##  2023/2024

##  Imani Institute of Cosmetology

##  123 W 10th St, Medford Or 97501

# MISSION STATEMENT

It is the mission of Imani Institute of Cosmetology to provide an exceptional education in a positive learning environment, creating students with outstanding technical skills and savvy business knowledge necessary for licensure and a pathway to a significant and successful career in Cosmetology.

SCHOOL OFFICE HOURS OF OPERATION

Monday thru Friday 9AM- 5PM,

(subject to change)

LICENSING INFORMATION

Imani Institute of Cosmetology is fully licensed by the Higher Education Coordinating Commission (HECC) and the Oregon Health Licensing Agency (OHLA).

For more information please contact:

*HECC*

*3225 25th st SE*

*Salem, OR 97310*

*OHLA*

*1430 Tandem Ave NE, Suite 180
Salem, OR  97301-1287*

*hlo.info@state.or.us*

*Phone: 503-378-8667
Fax: 503-370-9004*

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# Vision

At Imani Institute of Cosmetology, we offer a highly integrated cross training curriculum designed to prepare you for an upscale cosmetology career.  It includes theory and practical instruction, plus hands-on experience with real clients in a professional setting. A cosmetologist is someone on the cutting edge of trends and styles in hair and beauty techniques that can transform their clients from average to spectacular.

# FUTUrE CAREER OPPORTUNITIES AS a cosmetologist

*SALON AND SPA CAREERS*

Stylist or Technician

Salon/Spa Owner

Salon/Spa Manager

Salon/Spa Chain Manager

Cruise Lines

Resort Personnel Guest Service Coordinator/Receptionist

*MERCHANDISING*

Manufacturer’s Representative

Manufacturers Technician

Beauty Supply Representative

Beauty Supply Technician

Department Store Retail Sale

Department Store Cosmetic Buyer

*MEDIA OPPORTUNITIES*

Fashion Shows

Pageants

Plays

Videos

Movies

Television

*EDUCATION*

College Owner

College Manager

College Educator

Instructor for Classes/Seminars

Writing for Industry Publications

Cadet Training/Internship

*PRODUCT DEVELOPMENT*

Public Relations

Science/Chemistry

Advertising/Promotions/Marketing

Artist/Speaker

*REGULATION*

State Licensing Agent

State Salon/College Inspector

State Board Participant

**PROGRAM OVERVIEW**

Imani Institute of Cosmetology offers training programs designed to prepare students to successfully pass the Oregon State Board Exam. Graduates are prepared to work as knowledgeable, qualified Cosmetologists licensed by the State of Oregon.

Students will be trained in various required aspects of cosmetology, including practical hands-on work, safety and sanitation, and career development. Refer to the Program Descriptions for specifics about the curriculum for each program.

# Education

Students must meet all school and state requirements to be eligible for graduation. Most students are able to meet the requirements and graduate in the number of hours required by the Higher Education Coordinating Commission: Hair 1130 hours, Nails Technology 284 hours, Esthetics 484 hours. These hours include 20 hours of Career Development. Students are required to clock hours.

# Facility

# The school is located in beautiful southern Oregon. The area is known for its artistic culture, university, outdoor activities and small progressive community. Each of the 4 program areas is separate from each other. The nail salon has FOUR PEDICURE stations and SIX MANICURE stations. Our esthetics spa has 6 private rooms and a spray tan room. Our Hair Floor has 10 Stations and out Barbering Area has 6 STATIONS. We have 2 classrooms that can seat upto 15 STUDENTS. and 2 CLASSROOMS THAT CAN SEAT UPTO 10 STUDENTS At the entrance of the FACILITY, we have a lovely retail area for all of our product lines. We have 4 restrooms, 2 dispensaries (one for each area of study), administrative office and break room. The maximum number of students that we will have will be 80 students at one time IN THE facility, OUR FACILITY is up to all state building codes.

# Owners/Advisory Board

Ronda Partsafas is the Owner, and Dan Partsafas is Administrative Director. Kate Mulligan, Scott Fitzgerald and Erika Giles are a professional group of licensed Cosmetologists, Nail Technicians and Estheticians that make up our Advisory Board.

# Instructors, guest speakers & T.a.’s:

Ronda Partsafas (Esthetics) (Nails) (Natural Hair)

Deborah Graham-Freshwater (Full Cosmetology) guest and sub

Kate Mulligan (Full Cosmetology)

Lindsay Nesberg (Full Cosmetology)

Kristina Housman (Full Cosmetology)

Christine Kostuchowski (Full Cosmetology)

Brooke Butler (Full Cosmetology)

The combined experience of our staff comprises well over 100 years in the field of Cosmetology. Our instructors have advanced training in cosmetology, massage, education, business and the medical field. Imani offers an experienced, educated staff dedicated to providing students with an extensive knowledge in cosmetology needed to start their careers.

**INTERESTED APPLICANTS**

Individuals who are interested in attending Imani Institute of Cosmetology can call the school for an interview and tour of the facility.

**ADMISSION POLICY**

Imani Institute of Cosmetology does not discriminate based on race, sex, color, creed, or sexual orientation. Admission decisions are based on the application/interview process. Applicants will be notified of the school’s decision within 10 days of the interview. After notice of acceptance students will have 30 days or until their program start date, whichever comes first, to complete the enrollment process.

**ADMISSION REQUIREMENTS**

Applicants may be admitted upon satisfying the following requirements:

 1. Submits completed application packet, including student questionnaire.

 2. Meets or exceeds the state compulsory attendance age of 16 years of age.

 3. Successfully complete an individual interview.

**DENIED APPLICATIONS**

A student may reapply when all admission requirements have been fully completed.

**TRANSFER STUDENTS**

Imani Institute of Cosmetology accepts students from other institutions. Transcripts from previous school are required to receive credit for previous hours completed. However, transfer students are required to complete all State requirements in their program of study at Imani Institute of Cosmetology.

**ENROLLMENT PROCESS**

To enroll a student must submit the following items:

1. Driver’s License/Photo I

 2. Completed Enrollment Agreement

 3. Completed Student Questionnaire

**ENROLLMENT COSTS**

A non-refundable deposit of $250.00 is required to confirm your enrollment.

Additional Fees:

\*The school has reserved space, equipment, and licensed instructors for the course. If a student does not complete required program hours within the contracted scheduled number of hours, additional training will be billed at the rate of $20.00 an hour payable in advance, until graduation requirements are completed.

\*FINANCING FEES are $25.00 a month on all outstanding balances.

\*LATE FEES are $100.00 dollars a month for payments received after the 5th of each month.

VA Benefit Students :

**In accordance with Title 38 US Code 3679
subsection (e)**, this school adopts the following
additional provisions for any students using the U.S.
Department of Veterans Affairs (VA) Post 9/11 G.I.
Bill® (Ch. 33) or Vocational Rehabilitation and
Employment (Ch. 31) benefits, while payment to the
institution is pending from the VA. This school will
not:
•Prevent the students’ enrollment;
•Assess a late penalty fee to;
•Require student secure alternative or additional
funding;
•Deny their access to any resources (access to
classes, libraries, or other institutional facilities)
available to other students who have satisfied their
tuition and fee bills to the institution.
However, to qualify for this provision, such students
may be required to:
•Produce the Certificate of Eligibility by the first day
of class;

•Provide written request to be certified;
•Provide additional information needed to properly
certify the enrollment as described in other
institutional policies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROGRAM** | **TUITION** | **BOOKS, KIT & SUPPLIES** | **REG. FEE** | **DEPOSIT** | **TOTAL COST** |
| Nail Technology | $4650.00 | $1300 | $250 | $1500.0 | $6200.00 |
| Esthetics | $6,950 | $2800.00 | $250 | 1600.00 |  $10000.00 |
| Hair | $10950.00 | $2,300 | $250 | $2500.00 |  $13500.00 |
| Full Cosmo | $21000.00 | $4,160 | $250 | $4,000 |  $25410.00 -4290.00 |
| Esthetics and Nail | $11200.00 | $3900.00 | $250 | $3000.00 | $15350.00 -850.00 |
| Esthetics and Hair |  $16000.00 | $3800.00 | $250 | $3,500 |  $20050.00 -2150.00 |
| Barbering | $9200.00 | $1650.00 | $250 | $1000.0 | $11000.00 |
| Advanced Esthetics | 14550.00 | $2300.00 | $250 | $5000.00 | 17100.00 |

 Imani Alumni discount on Advanced Esthetics is 1350.00=16150.00

# \*If a Additional Program is added a deposit will need to be paid for that program prior to start date

# Refund and CANCElLATION POLICY

1. Full refund. You may cancel enrollment by giving written notice to the school. If notice occurs:
	1. Within 5 business days of the date of enrollment, all monies paid shall be refunded;
	2. After 5 days of the date of enrollment and prior to classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the total tuition cost, or $250, whichever is less.
2. Pro Rata Tuition. If the student or school terminates training after classes begin, the student is financially obligated to the school according to the following formulas or maximum charges:
	1. If a student withdraws prior to completion of 50 percent of the contracted instructional program, the student shall be entitled to a pro rata refund of the tuition charged $20.0 PER HOUR and paid for such instructional program, less registration fees, supply fees, and any other charges owed by the student. **Book, kit and supply fees are non-refundable after the first class day.**
	2. If a student withdraws upon completion of 50 percent or more of the contracted instructional program, the student shall be obligated for the tuition and fees charged for the entire instructional program and shall not be entitled to any refund;
	3. Pro rata refund means a refund of tuition paid for that portion of the program not received by the student. The date for determining that portion shall be the published course schedule and the last recorded date of attendance by the student.
	4. Imani Institute of Cosmetology follows the required hours set by the state for each individual program:
* Full Cosmetology 1835 hours
* Hair Technology 1150 hours
* Nail Technician 281 hours
* Esthetics 484 hours
* Nails and Esthetics 765 hours
* Barbering 786 hours
* Advanced Esthetics 500 Hours
* **Refund Policy for VA Students Only**: XX’s Veterans Refund Policy complies with
CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or
is dismissed at any time prior to completion, any unused portion of tuition, fees, and other
charges are refunded. Any amount in excess of $10 of the registration fee is subject to proration.
The amount charged will not exceed the exact pro rata portion of total charges. The length of
the completed portion of the course will be prorated over its total length, and the exact proration
will be determined by the ratio of the number of days of instruction completed by the student, to
the total number of instructional days in the course. Refunds are made when a balance due is
issued from the VA from the days of the last date of student’s attendance

Imani Institute of Cosmetology reserves the right to expel any student for inappropriate or unprofessional behavior, such as discourteous treatment of clients, staff and other students, property damage, or theft. The above refund policy will be implemented at the appropriate Pro Rata Tuition for the last recorded date of attendance.

**FINANCIAL ASSISTANCE**

We have financial assistance programs available to help you reach your education goals. Please contact the school to make an appointment.

# Part Time Enrollment Policy

Part time enrollment is considered 20.75 hours a week (21.75 for hair). All students are part time during the back class portion of their education.

The part time schedule for Esthetics is Wednesday and Thursday and Friday 8:45am-5pm

The part time schedule for Nails is Monday and Wednesday 8:45am-5pm

Part Time for Hair Monday, Tuesday, Thursday 8:45am-5pm

Part time for Barbering Tuesday, Wednesday, and Thursday 8:45 -5pm

Advanced Esthetics Monday, Tuesday, Wednesday 8:45 -5pm

All students get a one-half hour lunch break. In addition, students will have 2 scheduled 15-minute breaks.

**FULL TIME ENROLLMENT POLICY**

Full time enrollment for all programs is considered 38. hours per week. Students may switch to a full-time schedule AFTER they have been released from back class to do services.

The full-time schedule is Monday-Friday 8:45am-5pm. once students have been released to the floor. Students get a one-half hour lunch break from. In addition to the lunch, students will have 2 scheduled 15-minute breaks.

# SCHOOL CALENDAR

Start and End dates are subject to change. The start and end dates are communicated to the student at the time of enrollment. If the start dates change the student has to re-sign a new enrollment that indicates the new start and end date.

**Program Start Dates**

**Esthetics**

|  |  |  |
| --- | --- | --- |
| **Esthetics Oct 16,2023** | **Esthetics December 20 ,2024** | **Esthetics April 2024** |

**Nails**

|  |  |  |
| --- | --- | --- |
| **Nails October 9,2023**  |  **Nails Nov 13,2023**  | **Nails Jan 8 2024** |

 **Barbering**

|  |  |
| --- | --- |
|  **Barbering October 23 ,2023** |  **Hair**  |

**Hair Jan 8, 2024 Hair April 1,2024**

 **Advanced Esthetics**

**January 4, 2023 February 12th , 2024 April 22nd . 2024 July 21, 2024**

Start dates are subject to change based on class size. End dates are calculated based on positive attendance rates, but are subject to change.

# SCHOOL CLOSURE DATES

School is closed for all Federal holidays including New Year’s Day, Martin Luther King Day, and President’s Day, Veteran’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. We are closed for 1 week for Spring Break, & 1 week for Winter Break. These breaks are based on the Medford School District. Additionally, our school may close for inclement weather; these closures also follow the Medford School District

PROGRAM DESCRIPTIONS

 **ESTHETICS PROGRAM OUTLINE**

1. History and Career Opportunities in Esthetics
2. Life Skills
3. Your Professional Image
4. Communicating for Success
5. Infection Control
6. General Anatomy and Physiology
7. Basics of Chemistry
8. Basics of Electricity
9. Basics of Nutrition
10. Physiology and Histology of the Skin
11. Disorders and Diseases of the Skin
12. Skin Analysis
13. Skin Care Products: Chemistry, Ingredients and Selection
14. The Treatment Room
15. Facial Treatments
16. Facial Massage
17. Facial Machines
18. Hair Removal
19. Advanced Topics and Treatments
20. The World of Makeup
21. Career Planning
22. The Skin Care Business
23. Selling Products and Services

**NAIL TECHNOLOGY PROGRAM OUTLINE**

1. History and Opportunities
2. Life Skills
3. Your Professional Image
4. Communicating for Success
5. Infection Control
6. General Anatomy and Physiology
7. Skin Structure and Growth
8. Nail Structure and Growth
9. Nail Diseases and Disorders
10. Basics of Chemistry
11. Nail Product Chemistry Simplified
12. Basics of Electricity
13. Manicuring
14. Pedicuring
15. Electronic Filing
16. Nail Tips and Wraps
17. Monomer Liquid and Polymer Powder
18. UV Gels
19. The Creative Touch
20. Seeking Employment
21. On the Job
22. The Salon Business

**HAIR DESIGN PROGRAM OUTLINE**

1. History and Career Opportunities
2. Life Skills
3. Your Professional Image
4. Communicating for Success
5. Infection Control
6. General Anatomy and Physiology
7. Skin Structure, Growth, and Nutrition
8. Skin Disorders and Diseases
9. Properties of the Hair and Scalp
10. Basics of Chemistry
11. Basics of Electricity
12. Principles of Hair Design
13. Facial Shaving and beard trimming
14. Scalp Care, Shampooing and Conditioning
15. Haircutting
16. Hairstyling
17. Braiding and Braid Extensions
18. Wigs and Hair Additions
19. Chemical Texture Services
20. Hair coloring
21. Seeking Employment
22. On the Job
23. The Salon Business

**BARBERING PROGRAM OUTLINE**

1. History of Barbering
2. Life Skills
3. Your Professional Image
4. Infection Control
5. Implements tools and Equipment
6. General Anatomy and Physiology
7. Basics of Chemistry
8. Basics of Electricity
9. Skin Structure Skin Disorders and Diseases
10. Properties of the Hair and Scalp
11. Treatments of the Hair and Scalp
12. Men’s Facial Massage and Treatments
13. Shaving and Facial Hair Design
14. Men’s Haircutting and Styling
15. Men’s Hair Replacement
16. Women’s Hair cutting and Styling
17. Chemical Texture and Services
18. Hair Coloring and Lighting
19. Preparing for Hair Licensure and Employment
20. Working Behind the Chair

 **ADVANCED ESTHETICS PROGRAM OUTLINE**

1. Changes in Esthetics
2. Infection Control
3. Advanced Histology of the Cell and the Skin
4. Hormones
5. Anatomy and Physiology: Muscles and Nerves
6. Anatomy and Physiology: The Cardiovascular and Lymphatic Systems
7. Chemistry and Biochemistry
8. Laser, Light Energy, and Radiofrequency Therapy
9. Wellness Management
10. Advanced Skin Disorders: Skin in Distress
11. Skin Typing and Aging Analysis
12. Skin Care Products: Chemistry, Ingredients and Selection
13. Botanicals and Aromatherapy
14. Ingredients and Products for Skin Issues
15. Pharmacology for Estheticians
16. Advanced Facial Techniques
17. Advanced Skin Care Massage
18. Advanced Facial Devices
19. Advanced Hair Removal
20. Advanced Makeup
21. Spa Treatments
22. Complementary Wellness Therapies
23. Ayurveda Theory and Treatments
24. Working in a Medical Setting
25. Medical Terminology
26. Medical Intervention
27. Plastic Surgery Procedures
28. The Esthetician’s Role in Pre- and Post-Medical Treatments
29. Financial Business Skills
30. Marketing

**COURSE OUTLINES**

***HAIR DESIGN/ ESTHETICS / NAIL TECHNOLOGY, 1835 HOURS/54 WEEKS***

**Course Description**: This 1835 hour cosmetology course of study provides instruction in Hair, Esthetics, and Nail Technology. A minimum of 25% of each unit will be completed on site. Below are the contents for this unit of instruction:

**Practical Instruction (hours) Theory (Hours)**

***Unit:***

Oregon Law/Oregon Rules & Regulations

Career Development & Salon Skills

***Unit: NAIL TECHNOLOGY***

Manicuring

Pedicuring

Artificial Nails

● Fills

● Overlays

● Forms

● Removals

● Repairs

Equipment, Implements, Materials & Products

Safe usage | Safety Devices | Federal Regulation & Standards

Product Knowledge / Chemistry

Anatomy, Physiology

Microbiology

**Nail Technology Total hours – 241**

***Unit: ESTHETICS***

Esthetic Services 280

● Facials

● Exfoliants

● Body Treatments

● Microdermabrasion

● Light Therapy

● Chemical Treatments

● Electrotherapy

Make-up

● Day

● Evening

● Corrective

● Special Occasion

Temporary Hair Removal

Equipment, Implements, Materials & Products

Safe usage | Safety Devices | Federal Regulation & Standards

Product Knowledge / Chemistry

Anatomy, Physiology

Microbiology

**Esthetics Hours Total – 444**

***Unit: HAIR DESIGN***

Haircutting

Shaving

Hairstyling

● thermal hairstyling

● Wet Styling

● Braiding

Chemical Services

● Permanent Waving

● Hair coloring

● Hair Decolorization

● Chemical Hair relaxing

Equipment, Implements, Materials & Products

Safe usage | Safety Devices | Federal Regulation & Standards

Product Knowledge / Chemistry

Anatomy, Physiology

Microbiology

**Hair Design Total Hours – 1110**

**TOTAL HOURS; Hair Design, Esthetics and Nail Technology 1835 Hrs**

Advanced Esthetics Curriculum - 500 hours

The Certified Advanced Esthetics Curriculum includes 500 hours; 280 theory hours, 195 practical hours, 25 discretionary hours and 125 completed procedures.

The chart below is to be used as a guide in the development of your school’s curriculum: Course / Description Practical Hours Procedures

Theory Hours

 Anatomy, physiology and Histology - -

 Diseases and Disorders - -

Safety, Sanitation and Infection Control -

Oregon Administrative Rules / Revised Statutes -

 First Aid, CPR and Blood Borne Pathogens -

 Food and Drug Administration -

 American National Standard for Safe Use of Lasers (ANSI) - -

Technologies

Intense Pulse Light -

Laser’s -

Plasma - -

Non-ablative Fractional Collagen Induction -

Esthetic Radio Frequency - -

Esthetic Ultrasound -

Cryolipolysis -

Microwaves -

 Emerging Technologies -

Modalities

 Light Energy Hair Removal

Photo Rejuvenation / Dyschromia Reduction

 Skin Rejuvenation

Cellulite Reduction

 Body Contouring

 Non-ablative Tattoo Removal

Discretionary Hours ~25 Hours~

 Discretionary hours must be completed within either theory and/or practical. Procedures are discretionary within the 25 hour requirement.

 Total Curriculum Hours 500

**GRADUATION AND LICENSING**

A Certificate of Completion shall be awarded to any student who completes all course requirements.

To successfully graduate from Imani Institute of Cosmetology a student must meet the following criteria:

* All written exams must be completed with at score of 75% or better
* All hands-on practical exams must be completed with a passing score
* State attendance requirements must be met
* The student’s account must be paid in full
* Completion of all contracted programs

Transcripts will be sent to the Oregon Health and Licensing Agency so that the student may take the State Board Licensing Exam.

**JOB PLACEMENT**

Imani Institute of Cosmetology is proud of our graduation, licensure, and placement rates, which we are happy to provide to you upon request. However, we do not guarantee employment or job placement upon completion. We provide an extensive Career Development education, which includes classes in professional appearance and expectations, mock interviews, and preparing a professional resume and cover letter. The course also includes training in clientele building, customer service, money management, marketing, business planning and market research.

**STUDENT RECORDS AND TRANSCRIPTS**

Individual student records are kept by the school and are available to each student for review upon request. Please request records with the main office and allow 5-10 business days for processing.

In accordance with section 438 of public law 93-380, known as the “Family Educational Rights and Privacy Act” of 1974, (as amended), adult students have the right to inspect and review all official school records directly related to themselves and must, with certain exceptions, give written consent before any information is released by the school.

**ABILITY TO BENEFIT (ABT)**

Imani Institute of Cosmetology does not currently admit students under post-secondary eligibility provision Ability to Benefit (ABT).

# Academic policies

# GRADING SYSTEM

Hands on, Practical Test Scores will be graded Pass or Fail.

Scores of 75% and above are passing grades for written tests and homework.

Numerical grades are considered according to the following scale:

90 - 100 Excellent

80 - 90 Very Good

75 - 80 Satisfactory

74- below Not Passing

**GRADING AND MAKEUP WORK**

Students must pass and complete all homework, theory exams with a 75% or better, and pass all practical tests prior to graduation.

You may retake a test, but not on the same day and chapter review questions **must be** turned in with the retaken test. Test retakes must be scheduled with the instructor and retaken within one week of being missed or failed. Come prepared to take tests at scheduled time, no additional study time will be allowed during school hours. If you missed a class day, **you are responsible for studying the chapter at home and coming to school prepared** to participate in class/take tests.

# STUDENT ACADEMIC progress Standards

Students must maintain satisfactory academic progress while enrolled in training. If a student’s cumulative grades fall below 75 percent, he/she will be put on probation for 30 days. A student must make up or retake all tests and assignments by graduation for a passing grade. If at the end of the probationary period, the student has not maintained passing grades of 75 percent or above, he/she will be terminated.

Exceptions are made for extenuating circumstances, including but not limited to, severe documented illness, death in the family or proven extreme financial hardship. This will be determined on a case-by-case basis by the school director. Progress reports are given monthly.

**STUDY SKILLS**

Read the chapter a week before the test, not the night before. Highlight the chapter; answer the study guide; review the glossary/key terms; go through the chapter again and take notes and make an outline of the chapter. Additional study skills include flash cards and quizzing each other. Please direct questions from a unit/chapter to the instructor teaching that specific subject and **not each other**.

# attendance, TARDINESS AND Class Cut POlicy Standards

The student meets the quantitative factor of satisfactory progress if he/she meets the minimum standing requirement. The minimum quantitative standing requirement is 87%. It is determined by dividing the hours attended in the unit time by the hours scheduled in the unit time. Students are notified of their attendance in writing with their monthly progress report.

**Student Schedules**

Part Time 23-hour/week - 8:45am to 5:00pm

Tuesday/Wednesday /Thursday (Esthetics)

Monday /Tuesday /Wednesday (Nails)

Monday/Tuesday /Thursday (Hair)and (Barbering)

Monday, Tuesday and Wednesday (Advanced Esthetics)

Full Time (All Programs)

 38-hours per week

Monday-Friday 8:45am to 5:00pm

Occasionally Saturday hours will be added for services only

Normal Time for Completion is determined by Contracted Scheduled Hours. Students must maintain 87% attendance to maintain satisfactory academic progress. Students should be aware that contracted end dates do not change if classes/exams are failed or missed due to hours/days missed. The grace period is built into the student’s contracted hours to cover excused absences such as Doctor’s appointments, illness, personal days, and/or any other events in the student’s life that may cause minor absences. Unexcused absences are defined as any absence for which the student has not reported prior to having, minor or otherwise. If absences exceed the grace period, then the student will be billed for overage charges at a rate of $20/hour. NO EXCUSED ABSENCES WILL BE GRANTED FOR DEMO DAYS. If a demo day is missed, you will be required to make special arrangements with the instructor to make this up at the rate of $20 per hour.

**OVERTIME CONTRACT CHARGES**

If the student has not satisfied the program quantitative and qualitative requirements by the end of the scheduled hours (last contract date) then subsequent overtime contracts will be created based upon the hours necessary to complete the program, with an end date at 100% scheduled attendance and at $20 per hour.

You are required to make up every hour missed; however you will be charged based upon attendance hours over the maximum hours contracted for your program/combination of programs. You will need to make up hours including tardiness and absences. The cost is $20/hour over the maximum contracted scheduled program hours.

You will be allowed the following excused absences with no overtime contract charges (hours must be made up):

**Full Cosmetology (15 days/108.75 hours of excused absences) 1915 Hours (2023 maximum)**

**Hair ( 11 days/79.75 hours of excused absences) 1150 Hour Program (1210 hour max)**

**Nails & Esthetics (8 days/56 hours excused absences) 765 Hours (821 maximum)**

**Nails (4 days/28 hours excused absences) 281 Hours (309 maximum)**

**Esthetics (4 days/ 28 hours excused absences) 484 Hours (500 maximum)**

**Barbering (7 days/ 49 hours excused absences) 786 Hours (835 maximum)**

**Advanced Esthetics (4 days/ 28 hours excused absences) 500 Hours (550 maximum**

**ATTENDANCE AND SCHEDULE POLICY**

Class begins promptly at 9:00 am. You are required to arrive by 8:45 am to clock in, help with laundry, and get prepared for the day. You are expected to arrive for class prepared for the day's assignments as any professional would. Students will have receptionist duties also as part of business/career training hours required by the state.

Think of your schedule as on the job training, if you cannot make it, call the school, and notify one of the instructors or leave a message. Do not text or call instructors directly for attendance related issues. If the school line is busy, keep trying. If this does not work, please send an email to: imaniinstituteofcosmetology@gmail.com. And Imanistudent1@gmail.com

All questions regarding the schedule, homework etc. will be addressed during the morning meeting.  If you forget to clock in or out you will be docked ½ hour from your time that day.

**When on the floor you are expected to have a minimum of 2 client services per day. The state has a minimum of requirements and once you have met state requirements be reminded you still have school requirements until the date of completion. No client will be turned away by a student.**

**Students will not be permitted to bring in their own products to be used at the school unless pre-approved by the Director and a MSDS sheet of product to be put in the MSDS book.**

**Students are not permitted to use their own products on other students to avoid paying for services.**

**Services on Students must be booked in the schedule and charges out at30 % , failure to pay is grounds for termination of contract.**

**Students and Immediate family, are charged 30% for services.**

**Staff are charged 50%**

**Students must take clients to the front desk to check out for ALL Transactions and Payments!**

**NO SKIMMING, STEALING OR THEFT WILL BE TOLERATED**

**ANY STUDENT CAUGHT STEALING WILL BE DISMISSED AS FOR THE 1ST OFFENSE,**

**NO WARNINGS!!!**

**No services are to be given away for free. All services and ad-on must be pre-approved by Instructors.**

**FRIENDS AND FAMILY/PRACTICALS**

It is required that students schedule their own people for their friends and family days and practical days. If you do not have someone scheduled, YOU WILL BE SENT HOME. Hours missed are required to be made up at the cost of $20 per hour. Students must complete all friends and family service hours before working on the public.

**TARDINESS POLICY**

Clocking in is at 8:45am, 9: 15 is considered tardy. Tardiness is unacceptable. Excessive tardiness is considered to be more than 3 times in a month. Having more than 3 unexcused tardy days will result in advising, monitoring, suspension and/or termination. It may also lead to overtime contract charges at $20/total cumulative hours.

**LEAVE OF ABSENCE**

In the event of extenuating circumstances, a leave of absence will be evaluated on a case-by-case basis and the request will be in writing and at the discretion of the school director. For example, a pregnancy/childbirth, severe documented illness, death in the family or proven extreme financial hardship. The school will extend the graduation date in the case of leave of absence.

Please note that Imani Institute will evaluate your request but approval is not guaranteed. Medical leave will require a doctor’s note. We can only approve two weeks at a time, so if you need additional time off you will have to submit another request. Please note that your tuition will be due throughout your leave of absence to hold your enrollment at our institution. Should you wish to withdrawal from the program you would need to reapply for enrollment which is not guaranteed

# Graduation/Completion Requirements

Students must pass and complete all practical exams. Homework and theory exams must be passed with a 75 percent or better. Students must also complete the minimum required number services (specific to each program). All tuition and overtime charges must be made by graduation/end of attendance period for your program of study. Transcripts WILL NOT be released for state testing until your Tuition and overtime charges are PAID IN FULL. When all requirements are complete a Certificate of Completion will be issued to the student. The student’s official transcripts will be faxed to the Oregon Health Licensing Agency so the student can sit for the State Board Exam.

# disciplinary policy

Students are expected to always conduct themselves in a professional manner. Respect, courtesy, and sensitivity are behavioral practices expected among students, instructors, and administrative personnel throughout the educational program. Appropriate behavior includes regular and punctual attendance. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, intimidating, dangerous to themselves or others, and that does not hinder the progress of other students in the school. Students are expected to maintain classrooms, equipment, and the clinic floor at a level comparable to professional industry standards. Deviation from these standards may result in disciplinary action.

Warning Notices will be issued to students who are in jeopardy of probation, unsatisfactory progress, or termination. Lack of response to warning notices may result in probation or termination.

Type of discipline violation:

* Academic (Students will receive notification(s) when the cumulative GPA is below the minimum 75%.)
* Attendance (Students will receive notification (s) when the attendance is below 87%.)
* Conduct (Student will receive notification (s) for not complying with school policies.)
* Non-Payment (Student will receive notification (s) for not complying with school policies.)
* Type of notification:
* Verbal (Student is notified verbally of noncompliance with policy.)
* Written (Student is notified in writing of noncompliance with policy.)
* Probation (Student is given written notice identifying the length of probation of 30 days, specific area(s) of deficiency, and is scheduled to meet with a school representative. The student is informed of the Date/Time/Place of meeting. It is the student’s responsibility to meet with the school representative to discuss the reasons for, and terms of probation. If necessary, the school and student may prepare a written agreement documenting a corrective action plan. Copy is given to students; the original is maintained in the student file.)
* Suspension (Sent home for day, must pay to make up missed hours)
* Termination (Student is permanently withdrawn from school.)
* Although the school has established a progressive notification process, the authority is retained to impose immediate probation or termination, when appropriate.

**CELL PHONE POLICY**

Cell phones must be kept in a vehicle or locker. Your cell phone should NEVER be seen, unless you are on a scheduled break. If ANY instructor/staff sees you on your phone when not on a scheduled break, your phone will be taken until the end of the day. This is considered a verbal warning. A repeat offense will be given a written warning and probation.

 Please be respectful of our cell phone policy.

# student grievance policy

**School’s internal grievance policy**

If a student has an internal grievance, the student shall follow these steps with the intent to reconcile their concerns with the school:

1)      Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructor(s). Should this step fail go to step number

2)      Student shall contact school Director, Ronda or Dan Partsafas at the following phone number Ronda 541-930-2281 or Dan 503-278-6955. If this step should fail, the student must go to step 3.

3)      The student shall submit a written internal grievance to the follow email: imani institute of cosmetology@gmail.com. The email shall be labeled, “Student Grievance”.

Please note, other methods to submit an internal grievance include: 1) Certified USPS mail Attn: School Director, OR 2) the student can submit their internal grievance via school form labeled, “Student Grievance”.

The school will provide the student a time-stamped copy of this grievance.

4)      Once the school receives the time stamped student grievance, the school will have 10 days to do an investigation and provide the student their determination.

5)      The school’s determination is final.

Should this procedure fail, students may contact:

**The Oregon Higher Education Coordinating Commission**

**Private Career Schools**

**3225 25th Street SE**

**Salem, Oregon 97310**

**Phone: 503-947-5716**

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Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Higher Education Coordinating Commission, 3225 25th Street SE Salem, Oregon 97310. Phone: 503-947-5751. After consultation with appropriate department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

# RE-ADMISSION POLICY

Readmission is at the sole discretion of the school. A student who withdraws or is terminated from the program may apply for readmission, by contacting the school Director. The student may be readmitted by the Director, provided he/she meets the admissions criteria, and has successfully completed all probationary or other agreements with the school. A student requesting readmission after withdrawal or termination will be subject to a satisfactory progress analysis and determination applicable to their previous period of enrollment. Students failing to meet academic, or attendance standards may be enrolled in a probationary status upon reentry. A student may be denied readmission for, but not limited to, demonstrated lack of commitment to complete the program as shown during the previous enrollment by poor attendance and/or academic performance; dismissal due to inappropriate conduct; failure to meet financial obligations; or the lack of available space.

**DISCRIMINATION POLICY**

Imani Institute of Cosmetology will not tolerate racism, discrimination, harassment, exploitation, or victimization of students, employees, non-employees, or any person who are invitees of Imani Institute of Cosmetology for any reason, including but not limited to race, color, ethnic background, national origin, religion, creed, age, citizenship, political affiliation, emotional, mental/and or physical challenge, sex, sexual orientation marital status, or any other protected class as defined in ORS 659.850. Any employee found to have engaged in any form of discrimination will be subject to immediate termination.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659.820 with the Commissioner of the Bureau of Labor and Industries.