

COSMETOLOGY CAREERS UnLTD DULUTH AND HIBBING

ARE NATIONALLY ACCREDITED BY:

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

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CERTIFIED TO ADMINISTER FINANCIAL AID BY:

THE U.S. DEPARTMENT OF EDUCATION

COURSES APPROVED BY:

MINNESOTA COMMERCE DEPARTMENT, COSMETOLOGY UNIT

LICENSED BY:

MINNESOTA COMMERCE DEPARTMENT, LICENSING DIVISION,

500 METRO SQUARE BUILDING

ST. PAUL, MN 55101

APPROVED BY:

MINNESOTA DEPARTMENT OF EDUCATION TO TRAIN VETERANS

MEMBER OF:

MINNESOTA PRIVATE COSMETOLOGY SCHOOLS ASSOCIATION

NATIONAL COSMETOLOGISTS ASSOCIATION - MINNESOTA

WELCOME TO COSMETOLOGY

COSMETOLOGY CAREERS UnLTD is committed to preparing interested persons for exciting, successful careers in the cosmetology industry.

With over 130 years of cumulative salon and teaching experience our staff will provide you with the educational experiences necessary to launch you into a career which offers a multitude of opportunities not found in other industries.

They will teach you:

1. The cosmetology skills and knowledge beyond the requirements to acquire a license and employment in a beauty salon.
2. To recognize, analyze and solve problems in typical hair skin and nail services.
3. To develop client relations skills necessary to build and retain a clientele as required in the real salon.
4. To develop professional work habits and attitudes necessary to acquire & maintain employment in the cosmetology field.

COSMETOLOGY CAREERS UnLTD HAS A TRADITION OF TRAINING SUCCESSFUL SALON OWNERS/MANAGERS, STYLISTS AND MANY HAIR STYLE AND HAIR CUTTING COMPETITION WINNERS SINCE 1927 IN DULUTH AND 1957 IN HIBBING. EDUCATIONAL PROGRAMS AT CCU ARE CONSTANTLY UP DATED THROUGH INPUT FROM STUDENTS, GRADUATES, SALON OWNERS/MANAGERS AND CLIENTS.

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VISIT OUR WEB SITE:

[http\\www.coscareers.com](http://www.coscareers.com)

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Published March 1, 2003

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COSMETOLOGY CAREERS UnLTD

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INSTRUCTOR
DIANE SIMONSON - INSTRUCTOR
BRENDA MONOIT - INSTRUCTOR
GAIL SCHWARTZ - FINANCIAL AID
ADMINISTRATOR

HIBBING

LYNN LONDO - SCHOOL DIRECTOR,
INSTRUCTOR
RONDA FRIDLUND - INSTRUCTOR
CHERYL ANDERSON - INSTRUCTOR
GAIL SCHWARTZ - FINANCIAL AID ADMIN.

OPPORTUNITIES AVAILABLE IN THE COSMETOLOGY INDUSTRY

**The completion of your training at CCU will be the first
step toward your career possibilities:**

PROFESSIONAL STYLIST	CRUISE LINE STYLIST	RETAIL SPECIALIST
MOVIE OR TV STYLIST	NAIL TECHNICIAN	MANUFACTURERS REP.
EDUCATIONAL CONSULTANT	IMAGE CONSULTANT	INSTRUCTOR
SKIN ESTHETICIAN	MAKE UP ARTIST	PLATFORM ARTIST
SCHOOL OWNER	SALON OWNER/MGR.	MANY MORE

FACILITIES AND EQUIPMENT

**The Duluth and Hibbing schools are both housed in two story
buildings, located in urban settings and on the bus line. Duluth has
6,000 sq. feet and can accommodate up to 85 students.**

**Hibbing has 4,100 sq. feet and can accommodate up to 45 students.
Both facilities consist of one major clinic area on street level, ample
work stations, extensive print and video libraries, practical and
theory classrooms, rest rooms, administration, financial
assistance and counseling offices.**

SCHOOL HOURS

Classes are scheduled from 8:30 A.M. to 4:00 P.M., Monday through Friday, with half-hour for lunch break.

The Duluth & HIBBING locations are closed on six holidays: NEW YEARS DAY, MEMORIAL DAY, JULY 4th, LABOR DAY, THANKSGIVING DAY and CHRISTMAS DAY.

In the event of school closure due to weather or other unexpected circumstances, the school will have such closure announced on local radio and/or television stations by 7:30 A.M. or call each student scheduled for that day.

A CAREER IN LESS THAN A YEAR

WITH EXCELLENT ATTENDANCE, IT IS POSSIBLE TO COMPLETE THE REQUIRED HOURS FOR EACH COURSE WITHIN THE MINIMUM TIME LISTED:

Cosmetology	1550 Hours - 10.5 Months
Nail Technician	350 Hours - 2.3 Months
Cosmetology Reactivation	155 Hours - 1.02 Months
Cosmetology Refresher	40 Hours - 1.2 Weeks

START DATES

VIRTUALLY NO WAITING, CCU HAS FIVE CLASS START DATES EACH YEAR.

**JANUARY, MARCH, JUNE,
SEPTEMBER & NOVEMBER.**

**CONTACT ADMISSIONS OFFICE FOR
FURTHER DETAILS:**

DULUTH 218-722-7484 - GAIL HARBOUR

HIBBING 218-263-8354 - LYNN LONDO

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TUITION & FEES

Effective 03/2003

DULUTH & HIBBING

	Cosmetology	Nail Tech.	Cosm. Reactivation	Refresher
Tuition	\$6500.00	\$1700.00	\$650.00	\$350.00
Reg. Fee	150.00	150.00	50.00	40.00
TOTAL	\$6650.00	\$1850.00	\$700.00	\$390.00

Tuition & Fees subject to change without notice.

**STUDENTS WHO QUALIFY FOR FINANCIAL ASSISTANCE, MAY
RECEIVE FEDERAL AND STATE GRANTS & STUDENT LOANS**

TYPES OF FINANCIAL ASSISTANCE AVAILABLE

**Federal Pell Grants - Federal Direct Student Loans
Minnesota State Grants and Loans -Veterans - JTPA, BIA
or Tribal Assistance - Vocational Rehabilitation**

ADDITIONAL FEES

**Entrance exam fee\$25.00 (non-
refundable) .**

**After 129.7 hours of absence for Cosmetology Students
and 29.8 for Nail Tech Students, \$2.50 per hour will be
assessed to the students account.**

**For example, if it takes a student an extra 229.7 hours to
complete the Cosmetology Course, that student would
be charged an additional \$250.00.**

REGISTRATION PROCEDURE

- 1. Make an appointment for tour and interview with
admissions office in Duluth or Hibbing.**
- 2. Once you have made the decision to attend, make
financial arrangements at the school business office.**

ADMISSIONS REQUIREMENTS

1. All enrollees must have a high school diploma or G.E.D. and pass entrance exam.
2. Provide school with a copy of diploma or certificate.
3. Minnesota law requires that enrollees be at least (16) sixteen years of age.

COSMETOLOGY CASH PAYMENT PLAN

BOOKS & TOOLS MUST BE PAID BY START DATE
REGISTRATION FEE \$ 150.00
TUITION DEPOSIT 2500.00
BALANCE 4000.00
FIVE MONTHLY PAYMENTS OF 800.00

THE ABOVE PAYMENT PLAN IS ACCEPTABLE, HOWEVER OTHER
PAYMENT PLANS MAY BE DEVELOPED TO MEET STUDENT NEEDS.

NAIL TECH CASH PAYMENT PLAN

BOOKS & TOOLS MUST BE PAID BY START DATE
REGISTRATION FEE \$150.00
TUITION DEPOSIT 700.00
BALANCE 1000.00
EIGHT WEEKLY PAYMENTS OF 125.00

THE ABOVE PAYMENT PLAN IS ACCEPTABLE, HOWEVER OTHER
PAYMENT PLANS MAY BE DEVELOPED TO MEET STUDENT NEEDS.

COSMETOLOGY CAREERS UnLTD HAS PUT TOGETHER A QUANTITY OF HIGH QUALITY BOOKS AND TOOLS WHICH ARE NOT ONLY APPROPRIATE TO THE COURSE, BUT WILL LAST WELL INTO YOUR CAREER.

COSMETOLOGY BOOKS & TOOLS

EFFECTIVE: March 1, 2003

IF PAID ON OR AFTER START DATE:

FULL RETAIL VALUE	<u>\$1295.58</u>
-5% =	1230.80
+ TAX	92.31
+ NON TAXABLE SMOCK & PANTS	<u>64.00</u>
TOTAL	<u>\$1387.11</u>

IF PAID BEFORE START DATE:

FULL RETAIL VALUE	<u>\$1295.58</u>
- 15% =	1101.24
+ TAX	82.59
+ NON TAXABLE SMOCK & PANTS	<u>64.00</u>
TOTAL	<u>\$1247.83</u>

NAIL TECH BOOKS & TOOLS

EFFECTIVE JANUARY 1998

IF PAID ON OR AFTER START DATE:

FULL RETAIL VALUE	<u>\$569.30</u>
+ TAX	42.69
+ NON TAXABLE SMOCK & PANTS	<u>64.00</u>
TOTAL	<u>\$675.99</u>

IF PAID BEFORE START DATE:

FULL RETAIL VALUE	<u>\$569.30</u>
- 10% =	512.37
+ TAX	38.43
+ NON TAXABLE SMOCK & PANTS	<u>64.00</u>
TOTAL	<u>614.80</u>

All prices subject to change without notice.

BOOKS & TOOLS COST & RETURN POLICY

- 1. Books and tools must be purchased or arrangements made in administration office before start date.**
- 2. A full set of books and tools may be purchased at school book store.**
- 3. If purchased elsewhere, they must be exactly the same as items sold in school book store, of which a list will be furnished on request.**
- 4. Prices may be adjusted without notice.**
- 5. In the event a student discontinues school, the school will refund amounts for any unused items contained in kit, if purchased in school book store.**
- 6. Used items are returnable at the discretion of management.**
- 7. A re-stocking fee of up to 25% may be charged for all returned items.**

COSMETOLOGY FACTS

According to the U.S. Department of Labor, the Median annual salary for Cosmetologists was \$37,000.00 in 2001 and the opportunities are endless. Experienced stylists can earn up to \$50,000.00 per year and more.

Employment opportunities for Cosmetologists are expected to grow faster than the average for all occupations through the year 2005. It is one of the fastest growing and desirable jobs, according to MONEY mag.

COSMETOLOGY:

- *Is virtually recession proof, hair & nails always grow.**
- *Offers a wide variety of full and part time positions.**
- *Over 50,000 Cosmetology positions went unfilled in 2001 *In most cases, allows you to set your own hours.**
- *Affords you the flexibility of NATION WIDE employment opportunities with better than average income.**
- *is an over \$52 Billion dollar a year industry.**
- *Offers a multitude of continuing education, travel and networking opportunities.**
- *Gives you great personal satisfaction by helping others**

look better and feel great.

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GRADUATION REQUIREMENTS

1. Successfully complete required hours.
2. Complete and pass all theory assignments.
3. Pass mid term exam.
4. Acquire at least 23 referral clients for the Cosmetology Course or 6 for Nail Technician Course.
5. Complete and pass all practical assignments, including skills certification.
6. Pass final school written exam.
7. Student must meet all financial obligations to the school.
8. Upon successful completion of all graduation requirements, an appropriate diploma will be awarded.

COSMETOLOGY CAREER CONSIDERATIONS

COSMETOLOGY CAREERS UnLTD feels that persons interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision.

A person who wishes to become a successful Cosmetologist or Nail Technician must:

- * Make a commitment to the first step towards a successful career and complete all licensing requirements.
- * Have finger dexterity and a sense of form and balance.
- * Enjoy dealing with the public and be able to follow a client's directions.
- * Be willing to keep up with the latest fashions and techniques.
- * Be willing to go the extra mile and do what it takes to build a loyal clientele.
- * Learn business skills and processes to facilitate better understanding of employee/ employer relationships and salon management and ownership.

ALSO BE AWARE THAT:

- * Cosmetology work can be physically demanding due to long hours of standing, working with arms outstretched or sitting at a Nail Technician's station.
- * A personal investment may be required for advertising and promotion, such as some of your free time and cost of business cards.
- * There is potential of allergic reactions to various chemicals and fumes.
- * Practice of safety and sanitation is essential in prevention of physical injuries and transmittal of contagious disease.
- * Methods of compensation vary from salon to salon and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission and or

independent contracting, (renting space and equipment in an existing salon) .

REFUNDS & CANCELLATIONS

A. If an enrollment is denied by the school prior to starting classes, all monies paid by the student will be refunded within 30 days of application.

B. If a student (or if student is a minor, his/her parent or legal guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of the signing of the enrollment agreement, all monies shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person by the student to the school administrator or owner. However, a student may not start classes until at least three days after signing the enrollment agreement.

C. If a student cancels his/her enrollment three business days or more after signing the enrollment agreement, but before starting classes, the student shall be entitled to a refund of all monies paid to the school less the registration and application fee of \$150 for Cosmetology and Nail Technician Courses , \$50 for Reactivation and \$40 for Refresher course.

D. The following tuition refund schedule shall be utilized to calculate a tuition refund for a student who begins classes and then for any reason terminates or is terminated:

PERCENTAGE OF ATTENDANCE TIME TO TOTAL OF COURSE	AMOUNT OF TUITION OWED TO THE SCHOOL
0.01% to 4.9% -----	20%
5% to 9.9% -----	30%
10% to 14.9% -----	40%
15% to 24.9% -----	45%
25% to 49.9% -----	70%
50% or over -----	100%

(SEE EXAMPLE BELOW)

E. Scheduled hours are defined as the hours the student has agreed to attend.

F. ATTENDANCE TIME is defined as the hours attended between the starting date and the date of the student's last day of physical attendance at the school.

WITHDRAWAL DATE is the date of cancellation by the student as defined in item B, or formal termination by the school which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the documented date of return. All monies due the student shall be returned within 30 days of withdrawal date.

G. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

H. If a course is canceled subsequent to a student's enrollment, the school, at its option:

1. Will provide a return of all monies paid.
2. Will provide completion of the course.

NOTE: This institution may apply one of several refund calculations depending on an individual student's situation.

REFUND EXAMPLE:

A Cosmetology student drops after 312 hours as of his/her last day of attendance.

Charges would be as follows:

$$312/1550 = 20.13\% \text{ of course}$$

$$\text{Tuition} = 45\% \times \$6500 = \$2925 \text{ LESS AMOUNTS PREVIOUSLY PAID.}$$

SCHOOL POLICIES & RULES

Cosmetology Careers UnLTD policies & rules are designed to help prepare students for the real world of work. Compliance with these guidelines will assure your employability. School policies and rules related to tardiness, absences, make-up work, conduct, termination and other rules are contained in a student hand book which you will receive at orientation, also available in advance upon request.

1. Students must be in compliance with school dress code to be considered in attendance.
2. Proven theft will be cause for immediate expulsion from school.

shop lifters will be prosecuted.
3. Food & beverages may be consumed in student lounge and smoking is not permitted except in designated areas.
4. Gum chewing is not allowed on school premises at any time,
5. Profanity is not allowed.
6. Unrelated reading material, handicrafts, or soliciting are not allowed in school at any time.
7. It is expected that for tardiness, early departures and absences a student give school three days advance notice, (except emergencies).
8. In the event of an emergency, call by scheduled arrival time, a twenty minute grace time is allowed. (refer to pg. 6.a. in student hand book.
9. Missed or failed exams may be made up when scheduled with staff.
10. School Director maintains discretion for all disciplinary actions.

ATTENDANCE

1. Time clock is the official record of hours attended.
2. Students will receive credit for properly documented time only.
3. Students who are in school for four hours or less need not take lunch.
4. Students must clock out and in for lunch.
5. In punches will be rounded to next 1/4 hour and out punches to the last 1/4 hour.
6. Roll call is taken at the beginning of all classes and punctuality is expected. Students more than 5 minutes tardy are not allowed to

clock in until the end of A.M. class.
7. All absences, except a leave of absence are considered overtime.

GRADING SCALE

96 - 100 = Excellent **75 - 81 = Below Average**
89 - 95 = Above Average **74.9 & Below = Fail**
82 - 88 = Average **Incomplete = 0**
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COSMETOLOGY CURRICULUM

COSMETOLOGY CAREERS UnLTD has designed it's cosmetology course to surpass all Minnesota Licensing requirements, to provide students with the opportunity to acquire all the skills and knowledge necessary to obtain a license and build a successful future in the Cosmetology industry.

COURSE CONTENT:		Theory	Practice	Theory	Practice
Shampooing & Draping	12	183	State Laws	14	
Hair Cutting	30	120	Personal Development	4	
Hair Styling	33	180	Visual Poise	4	2
Permanent Waving	30	170	Hygiene	4	
Hair Coloring	26	82	First Aid	2	
Hair Conditioning	15	100	Bacteriology	4	
Wiggery	4	30	Sterilization	4	
Chemical Relaxing	6	6	Electricity & Light	12	4
Thermal Styling	28	52	Theory of Message	10	6
Manicuring	40	110	Chemistry	14	4
Facials	12	30	Anatomy	30	
Make Up	20	20	Cells	4	
Hair Removal	6	10	Disorders of Skin	12	
False Eyelashes	6	3	Disorders of Scalp & Hair	12	
Salon Management	12	8	Disorders of the Nail	8	
			Ethics	4	
		TOTAL		<u>420</u>	<u>1130</u>
		TOTAL COURSE HOURS		1550	

NAIL TECHNICIAN CURRICULUM

(Available at Duluth Location Only)

The Nail Tech. course at COSMETOLOGY CAREERS UnLTD is designed to surpass all Minnesota Licensing requirements, to provide students the opportunity to acquire all the skills and knowledge necessary to obtain a manicurist license and build a successful future in the fast growing nail industry.

COURSE CONTENT:

	Theory	Practice
Manicuring & Artificial Nails	30	126
Visual Poise	4	
Salon Management	12	
Hygiene & Grooming	4	
Ethics	4	
First Aid	12	
Chemistry	12	8
Anatomy	30	
Electricity & Light	12	4
Skin & it's Disorders	12	
State Laws	14	
Nail & it's Disorders	8	
Sterilization & Sanitation	4	42
Bacteriology	4	
Personal Development	4	
Cells	4	
TOTAL	<u>170</u>	<u>180</u>

TOTAL COURSE HOURS 350

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COSMETOLOGY REACTIVATION COURSE

(Available at Duluth Location only)

Our reactivation course is designed for persons once licensed as a Cosmetologist, but have been inactive three years or more, who wish to reactivate their individual license. It is prepared in such a manner as to afford a review and update of the skills and knowledge for re-entry into the field.

COURSE CONTENT :	Theory	
Practice		
Minnesota Statutes & Rules	4	
Safety-Handling Appliances and Implements	4	4
Chemical Hair Control		
a. Permanent Waving	10	14
b. Chemical Hair Relaxing	8	8
c. Hair Coloring	14	15
Hair Cutting & Styling	12	14
Esthetics	12	12
Manicuring	12	12
TOTAL	<u>76</u>	<u>79</u>
TOTAL COURSE HOURS		155

**COSMETOLOGY REFRESHER
COURSE**

The Cosmetology Refresher Course is designed for individuals who do not have the required hours of salon experience in their current three year license period and wish to renew their individual Cosmetologist license.

COURSE CONTENT:

	Theory	Practice
Minnesota State Laws & Rules	3	
Safety-Handling Appliances & Implements	1	3
Chemical Hair Control		
a. Permanent Waving	4	2
b. Chemical Hair Relaxing	3	2
c. Hair Coloring	3	2
Hair Cutting & Styling	3	2
Esthetics	3	3
Manicuring	3	3
TOTAL	<u>23</u>	<u>17</u>
TOTAL COURSE HOURS		40

LIFETIME PLACEMENT SERVICE

When you graduate from COSMETOLOGY CAREERS UnLTD, you may register for lifetime placement assistance at no additional cost. CCU will assist in setting up job interviews, job referrals or additional training if necessary. However, CCU will not promise employment as an inducement to enroll.

COUNSELING

Academic and career counseling is done on a regular basis and personal counseling is available upon request.

STUDENT RECORDS ACCESS

Student (and/ or parent in the event student is a minor) may review all of his/her records which are maintained by the school. Such review shall be by appointment and under the supervision of a staff member. Student may have a third party of their choosing present if desired. Request for such records review must be in writing, with at least 48 hours notice. Pursuant to the Right to Privacy Laws, student records are confidential and information thereof will be released only to legally entitled agencies or persons, including the National Accrediting Commission of Cosmetology Arts & Sciences, unless otherwise authorized by student (or parent if student is a minor) for each occasion. All student records are maintained by the school for at least five years.

EQUAL OPPORTUNITY POLICY

COSMETOLOGY CAREERS UnLTD does not discriminate on the bases of sex, sexual orientation,

**race, color, age, ethnic origin, financial or physical
status in admissions, instruction or graduation policies.**