



# School Catalog

BROKEN ARROW BEAUTY COLLEGE

Main Campus Broken Arrow, OK

&

COSMETOLOGY EDUCATION CENTER

Branch Campus Tulsa, OK

TULSA, OK



BROKEN ARROW, OK



EDUCATION BY  
**pivot point**®

**CHI**® PARTNER  
**SCHOOL**

F A R O U K S Y S T E M S I N C .

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**Cosmetology Education Center is a branch campus of and is owned by Broken Arrow Beauty College, Inc. The information in this catalog pertains to both Broken Arrow Beauty College and the Cosmetology Education Center.**



Licensed by the Oklahoma State Board of  
Cosmetology, Barbering, and Massage  
2401 NW 23rd Street, Suite 84  
Oklahoma City, OK 73106, (405) 521-2441



Accredited by the National Accrediting Commission  
of Career Arts & Sciences, Inc. (NACCAS)  
4401 Ford Avenue, Suite 1300,  
Alexandria, VA 22302-1432, (703)-600-7600



Member School of Pivot Point International  
8725 Higgins Road, Suite 700,  
Chicago, IL 60631, (847) 866-0500



american  
association of  
cosmetology  
schools

Member of the American Association of Cosmetology Schools  
9927 E. Bell Rd., Suite 110 Scottsdale, AZ 85260  
Phone: (800)-831-1086 Fax: (480)-905-0993

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HUNGARY

**Our Net Price Calculator for our courses can be found on our website at**

**<http://www.babeautycollege.com/NetCalc/npcalc.htm>**

**For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:**

**<http://www.BABeautyCollege.com>**

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**Broken Arrow Beauty College**  
**Main Campus**  
**400 South Elm Place**  
**Broken Arrow OK 74012**  
**Phone: 918-251-9660**  
**Fax: 918-258-3059**  
[www.BABeautyCollege.com](http://www.BABeautyCollege.com)



The School is located in Broken Arrow, a suburb of Tulsa, at 400 South Elm Place in the Elmwood Shopping Center. It is easily accessible from the Broken Arrow Expressway; just exit at Elm Place, then travel south 1.4 miles on Elm Place. The Main building consists of a 5,863 square foot building. This building includes 61 Student Salon stations, restroom facilities, 1 Classroom, 2 Spa Facial Rooms, 1 Microdermabrasion Room, 1 Waxing Room, a Dispensary, and a Manicurist area. There is also an additional 4240 square feet of space in an adjacent building which includes three classrooms, restroom facilities, a student break room, and administrative offices. These facilities can accommodate up to 100 students. In keeping with current trends smoking at Broken Arrow Beauty College is prohibited inside the buildings. Adequate, free, well-lit student and customer parking spaces are provided adjacent to the school in the school-owned parking lot. Special parking has been designated and provided for the handicapped.

**Cosmetology Education Center**  
**Branch Campus**  
**11122 East 71<sup>st</sup> Street**  
**Tulsa OK 74133**  
**Phone: 918-294-8627**  
**Fax: 918-294-8635**  
[www.CosmetologyEducationCenter.com](http://www.CosmetologyEducationCenter.com)



The School is located in South East Tulsa, at 11122 East 71<sup>st</sup> Street (71<sup>st</sup> & Garnett), in the Woodland Park Center. It is easily accessible from HWY 169, just exit at 71<sup>st</sup> Street then travel east 1/4 mile on 71<sup>st</sup> Street. The School is housed in a 9,000 square foot building and can accommodate up to 100 students. The facilities include 56 Student Salon stations, 2 Spa Facial Rooms, 1 Microdermabrasion Room, 1 Waxing Room, and a Manicurist area. The School has three classrooms, a break room, a dispensary and administrative offices, as well as a storm shelter. In keeping with current trends smoking at Cosmetology Education Center is prohibited inside the building. Adequate, free, well-lit student and customer parking spaces are provided adjacent to the school in the school-owned parking lot. Special parking has been designated and provided for the handicapped.

## **Mission Statement**

**Our mission is to provide a conscientious, scientific educational training program, based on proven techniques and sound business principles to prepare our graduates for gainful employment in the profession of Cosmetology, Esthetician, Manicurist, or as a Master Instructor.**

## **Objectives**

Our school is a student-oriented environment with the goal of making our graduates a credit to the profession of Cosmetology, Esthetician, Manicurist, or as a Master Instructor. At our schools, you will acquire an advanced education in the many-faceted field of Cosmetology, Esthetician, Manicurist, or as a Master Instructor following the Pivot Point curriculum as interpreted by our dedicated instructors and practiced in the Student Salon. These are our objectives and they apply to each course we teach. We are dedicated to maintaining honest, ethical, and fair relationships with staff, students, customers, state boards and other schools. We use professionally approved teaching techniques and training aids and purchase high quality equipment, supplies, and professional products for student use.

A unique part of our curriculum that you'll want to know about is **PIVOT POINT**. When you get your training at a Pivot Point member school you'll be getting the benefit of proven training techniques which have been developed and tested for over 50 years. Through scientifically-based techniques you will learn the skills and knowledge you will need to help you succeed in the fast-paced world of Cosmetology, Esthetician, Manicurist, or as a Master Instructor. In order to constantly upgrade the quality of the training that students receive, our staff participates in educational seminars, conferences, and annual meetings.

## **History of the Company**

The school has been in operation since February of 1969 and was purchased by the current owners in April of 1983 with eleven students enrolled. The original location was on Main Street in Broken Arrow. That facility was space restricted and was quickly out grown. In 1985 we became the first Pivot Point School in Oklahoma. In July of 1988 the school was moved to its current location. In 2003 the demand for enrollment was very high and the facilities were again space restricted. This was when the idea for the second location became a reality. The Tulsa location was purchased in January 2004, remodeled, and opened in May of 2004. Additional growth in enrollment led to the need for more space at the Broken Arrow facility. This initiated an expansion and remodel of the Broken Arrow facility completed in December 2010. The schools are still family owned and operated which now includes the second generation of family members.

## **Administration and Staff Members**

**Frances Sells – Chief Executive Officer / President**

**Jeff Sells – Chief Operating Officer**

**Angela Sells – Admissions Director**

<b>Broken Arrow Beauty College Staff</b>		<b>Cosmetology Education Center Staff</b>	
MaLena Curtsinger	Assistant Director	Dee Drewett	Instructor
Tara Rea	Instructor	Kelly London	Instructor
Teri Shannon	Instructor	CoQuice Boykins	Instructor
Kristy Cowan	Instructor	Lauren Fry	Instructor

## **Admissions Policy**

**Broken Arrow Beauty College and Cosmetology Education Center** admits as regular students those of either sex, who have the following qualifications:

1. A High School Diploma or a transcript from the high school where you graduated showing the completion of twelfth grade, or an official GED certificate or GED Transcript, or a Home School Diploma with a transcript detailing the subjects studied. It is required that a foreign diploma be translated and verified as the equivalent of a US High School Diploma by a qualified outside agency hired by the institution. The student is responsible for the cost of the translation and verification.
2. Beyond the age of sixteen, the compulsory school attendance age in Oklahoma.
3. The Master Instructor Course also requires the enrollee hold an Oklahoma Basic Cosmetology License or be registered to take the Cosmetology exam at the State Board of Cosmetology and Barbering. If any person enrolled prior to examination shall fail to appear or fail to pass State Board of Cosmetology and Barbering examination, he/she shall immediately cease master instructor training until such time as he/she shall again register for and show proof of achieving a passing score on the State Board of Cosmetology and Barbering examination.
4. Our institution does not admit students based on Ability-to-Benefit criteria.

Our procedure is to collect and retain the following documents in the student's folder:

1. A Copy of the Student's Drivers License or Birth Certificate.
2. A Copy of one of the following documents:
  - a. High School Diploma
  - b. High School transcript which shows the student's graduation date.
  - c. Home School Diploma with a transcript detailing the subjects studied
  - d. Foreign Diploma and the translation and verification by a qualified outside agency.
  - e. GED Diploma or an official GED transcript
  - f. College Diploma or Transcript showing an Associate Degree or Higher
3. Additionally, for Master Instructor Students: A copy of a valid Oklahoma Basic Cosmetology License or if currently registered to take the State Board of Cosmetology and Barbering examination a copy of the completed State Board Registration form. Once the actual license is received it must be submitted to the school.

## **Attendance Policy**

**Broken Arrow Beauty College Campus Hours of Operation:**

Daytime: Full-Time (8:30am - 4:00pm Mon - Fri)

**Cosmetology Education Center Campus Hours of Operation:**

Daytime: Full-Time (8:30am - 4:00pm Mon - Fri)

Daytime: Part-Time (8:30am - 1:00pm Mon - Fri)

Students enrolled in the Basic Cosmetology, Manicurist, or Esthetician daytime courses are enrolled as full-time students only, unless enrolled for part-time Classes defined as half-time. Reference the course description pages in this catalog for the assigned schedule per course. Students enrolled in the Master Instructor course are enrolled as full-time students unless administrative approval is granted for a part-time schedule. No student will be enrolled in any course that cannot or does not attend a minimum of fifteen hours per week. Attendance must be 70% or higher (Veteran's attendance must be 85% or higher) to remain in good standing with the school.

## **Grading Scale**

90 - 100 >	A - Excellent
80 - 89 >	B - Very Good
75 - 79 >	C - Satisfactory
74 and Below >	F - Unsatisfactory

Academically (all written tests and practical work grades) must be a 75% or higher.

## **Non-Discrimination Disclosure Statement**

In compliance with federal, state, and local government requirements, our schools do not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, financial or social status, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices.

Our schools follow the requirements established by the Americans with Disabilities Act. Our schools do not discriminate against qualified individuals with disabilities. Our schools will provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

## **Transfer Student Policy**

Transfer students will only be accepted on an individual basis and under the following conditions:

1. All requests for enrollment as a transfer student are subject to Administrative Approval.
2. Students must either repeat the Basic Skills Class or pass a practical skills assessment test.
3. Transfer Students must complete 50% of the state required hours with our schools in order to prepare the student with the professional skills required to graduate from our program. Hours certified by the Oklahoma State Board of Cosmetology and Barbering can be transferred in as hours attempted and completed up to the 50% of the total hours required for that course.

For Example: For the Cosmetology course of 1500 hours, a student could transfer up to 750 hours as credit toward the Cosmetology Course requiring only 750 additional hours to complete the course.
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4. No action is taken to solicit the transfer of students already attending a competing school or to solicit the enrollment of persons already registered with other schools.

## **Graduation Requirements**

We grant a certificate to graduating students. A professional license may then be obtained by passing the related Oklahoma State Board of Cosmetology and Barbering Examination. Students will be eligible for the State Board Examination upon completion of the program's number of clock hours (Basic-1500, Manicurist-600, Esthetician-600, Master Instructor-1000) and the following minimum requirements:

1. 75% of practical procedures completed
2. All required theory and practical tests completed with a grade of at least 75% on each
3. All required final exams both written and practical with a grade of at least 85% on each
4. All financial obligations to the school must be satisfied before the student begins the last 50 hours of the program.



## **New Student Orientation Class**

This informative and required training class is normally scheduled the Friday prior to the scheduled start date of each course from 9:30am - 12:00am for Daytime classes. A member of the Admissions Staff will notify you when you are scheduled to be in the New Student Orientation class. If you are unable to attend the New Student Orientation training, please contact an Admissions Staff Member to make other arrangements prior to the start of the course.

## **Advising**

Advising services are available to our students through the Administrative Offices. Individual appointments will be scheduled when requested by students.

## **Employment Assistance**

The School will assist you in finding a job when you graduate using the following steps:

1. Distributing a list of employer open job requests to graduating students.
2. Individual and in-class advising about how to apply for a job, complete a resume, etc.
3. The Greater Tulsa Metro Area Salon Owners contact our schools directly in order to hire our graduates.
4. Although we cannot guarantee employment for everyone, the majority of our students find a job either before or soon after graduation.

**Information on completion rates and a campus security report are available to all prospective students upon request.**

## **Professional Dress Code Policy**

It is a requirement of the Oklahoma State Board of Cosmetology and Barbering that all students meet the policy while attending school. The School has selected attire that is attractive, comfortable and affordable. Additional details and a copy of the policy are provided upon request and at the New Student Orientation Class.

## **Veterans Benefits Requirements**

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements, a minimum of 85% of their scheduled course, in accordance with the school's SAP and Attendance policies in order to remain eligible to be certified for VA education benefits. VA students on academic probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits with the U.S. Department of Veterans Affairs (VA), however, the VA will be notified if probation occurs. If students fail to meet academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP or attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if the student successfully appeals the determination with the school.

VA education benefits will be terminated while a VA student is on a school approved Leave of Absence. See the schools Leave of Absence Policy for further details and allowances.

Per Title 38 CFR 21.4253, 21.4254, and 41.4263, VA law requires that every new student interested in utilizing VA Education benefits provide all prior transfer courses, credits and previous experience for evaluation and review as appropriate to the enrolled course. This includes all post-secondary and military transcripts. All transcripts must be provided to the school and any prior credit has been evaluated before VA education benefits will be certified by the school. The school will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

Per Title 38, CFR 21.4267, Independent Study, students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified by the school.



## **Financial Aid**

Our Financial Aid Program is designed to make it possible for you to attend school. This school's attendance and refund policies are in compliance with the requirements of the National Accrediting Commission of Career Arts and Sciences and the Department of Education. This allows us to participate in the Federal Department of Education's Title IV Funding Programs which provide funds to assist you with your educational expenses. Remember, you don't have to be disadvantaged to get financial assistance. Some of the programs available if you qualify are:

**PELL GRANTS** - Awards made by the Federal government based on individual student needs.

**DIRECT STUDENT LOANS** - Loans based on individual need which you repay after completing your training.

**VOCATIONAL REHABILITATION** - State-operated program for vocationally handicapped students.

**BUREAU OF INDIAN AFFAIRS** - Provides some financial assistance to students who are at least 1/4 Indian. Contact your tribal office to see if you qualify for benefits.

**VETERANS ADMINISTRATION** - Provides assistance through a variety of programs for eligible Veterans and their dependents. Contact the nearest Veteran's office to see if you qualify for VA Benefits.



### **Scholarships**

As a member of American Association of Cosmetology Schools (AACCS) our students are eligible to apply for scholarships offered through AACCS, they partner with industry sponsors to offer scholarships and grants to deserving students. For more details check the following location on the AACCS website.

[http://beautyschools.org/careers-in-beauty/grants\\_scholarships/](http://beautyschools.org/careers-in-beauty/grants_scholarships/)

## **How to Apply for Federal Title IV Financial Aid**

Prospective students are encouraged to apply for financial aid as soon as possible. There is no cost or obligation if you apply and do not attend school. To apply for Pell Grants and/or Federal Student Loans prospective students must complete the FREE APPLICATION FOR STUDENT AID (FAFSA).

1. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to complete the **2018-2019 FAFSA** application unless otherwise advised by the school Financial Aid Office. When requested by the application process for a school code, enter **015930**, and the school will automatically receive an electronic copy. There is a computer available at each school for your use if you do not have a computer with internet access.
2. You will be given the opportunity to import your Federal Tax Information directly from the IRS to your 2018-2019 FAFSA Application. We recommend this option.
3. Contact a School Representative once you're FAFSA Application has been accepted.

## Rules and Regulations

1. Students must report to school by 8:30 a.m. If they arrive after 8:30 a.m. but before 9:00 a.m. they will not be allowed to attend theory class and will have to report back at 9:20 a.m. to clock in. All students arriving between 9:20 a.m. and 9:30 a.m. must contact the school by 9:00 a.m. to notify the school that the student will be late. The Student must arrive no later than 9:30 a.m. or the student will not be allowed to clock in that day without Administrative approval.
2. Students are required to meet the Professional Dress Code policy to attend school. Students who do not meet this policy will be clocked out and sent home for the remainder of the day.
3. Students are responsible for their own equipment and personal property and should affix their own locks to their case and locker. Once kit items or equipment are issued they must be replaced by the student.
4. Each student is responsible for cleaning their station and putting away supplies between customers and at the end of the day.
5. Students are to take customers as assigned to them; refusal to take a patron will result in your being clocked out and sent home for the remainder of the day.
6. Students may not perform a service on another student unless they have permission from the designated staff member.
7. Telephone calls on school phones, except for emergencies, are not permitted while in school. Messages will be taken. Students are to use personal cell phones for all calls unless otherwise permitted by an administrative staff member.
8. Cell phone calls are not permitted in the Classrooms, Dispensary, or Student Salon area. Emergency approval passes may be obtained thru the office.
9. Students are not permitted to gossip, cause discord, use or sell drugs or alcoholic beverages, steal or use abusive language at any time. To do so could lead to being expelled from school.
10. No Food, Drink or Gum is allowed in the Classrooms, Dispensary, or Student Salon area. No Pictures or Personal items are allowed on stations or external decoration of the student kit.
11. All Students are required to take any failed exam over until a passing grade of 75% or higher is achieved. A minimum grade of 85% on each portion (written and practical) of the final exam is required for graduation. The student is required to repeat the final exams until a grade of 85% or higher on each portion is achieved.
12. When considering the total hours for each student, the time will be rounded to the nearest half-hour.
13. One formal personal leave of absence of a minimum of two weeks up to a maximum of 60 days will be allowed for each student per 12-month period, calculated from the first day of the first official Leave of Absence (LOA). A Leave of Absence request must be signed and in writing, prior to the start of the leave. An approved Leave of Absence will extend the student's contract period and maximum time frame by the same number of days as the Leave of Absence. For details, an additional LOA, or if you have special circumstances see the **Leave of Absence Policy**.
14. The School does not recognize excused absences except as an approved official Leave of Absence.
15. All visitors must check in at the office and may stay in the reception area no longer than 15 minutes.
16. Students are allowed 3 smoking breaks per day - 15 minutes in morning, 15 minutes in afternoon and a 30 minute lunch time.
17. Failure to abide by these rules will result in disciplinary action and possible expulsion. These rules may be changed at the discretion of the administrator and posted in the school.

## **Privacy Policy**

**Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of the student's education records.**

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. The student file cannot be removed from the Administrative Office, but the student can request copies of the documents, at the student's cost. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor student each time the information is requested. Broken Arrow Beauty College/Cosmetology Education Center requires a **Student Information Release Authorization Form** to be completed by the Student or Parent/Guardian of a dependant minor student for each third-party request of information. Broken Arrow Beauty College and Cosmetology Education Center provides access to student records without written consent to its Accrediting Agencies, the United States Department of Education, the State Licensing Agency, Veteran's Administration, Law Enforcement Agencies, and any other school official. The institution maintains a record of all release forms and requests for information.

A student is considered to be a Dependent Student if the student's Parent (or one of their parents) claims them as a dependent for federal tax purposes. The student should fill out the **Student Parental Disclosure Form** to verify this before information is released to the student's Parent(s)

Broken Arrow Beauty College/Cosmetology Education Center will use reasonable methods to authenticate the identity of parents, students, school officials and other parties before disclosing education records.

The student or the parents of a dependent student have the right to request amendment of education records. The institution will evaluate the request and decide within 30 days whether to amend the record as requested. The requesting parties will be informed of the institution's decision and that they have a right to a hearing. If denied after the hearing, the student or parent will be allowed to insert a statement in the record.

All students in attendance will be supplied with a notification of their FERPA rights during orientation and annually in the 4th quarter of each year if the student has been in continuous attendance for more than one calendar year.

Forms with which to authorize the release of records are available in the Administrative Office and in the Student Handbook.

## **Beyond Contract End Date Policy**

This course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. The school has reserved space, equipment, and licensed instructors for each student and course/program. Once the contract end date has passed, a new additional contract will be required to be signed in order to continue to clock any remaining required hours in the course at the then current published tuition rate for the course. Additional contracts may not be eligible for Title IV Financial Aid.

## **Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$75.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 09.9%	15%
10% to 19.9%	25%
20% to 29.9%	35%
30% to 39.9%	45%
40% to 49.9%	55%
50% to 59.9%	65%
60% and over	100%

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
10. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment contract.
11. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to the Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
12. As this School's attendance and refund policies are in compliance with the requirements of our Accrediting Agency and the Department of Education, the standard shall be the same for Veterans.

*you were  
born for this*



# BASIC COSMETOLOGY

## Course Description:

This course prepares the student for employment in the Cosmetology industry as a Hairstylist, Manicurist, Esthetician, and Salon Owner or as a Representative in the Cosmetology products industry. It is also a prerequisite to further study as a Master Instructor.

## Length and Schedule:

**Full-Time Days:** 35 hours/week (48 weeks/12 months)  
8:30 a.m. - 4:00 p.m. Mon - Fri @ Both Campuses

**Part-Time Days:** 22.5 hours/week (74 weeks/18 months)  
8:30 a.m. - 1:00 p.m. Mon - Fri @ Tulsa Campus

**Course Outline:** This course prepares the Student in both the theory and practical application of the following subjects.

<u>Subject</u>	<u>Hours</u>
Theory .....	150
Manicuring, Pedicuring .....	90
Facials (includes Make-up Application).....	60
Shampooing/Conditioning/Rinses/Scalp Treatments .....	90
Hair Styling.....	390
Hair Color Tints/Bleaches/other Color Treatments.....	120
Hair Cutting with Shears, Razor and Clippers (including Beard grooming) .....	180
Fundamentals of Business Management, State Board Rules and Regulations .....	180
Hair Re-Structuring, Permanent Waving, and Chemical Relaxing.....	240
<b>Total Hours in this course.....</b>	<b>1500</b>

## Costs for the Course:

Tuition .....	\$13,500.00
Kit & Uniform .....	\$1,560.00
Books .....	\$780.00
Application Fee.....	\$75.00
State Board Registration Fee.....	\$5.00
Basic Skills Lab Fee.....	\$150.00
<b>Total for the Course .....</b>	<b>\$16,070.00</b>

**Student payments:** Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via credit card through our Online Student Payment Gateway.

**Beyond Contract End Date Notice:** This course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. Once the contract completion date has passed, a new additional contract will be required to be signed in order to continue to clock any remaining required hours in this course at the then current published tuition rate for this course. Additional contracts may not be eligible for Title IV Financial Aid.

**Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.**

**Start Dates:** See Page 16 in this catalog or reference our website for the most current dates.



# ESTHETICIAN

## **Course Description:**

This course prepares the student for employment in the Cosmetology industry as an Esthetician, Representative for a cosmetic company, or as a Salon owner or manager.

## **Length and Schedule:**

**Full-Time Days:** 35 hours/week (19 weeks/5 months)  
8:30 a.m. - 4:00 p.m. Mon - Fri @ Both Campuses

**Part-Time Days:** 22.5 hours/week (27 weeks/7 months)  
8:30 a.m. - 1:00 p.m. Mon - Fri @ Tulsa Campus

**Course Outline:** This course prepares the Student in both the theory and practical application of the following subjects.

<b>Subject</b>	<b>Hours</b>
Theory: Bacteriology, Sanitation, Sterilization, Cosmetology Law .....	120
Sciences: Anatomy, Histology, Dermatology & Physiology of the Skin.....	180
Facials, Chemistry, Light Therapy, and Make-up .....	200
Non-Permanent Hair Removal.....	40
Salon Development .....	60
<b>Total Hours in this course.....</b>	<b>600</b>

## **Costs for the Course:**

Tuition .....	\$5,400.00
Kit & Uniform .....	\$588.00
Books .....	\$362.00
Application Fee.....	\$75.00
State Board Registration Fee.....	\$5.00
Basic Skills Lab Fee.....	\$100.00
<b>Total for the Course .....</b>	<b>\$6,530.00</b>

**Student payments:** Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via credit card through our Online Student Payment Gateway.

**Beyond Contract End Date Notice:** This course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. Once the contract completion date has passed, a new additional contract will be required to be signed in order to continue to clock any remaining required hours in this course at the then current published tuition rate for this course. Additional contracts may not be eligible for Title IV Financial Aid.

**Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.**

**Start Dates:** See Page 16 in this catalog or reference our website for the most current dates.

# MANICURIST

## Course Description:

This course prepares the student for employment in the Cosmetology industry as a Manicurist, Pedicurist, Nail Technician, or as a Salon owner or manager.

## Length and Schedule:

**Full-Time Days:** 35 hours/week (19 weeks/5 months)  
8:30 a.m. - 4:00 p.m. Mon - Fri @ Both Campuses

**Part-Time Days:** 22.5 hours/week (27 weeks/7 months)  
8:30 a.m. - 1:00 p.m. Mon - Fri @ Tulsa Campus



**Course Outline:** This course prepares the Student in both the theory and practical application of the following subjects.

<u>Subject</u>	<u>Hours</u>
Theory: Bacteriology, Sanitation, Sterilization, Anatomy, Cosmetology Law.....	80
Nail Structure, Composition, Disorders & Diseases, Manicuring, Pedicuring, Waxing and other Non-Permanent Hair Removal .....	220
Artificial Nails.....	160
Nail Art.....	60
Salon Development .....	80
<b>Total Hours in this course.....</b>	<b>600</b>

## Costs for the Course:

Tuition .....	\$5,400.00
Kit & Uniform .....	\$557.00
Books .....	\$263.00
Application Fee .....	\$75.00
State Board Registration Fee.....	\$5.00
Basic Skills Lab Fee.....	\$100.00
<b>Total for the Course .....</b>	<b>\$6,400.00</b>

**Student payments:** Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via credit card through our Online Student Payment Gateway.

**Beyond Contract End Date Notice:** This course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. Once the contract completion date has passed, a new additional contract will be required to be signed in order to continue to clock any remaining required hours in this course at the then current published tuition rate for this course. Additional contracts may not be eligible for Title IV Financial Aid.

**Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.**

**Start Dates:** See Page 16 in this catalog or reference our website for the most current dates.



# MASTER INSTRUCTOR

## Course Description:

The Master Instructor course prepares the student to take the State Board Master Instructor Examination. This will enable you to be a Master Instructor in a public or private Cosmetology school or to be a Cosmetology school administrator.



## Length and Schedule:

**Full-Time Days:** 35 hours/week (32 weeks/8 months)  
8:30 a.m. - 4:00 p.m. Mon - Fri @ Both Campuses

**Course Outline:** This course prepares the Student in both the theory and practical application of the following subjects.

<u>Subject</u>	<u>Hours</u>
Review of the Cosmetology Curricula .....	60
Introduction to Teaching .....	120
Course Outlining and Development.....	330
Cosmetology Law .....	90
Teaching .....	150
Practice Teaching .....	250
<b>Total Hours in this course.....</b>	<b>1000</b>

\*Credit Granted for Practical Experience\*

## Costs for the Course:

Tuition .....	\$8,000.00
Books & Uniform .....	\$1,171.00
Application Fee.....	\$75.00
State Board Registration Fee.....	\$5.00
<b>Total for the Course .....</b>	<b>\$9,251.00</b>

**Student payments:** Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via credit card through our Online Student Payment Gateway.

**Beyond Contract End Date Notice:** This course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. Once the contract completion date has passed, a new additional contract will be required to be signed in order to continue to clock any remaining required hours in this course at the then current published tuition rate for this course. Additional contracts may not be eligible for Title IV Financial Aid.

**Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.**

**Start Dates:** The Start date for this course is determined according to the time that is convenient to those starting the course and the school. Contact an Admissions Staff Member for further details.

\* The Oklahoma State Board of Cosmetology will grant 500 hours credit to a student who has worked the past 2 years as a Cosmetologist. The affidavit forms for proof of experience can be found at <http://www.ok.gov/cosmo/Forms> and are to be completed by the cosmetologist and the salon owner or, if the student is a salon owner, by their banker or accountant.

# Class Start Dates

<b>Full-Time Day Class (Mon – Fri 8:30am – 4:00pm)</b>			
Broken Arrow Beauty College (Broken Arrow, OK Campus)		Cosmetology Education Center (Tulsa, OK Campus)	
<b>Basic Cosmetology</b>		<b>Basic Cosmetology</b>	
Apr 15, 2019	Jun 10, 2019	Mar 25, 2019 Aug 19, 2019	May 13, 2019 Oct 7, 2019
		Jul 1, 2019	Dec 3, 2019
<b>Esthetician</b>		<b>Esthetician</b>	
May 6, 2019		Mar 25, 2019	Aug 5, 2019
<b>Manicurist</b>		<b>Manicurist</b>	
Not offered at the BA Campus		Mar 4, 2019	Jul 22, 2019

<b>Part-Time Day Classes (Mon – Fri 8:30am – 1:00pm)</b>			
(Broken Arrow, OK Campus)		(Tulsa, OK Campus)	
<b>Basic Cosmetology</b>		<b>Basic Cosmetology</b>	
Not offered at the BA Campus		Mar 25, 2019	Jul 1, 2019 Oct 7, 2019
<b>Manicurist</b>		<b>Manicurist</b>	
Not offered at the BA Campus		Mar 25, 2019	

**\*\*\*\* All start dates are subject to change \*\*\*\***

<b>School Holidays (School will not be in Session)</b>	
Memorial Day	May 27, 2019
Independence Day	July 4-5, 2019
Labor Day	Sept 2, 2019
Thanksgiving Holiday 2019	Nov 28 – 29, 2019
Christmas & New Year Holiday 2019	Dec 21, 2019 – Jan 5, 2020

<b>School Closing Information</b>
<p><b>Any unexpected school closures due to weather or other extenuating circumstances will be announced on Channel 2 News, <a href="http://www.KJRH.com">www.KJRH.com</a>, under school closings and posted on the respective school campus Facebook page.</b></p>