School Catalog

Z Hair Academy Locations

2429 Iowa Street, Suite E
Lawrence, KS 66046
(785)749-1488

14471 Metcalf Avenue
Overland Park, KS 66223
(913)402-4700

232 NW Oldham Pkwy
Lee's Summit, MO 64081
(816) 347-1840

6306 NW Barry Rd
Kansas City, MO 64154
(816)673-2939

727A N Charles Street
Warrensburg, MO 64093
(660)460-3088

www.zhairacademy.com

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Look for this icon. Please carefully read the noted sections of the rules and regulations. This will help ensure full understanding and compliance. We will discuss on the first day for clarification and to answer any questions you may have.

Mission
The mission of Z Hair Academy is to educate and prepare graduates for career success in the fields of cosmetology.

Accrediting Agency
National Accrediting Commission of Career Arts and Sciences (NA CCAS) located at 3015 Colvin Street, Alexandria, Virginia 223 14; Telephone (703)600 -7600
Campus Accreditation Status:
Lawrence, Kansas Campus: Accredited; **Overland Park, Kansas** Campus: Accredited; **Lee's Summit Campus**: Accredited; **Kansas City Campus**: Accredited; **Warrensburg, Missouri Campus**: Provisionally accredited as an additional location.

Other Affiliations:

- Kansas State Board of Cosmetology: 2420 NW Button Rd., Topeka, Kansas 66618; 785-296-3155
- Kansas Board of Regents, 1000 SW Jackson Ste. 520, Topeka, Kansas 66612; 785-430-4240
- Board of Cosmetology & Barber Examiners, 3605 Missouri Blvd, PO Box 1062, Jefferson City, Missouri 65102-1062; 573-751-1052

Faculty

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Emily Benton	Educator; KS Cosmetology & Educator Licenses
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Cathy Norton	Educator; MO Cosmetology & Educator Licenses
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ADMISSIONS ADVISORS	
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Summer Downey	Lawrence & Overland Park – Contact: summer@zhairacademy.com

COSMETOLOGY CLASSES BEGIN EVERY 8 WEEKS! (Check website for current start dates)
Z Hair Academy reserves the right to change scheduled start dates should there be a natural disaster or unforeseen circumstance that arises. Should this occur, there would be no additional charge(s) to the student.

COSMETOLOGY PROGRAM - FULL & PART TIME CLASSES AVAILABLE

The Cosmetology Program is a 1,500-clock-hour course designed to prepare students for entry-level employment in the beauty industry. Students receive comprehensive instruction in the art and science of hair, skin, and nail care, combining classroom theory with hands-on practical training.

Full-Time Schedule: The standard program length for full-time students is 47 weeks. Actual completion time may vary based on attendance, academic progress, and individual circumstances.

Part-Time Schedule: The standard program length for part-time students is 64 weeks. Actual completion time may vary based on attendance, academic progress, and individual circumstances.

New Talent (Basic Cosmetology) – 320 Hours
Students build a strong foundation in cosmetology through theory, demonstrations, and hands-on practice. Training includes professional image, communication, salon ecology, and fundamental hair, skin, and nail services. Progress is evaluated through written and practical assessments.

Designer I (Intermediate Cosmetology) – 680 Hours
Students advance their technical skills through classroom instruction and supervised salon experience. Emphasis is placed on haircutting, chemical services, hair design, skin and nail services, and professional guest communication.

Designer II (Advanced Cosmetology) – 500 Hours
Students refine advanced technical and professional skills while preparing for the State Board examination. Instruction includes state laws and regulations, business development, résumé writing, interviewing, and career readiness to support successful entry into the cosmetology profession.

INSTRUCTOR TRAINING PROGRAM – FLEXIBLE SCHEDULE

INSTRUCTOR TRAINING PROGRAM – Kansas
The Instructor Training Program in Kansas is a 450-clock hour program leading to licensure in the state of Kansas only. This program is offered at the Lawrence and Overland Park Campuses. 150-hour credit given to those licensed for a minimum of one year. Full-time or part-time flexible schedule determined by availability. ***There are currently no scheduled Start Dates for Instructor Training.***

KS: Full-Time Schedule: The standard program length for full-time students is 16 weeks. Actual completion time may vary based on attendance and individual circumstances. Program is not subject to Title IV SAP Policy Regulations.

KS: Part-Time Schedule: The standard program length for part-time students is 29 weeks. Actual completion time may vary based on attendance and individual circumstances. Program is not subject to Title IV SAP Policy Regulations.

INSTRUCTOR TRAINING PROGRAM – Missouri
The Instructor Training Program in Missouri is a 600 -hour clock program leading to licensure in the state of Missouri only. This program is offered at the Lee's Summit and Warrensburg Campuses. 300-hour credit given to those licensed for a minimum of three years. Full-time or part-time flexible schedule determined by availability. ***There are currently no scheduled Start Dates for Instructor Training.***

MO: Full-Time Schedule: The standard program length for full-time students is 22 weeks. Actual completion time may vary based on attendance and individual circumstances. Program is not subject to Title IV SAP Policy Regulations.

MO: Part-Time Schedule: The standard program length for part-time students is 39 weeks. Actual completion time may vary based on attendance and individual circumstances. Program is not subject to Title IV SAP Policy Regulations.

ADMISSIONS REQUIREMENTS

Applicant: To be considered for admission, each applicant must be at least 17 years of age and provide the following documentation:

- High school completion or its equivalent by providing a diploma, GED certificate, high school transcript, or state-issued credential for secondary school completion if home schooled; an associate or a bachelor's degree in the United States. A foreign high school diploma must be translated into English, and the translation has been performed by an outside agency that is qualified to translate documents into English and that is qualified to confirm the academic equivalence to a U.S. high school diploma.
- Copy of current government issued photo ID or current Driver's License or eligibility to be in the U.S. such as an alien registration number or work permit.
- Current Social Security Card

All applicants must complete a pre-enrollment interview. Each applicant is asked a standardized set of questions and evaluated using an established scoring rubric. A minimum qualifying score is required for acceptance into the program.

- High School Students: Z Hair Academy does not admit high school students.
- Re-entry: Students who have withdrawn/terminated from a program shall not be considered for re-entry.

Transfer Students:

- Same requirements as above AND:
- Verifiable hours from previous school by the State Board of Cosmetology.

- Number of transfer hours accepted at school's discretion.
- Transfer students will complete the New Talent training before being allowed to perform studio services.
- Z Hair Academy does not guarantee acceptance.
- For students transferring out of Z Hair Academy: there is the possibility that no credit may be accepted by the receiving institution.

Instructor Training:

- Same requirements as above.
- Each applicant must possess a current cosmetology license in the state of training.

Z Hair Academy

- Does not admit Ability to Benefit students for the Cosmetology or Instructor program(s).
- Does not engage in the recruitment of students already attending or admitted to another school.
- Does not discriminate based on race, color, national origin, ethnic origin, sex, religion, disability, or age.

COSMETOLOGY PROGRAM FEES	Lawrence	Overland Park	Lee's Summit	Kansas City	Warrensburg
Registration Fee	$150.00	$150.00	$150.00	$150.00	$150.00
Tuition	$18,750.00	$18,750.00	$18,750.00	$18,750.00	$18,750.00
Books/Equipment*	$3295.00	$3295.00	$3295.00	$3295.00	$3295.00
Apprentice License	$15.00	$15.00	NA	NA	NA
Total Program Cost – **BEFORE TAXES***(Fees subject to change w/o notice)*	$22,210.00	$22,210.00	$22,195.00	$22,195.00	$22,195.00

Z Hair Academy reserves the right to change tuition rates before the completion of the program if a renewal of contract is necessary.

Fees not covered by tuition in KANSAS: Application for License; Temporary Work Permit; Written & Practical Exam (*Fees subject to change. Licensing & Testing Fees are not determined by the school.)

Fees not covered by tuition in MISSOURI: Student License; Written & Practical Exam (*Fees subject to change. Licensing & Testing Fees are not determined by the school.)

*** Equipment Return Policy**

The Policy is consistently applied to all enrolled students. The school sells new equipment to students. Upon receipt, students complete an Equipment Check List to confirm receipt of equipment and that the equipment is in working condition. Should equipment be damaged or defective upon opening, Z Hair Academy will replace the defective or broken equipment. Once equipment is opened and deemed to be in good working condition, it is no longer returnable/refundable. Select equipment items may have a manufacturer's warranty to cover defective or broken equipment. Other items have no such warranties. Should a student withdraw or be terminated from the program, any equipment that was not received/opened may be considered returnable/refundable. The school offers a "used kit" option for enrolling students at a discounted price. All equipment is in good working condition at the time of receipt. Once the student receives the used equipment, it is not returnable/refundable. Any remaining warranties may apply.

Financial Aid available to those who qualify

See steps to apply for financial aid on page 6-7

Other Fees	Kansas	Missouri
Credit Card Fee	3%	3%
Transcript Request Fee	$10.00	$10.00
Campus Transfer Admin Fee: Transfer to another Z Hair Academy campus payment required before transfer. ***All fees paid w cash, check or credit card (3% chg.)***	$300.00	$300.00
Schedule Change Administrative Fee (payment prior to change same as above) for each change.	$150.00	$150.00
Withdrawal/Termination Fee	$150.00	$150.00

Students may participate in additional classes offered by Z Hair Academy at an additional charge. Classes are optional. Fees are collected prior to the class and may include a mannequin.

EXTRA INSTRUCTIONAL CHARGES POLICY

Each program is designed to be completed within the contracted time frame. A grace period of approximately **5%** is included beyond the calculated completion date. The school reserves instructional space, equipment, and licensed educators for each enrolled student. Students who do not complete the program within the contract period will be charged an additional training fee of **$15.00 per hour**, payable in advance, until graduation.

Instructor Training Program Fees	Lee's Summit, Missouri & Warrensburg, Missouri Campuses
Tuition	$6000.0

Fees not covered by the program: (a)Milady Master Educator Book: ISBN: 9781133693697 (b)Written & Practical Testing Fees; (c)Licensure Fee; *Fees subject to change; **Licensing & Testing fees are not determined by the school.

PAYMENT METHODS:

Payments may be made by cash, check, money order, credit card*, Title IV loans and grants and/or non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. *Payments by credit card are subject to a 3% processing fee.

PAYMENT OPTIONS: Pay in full - Pay in monthly installments - Financial Aid

Monthly Installments:

On or before the first day of class, one-fourth of the tuition, one-fourth of book and kit fees, taxes, and apprentice license fees (if applicable) are due. The balance of the tuition shall be paid in monthly installments with payments due on the first day of the month until paid in full. If a scheduled payment is not received within ten days after the due date, a late charge shall apply of $25.00. Hours will not be forwarded to the State Board until all monies are paid in full. Tuition can be paid in full at any time.

Federal Loans: The FAFSA will determine eligibility to receive loans. The loan amount is determined by need. There are 3 types of loans:

Direct Subsidized Loans* are awarded based on financial need. Interest is charged during all periods of the loan, including while you are attending school. Repayment begins six months after the student graduates or leaves school.

Direct Unsubsidized loans* are not based on financial need. Interest is charged during all periods of the loan, including while you are attending school. Repayment begins six months after the student graduates or leaves school.

Direct (Parent) PLUS Loans* for parents of dependent students if FAFSA does not cover all expenses. Interest is charged during all periods of the loan. Parents may borrow up to the student's unmet cost of attendance. The PLUS Loan is a credit-based program and eligibility is determined by completing a simple credit application. Forms are available in the school office. Completing this form does NOT require the parent to take out a Parent PLUS loan. If a parent of a dependent student is denied the PLUS Loan, the student is then eligible for additional Direct Unsubsidized Loans.

Pell Grant: Based on your FASA, you may be awarded a PELL Grant. This grant is awarded by need and can provide as much as $7395.00 per academic year. The Pell Grant is considered gift aid and does not require repayment.

VA Benefits: Z Hair Academy is approved by the Kansas State Approving Agency and Missouri State Approving Agency. The U.S. Department of Veterans Affairs accepts the approvals and delivers payments.

In accordance with the **Veterans Benefits & Transition Act of 2018**, Z Hair Academy ensures there will *not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's liability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. Z Hair Academy does not prohibit attendance or impose penalties while awaiting VA payments per 38 USC 3679(e)(1) A & B.*

*All aid that is classified as a loan requires repayment.

**Pell award amounts subject to change

STEPS TO APPLY FOR FEDERAL FINANCIAL AID: Get free information and help from your school counselor, the financial aid office at the school you plan to attend, or the U.S. Department of Education (ED) at www.federalstudentaid.ed.gov or 1-800-433-3243.

Step 1: Create an FSA ID

- To create an FSA ID, go to www.studentloans.gov
- Your FSA ID is your electronic signature for FAFSA on the web. If you are a dependent student, your parents will also need to apply for an FSA ID to sign your FAFSA.
- The Department of Education considers a student independent by the following criteria:
  - You are at least 24 years old on the day you file your FAFSA.
  - You are married on the day you file your FAFSA.
  - You are a parent.
  - You are an Orphan or Ward of the Court (or were until age 18)
  - You are a Veteran or currently serving on active duty in the U.S. Armed Forces
  - You were a foster child after the age of 13.
  - You are an emancipated child as determined by a court judge.
- If none of the above criteria apply to you, you are a dependent student.

Step 2: Gather Information

- Gather your most recent tax information (Federal 1040, 1040A or 1040 EZ and W-2 forms)
- If you are a dependent student, you will also need your parent(s) tax information (Federal 1040 and W-2 forms)
- If you are a married student on the day, you complete your FAFSA, you also need your spouse to provide their tax information (Federal 1040 and W-2 forms).

If you are unable to locate your W-2(s) or tax documents, you can call IRS at 1-800-829-1040 or www.irs.gov and request a tax transcript (this may take up to three weeks to receive)

Step 3: Fill out the FAFSA.

- Complete the FAFSA at www.fafsa.ed.gov
- Use the IRS Data Retrieval Tool to automatically upload your tax information to your FAFSA.

- If you have already filed a FAFSA no need to do it again. Just add the Z Hair Academy School Code: 041329

Please remember the FAFSA is a FREE Application for Federal Student Aid and will never ask for payment information.

APPLICATIONS AND INFORMATION TO BE VERIFIED

Verification Tracking Groups: Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1 – Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income; U.S. income tax paid; Untaxed portions of IRA distributions; Untaxed portions of pensions; IRA deductions and payments; Tax-exempt interest income; Education credits; Household size; Number in college.

Students who are not tax filers must verify the following:

- Income earned from work; Household size; Number in college.

V4 – Custom Verification Group. Students must verify high school completion status and identity/statement of educational purpose.

V5 – Aggregate Verification Group. Students must verify high school completion status and identity/statement of educational purpose (SEP) in addition to the items in the Standard Verification Group.

⚠ SCHOLARSHIP OPPORTUNITIES

The Clinton E. McKenzie Memorial Scholarship was established in 2013. Clinton, the patriarch of the McKenzie family and a dedicated hairdresser for over 60 years. Even after undergoing quadruple bypass surgery and the loss of his right leg, he continued working in his Missouri salon until his passing. He often shared that his love of hairdressing helped carry him through his surgeries because he had something to look forward to. Every morning, at 6:00 a.m., Mr. Clinton was in his salon cutting, coloring and styling both ladies and gentlemen. It is with great honor that his name lives through this scholarship, supporting future professionals as they pursue their education and careers in the beauty industry.

Each enrolled student may qualify for up to $1000.00 to be applied toward tuition.

- The scholarship does not have a cash value and can only be used for reduction of tuition.
- There is no guarantee of qualification.
- A scholarship award can affect the amount of Title IV Financial Aid for which a student may qualify.
- All requirements must be met to be eligible for the scholarship.

Requirements: Part 1: $500

The student shall:

1. Complete the application form and submit two (2) letters of recommendation from non-family members within fifteen (15) days of the start date. Once this time frame has passed, the student is no longer eligible for any portion of the award.
    a. Letters of recommendation must be on the letterhead from company or organization in which person is employed.
    b. Letters will only be accepted in hard copy format and signed. NO emailed letters will be accepted.
2. Maintain a 95% or higher cumulative attendance rate (no more than 80 absent hours).
3. Maintain a cumulative GPA of 90% or higher (written/practical).

Requirements: Part 2: $500

The student shall continue to maintain a 95% attendance rate and a GPA of 90% or higher and the following.

4. Earn 20 Club recognition and Level 2 status.
5. Complete 12 hours shadowing in an approved salon.
    a. Hours spent shadowing in a salon shall not count toward the 1500-hour state board requirement for completion.
    b. Salon shadowing shall be scheduled/completed after earning a minimum of 900 clock hours.
    c. All required shadowing documents must be turned in to receive credit.
6. Complete a Portfolio Project and Resume as assigned.
7. Participate in the Student Showcase (if applicable).

Additionally, the student shall have no violation(s) of school policies that result in an Advisory Report, probation, or suspension. Such violations shall exclude the student from receiving **any** portion of the scholarship awards even if all qualifications are met. Students will receive Satisfactory Academic Progress Reports to determine if the scholarship award has been earned. Upon confirmation that all requirements have been met, the scholarship award will be credited to the student account for reduction of tuition. The scholarship is considered a gift and therefore does not require repayment. ***If a student does not complete the program for any reason, all scholarship awards become null, and void and the balance is to be paid by the withdrawn student.***

Outside Scholarships may also be accepted for tuition reduction.

⚠ WITHDRAWAL AND SETTLEMENT/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 cancellations, or school closure. Refund calculations are performed, and refunds are made in a timely manner.

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 legal guardian cancels the contract and demands his/her money back in writing withing three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded.
3. A student cancels his/her enrollment in writing after three business days of signing the enrollment agreement but prior to entering classes. In this case all monies collected by the school shall be refunded less a state apprentice license fee, if applicable.
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 determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution of his/her withdrawal in writing.
6. A student is expelled by the school.
7. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.
8. 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.

- 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:**

Percentage of Scheduled Time Enrolled to Total Course/Program	Hours Attended	% of Total Tuition School Shall Receive/Retain	$ Amount of tuition school shall receive/retain
0.01%-4.9%	15-74	20%	$3750 + equipment
5%-9.9%	75-149	30%	$5625 + equipment
10%-14.9%	150-224	40%	$7500 + equipment
15%-24.9%	225-374	45%	$8438 + equipment
25%-49.9%	375-749	70%	$13,125 + equipment
50% & over	750+	100%	$18,750 + equipment

- All refunds will be calculated based on the last date of attendance.
- Any monies due to 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 a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  a. Provide a pro rata refund within 45 days of notice to the student; or
  b. Resume teaching the course and/or program within 30 days of notice to the student; or
  c. Participate in a Teach-Out Agreement; or
  d. Provide a full refund of all monies paid, less the non-refundable application fee.
- If the school is permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school shall either provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged Teach Out Agreement with another institution.
- Students who withdraw or terminate prior to course completion are charged a cancellation or termination 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 (extra equipment, 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 agreement.

RETURN TO TITLE IV:

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan
assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The order in which Title IV program funds must be returned.

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required.
5. FSEOG for which a return of Title IV funds is required.
6. TEACH Grants for which a return of Title IV funds is required.
7. Iraq and Afghanistan Service Grant for which a refund of Title IV funds is required.

Upon completion of the R2T4 documentation, the withdrawn student shall receive an Institutional Refund Calculation completed by the school to determine if the student is owed money or money is owed to the school. Hours earned will not be released until the balance is paid in full. Z Hair Academy may arrange a payment plan with the student.

GRADUATION REQUIRMENTS:

Graduation requirements include accumulation of state required clock hours, and a minimum grade point average of 75% at the final Satisfactory Progress Report Period. All monetary obligations to the school must be paid in full. Upon successful completion of the program, the graduate is issued a Certificate of Completion and paperwork is forwarded to the licensing agency. **All fees for licensure and testing are the responsibility of the student/trainee and are not covered in tuition fees.*

EMPLOYMENT OPPORTUNITIES:

- Job placement or employment is not guaranteed. Z Hair Academy provides reasonable assistance with job placement, including access to a Job Opportunities Board, employer visits, and career guidance upon student request.
- The school provides instruction in professional image, résumé preparation, interviewing skills, salon operations, and basic business principles, including communication, retail sales, continuing education, and client development. Graduate employment follow-up is conducted as required.
- A cosmetology license provides employment opportunities in various fields, including hairstylist, color specialist, texture specialist, nail technician, esthetician, make -up artist, wig or extension specialist, educator, platform artist, salon manager or salon owner. Compensation varies based on position, location, and hours worked. The Standard Occupational Classification (SOC) Code is 39-5012.
- Students must understand and comply with sanitation and safety requirements and be able to meet the physical demands of the profession, including prolonged standing, repetitive motions, and other job-related activities.
- An instructor's license may qualify a graduate for employment in a cosmetology school.

FACILITIES AND EQUIPMENT:

Z Hair Academy meets all the requirements for a school according to its regulatory and accrediting agencies. The facilities at ***each*** campus include a reception and retail area, studio floor with hair styling stations and chairs, a manicure area, skin care room(s) including equipment for facials and waxing, a shampoo area, a dispensary, classrooms, and a student lounge/study area (Lockers also available).

CLASSROOM MANAGEMENT

- **Lectures /Discussions:** Lectures and discussions are used to organize course content, emphasize key concepts, and support understanding of the material through explanation, interpretation, and shared experience.
- **Demonstrations:** Educators demonstrate techniques and procedures, followed by guided student practice.
- **Exams:** Weekly exams are administered and may cover material from textbooks, notes, handouts, discussions, and demonstrations. Students must maintain a minimum average of **75%** to advance to the Designer course.
- **Quizzes and In-class Assignments:** Unannounced quizzes and in-class assignments may be given. These are due on the day assigned and may not be made up. Point values may range from 10 to 100 points.
- **Grading System:** Methods of evaluation include practical and written exams, quizzes, and assignments.
  Exam =50% Practical/Professionalism = 50%
- **Grading Scale:** A+ =100-94; A=93-88; B=87-82; C=81-75; F=74-below
- **Reading Material**: Milady Standard Cosmetology; Milady Master Educator

Business Curriculum: Z Hair Academy provides business-focused instruction designed to prepare students for employment in the salon industry. Training emphasizes four core areas: **Service, Retail, Repeat Guests, and Referral Guests**, and is integrated into daily instructional activities.

Objectives: Upon completion of this program, the student should be able to.

- Demonstrate professional conduct and build credibility with guests.
- Conduct effective consultations to support guest satisfaction.
- Apply technical and communication skills in a professional service environment.
- Understand the importance of goal setting in achieving career objectives.
- Track progress toward professional goals over time.
- Demonstrate effective time-management skills related to productivity and earning potential.

⚠ TECHNOLOGY IN THE CLASSROOM/STUDIO:

Cell phones may be used in the classroom and on the studio **only when authorized** and **only to support educational activities**. Phones must remain on silent mode at all times unless otherwise directed by an educator. Texting during class is not permitted.

Permitted Educational Use Includes:

- Client consultations; before-and-after photos (with guest permission); timers for services; spa music during facial services; viewing educational videos (no sound or headphones).

Not Permitted:

- Phone calls, FaceTime, music/headphones, games, shopping, or personal use.
- Audible notifications or sounds.
- Excessive or continuous phone use during the school day.
- Placing phones with sanitized tools, on equipment carts or stations.
- Checking messages, social media, or using phones during guest services.
- Sharing personal contact information or social media profiles with guests (safety concern).
- Taking photos, videos, or recordings of any person without their explicit permission or posting content without authorization.

Cell phones are intended to **ENHANCE** not **REPLACE** learning. All assignments must be completed as scheduled. Students may not remain in the break room or other areas for phone use during instructional time. Cell phone use is a privilege and may be revoked at the discretion of the school.

CONSEQUENCES for Policy Violations May Include:

- Storing phone in a locker or remove it from the premises; being sent home for the day; loss of eligibility for personal services.

SOCIAL MEDIA POLICY/SAFETY

Z Hair Academy has an established policy in dealing with social media practices while attending.

Students are **Not Permitted to**:

- Post or share personal contact information, including phone numbers or social media accounts.
- Post cash app information (students may accept gratuities on cash apps but posting info is not permitted).
- Socialize with guests on social media or in person outside of the school environment.
- Use student business cards with any information beyond First Name and Last Initial. (Students are not allowed to print their own business cards.)

Professional Boundaries with Staff:

- Z Hair Academy employees are prohibited from socializing with students in private settings, at non-school functions, or on social media. Students should not request to follow or connect with staff on social media, as this constitutes a conflict of interest and is strictly prohibited. This policy remains in effect for a minimum of one year following graduation.
- Employees who violate this policy may be subject to disciplinary action, up to and including termination.
- Adherence to this policy is required to ensure professionalism, safety, and a respectful learning environment.

GOSSIP-FREE ENVIRONMENT POLICY

- Gossip is defined as idle talk or rumors, particularly regarding the personal or private affairs of others, including sharing information that is unverified or inappropriate. Gossip is harmful to individuals, disrupts the learning environment, and undermines the culture and professionalism of Z Hair Academy.
- This policy is in place to promote unity, respect, and a positive educational environment. Engaging in gossip reflects poorly on the individual involved and is inconsistent with the Academy's standards of professionalism and integrity.

CONSEQUENCES:

- Violations of this policy may result in disciplinary action, including verbal and/or written warnings, suspension, and/or termination from the program.

COMMITMENT TO A POSTIVE CULTURE

- By adhering to this policy, students contribute to a supportive and respectful school environment. This commitment fosters personal well-being, strengthens professional habits, and helps develop the character and integrity expected in the workplace.

NO DATING POLICY: Students are not allowed to date another student while enrolled in school.

NO BULLYING OR HAZING POLICY

Bullying is defined as aggressive or hostile behavior by an individual or group intended to humiliate, intimidate, control, or cause mental, emotional, or physical hair to another individual or group. Bullying may occur as a single severe incident or as repeated incidents. Forms of Bullying May Include, but Are Not Limited To:

Physical:	* Pushing, shoving, kicking, poking, tripping or threatening physical hair. * Assault or damage to personal property, work area, or work products.
Verbal or Written:	* Ridiculing, insulting, instigating, spreading rumors, or making abusive, threatening, derogatory, or offensive remarks. * Exploiting known intellectual or physical vulnerabilities
Non-verbal:	* Threatening gestures or invading personal space after being asked to move away.
Cyberbullying:	* Bullying through electronic or digital means, including the internet, social media, interactive technologies, or mobile devices.

Hazing is any activity expected of a student or group that humiliates, intimidates, abuses, degrades, or endangers another person, whether physically, mentally, or emotionally, as a condition of joining, participating in, or maintaining membership in a group or activity. A person's willingness to participate does not make the behavior acceptable or excuse it.

Bullying and/or hazing is strictly prohibited on school property; at any school-sponsored event, function, or activity; and through the use of electronic or digital technology, whether on or off campus. This policy applies to all school administrators, faculty, staff, students, contractors, vendors, visitors, and any individual present on campus.

Disciplinary Action:
Bullying and/or hazing is considered misconduct and will result in disciplinary action in accordance with school policy, which may include suspension and/or termination. Any incident believed to be of a criminal nature will be referred to local law enforcement authorities.

ATTENDANCE SCHEDULE

CLASSROOM	STUDIO
Full-time: Tuesday-Friday 9am-5pm (28 hrs./week)	Full-time: Tues/Wed/Fri/Sat 9am-5pm & Thursdays 9am-6pm (36 hrs./week)
Part-time: Tuesday-Friday 9am-3pm (20 hrs./week)	Part-time: Tuesday-Friday 9am-3pm & Saturdays 9am-5pm (27 hrs./week)

The schedule includes two fifteen-minute breaks*, one in the morning and one in the afternoon, and a one-hour lunch break. Due to guest services, lunch and break times may vary. Breaks do not carry over from one part of the day to the other. *Part-time students receive one (1) morning break Tues-Friday and 2 (two) breaks on Saturday. Hours may vary by location.

TIME CLOCK POLICY

Students must clock all hours required by the State Board using the Academy time clock and follow the procedures below:

1. Students must use the time clock every day.
2. Students must notify an educator/staff member if they forget to clock in or out.
3. Students are expected to arrive on time and are considered late at 9:01. If late, the following schedule applies:

9:06-9:15 = 15 minutes late	9:16-9:30 = 30 minutes late	9:31-9:45 = 45 minutes late	9:46-10:00 = 1 hour late

Lunch is one (1) hour. Students are considered late at 1:01 and will lose time as it relates to the time clock schedule above.

STUDENT OPERATING RECORDS

Kansas Board of Cosmetology and Board of Cosmetology & Barber Examiners require a specific number of hours per subject. These hours are submitted to verify completion in the subject/performance for the course. It is the student's responsibility to maintain current operating records. Students are expected to complete their operating records according to the following guidelines:

- Record hours and performances daily.
- Always use a pencil (write clearly and legibly)
- Have record signed daily by educator.
- Turn in records at the end of the week or as directed by staff (records returned on the following Tuesday)
- Keep a notebook of operating records copies for State Board inspections.
- Operating Records should be kept on school premises.

ABSENT AND LATE TO CLASS POLICY:

Our objective is to train students in the behaviors and habits that will allow them to be successful in the work environment. Good attendance is essential to meet educational objectives, maintain satisfactory academic progress, practice the art of cosmetology, and build confidence in skills. It is the students' responsibility to make up missed work/assignments/tests due to absence.

- Students should call the school at the beginning of the scheduled day, *(within the first hour)*, to inform a staff member they will be late or absent and their expected return.
- **Students are NOT allowed to call in late every day**. *(Additional consequences may apply.)*
- If the student has not called by 10:00am, and has not shown up for class, they are considered a "**no call, no show**" resulting in a one-day suspension upon their return and an additional day suspension for each violation *(up to three days)*.
- Hours missed due to a suspension are subject to additional charges & may also result in loss of scholarship.
- Students are allowed an **80-hour grace period (*excused or *unexcused)** in which to complete the program at no additional charge.
- **New Talent maximum absent hours: 32**. Students will be terminated from the program if more than 32 hours are missed within the first twelve (12) weeks.
- **Maximum Program absent hours: 200**. Students will be termination from the program if absent time exceeds 200 hours.
- **If a student does not graduate within the contract period, additional training will be billed at the rate of $15 per hour based on the student's applicable schedule, payable in advance, until graduation. Payments will be collected on a monthly basis. Students will not be allowed to clock in until applicable monthly payments are made. Fees are subject to change.**
- **A Doctor's Note does not excuse missed time.**
- Due to poor attendance/absent time, Students may not receive equipment until attendance is improved.
- Students are NOT ALLOWED to "make-up" missed time by coming in early or staying late.
- *The school may excuse hours with prior approval and documentation at their discretion, all other hours are unexcused.
- Additional classes, outside of the scheduled course, may be an opportunity to earn additional hours or used to deduct accumulated absent hours.

MAKE-UP POLICY: It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the educator as soon as they return. If the missed work is not made up within one week of return, a zero shall be recorded in the grade book.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. A student may be granted up to two (2) LOAs. The maximum time frame for leave(s) of absence is one hundred eighty (180) days within a twelve-month period. A student shall not be granted an additional LOA if the total amount of previous leave exceeds the 180 day/12-month period requirement.

- The leave of absence must be requested and approved in writing prior to a leave of absence occurring.
- The student must sign and submit the request to the school director or official.
- The reason for the leave and expected return date must be included.
- The reasons for which a leave of absence may be approved include:
  1. Personal and/or family medical issues.

2. Death in the family.
3. Other mitigating circumstances.

- If an unforeseen circumstance prevents the student from submitting the request in advance, the school may grant a LOA and collect the request from the student at a later date and will document the reason for this decision. In this circumstance, the start date of the approved LOA shall be the first day the student was unable to attend.
- A student on an approved leave shall not accrue any additional institutional charges, does not accrue absent time, and maintains the hours earned at the time of the leave.
- Students on a leave of absence do not receive Title IV financial aid.
- A leave of absence will change the projected completion date and extend the student's contract period equal to the number of calendar days taken in the leave of absence.
- Upon return, an addendum to the contract will be completed and signed by all parties to indicate the newly calculated completion date. A student returning from an approved leave of absence shall return in the same academic progress status as when they left. If a student does not return as scheduled from a leave, they shall be dropped from the program and the student's withdrawal date shall be the last day of attendance.
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Students must follow the policy when requesting a LOA.
- Z Hair Academy shall not approve a LOA in the New Talent program (first 12 weeks).

Z ***Hair Academy reserves the right to grant or deny approval of a leave of absence.*** **Students on an unapproved LOA shall accrue absent time and may be terminated from the program and the last date of attendance shall be the withdrawal date.** Books and equipment shall remain on the premises (in a secure area) while the student is on a LOA. Z Hair Academy is not responsible for personal items left while on leave. ***Time off for a personal vacation will not be approved as a leave of absence.***

ADDITIONAL LEAVES OF ABSENCE

- **Bereavement Leave**: Z Hair Academy offers up to three (3) days for bereavement, with documentation, to be approved.
- **Military Leave**: The school will comply with its obligations for those students who serve in any branch of the United States uniformed military services, including providing necessary time off, in accordance with federal, state, and local law.
- **Jury Duty**: Students summoned for jury duty will be granted leave to serve (with proof of jury summons).
- **Administrative Leave**: Z Hair Academy reserves the right to put students on an Administrative LOA for nonpayment of fees or other violations of the school's policies.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Policy is consistently applied to all (full-time & part-time) students enrolled at the school. The policy is based on the academic year of 900 clock hours/ twenty-nine weeks. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS:

Evaluation periods are based on actual hours completed.
Students are evaluated for Satisfactory Academic Progress as follows:

Full Time Cosmetology 1500 Hours:	**Part Time Cosmetology 1500 Hours**:
1st Evaluation Period: 450 clock hours & 14 weeks	1st Evaluation Period: 450 clock hours & 19 weeks
2nd Evaluation Period: 900 clock hours & 29 weeks	2nd Evaluation Period: 900 clock hours & 38 weeks
3rd Evaluation Period: 1200 clock hours & 38 weeks	3rd Evaluation Period: 1200 clock hours & 51 weeks

Instructor (KS) 450 Hours: Midway through the program: 225 hours. Lawrence & Overland Park campuses

Instructor (MO) 600 Hours: Midway through the program: 300 hours. Lee's Summit & Warrensburg campuses

Transfer Students: midpoint of the contracted hours or the established evaluation periods, whichever comes first.

- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.
- The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The student signs the progress report within seven days of the evaluation period and receives a copy.
- The original is kept in the students' file.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 88.5% of the hours possible based on the applicable attendance schedule to meet satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 88.5% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 113% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE		MAXIMUM TIME ALLOWED WEEKS SCHEDULED	HOURS
Cosmetology	Full Time: 33 hours/wk. (avg)	54	1700
	Part Time: 24 hours/wk. (avg)	73	1700
Instructor Training Kansas	Full Time: 36 hours/wk.	16	512
	Part Time: 20 hours/wk.	29	512
Instructor Training Missouri	Full Time: 36 hours/wk.	22	682
	Part Time: 20 hours/wk.	39	682

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 88.5% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe will be withdrawn or terminated from the program. Terminated students who have exceeded the maximum time frame will not be permitted to re-enroll in the program.

ACADEMIC PROGRESS EVALUATIONS:

The qualitative element used to determine academic progress is a reasonable system of grades determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100 (A+) EXCELLENT 88-93 (A) VERY GOOD 82-87 (B) GOOD 75-81 (C) SATISFACTORY
74 AND BELOW (F) UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS:

Students meeting the minimum requirements for attendance and academics at the evaluation point are considered to be making satisfactory academic progress and will receive assistance under Title IV, HEA program, until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress are notified and informed they may have their Title IV Funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of probation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Financial Aid WARNING:

Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and considered to be making satisfactory academic progress during the financial aid warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid warning period, the student has still not met both attendance and academic requirements, he/she may be placed on financial aid probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Financial Aid PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the financial aid warning period will be placed on financial aid probation and considered to be making satisfactory academic progress during the financial aid probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on financial aid probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined to NOT be making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

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

INTERRUPTIONS AND WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. For students who withdraw from the program, a final transcript will determine the status as satisfactory or unsatisfactory progress which is determined by the actual hours attended up to the day of withdrawal. Students who withdraw from the program are not permitted to re-enroll.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination.
should be reversed. This information should include what has changed about the students' situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES: Incompletes, repetitions, non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS: Regarding Satisfactory Academic Progress, students' transfer hours from another institution that are accepted toward the students' educational program are counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS: Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without written authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

HOLIDAYS AND SCHOOL CLOSURES:

Thanksgiving Day, the Friday & Saturday after.	The Saturday of Memorial Day weekend.
December 24-26	4th of July
January 1st	Other days as announced.

INCLEMENT WEATHER:

The school will close for inclement weather at the discretion of the management team. School closings for weather will be announced in social media groups/GroupMe. Student safety is one of the considerations when determining whether we will close. We cannot determine weather conditions in all areas. If the school is open and you are unable or do not feel comfort able driving, it is your decision not to attend. We provide two snow day coupons in addition to the 80 hours of absent time.

- Z Hair Academy does not close when local K-12 schools close.
- Derogatory comments about the school's business operating procedures will not be tolerated.

Z Hair Academy DRESS CODE

If NOT in Dress Code, student must leave to change and will acquire absent time.

Shirts	• Black, white, gray or combination that **COVER** the **underarm and midriff**. **Not allowed:** • Revealing tops including lowcut, backless, off the shoulder. Sheer tops must have lining. • Sweatshirts or "hoodies" or Athletic (name) Brand or other branded shirts. (ex: PINK/Fire Dept./High School/College/Sports teams/etc.)
Pants	• Solid black, black with white print (pinstripes, etc.) **not more than 50% white.** • Black denim is acceptable. • Holes in pants must be at or below knee only and should **NOT** be excessive. **Not allowed:** • Blue jeans. • Shorts, leggings, Yoga pants, workout pants or athletic clothing. • Sweatpants or Athletic (name) Brand or other branded pants (same as above).
Skirts	• Solid black; black with white print (pinstripes, etc.) **not more than 50% white.** • Below the knee. **Not allowed:** • Mini/short skirts
Dresses	• Black, white, gray or combination. • Below the knee. • Mini/short dresses are **NOT** allowed.
Jackets	• Sweaters or jackets are worn in the class/studio, must be black, white, gray or combination.
Shoes	• Most shoes are allowed. • Open-toed sandals **MUST** have a heel strap. • Closed toed mules with or without heel. • Athletic shoes. • Flip Flops or "Yoga" style shoes are **NOT** allowed.
Misc.	• No Caps, hats, head wraps, or bandanas. • **NO** Shirts/clothes with language or graphics that are vulgar, sexually explicit, political or may otherwise be offensive.
Hair & Make-up	• Hair and makeup are part of the dress code and should be done **BEFORE** arriving at school. • Of the 3 areas (face, eyes, lips), student shall have 2 areas "done." • Hair should be beautifully styled or trendy; NOT MESSY!

STUDENT RECORDS: All students should maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

STUDENT ACCESS TO FILES/RELEASE OF PERSONAL INFORMATION: Students or parent/guardian of dependent minor students are guaranteed the right to access and review the student's educational file upon written request. The student or parent/guardian of dependent minor students will be granted supervised access to their records within five (5) business days of the request. The school does not release information to anyone unless written permission is given by the student or parent/guardian of dependent minor student each time a third-party request for information is made. The school does not make copies of student files; the school may email a student's file for an administrative fee of $10. The school will provide access to student files to NACCAS, its accrediting agency, regulatory agency, or other entities with a legal need to know.

EQUIPMENT AND PERSONAL ITEMS: Z Hair Academy and/or staff are not responsible for broken, lost, or stolen equipment or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student should provide their own lock. Students are expected to have books and equipment ready for class each day. Equipment is to remain on campus.

PARKING: Students are to park in the designated area. Please allow space for guest parking. Do not park in front of neighboring businesses.

SMOKING: This is a non-smoking facility, including electronic cigarettes. All smoking should be done outside the building in a designated area away from walkways and doors. Discarded cigarettes must be disposed of in a trash container. Smoking is only allowed during break times and/or lunch. Students shall clock out to leave the building. Students are NOT allowed to smoke near doorways in the front or in the back of the building.

PERSONAL SERVICES: Educators may grant permission for students to receive personal services during downtime. All projects must be up to date, and the student must be present and on time the prior & current week, up to the service date. The student receives 50% off the regular menu price. This charge also applies to students using outside products/or Salon Scale charges shall apply. Guests come first and a student may be asked to stop a personal service to accommodate the guest. New Talent students receive 20% off for the first 12 weeks. **Personal services are NOT allowed on Thursday Nights or Saturdays.**

SANITATION RESPONSIBILITIES: Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station/chair/cart after each guest and at the end of each day. Students will also be assigned a daily sanitation job (side work) to help keep the school clean. The jobs are rotated every two weeks. All sanitation jobs shall be completed and checked by an educator and/or staff member each day before leaving. Refusing to perform sanitation duties may result in the student being clocked out or suspended.

BOARD OF COSMETOLOGY INSPECTIONS: Z Hair Academy is subject to unannounced inspections by the KS Board of Cosmetology and the Board of Cosmetology and Barber Examiners. All rules and regulations shall always be followed.

EMERGENCY EVACUATION PLAN: Fire safety and emergency evacuation and safety procedures are reviewed during new student orientation.

In the event of fire:

1. Calmly leave the building through the closest exit.
2. Contact the fire department.
    a. Give the name and address of the business, nature of fire and the name of person reporting the fire.
3. Evacuate premises by following the planned procedure for the facility.
4. Plan alternate exits for use in the event regular route is blocked by the fire.
5. Fire extinguishers are located throughout the building and are serviced on an annual basis.
6. Please locate the emergency exits.

In case of a tornado: proceed to the designated area:

- Lawrence: the break room, classroom, storage room, or facial room.
- Overland Park: the classroom, restrooms, or secondary shampoo area/storage room.
- Lee's Summit: classrooms, lunch area, restrooms, or the storage room.
- Kansas City: the classroom, break area, or restrooms.
- Kansas City Satellite Classroom: break area or restroom.
- Warrensburg: Classrooms

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS: Z Hair Academy will issue timely warnings to the campus community of violent crimes against a person, a substantial crime against property or an emergency on or near campus that represents a serious or ongoing threat to the campus community. Campus Safety/Crime Warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

- Federal law also requires universities to "immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency."
- Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the Z Hair Academy staff at (785)749-1488 for the Lawrence Academy, (913)402-4700 for the Overland Park

Academy, (816)347-1840 for the Lee's Summit Academy, (816)673-2939 for North KC Academy, or (660)460-3088 for the Warrensburg Academy

- Z Hair Academy has adopted emergency and evacuation procedures for Z Hair Academy. The procedures are posted throughout the building for unforced access and discussed during new student orientation.
- More information is provided about our Campus Security Policy on the first day of school during new student orientation. Additionally, the information can be found on our website at zhairacademy.com under consumer information.

STUDENT CODE OF CONDUCT:

Students enrolled at Z Hair Academy are expected to always conduct themselves as responsible individuals while participating in any course, activity, or event, and while representing the academy either on or off campus. The school has a zero-tolerance stance on unprofessional or illegal conduct. Students are subject to policies and procedures of the academy during their period of enrollment, and the academy reserves the right to take disciplinary action in accordance with school policy if the academy determines the student has violated any provision of the Student Code of Conduct or has not acted in the best interest of other students, faculty, staff, or the academy. Disciplinary action may include suspension or termination from the program.

- **Alcohol and/or Drug Use:** No student shall consume or possess any alcoholic beverage, beer, and/or wine on school premises, at school activities, whether on campus or off campus, at lunch or during break times. Nor shall any student unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school premises, at school activities, whether on campus or off campus, or during lunch or break times. If the presence of alcohol and/or drugs is suspected:
  - The educator or staff member may request the student to submit to a blood test and/or breath analysis at the student's expense, and the student must give written authorization to release test results to the program director.
  - The student may be dismissed from the facility. The student who is dismissed will be instructed to secure transportation home rather than operate a vehicle.
  - Any student who has a positive test for alcohol or drugs in class or on the studio floor may be dismissed from the program.
  - Additionally, students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution.
  - More information is provided in the ***Drug and Alcohol Prevention Program*** during new student orientation and periodically during the course.
- **Assault and Battery:** No student shall threaten or commit a physical or sexual attack on faculty, staff, clients, or another student. No student shall force or threaten another student, faculty, or staff member to have sexual contact against the person's will. Any student charged with sexual assault on, or off school premises may be prosecuted under criminal statutes. Persons violating this policy shall face suspension or termination.
- **Unlawful Discrimination or Harassment:** No student shall engage in harassment of another student, educator, or staff member of this school. This shall include harassment based on gender, race, age, disability, religion, national origin, or other basis permissible under the law. This includes verbal, physical, or other conduct. Persons violating this policy shall face suspension or termination.
- **Cheating**: No student shall engage in behavior that, in the judgment of the educator of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension or termination.
- **Theft/Vandalism: No** one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior may result in termination from the program. A fully integrated security system in in place for staff, student and client security and protection.
- **Disruptive Behavior**: No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. A student shall not intimidate, harass, bully, or threaten another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, yelling or using profanity; and social isolation or manipulation. If misconduct in the classroom, studio floor or other academy events warrants an immediate suspension for the remainder of the class time, the educator or staff member may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student such as suspension or termination.
- **Safety:** Students are required to observe the safety rules of any classroom, clinic, or other school premises.
- **Weapons:** The possession or use of firearms, explosives or other weapons or any facsimile thereof within any school building or facility and at any school-sponsored classes, events, or activities is prohibited. Violations of this policy shall result in termination from the program.

Sanctions: Violations of the Student Code of Conduct or any academy policy may result in sanctions. Sanctions may include, but are not limited to:

- Advisory report and/or suspension for a designated amount of time, depending on the circumstances.
- May result in termination from the program. Students may be terminated immediately if the violation is severe and puts others at risk.

STUDENTS CLOCKED OUT: Z Hair Academy educators and staff members reserve the right to clock students out for the following reasons:

1. Insubordination; (defiance of authority; refusal of instructions.)
2. Using profane language.
3. Unprofessional behavior toward guests, students, educators, or staff members.
4. Refusing guest services.
5. Refusing to perform sanitation duties.
6. Possessing or using alcohol or illegal drugs.
7. Improper attire/Not in stated dress code.
8. Lounging/sleeping in class.
9. Other behavior not deemed appropriate in a professional setting.

TERMINATION POLICY: The school may terminate a student's enrollment for noncompliance with this contract, State Laws and Regulations or general policies including the following:

TERMINATION POLICY: The school may terminate a student's enrollment for noncompliance with this contract, State Laws and Regulations or general policies including the following:

1. Excessive absence/going over the maximum allowable hours of 200.
2. Unsatisfactory progress in practical and/or theory.
3. Non-payment of fees.
4. Willful destruction of school property, theft, or any illegal act.
5. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school.
6. Violation of school policies as listed in the school catalog.
7. Z Hair Academy reserves the right to terminate a student's enrollment from the program if the student does not meet the school expectations or is not technically qualified to pass the program requirements.
8. Z Hair Academy reserves the right to dismiss students at their discretion.
9. Direct Subsidized and Unsubsidized student loans become payable immediately upon termination.
10. Termination from the program does not alleviate the responsibility of the student to fulfill his/her contractual obligations, including payment of tuition in full upon 50% attendance.
11. See Withdrawal and Settlement Policy for more details.

STUDENT GRIEVANCE PROCEDURE:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has was not involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student i n the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report

summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

- Any concerns or complaints regarding this establishment or its practitioners may be directed to Kansas State Board of Cosmetology, 2420 NW Button Rd, Topeka, KS 66618, (785)296-3155 or Board of Cosmetology and Barber Examiners, 3605 Missouri Blvd., P.O. Box 1062, Jefferson City, Missouri 65102 -1062, (573)751-1052. After going through the school's complaint process, a complainant may pursue the matter further through the National Accrediting Commission of Career Arts & Sciences located at 3015 Colvin Street, Alexandria Virginia 22314, (703)600-7600.
- It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issue(s). If further attention is needed beyond the institution level, please contact the Board of Regents, 1000 SW Jackson Suite 520, Topeka, KS. 66612, (785)430-4240. The complaint procedure and form are located at the following: https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

Available Services: Academic advising or counseling may be available to students upon request.
Z Hair Academy does not provide housing assistance. Reasonable assistance is available in seeking counseling services outside of the school. Resources are available through the National Domestic Violence Hotline at 1 -800-599-7233.

- Information is available on obtaining a General Education Diploma
- Voter Registration information is available at:
  - www.sos.ks.gov/elections/elections_registration.html
  - https://www.sos.mo.gov/elections/govotemissouri/register

General Program Policies

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock in and out every day and at lunchtime.
3. Be in the stated dress code.
4. Always conduct themselves in a professional manner.
5. Keep common areas and their work area clean and sanitary at all times.
6. Have operating records signed daily.
7. Perform sanitation jobs daily and have them checked and signed.
8. Follow all the school polices as stated in the catalog.
9. Be prepared to perform any service and have the necessary equipment.
10. Participate in the learning process.
11. All courses are taught in English. All books and materials are printed in English.

Additional Studio Procedures

Students are expected to:

- Have a consultation with the educator before beginning all services.
- Have all services checked by the educator before the guest leaves.
- Perform general sanitation jobs daily to keep the school clean and have them checked/signed.
- Always keep the work area clean and sanitary.
- Always keep the dispensary and other common areas always clean.
- Do laundry.
- Request a break from the educator (students shall clock out if they leave the building).
- Obtain educator's approval before beginning any personal service and shall pay for service(s) upon completion.
- Always comply with State Board Rules and Regulations.
- Perform the services scheduled. Students are not allowed to refuse services or trade services without the consent of the educator. Students refusing to perform guest services shall be clocked out for the day.
- Conduct business but are not allowed to loiter in the reception area or behind the desk.

Other Course Rules and Regulations

1. **Attendance**: Scheduled daily attendance is required. A daily report is accurately kept on the students' attendance. Excessive tardiness and absenteeism may be the cause for suspension or dismissal. Students shall use the time clock and clock only themselves in and out. Students are allowed an 80-hour grace period (*excused or *unexcused) to complete the program at no additional charge. Once a student goes over the contracted time frame for completion, the student shall pay $15.00 for each additional hour needed to complete the state requirement for completion (1500) or contracted hours.

2. **Dress Code:** Students are required to follow the dress code policy as stated in the school catalog. Students who are not in stated dress code will be asked to leave to change. This includes appropriate hair & makeup (if applicable) **BEFORE** arriving at school.
3. **Studio Floor Management**: Students are required to accept and finish work that is assigned to them. All work shall be approved and inspected by the educator. Students shall have the necessary tools and equipment for class and studio. **Equipment is to remain on the premises.**
4. **Sanitation**: Students shall be responsible for cleaning their own station/chair and their daily assigned sanitation duty. Duties shall be checked and signed by the educator. If sanitation duties are not performed, the student will not be allowed to have personal services. Students shall comply with all State Board sanitation rules and regulations. **Smoking, eating, or drinking is prohibited on the studio floor. No chewing gum on the studio.**
5. **Personal Property**: Students are responsible for all their equipment and personal property whether lost or stolen. It is the student's responsibility to replace lost or stolen articles. The school is not responsible for equipment or personal items left in the building.
6. **Professionalism**: The use of profanity, alcohol and/or drugs during school hours is prohibited. Improper or abusive behavior toward other students, school officials, or school patrons is cause for suspension or dismissal. Discrimination or sexual harassment is prohibited and is cause for termination from the school. Cheating, stealing and/or willful destruction of property shall not be tolerated and are cause for termination from the school. Students shall always behave in a professional manner.

Miscellaneous: Students shall immediately notify the school office of any changes, such as name, address, telephone number, etc. All other rules and regulations apply as stated in the school catalog. Rules and regulations are subject to change.

TITLE IX FACT SHEET

Title IX requires that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." As such, Title IX of the Education Amendments of 1972 prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance. Z Hair Academy is governed by Title IX.

- TITLE IX COORDINATOR FOR WCCCD: The Title IX Coordinator at Z Hair Academy is Ashley Dick, 14471 Metcalf Ave., Overland Park, Kansas 66223, 913-402-4700, ashley@zhairacademy.com
- WHO IS COVERED BY TITLE IX? All educational institutions that receive federal financial assistance are affirmatively required to adhere to Title IX regulations. Even if only one of the institution's programs or activities receives federal funding, all the programs within the institution must comply with Title IX regulations.
- FACTS ABOUT TITLE IX Athletic departments are not the only component of college life governed by Title IX. The regulations prohibit sex discrimination regarding all programs, including:
    - Course offerings, classroom access, grading, and other academics; Student counseling and academic support; Hiring and retention of employees (staff, faculty, and administration); Job related benefits and leave; Pregnancy.
- In addition to sex discrimination, Title IX also prohibits sexual misconduct (which includes sexual harassment, gender harassment, and sexual violence). Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available in Z Hair Academy's Title IX Policy located on its website and in its student, faculty, and employee handbooks. Title IX serves to protect the rights of men and women. Title IX requires that males and females receive fair and equal treatment in all educational and employment areas. Title IX also protects individuals who report sex discrimination and sexual misconduct from retaliation by individuals or by institutions. The reporting of incidents of discrimination is integral to the effective enforcement of Title IX law. Therefore, the protection of complainants, as well as the accused, is important. Retaliation against any individual who reports or makes a complaint about a Title IX violation will not be tolerated at Z Hair Academy. The college will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.
- COMPLIANCE WITH TITLE IX – WHO IS RESPONSIBLE?
  Certain employees of the college are required to report instances of alleged violations of Title IX. Without exception, if an employee is not sure if a situation warrants reporting, he/she must seek guidance from the Title IX Coordinator. It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner. To ensure the College's compliance with the law, adherence to Title IX regulations is everyone's responsibility. The penalty for failure to comply with Title IX, in the most extreme circumstances, can include the termination of all or part of an institution's federal funding including grants and student loans. It can also result in the termination of a college employee or the dismissal of a student.
- REPORTING COMPLAINTS UNDER TITLE IX
  Any member of the Z Hair Academy community who believes he/she has been the victim of sex discrimination, sexual misconduct, or who has witnessed such conduct, should report such misconduct or file an informal or formal complaint with the College's Title IX Coordinator. Students who believe they have been or are victims of sex discrimination or sexual harassment, including sexual assault or sexual violence on or off campus, whether by college employees, contracted services employees, other students or non-community members, are encouraged to request immediate personal support and assistance from any member of the staff or the Title IX Coordinator. Student complaints against other students concerning sexual assault, sexual violence or other sexual misconduct may be made on an informal or formal basis with the Title IX Coordinator.
  Employees who believe they are being harassed or discriminated against on account of their gender should promptly make a report to the Title IX Coordinator.

IMPORTANT FACTS

1. Z Hair Academy will utilize its best efforts to protect all college community members from sex discrimination, gender-based harassment, sexual harassment, sexual assault, and sexual violence.
2. Z Hair Academy will take affirmative and corrective action whenever it becomes aware of possible sex discrimination, sexual assault, sexual violence, or other sexual misconduct within the college community, whether or not a complaint has been made.
3. To meet its Title IX obligations and to the extent possible, every effort will be made to keep the details of complaints confidential if requested to do so by a victim of sexual misconduct and to follow the college's procedures for investigating and recommendations. However, the college's ability to strictly observe confidentiality may be compromised where the safety of members of the community is judged to be at risk.
4. The safety and security of all members of the college community is a priority matter.
5. The internal investigation of a complaint will be conducted, and a decision rendered, no matter the timeline or outcome of case adjudication by external authorities.

WHAT FEDERAL AGENCY ENFORCES TITLE IX?

The United States Department of Education's Office for Civil Rights (OCR) oversees enforcing Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html

Z Hair Academy
Program Outline

Program Title: Cosmetology **Hours:** 1500

Program Description:
The cosmetology program is a 1500-hour course that provides theory and skill building in professional image, communication, cosmetology sciences in all areas of hair, skin and nail services, and business and marketing techniques. Students learn and practice all rules of safety and sanitation according to State Law. Students receive theory and practical instruction throughout the course.

Prerequisites: High School Diploma or GED

Language: English

Textbook(s): Milady Standard Cosmetology

Supplies: Cosmetology Kit

Program Objectives:
At the conclusion of this program, the student should be able to:

- Demonstrate a professional image, effective communication skills, and workplace behaviors that contribute to career success.
- Understand the importance of infection control and consistently comply with sanitation, disinfection, and safety regulations.
- Identify types of disinfectants, explain their uses, and demonstrate safe handling procedures.
- Identify and describe the structure and function of hair, skin, and nails.
- Perform a thorough hair and scalp analysis, considering all factors that influence service recommendations.
- Discuss types of hair loss, their causes, and available treatment options.
- Recognize hair, scalp, skin, and nail disorders or diseases; determine which conditions may be treated within scope of practice and when referral to a physician is necessary.
- Demonstrate proper shampooing, conditioning, and scalp massage techniques.
- Apply product knowledge to select, use, and recommend products safely and effectively.
- Demonstrate hairstyling techniques including wet styling, blow-drying, thermal styling, braiding, and long hair design.
- Perform basic haircutting services while selecting the appropriate tools, techniques, and implements.
- Apply haircutting principles to create advanced and customized styles.
- Demonstrate proper handling and safe use of cosmetology tools, implements, and equipment.
- Explain the physical and chemical changes involved in chemical texturizing services and demonstrate proper application procedures.
- Perform basic perm wrapping techniques.
- Apply principles of color theory, including color formulation, to hair coloring services.
- Identify categories of hair color, explain their effects on the hair, and demonstrate appropriate applications.
- Perform a variety of hair color application techniques.
- Demonstrate proper use of implements, cosmetics, and materials used in manicuring services.
- Perform a basic manicure service.
- Identify methods of hair removal and demonstrate proper techniques.
- Identify massage movements and explain their physiological effects.

- Perform a basic facial service.
- Demonstrate a basic makeup application.
- Understand chemistry concepts related to cosmetology sciences, including pH and product interactions.
- Explain the relevance of anatomy and physiology to cosmetology services and client care.
- Apply business, marketing, and client retention strategies for salon success.
- Describe salon ownership models and operational procedures within the beauty industry.
- Prepare professional career materials including an achievement-oriented résumé and interview readiness skills.
- Conduct an effective job search, identify employment opportunities, and pursue career placement within the cosmetology industry.
- Demonstrate retailing skills and explain the value of recommending professional products to clients.
- Understand and comply with General Laws, Rules, and Regulations of the State Board and/or governing agency.
- Successfully complete state theory and practical licensing examinations.
- Demonstrate readiness to fulfill an entry-level position in the cosmetology profession.

Instructional Methods
Teaching methods used in theory and practical classes include lecture, demonstration, question and answer, discussion, student participation and projects, classroom activities, guest speakers and individual instruction including guided practice.

Methods of Evaluation
Exams = 50%
Practical/Professionalism = 50%

Grading Scale
A+ - 94-100
A - 93-88
B - 82-87
C - 75-81
F - 74 and below

Z Hair Academy
Instructor Training Course Outline (Kansas)

Course Title: Instructor Training **Hours**: 450

Course Description:
The instructor training course provides theory and skill building in the techniques necessary to become a professional educator including the methods, procedures and techniques of teaching, classroom management and use of teaching materials, testing and evaluating and student motivation and learning.

Prerequisites: Current Cosmetology License

Language: English

Textbook: Milady Master Educator Student Course Book (ISBN: 9781133693697)

Supplies: All necessary teaching supplies are provided by the school (see list below)

Course Objectives: Upon completing this course, the student should be able to:

- Understand and possess the characteristics necessary to be an educator of adult learners
- Understand the roles and responsibilities of an educator
- Use various communication skills and techniques to deliver effective information
- Facilitate learning for each student in the classroom/studio setting
- Prepare and present lessons in the area of cosmetology
- Develop and utilize visual aids
- Effectively question students to determine understanding of subject matter
- Assess student work and offer suggestions for improvement
- Manage the classroom and/or studio to create a positive learning environment
- Fairly and consistently apply the policies and criteria
- Gain knowledge in effective test planning and writing
- Improve skills through personal performance evaluation
- Present a professional image and consistently demonstrate professional behaviors in appearance, communication, and conduct.
- Create a resume, prepare for a job interview, and conduct an effective job search.
- Pass the instructor's exam to obtain an instructor's license

Instructional Methods
Teaching methods used in theory and practical classes include lecture, demonstration, question and answer, discussion, student participation, individual instruction and shadowing on the job.

Instructor Training	**450 Hour Course**
The Professional Teacher	30
Student Motivation & Learning	60
Methods, Management & Materials	225
Testing & Evaluation	90
Evaluation	45

Instructor Training Supplies:
1. Cutting implements: Shears, Texturizing Shears, Razor, Clippers, Trimmers
2. Styling implements: Blow Dryer, Smoothing Iron, Curling Iron
3. Combs, Brushes, Clips, Capes, Tripod, Mannequins
4. Rollers, Perm Rods, Nail Supplies, Skin Supplies

Training schedule: Determined by the availability of the student. Full-time and part-time trainee schedules will be determined upon acceptance.

Evaluation: Trainees will be evaluated to determine progress midway through the program.
Grading Scale: A=100-94 B=93-88 C=87-82 D=81-75 F=74 and below

Z Hair Academy
Instructor Training Program Outline (Missouri)

Program Title: Instructor Training **Hours**: 600

Program Description:
The instructor training program provides theory and skill building in the techniques necessary to become a professional educator including the methods, procedures and techniques of teaching, classroom management and use of teaching materials, testing and evaluating and student motivation and learning.

Prerequisites: Current Cosmetology License

Language: English

Textbook: Milady Master Educator Student Course Book (ISBN: 9781133693697)

Supplies: All necessary teaching supplies are provided by the school (see list below)

Program Objectives: Upon completing this program, the student should be able to:

- Understand and possess the characteristics necessary to be an educator of adult learners
- Understand the roles and responsibilities of an educator
- Use various communication skills and techniques to deliver effective information
- Facilitate learning for each student in the classroom/studio setting
- Prepare and present lessons in the area of cosmetology
- Develop and utilize visual aids
- Effectively question students to determine understanding of subject matter
- Assess student work and offer suggestions for improvement
- Manage the classroom and/or studio to create a positive learning environment
- Fairly and consistently apply the policies and criteria
- Gain knowledge in effective test planning and writing
- Improve skills through personal performance evaluation
- Present a professional image and consistently demonstrate professional behaviors in appearance, communication, and conduct.
- Create a resume, prepare for a job interview, and conduct an effective job search.
- Pass the instructor's exam to obtain an instructor's license

Instructional Methods
Teaching methods used in theory and practical classes include lecture, demonstration, question and answer, discussion, student participation, individual instruction and shadowing on the job.

Instructor Training	600 Hour Course
Basic principles of student teaching	200
Psychology as applied to cosmetology	50
Business experience or management	50
Practice teaching in theory and practical application	300

Instructor Training Supplies:
1. Cutting implements: Shears, Texturizing Shears, Razor, Clippers, Trimmers
2. Styling implements: Blow Dryer, Smoothing Iron, Curling Iron
3. Combs, Brushes, Clips, Capes, Tripod, Mannequins
4. Rollers, Perm Rods, Nail Supplies, Skin Supplies

Training schedule: Determined by the availability of the student. Full-time and part-time trainee schedules will be determined upon acceptance.

Evaluation: Trainees will be evaluated to determine progress midway through the program.
Grading Scale: A=100-94 B=93-88 C=87-82 D=81-75 F= 74 and below

COSMETOLOGY SCHOOL PROGRAM CURRICULUM

KANSAS Requirements – COSMETOLOGY

Topic	Minimum Practice	Hours
Scientific Concepts		115
Physical Services		400
Chemical Services		450
Hair Coloring	25	
Hair Lightening	25	
Chemical Waving	25	
Chemical Relaxing	25	
Hair Designing		360
Hair Shaping with Shears	25	
Hair Shaping with Razor	25	
Complete Pincurl Set	25	
Complete Pincurl & Wave	25	
Complete Roller Set	50	
Complete Combout	50	
Curling Iron Set	50	
Blow Dry Styling	50	
Business Practices		75
State Law		50
Student Specific Needs		50
Total Hours		1500

MISSOURI Requirements - COSMETOLOGY

Topic	Hours
Shampooing, of all kinds	40
Hair coloring, bleaches, and rinses	130
Hair cutting and shaping	130
Permanent waving and relaxing	125
Hairsetting, pin curls, fingerwaves, thermal curling	225
Combouts and hair styling techniques	105
Scalp treatments and scalp diseases	30
Facials, eyebrows and arches	40
Manicuring, hand and arm massage and treatment of nails	110
Cosmetic chemistry	25
Salesmanship and shop management	10
Sanitation and sterilization	30
Anatomy	20
State Law	10
Curriculum defined by the school	470
Total Hours	1500

KANSAS Requirements – INSTRUCTOR

Topic	
The Professional Teacher	30
Student Motivation and Learning	60
Methods, Management and Materials	225
Testing and Evaluation	90
Evaluation	45
Total Hours	450

MISSOURI Requirements – INSTRUCTOR

Topic	Hours
Basic principles of student teaching, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing and evaluation	200
Psychology as applied to cosmetology, personality & teaching, teacher evaluation, counseling, theories of learning and speech	50
Business experience or management incl. classroom mgmt., record keeping, buying and inventory supplies and state law	50
Practice teaching in both theory and practical application	300
Total Hours	600