

**Course Catalog**

**July 2017-December 2018**

# 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

Tuesday-Friday 9AM- 5PM, Saturday 9AM-4PM

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*

*775 Court Street NE*

*Salem, OR 97301*

*OHLA*

*700 Summer St. NE, Suite 320
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 Platform Artist /Cruise Lines or Resort Personnel Guest Service Coordinator/Receptionist

MERCHANDISING

Manufacturers Representative/Manufacturers Technician/Beauty Supply Representative/ Beauty Supply Technician/ Department store Retail Sales/Department store Cosmetic Buyer

MEDIA OPPORTUNITIES

Fashion Shows/Pageants/Plays/Videos/Movies/Television

EDUCATION

College Owner/College Manager/College Educator/Teaching 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 prepared 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 Oregon department of Education: Full Cosmetology 2300, Hair 1700 hours, Nails Technology 600 hours, Esthetics 600 hours, Nails & Esthetics 950 hours. 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 3 program areas is separate from each other. The nail salon has five pedicure stations and four manicure stations. Our esthetics spa has four private rooms and a spray tan room. We have 2 classrooms that can seat 8-12 students. At the entrance of the facility we have a lovely retail area for all of our product lines. We have 2 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 24 students. The facility is up to all state building codes.

# Owners/Advisory Board

Victoria M. Wright & Debbie Graham-Freshwater are co- owners and administrative directors of Imani. Georgene Crowe, Kate Wasserman, and Suzanne McQueen are a professional group of licensed Cosmetologists, Nail Technicians and Estheticians that make up our Advisory Board.

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

Debbie Freshwater-Graham (Full Cosmetology), Amanda Bispo (Full Cosmetology), Teresa Contreras (Esthetics), Gretchen Lee (Esthetics), Cerri Bunten (Esthetics), and Kaylan Coldwell (Esthetics). Our staffs experience together comprises well over 100 years in the field of cosmetology. Our instructors have advanced training in cosmetology, massage, education, business and the medical field. Offering an experienced, educated staff dedicated to providing students with more than the 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 schools 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 enrolment 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 18 years of age.

 3. Possess a high school diploma/transcript or proof of GED.

 4. 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. 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. High School diploma/transcript or proof of GED

 2. Driver’s License/ photo ID

 3. Completed Enrollment Agreement

 4. Completed Student Questionnaire

**ENROLLMENT COSTS**

A non-refundable deposit of $150.00 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 programmatic 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 10th of each month.

**TUTION AND FEES**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM** | **TUITION** | **BOOKS** | **KIT** | **SUPPLIES** | **TUITION DEPOSIT** | **REG. FEE** | **TOTAL****COST** |
| Full Cosmetology | $18,975 | $1,040 | $1,100 | $1,910 | $2,575 | $150 | $25,750 |
| Hair  | $12,130 | $600 | $500 | $1,200 | $1,620 | $150 | $16,200 |
| Esthetics/Nail | $10,475 | $440 | $600 | $710 | $1,375 | $150 | $13,750 |
| Nail Technology | $6,240 | $200 | $250 | $360 | $800 | $150 | $8,000 |
| Esthetics | $6,110 | $240 | $350 | $350 | $800 | $150 | $8,000 |

# 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 $150, 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 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 2,300 hours
* Hair Technology 1,700 hours
* Nail Technician 600 hours
* Esthetics 600 hours
* Nails and Esthetics 950 hours

Imani Institute of Cosmetology reserves the right to expel any student for inappropriate behavior, 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. All students are part time during the back class portion of their education.

 The part time schedule for Esthetics program is Tuesday and Thursday 8:45am-5pm, and Saturday 8:45am-4pm.

The part time schedule for our Hair or Nail program is Wednesday and Friday 8:45am-5pm and Saturday 8:45am-4pm.

All students get a one-hour lunch break from 12pm-1pm. In addition to the 1 hour lunch, students will have 2 scheduled 15 minute breaks

**FULL TIME ENROLLMENT POLICY**

Full time enrollment for all programs is considered 35.25 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 Tuesday-Friday 8:45am-5pm and Saturdays 8:45am-4pm. Students get a one-hour lunch break from 12pm-1pm. In addition to the 1 hour lunch, students will have 2 scheduled 15 minute breaks.

# SCHOOL CALENDER

Start and End dates are subject to change. Programs will not start with fewer than 4 students enrolled in that particular program. 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.

# 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.

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. Electric 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. Scalp Care, Shampooing and Conditioning
14. Haircutting
15. Hairstyling
16. Braiding and Braid Extensions
17. Wigs and Hair Additions
18. Chemical Texture Services
19. Hair coloring
20. Seeking Employment
21. On the Job
22. The Salon Business

**GRADUATION AND LICENSING**

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

In order 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).

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# 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 instructor and retaken within one week of being missed or failed. Come prepared to take test 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 on a monthly basis.

**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 period by the hours scheduled in the unit time period. Students are notified of their attendance in writing with their monthly progress report.

**Student Schedules**

Part Time 20.75-hour/week

Tuesday/Thursday (Esthetics) or Wednesday/Friday (Hair or Nails)

 8:45am to 5:00pm and Saturdays 8:45am to 4:00pm)

Full Time *After Back Class* (All Programs)

 35.25-hour/week

(Tuesday-Friday 8:45am to 5:00pm and Saturday 8:45am-4:00pm)

Normal Time for Completion is determined by Contracted Scheduled Hours. Students must maintain 87% attendance in order 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 contract 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) 2300 Hours (2350 maximum)**

**Hair ( 11 days/79.75 hours of excused absences) 1735 Hour Program**

**Nails & Esthetics (5 days/36.25 hours excused absences) 950 Hours (982.5 maximum)**

**Nails (4 days/29 hours excused absences) 600 Hours (626 maximum)**

**Esthetics (4 days/ 29 hours excused absences) 600 Hours (626 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 doesn’t work please send an email to: imaniinstituteofcosmetology@gmail.com.

All questions regarding the schedule, homework etc. will be addressed during 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.

**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 after 8:45am is considered tardiness. 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 will 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/child birth, 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.

# TIme frame for completioN

The time frame for completing each program on a part time (20.75hrs per week) basis is:

Hair- Wednesday, Friday 8:45am-5pm Saturday 8:45am-4pm

Nails- Wednesday, Friday 8:45am-5pm Saturday 8:45am-4pm

Esthetics- Tuesday, Thursday 8:45am-5pm Saturday 8:45am-4pm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Program Hours | Minimum ContractedWeeks | Months | Max Time Hours |
| Full Cosmetology | 2,300 | 111 | 28 | 2350 |
| Hair | 1,700 | 82 | 20.5 | 1,735 |
| Nails &Esthetics | 950 | 46 | 11.5 | 982.5 |
| Nails | 600 | 29 | 7.25 | 626 |
| Esthetics | 600 | 29 | 7.25 | 626 |

The time frame for completing back class on the 20.75 hour/week schedule and finishing program full time, 35.25 hour/week once released from back class:

Tuesday-Friday 8:45am-5pm Saturday 8:45am-4pm

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Program Hours | MinimumContracted Weeks | Months  | Max Time Hours |
| Full Cosmetology | 2300 | 80 | 20 | 2350 |
| Hair | 1,700 | 52 | 10.5 | 1,735 |
| Nails & Esthetics | 950 | 31.5 | 8 | 982.5 |
| Nails | 600 | 23 | 5.75 | 626 |
| Esthetics | 600 | 23 | 5.75 | 626 |

# 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 conduct themselves in a professional manner at all times. 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 (Student will receive notification(s) when the cumulative GPA is below the minimum 75%.)
* Attendance (Student will receive notification (s) when the attendance is below 87%.)
* Conduct (Student will receive notification (s) for not complying with school policies.)
* 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 student; original is maintained in 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 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

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, 255 Capitol St. NE Salem OR 97301." After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission’s executive director will begin the complaint investigation process as defined in OAR 715-045-0023, 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 any and 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.