	500	Full or Part-time**
• Esthetician	400	Full Time only*
• Manicuring	400	Full or Part-time**
• Esthetician Instructor	300	Full or Part-Time**
• Manicuring Instructor	300	Full or Part-Time**

*Full time: Monday-Friday 9:00a.m.-4:30p.m.

**Part time: Monday-Wednesday 9:00a.m. - 4:30p.m.

Students will receive a copy of their signed contract as well as the signed Pre-enrollment Agreement for their records. A handbook is available on the day of registration; students will receive their official copy at orientation on the first day of class.

Enrollment Requirements:

- 1) Application Filled out Completely
- 2) Driver's License, Birth Certificate, Passport or other state-issued I.D.
- 3) Social Security Card
- 4) High School Diploma or GED, or official transcripts, (online diplomas are usually not acceptable).

If you are applying for Financial Aid, we will need a copy of your current Tax Return.

If you are under the age of 24, not married and do not have any children, we will need a copy of your Parent's return as well.

Admission Requirements:

- 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. All students must provide a Driver's license, Birth Certificate, Passport or other state-issued I.D. and a copy of their high school diploma or GED or its equivalent. If the applicant provides a diploma from a foreign country, it is the applicant's responsibility to verify the validity and equivalence of that diploma to a U.S. high school diploma. Home schooled students must have a diploma and transcript from their home school program.
- **NON-DISCRIMINATION POLICY:** It is the policy of the Brighton Institute of Cosmetology not to discriminate on the basis of sex, age, race, color, national origin, ethnic origin, gender, disability, height, weight, religion, sexual orientation or marital status in admitting students to any of its programs.
- It is the policy of the Brighton Institute of Cosmetology not to recruit students attending another school with a similar course of study.
- **TRANSFER POLICY:** A student may transfer from another school and hours will be accepted per LARA allowances. A student licensed in one field may be credited with a specific number of hours toward another field of study. Those hours and conditions would be determined by LARA. If a student wishes to transfer out of Brighton Institute of Cosmetology into another school, then he or she must not owe any financial debt to the school before the hours will be released.
- **RE-ENROLL POLICY:** A student wishing to re-enroll in the school will return at the same satisfactory academic progress status at which he or she departed. Tuition will be pro-rated at the current rate. All other applicable fees will apply.
-

Course Description * (all courses taught in English)

- Students enrolled in the **Cosmetology** program will be 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 Cosmetology Examination, a Cosmetologist will have opportunities in professional careers such as Hair Stylist, Coloring Specialist, Make-up Artist, Salon Owner, Salon Manager, Esthetician or Manicurist.
- Students enrolled in the **Esthetician** program will be educated with text book 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 Cosmetology Examination, an Esthetician will have opportunities in professional careers such as Skin Therapist, Make-up Artist, Medical Aesthetician, Television work, Day Spas or Laser Hair Removal.
- Students enrolled in the **Manicuring** program will be educated with text book 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 Cosmetology Examination, a Manicurist will have opportunities in professional careers such as Manicurist, Podiatry or Competition Artist.
- Students enrolled in the **Cosmetology Instructor, Esthetician Instructor or Manicuring Instructor** program will be educated with text book materials & hands on training in all aspects of creating & implementing subject appropriate curriculums & lesson plans. After successfully completing a 300-hour (Esthetician Instructor, or Manicuring Instructor) or 500-hour (Cosmetology Instructor) training program & passing the State Board Cosmetology Examination, a graduate will have the opportunity to become a beauty school instructor.
- Brighton Institute of Cosmetology accepts the following forms of payment for tuition and/or services: **cash, check, credit card.**

*See each course state curriculum requirements for outlines, objectives, subjects & skills.

SOC Codes for Possible Employment are as Follows:

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>

COSMETOLOGY COURSE

Hours of Instruction 1500

Total Expenses \$17,800.00

•Tuition	\$16,500.00
•Kit	\$ 935.00
•Books	\$ 250.00
•State Fee	\$15.00
•Registration	\$100.00
•First day payment	\$1,300.00
•Balance	\$16,500.00



Tuition due the second Friday of the 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 accept cash, check, or 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 day on 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 List

2 Milady Cosmetology Text Book	1 6pk Rattail Comb
2 Milady Workbook	120ct Nail Tips
1 Tint brush w/rubber grip	2 Zebra Files
1 Marcel ¾"	17pc Manicure Kit
1 Marcel 1"	1 12ct bag Emery Boards
1 Right/Left Hand Scissor Kit	1 Birchwood Sticks 7"
1 Clipper Kit	1 Buffing Block
1 Blow Drier	1 pk Pedicure Slippers
1 Flat Iron	1 Nail Clippers
1 Styling Razor	1 Pedi 6 pc set
1 Razor Refills	1 Finger Bowl
1 Hair Pick	1 Manikin Hand
2 Vent Brush	1 Nail Glue
2 5 Row Nylon Brush	1 Mirror
1 Hair Color Kit	1 Timer
1 Aire-Mate Styling Brush	1 Measuring Cup
1 Paddle Brush	1 Ultimate Cape
1 Wet Brush	18oz Spray Bottle
1 1.5" Round Brush	19oz Tint Bottle
1 2" Round Brush	12" Butterfly Clips
1 3" Round Brush	1 Box Duckbill Clips
1 Carbon Comb	1 4ct bag Gator Clips
1 Deluxe Dual-Purpose Comb	1 Box of Vinyl Gloves
1 Barber Comb	1 Manikin Clamp
3 Pintail Comb	1 Name Tag
2 10ct bag 7" Styling Combs	4 Manikin Heads W/ Hair
	1 Flat-top comb

Cosmetology State Curriculum Requirements:

Subject	Theory	Practical	Unassigned	Total Hours	Minimum Practical
Sanitation/Protection	90	40	110	130	585
Laws & rules Personal Hygiene, Salon Management, Mechanical & Electrical Equipment safety					(Sanitation & Patron Protection shall be included in all services)
Facials	35	80		115	40
Skin analysis/ Care & massage,					(A minimum of 5 Electricity, skin care, required in each category)
Removal of hair by use Of wax, tweezers or depilatories, Make-up & eyebrow arch					
Hairdressing	125	400		525	300
Arranging, cutting, Curling, pressing, Artificial hair & finger Waving, natural hair cultivation					(A minimum of 20 required in each category)
Scalp & Hair Treatments	10	15		25	30
Hair Coloring	40	170		210	80
Temporary Semi-permanent,					(A minimum of 8 required in each category)
Permanent, bleach & dimensional coloring, Color mixing					
Chemical Hair Restructuring	40	180		220	80
Permanent waving Straightening/relaxing					(A minimum of 15 required in each category)
Applied Chemistry/ OSHA	20	10		30	5
As related to skin, Hair, nails & scalp					
Applied Anatomy	45	0		45	
Physiology & histology of the Human head, hands, Nails & scalp					
Manicuring/ Pedicuring	15	55		70	35
Artificial Nails	5	15		20	5
TOTALS	425	965	110	1500	1080

ESTHETICIAN COURSE

Hours of Instruction	40
Total Expenses	\$5,300.0
•Tuition	\$4000.00
•Kit	\$985.00
•Book	\$200.00
•State Fee	\$15.00
•Registration	\$100.00
•First Day Payment	\$1,300.00
•Balance	\$4,000.00



Tuition due the 2nd Friday of every 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.**

ESTHETICIAN KIT LIST:

1 Med. Duffle bag
 1 Terry Salon Wrap
 1 Esthetic Manikin
 1 Ardell Starter Eyelash Kit
 2 Black Sweet Pea (Strip Lash)
 1 Lash Extension Kit
 2 Black Shake It
 1 Stick It Adhesive (Clear)
 1 Esthetic Tool Kit
 2 Disposable Straight Mascara Wands
 4 Fan Brushes
 1 Eyebrow Set
 1 Professional Tweezers Kit
 1 Facial Mixing Bowls
 1 Perfect Brow
Extras:
 1 Makeup Brushes
 1 Mirabella Large PRO Makeup Kit
 1 Ultrasonic Skin Scrubber
 1 Box of Nitrile Gloves
 6 Facial Sponges
 12x2 Gauze

2 Professional Esthetics Textbook
 2 Professional Esthetics Workbook

1 Bioelements Kit Including:

1 Moisture Pos. Cleanser
 1 Emergency Soothing Powder
 1 Enzyme therapy
 1 Post Ext. Cleanup
 1 Softening Gel
 1 Citrus Massage Oil
 1 Decongestant Cleanser
 1 Equalizer
 1 Measured Micro+
 1 Sensitive Skin Cleanser 1
 Makeup Dissolver
 1 Ray Defense 30
 1 Gel Therapy
 1 6" Treatment Brush
 3 Mixing Cups
 1 Student Manual
 1 Tote

Esthetician State Curriculum Requirements:

Subject	Theory	Practical	Unassigned	Total Hours	Minimum Practical
Applications					
Sanitation/					
Protection	25	25	50	50	90
Laws & rules					(Sanitation & Patron
Personal Hygiene,					Protection shall be
Salon Management					included in all services)
Mechanical &	25	25	0	50	15
Electrical					
Equipment					
safety					
Anatomy &	40	0	0	40	0
Disorders					
Artistic					
Principles/	20	20	0	40	0
Make-up					
Facial/					
Skin Care	20	125	0	145	50
Techniques					
Chemistry/	15	0	0	15	0
OSHA					
Temporary Removal of		5	0	10	5
Hair	5				
Unassigned			50		
TOTALS	150	200	50	400	160

MANICURING COURSE

Hours of Instruction	40
Total Expenses	\$3,100.00
•Tuition	\$1,800.00
•Kit	\$985.00
•Books	\$200.00
•State Fee	\$15.00
•Registration	\$100.00
•First Day Payment	\$1,300.00
•Balance	\$1800.00



Tuition due the 2nd Friday of every 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

MANUCURING KIT LIST:

1	Foot File	1	White Buffing Block
1	Acrylic Kit (NSI)	1	Base Coat
1	Nylon Bag w/Wheels	1	6 pc. Manicure Kit
1	Name Tag	1	Gel Removal Tool
1	"Emery boards" (1 Pkg.)		
1	Manicure Bowl		
1	Nylon Nail Brush		
1	Top Coat for Nails	2	Nail Technology Textbook
4	100/180 Black File	2	Nail Technology Workbook
1	Practice Hand		
1	Pedicure Slippers (Foam)		
1	Tweezers		
1	Acrylic Nippers		
1	Toe Nail Clipper		
1	Foam Toe Spacers		
1	Pedicure Pack		
1	Eye Dropper 5pk		
1	Fiberglass Kit		
1 pkg.	7" Hardwood Mani Sticks		
1	100 CT Natural Nail Tips		

Manicuring State Curriculum Requirements:

Subject	Theory	Practical	Unassigned	Total Hours	Minimum Practical Applications
Sanitation/Protection Laws & rules Personal Hygiene, Salon Management Mechanical & Electrical Equipment safety	50	50	50	100	100 (Sanitation & Patron Protection shall be included in all services)
Anatomy & Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/ Pedicuring Techniques 0	2	50	0	70	40
Chemistry/ OSHA	15	0	0	15	0
Artificial Nails/ Extensions/ Repairs	25	105	0	130	50
Unassigned			50		
TOTALS	145	205	50	400	190

Instructor Courses

Cosmetology Instructor Limited License Esthetician & Manicuring Courses

Hours of Instruction

500 Cosmetology Instructor

Total Expenses	\$3,350.00
•Tuition	\$2,915.00
•Kit	\$0.00
•Books	\$320.00
•State Fee	\$15.00
•Registration	\$100.00
•Deposit Payment	\$1,000.00
•Balance	\$2,350.00

300 Esthetician Instructor & Manicuring Instructor (Limited license)

Total Expenses	\$2,200.00
•Tuition	\$1,765.00
•Kit	\$0.00
•Books	\$320.00
•State Fee	\$15.00
•Registration	\$100.00
•Deposit Payment	\$900.00
•Balance	\$1,300.00



- ❖ 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

Milady Master Educator 3rd Edition
Exam Review:
Milady Master Educator 3rd Edition

Milady Standard
Cosmetology/ Esthetician/ Manicuring 2021
Edition

Instructor State Curriculum Requirements:

Subject	Theory	Practical	Total Hours	Minimum Practical Applications
Orientation/ Review of Cosmetology Curriculum	25	50	75	20
Introduction to Teaching	30	0	30	0
Course Outlining & Development Lesson Planning Teaching Techniques Teaching aids	80	85 (a minimum of 5 services in each category)	165	20
Developing, administering & Grading examinations Laws & rules Record Keeping School Administration	15	10	25	70
Teaching Assisting in the clinic & theory classrooms	0	75	75	15
Practice teaching in the Clinic & theory classrooms	0	130	130	25
TOTALS	150	350	500	150

Limited Specialist Skin Care (Esthetician) Instructor – State Curriculum Requirements:

Subject	Theory	Practical	Total Hours	Minimum Practical Applications
Orientation/ Review of Cosmetology Curriculum	10	15	25	10
Introduction to Teaching	30	0	30	0
Course Outlining & Development Lesson Planning (category) Teaching Techniques Teaching aids Developing, administering & Grading examinations	80	85	165 (a minimum of 5 services in each	20
Laws & rules Record Keeping School Administration	15	10	25	40
Teaching Assisting in the clinic & theory classrooms Practice teaching in the Clinic & theory classrooms	0	55	55	15
TOTALS	135	165	300	85

Limited Specialist Manicuring Instructor – State Curriculum Requirements:

Subject	Theory	Practical	Total Hours	Minimum Practical Applications
Orientation/ Review of Cosmetology Curriculum	10	15	25	10
Introduction to Teaching	30	0	30	0
Course Outlining & Development Lesson Planning (category) Teaching Techniques Teaching aids Developing, administering & Grading examinations	80	85	165 (a minimum of 5 services in each	20
Laws & rules Record Keeping School Administration	15	10	25	40
Teaching Assisting in the clinic & theory classrooms Practice teaching in the Clinic & theory classrooms	0	55	55	15
TOTALS	135	165	300	85

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:

- A. An applicant not accepted by the school shall be entitled to a refund of all monies paid
- B. 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.
- C. 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.
- D. A student notifies the institution of his/her withdrawal.
- E. A student on an approved leave of absence notifies the school that he or she will not be returning. The 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.
- F. A student is expelled by the school.
- G. 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.
- H. 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.
- I. Students who withdraw or terminate prior to course of completion are charged a cancellation fee of \$115.00.

For students who enroll in 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.

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

- J. 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.
- K. 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.
- L. If a course is cancelled 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.
- M. 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 cancelled 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.
- N. Non-refundable items: The books & materials are provided after the grace period and are non-refundable once opened.
- O. 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.
- P. Any balance left owing will be placed with our collection agency after 30 days and shall reflect ethical business practices.

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.

Completion, Employment & Licensure Rate:

Graduation Rate 2020 – 78.38%
 Placement Rate 2020 – 65.52%
 Licensure Rate 2020 – – 100%

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

The State of Michigan will license an applicant who has met the following 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 for 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:

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:

- a. All request for a leave of absence must be in advance in writing unless unforeseen circumstances prevent the student from doing so.
- b. The request must include the student's reason for the LOA
- c. The request must include the student's signature
- d. The school may grant an LOA to a student who did not provide the request prior to the LOS 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.
- e. In order for the leave to be granted, there must be a reasonable expectation that the student will return from the LOA.
- f. A student will not be assessed any additional charges as a result of a requested LOA
- g. 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
- h. 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.
- i. 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.
- j. 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 be the student's last date of attendance.

SATISFACTORY PROGRESS POLICY

1. 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.

2. 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., $575 \text{ actual hours} / 600 \text{ scheduled hours} = 96\%$ attendance).

3. 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).

4. MINIMUM SATISFACTORY PROGRESS LEVELS FOR ACADEMICS

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

Grading System

95% - 100%	A	Excellent	PASS
85% - 94%	B	Good	PASS
80% - 84%	C	Satisfactory	PASS
79% - UNSATISFACTORY			

5. MEASUREMENT AND REPORTING PERIODS

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

For Cosmetology students, satisfactory progress will be assessed at 450hours, 900hours & 1200hours. (900 academic year) For Esthetician or Manicuring students, assessment will be at 150 hours and 300 hours. (300 academic year)

For Cosmetology/Instructor assessment will be at 250hours and 500hours (500 academic year)

For Esthetician Instructor & 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 requirements 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.

6. 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 period, 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.

7. 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.

8. 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 unless 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 documents 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 determination will be reversed and federal financial aid will be reinstated, if applicable.

9. 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.

10. 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.

11. 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.

12. 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.

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 diopther 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.

Statistics of Local Crime 2020 (12 months reported):

Year/Incident	2020	2019	2018
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

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.

Scholarships

We do not have a scholarship available through our Institution, however we can accept scholarships, with school approval a scholarship awarded to the student from an outside resource.

Vacation Policy

We endeavor to cooperate with the students' family vacation plans; however, we reserve the right to maintain a good percentage of the enrollment in school at all times. A leave of absence will be considered (please refer to complete policy). Any interruption in the training period is discouraged.

Licensing Agency

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

Accrediting Agency

NACCAS (Accredited as of 2013)
3015 Colvin St., Alexandria, VA 22314, (703) 600-7600

