



CATALOG

Memorial Drive Campus

5684 Memorial Drive
Stone Mountain, GA 30083

Rockbridge Extension Campus

3860 Rockbridge Road
Stone Mountain, GA 30083

www.prowayhairschool.com

Table of Contents

School Mission	3
Description of School Facility and Accreditation	3
Licensing, Admission Requirements	4
Counseling Assistance	4
School Goal and Objectives	4
Student with Disabilities and Transferring Education	4
School Calendar	5
Library	5
Tuition and Fees	5
Refund Policy	5
Withdrawal and Attendance Policy	6
Graduation, Conduct	7
Policy and Provisions	7
Employee Assistance and Release of student Information	7
Guest Speakers and Special Events	7
Student Rights of Access, Financial Aid	8
Non-Discrimination and Transcripts	8
Class Schedules of Main Campus and Rockbridge Extension School	9
Leave of Absence, Reentry, Evaluation and Counseling	10-11
Repeat Course, Withdrawal, Non-Credit/Remedial Course	10-11
Academic Progress (SAP)	12-15
Qualitative/Quantitative Measure Increments, SAP Review	15
Probation	15
Academic Progress Evaluation	15
Transfer Hours	15
Appeal Process and Retaining Eligibility	15
VA Attendance Policy	16
Cosmetology School Curriculum	17-19
Barber Curriculum	20
Non-Instructional and Instructional Staff	21
Catalog Supplement	22

OUR MISSION

Pro Way Hair School recognizes that every student who enrolls does so with the goal of achieving training which will enable the individual to prepare for their career enhancement. Pro Way Hair School is dedicated therefore to assist each student in reaching his or her job oriented goals.

Pro Way Hair School is committed to bringing together an appropriate staff and curricula, physical facilities and instructional equipment, and all other components needed to implement and to maintain a satisfactory level of achievement of its philosophy and purpose.

DESCRIPTION OF SCHOOL FACILITIES AND EQUIPMENT

The main campus is in a modern facility at 5684 Memorial Drive, Stone Mountain, Georgia where Cosmetology and Barbering are taught.

An extension campus located at 3860 Rockbridge Road, Stone Mountain, Georgia, teaches Barbering exclusively. Equipment used by the students and instructors exceeds state requirements.

ACCREDITATION

Pro Way Hair School is accredited by the Accrediting Commission of the Council on Occupational Education (COE). Requests for additional information on the policies, standards or procedures of the Accrediting Commission should be addressed by the following:

Executive Director
Commission of the Council on Occupational Education
7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350
Phone: 770.396.3898; Toll Free: 800.917.2081
Fax: 770.936.3790
www.council.org

The Commission of the Council on Occupational Education is an agency recognized by the United States Department of Education.

LICENSING

Pro Way Hair School is licensed by the Georgia Board of Cosmetology and Barbering located at 237 Coliseum Drive, Macon, Georgia 31217.

SCHOOL GOAL AND OBJECTIVES

Our goal is for students to graduate with a high degree of professional knowledge and skill need for entry level employment. Pro Way Hair School was established to provide knowledge of their chosen field of study. The school strives to build confidence, courtesy, poise and proper conduct in each student through personal instruction.

ADMISSION REQUIREMENTS

The school only admits students who have successfully completed high school (with diploma) or holders of a high school Graduation Equivalency Certificates (GED). Completion of a successful interview and a visit to the school are required. Registration fee of \$125 are required; applicants are notified promptly notified of whether they were admitted to Pro Way Hair School.

Pro Way Hair School students does not discriminate based on race, religion, gender, sexual orientation, national or ethnic origin.

STUDENTS WITH DISABILITIES

Students with disabilities will be accepted under the institutions 504-ADA policy. No adjustments will be made to the curriculum to compensate for the disability.

TRANSFERRING EDUCATION AND TRAINING CREDITS

Transfer credit will be given for the hours completed based on the standards set by the State Board of Cosmetology and Barbering and the Accrediting Agency. Transfer students are required to submit an Academic Transcript request and a Financial Aid Transcript Request provided by the school for mailing to each school attended. The institution will never accept more than 750 transfer hours from any institution.

COUNSELING ASSISTANCE

Students are encouraged to discuss problems, reports, grades or questions with- the appropriate personnel specific to the their concern.

SCHOOL CALENDAR

The school is open 12 months of the year except for the following days:

New Year's Day	Labor Day	Christmas Break
Martin Luther King Jr. Day	Memorial Day	
Fourth of July	Thanksgiving Day	

The Memorial Drive Campus operates Tuesday through Friday for day classes.

The Rockbridge Extension School operates Tuesday through Friday (day classes). [Monday through Thursday for evening classes.](#)

LIBRARY

The school strives to maintain the latest supplementary information and reference materials to be used in conjunction with the curriculum. The library is provided for sole use and benefit of our students and faculty. There is no charge for this service.

TUITION AND FEES

Tuition costs and fees may be obtained from the Admissions Representative, our website, at the school or the catalog supplement.

REFUND POLICY

When refunds are due, they will be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student **on or before the last day of attendance**. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds will be made with sixty (60) days of the students last day of attendance. Any unused portion of fees and other institution charge shall be refunded.

1. **Classes Canceled by the Institution:** If tuition and fees are collected in advance of the start date of a program and the institution cancels the calls, 100% of the tuition and fees collected will be refunded. The refund will be made within (30) days of the planned start date.
2. **Failure of Student to Commence Class:** If tuition and fees are collected in advance of the start date and the student does not begin classes, the institution will retain only the \$100-dollar registration fee. Appropriate refunds for a student who does not begin classes will be made within thirty (30) days of the class start date.
3. **Students Enrolled Prior to Visiting the Institution:** Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. **Withdrawal After Class Commences:**

- a) Students Receiving Title IV Funds: During the first period of enrollment the Federal Pro Rate Refund Policy will apply to all first-term students receiving Title IV funds.
- b) Non-Title IV students and subsequent periods of enrollment for students receiving Title IV funding:
 - 1. After the first day of classes and during the first 10% of the period of financial obligation, the institution will refund 90% of the tuition.
 - 2. After the first 10% of the period of obligation and until the end of the first 25%, the institution will refund 50% of the tuition.
 - 3. After the first 25% of the period of obligation and until the end of the first 50%, the institution will refund 25% of the tuition.
 - 4. After the first 50% of the period of obligation, the institution retains all of the tuition.

Any student who drops out or withdraws prior to completion will be charged a \$100 administration fee. Books and supply costs that have not been issued will be refunded.

Programs longer than 12 months that financially obligate the student for any period beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

Funds granted through Title IV federal assistance programs will be refunded in the order required by federal regulations. The effective date of the termination for refund purposes will be the earlier of the following:

- 1. The last day of attendance if student is dismissed by the institution
- 2. The date of receipt of written notice from the student
- 3. 30 days following the last day of attendance.

ATTENDANCE REQUIREMENTS

Students are required to attend all scheduled classes. It is assumed that college-level students will fulfill their responsibility by attending all of the classes and contributing ideas.

The minimum attendance required for all students is 80% of all classes offered. This does NOT mean that students should attend the minimum; monthly evaluations of attendance are taken into account. It also means that when employers make inquiries about students, those who attend the minimum required will be considered to have poor attendance habits.

REF: Veterans Administration (VA) Attendance Policy page 17.

GRADUATION AND PROGRAM REQUIREMENTS

To be eligible for graduation, the student must successfully complete:

1. 1500 clock hours;
2. State Board requirements;
3. Satisfactory academic requirements;
4. Attendance requirements;
5. Completion of exit tests; and
6. Payment of financial obligations

A diploma is awarded upon graduation.

POLICY AND PROVISIONS

The provisions in this publication are not to be regarded as an irrevocable contract between the student and the school. The school reserves the right to change provisions including fees; at any time and without notice. The school considers existing enrollment agreements regarding fee structures, binding as they are signed and may not be altered without consent of all applicable parties involved. The school further reserves the right to terminate a student from the school for cause at any time. All final decisions are at the sole discretion of the school.

CONDUCT

Students must conduct themselves like adults at all times. Offensive language will not be tolerated. Good judgment, poise and professional conduct and adherence to the dress code are required of each student regardless of the situation.

EMPLOYMENT ASSISTANCE

To be successful in the fields of cosmetology and barbering, one must demand high standards. Job preparation and planning should begin by the end of 1,300 clock hours. Employers often contact the school for references, transcripts and student knowledge, skills and abilities. The school provides assistance to students by posting job information on the bulletin boards and responding to requests for information about students and making referrals. The school does not guarantee job placement.

GUEST SPEAKERS AND SPECIAL EVENTS

As a part of the school's effort to provide a wide range of experiences, guest speakers, stylists and salon owners are included in the curriculum. Schedules for special events are a part of the training program.

RELEASE OF STUDENT INFORMATION

The school will not release information or records to unauthorized persons or agencies without written permission of the student and/or the student's parent or guardian if the student is a minor.

STUDENT RIGHTS OF ACCESS

Student records are the sole property of the school and may not be removed from the school. Students may review their records upon written request. Records will be made available in the office and may NOT be taken from the school for any reason.

FINANCIAL AID

Financial aid programs available to students are Pell Grants and Direct Education Loans. Grants and scholarships are gifted and DO NOT have to be paid back. These programs require that students complete an application form which is available in the school office. Students or parents who borrow from the federal Direct Loan Program for student education are obligated to repay these loans. Tuition and fees are due at the time classes begin. Students who cannot pay their tuition and fees in full at that time may apply for federal financial aid, grants or loans.

Grants and/or loans will be credited to student accounts to pay tuition and fees. Any remaining funds may be used by the student for books, supplies, uniforms, shoes and other educational expenses. Upon completion of the program or withdrawal from the school, the refund due will first be returned to the Title IV student financial aid programs. For the detailed information, please contact the financial aid office.

NON-DISCRIMINATION

Pro Way Hair School does not discriminate based on race, gender, religion, ethnic origin, sexual orientation, age or color.

TRANSCRIPTS

A complete set of the student's records, including a transcript of grades are kept in a permanent file. One copy of the transcript is provided to each student free of charge. Other records are available upon request; at fee of \$30 will be incurred.

CLASS SCHEDULES

Main Campus

Day Basic and Intermediate Student

Tuesday	9:00am-5:00pm
Wednesday	9:00am-5:00pm
Thursday	9:00am-5:00pm
Friday	9:00am-5:00pm

Senior Student

Tuesday	9:00am-5:00pm
Wednesday	9:00am-5:00pm
Thursday	9:00am-5:00pm
Friday	9:00am-5:00pm

Rockbridge Extension Campus

Tuesday	9:00am-5:00pm
Wednesday	9:00am-5:00pm
Thursday	9:00am-5:00pm
Friday	9:00am-5:00pm

Night Student

Monday	5:00pm-9:00pm
Tuesday	5:00pm-10:00pm
Wednesday	5:00pm-10:00pm
Thursday	5:00pm-10:00pm

LEAVE OF ABSENCE

Leaves of absence should not exceed 60 days and are only granted in emergent situations. All requests and approvals for leaves of absence must be made in writing, signed by the student and approved by the Director. Students on leaves of absence, who are NOT making satisfactory progress before a leave of absence will NOT be considered making satisfactory progress until one month after returning to school.

REENTRY

Students who want to reenter school must contact the Director of Education and receive written approval. Determination for reentry will be made on an individual basis. Any hours accumulated and paid for will be honored for a period, any remaining hours will be charged at the current tuition rate. Each student will be charged a \$500.00 reentry fee.

EVALUATION AND COUNSELING

Individual counseling and evaluations are given three times during the 1500-hour course. Also, additional counseling is available for students needing assistance in other areas, such as career, housing, person, etc.

Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals and Absences

Repeated Course

A course may not be repeated more than once without approval of the Director. The approval must be based on unusual and documented mitigating circumstances such as hospitalization of more than five (5) consecutive days or ambulatory surgical procedures that warrants bed rest for 10 days as directed by the hospital or primary care physician. Repeated course grades and times are to be included in the qualitative and quantitative calculation.

Incompletes/Grade Change

Incomplete grades will convert to an "F" if the work is not completed within 5 weeks and will impact the student's cumulative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

Withdrawals

A student who wishes to withdraw from school for compelling personal reasons should notify the School Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. Students who fail to complete the program will be charged the applicable fees and portion of the tuition cost. The Enrollment Agreement is a legally binding document and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations- in the event he/she should discontinue school, they should make an appointment with the School Director.

When a student withdraws, a final transcript will be prepared that will include all grades to include passing and failing grades as well as hours accumulate at the school. Failure to complete classes does not release a student from liability toward repayment of student loans obtained to attend school.

A student will be deemed withdrawn/passing in their cumulative GPA 80% or above. A student will be deemed withdrawn/failing if their cumulative GPA is below 80%.

Noncredit and Remedial Courses

PWHS does not offer non-credit or remedial courses.

Transfer Hours

Hours accepted by PWHS to count toward completion of program will be recognized as both scheduled hours and completed hours and the review process will be implemented at the remaining time frames. The student will have 125% of time remaining to complete the program taking into consideration the transferred hours.

Appeals Process

Appeals for re-establishing eligibility may be based on circumstances that prohibited the student from meeting SAP standards during the probationary period. Extenuating circumstances must be supported by official documents. Examples of extenuating circumstances:

- Death of an immediate family member
- Documented illness
- Major accident or injury (self, child, spouse or parent)
- Victim of a crime or unexpected disaster

Students must complete and submit a PWHS Academic Progress Appeal Request form along with official documentation, student's statement and a current educational plan. Incomplete forms will be returned to the student.

The Financial Aid Appeals Committee will review requests and take one of four actions:

- Approve reinstatement unconditionally
- Approve reinstatement with specific conditions
- Request that the student provide additional information
- Deny the appeal

Retaining Eligibility and Student Responsibilities

It is the responsibility of the student to approach the Director of the school and determine what may be done to clear the probation. If there is corrective action available to the student that will clear the probation, it is the sole responsibility of the student to complete the action.

As per section 668.16(e)(6) of the HEA 1965, a student not making SAP may reestablished eligibility on his/her own either because an appeal was denied or because he/she did not submit an appeal.

A student can re-establish eligibility if they increase their cumulative GPA to 80% before or during the Title IV aid period or begin attending at a rate of 80% or above of scheduled hours. The student will then resume receiving aid for the current aid period.

Satisfactory Academic Progress (SAP) Policy

Pro Way Hair School students must maintain what is termed “satisfactory academic progress” (SAP) always. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Pro Way Hair School. It is printed in our catalogue to ensure all students receive a copy prior to enrollment. The policy complies with the guidelines established by The Council of Occupational Education (COE) and the federal regulations established by the United States Department of Education.

MINIMUM STANDARDS

Pro Way Hair School’s SAP policy requires that every student maintain a grade point average of at least 80% and attends at least 80% of scheduled classes. The grade average standard ensures that every student is grasping the material intellectually to prepare them for success upon graduation. The attendance average standards ensure the student is present to get the information and knowledge he or she needs to succeed. It also makes certain that a student completes our program in the allotted time. **A student is expected to successfully complete all hours of a program within 1.25 times the scheduled, contracted time frame. A student may not receive Title IV funds for more than 1.25 times (125% of) the standard program length.**

GRADE AVERAGE

The qualitative academic average is considered against norms of grading as utilized nationally in higher education. Tools used to establish the academic average of a student include tests, essays, projects, study guides, workbooks and other standard assessment tools. Students are assigned academic learning and a minimum required number of practical applications. Academic learning is evaluated after each chapter or unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Numerical Grade
A (Excellent)	94-100
B (Good)	87-93
C (Average)	80-86
F (Failure)	Below 80

ATTENDANCE AVERAGE

The attendance percentage is determined by dividing the total hours accrued in the period (monthly or benchmark) by the total number of hours scheduled during that period. At the end of each evaluation period, Pro Way Hair School will determine if the student has maintained at least 80% cumulative attendance since the beginning of their course which will be an indicator by attendance that the student will be able to graduate within the maximum time frame allowed.

EVALUATIONS

SAP is evaluated monthly by the academic department in which the student is enrolled by the financial aid officer at critical “benchmarks” in a student’s timeline toward graduation. These evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation ensures that students are progressing and moving toward achievement of their goals. A student determined to be in good SAP will remain in good standing until the next scheduled evaluation.

EVALUATION PERIODS

The Academic Department Evaluation is performed monthly and progress reports will be issued to each student by the 5th of each month, reporting on the previous month’s academic and attendance records. In addition, a progress report is generated for all programs at the point in his or her program when he or she completes the freshman level requirements, (e.g., 250-hour level for Cosmetology or Barbering). Students who meet the minimum satisfactory requirements for attendance and academic performance are making satisfactory academic progress until the next scheduled evaluation. **Student will also have their satisfactory progress checked before each disbursement at 450, 900 and 1200.** Students who begin their study after the 15th of a month, will be advised during orientation of the importance of exceeding minimum academic standards, how this process works and to prepare them for their first full month’s assessment which will occur the following month.

If a student fails to meet the minimum standards above, he or she will have an academic advisement conference with their instructor, and, if necessary, with the Director of Education. During this conference, a plan for improvement by the next progress report will be created and implemented for the student. During this period while the student is following his or her improvement plan, he or she will be making academic progress.

THE FINANCIAL AID BENCHMARK evaluation will also look at a student’s achievement both qualitatively (a minimum of 80% grade average) and quantitatively (a minimum of 80% attendance of scheduled classes.) The Benchmark periods are determined by a formula mandated by the Department of Education for all students, regardless as to whether he or she is a recipient of federal student aid. The chart below illustrates when those benchmark evaluations will occur:

	REVIEW PERIOD	SCHEDULED CLOCK HOURS	MINIMUM ATTENDED HOURS REQUIRED	MINIMUM CUMUL. GRADE AVERAGE REQUIRED	PROGRAM
1500 CLOCK HOUR PROGRAMS	1	450	360	80	COSMETOLOGY AND BARBERING
	2	900	720	80	
	3	1200	960	80	
	4	1500	1200	80	

**For Transfer Students: The financial aid evaluation will occur at the midpoint of the contracted hours or the benchmark periods above, whichever comes first.*

A student who is on an approved Leave of Absence will have his or her expected graduation date recalculated to allow for the number of days of the Leave, so as not to penalize him or her for going beyond the original scheduled graduation date.

MAXIMUM TIME FRAME

The maximum time (which does not exceed **125%** of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

TIME CLOCK HOURS IN PROGRAM	TOTAL CLOCK HOURS PER WEEK	TOTAL WEEKS OF INSTRUCTION	TOTAL MONTHS TO COMPLETE PROGRAM	MAXIMUM ALLOWABLE WEEKS TO COMPLETE (125% OF CONTRACT TIME)
1500	30	50	12	60
1500	20	75	18	90

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled hours.

WARNING

A student determined to be not meeting the minimum SAP requirements at the financial aid benchmark points, will be placed on a warning. A student placed on warning who is a recipient of Title IV Financial Aid may continue receiving the funding. A written plan for improvement will be established by the financial aid office, if one has not already been established by the student’s instructor. If the student follows the plan and corrects this situation in the following period by achieving the minimum grade and attendance averages, then the student will be determined to have re-established minimum standards of progress.

PROBATION

If at the end of the warning period the student has still not met both the attendance and academic requirements, he or she may be placed on probation after an appeal process. A student may appeal the determination that would place them on probation. If a student prevails in that appeal, then the student may be placed on probation until the next benchmark. Students on probation who appeal the decision, and who prevail upon appeal will be making satisfactory academic progress. NOTE: Only students who can meet the SAP policy standards by the next benchmark may be placed on probation. Students who have been placed on a plan to improve must be able to meet requirements set forth in the plan by the end of the next benchmark evaluation period. Students who are progressing per their specific plan will be making SAP. If at the end of the 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 or she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and will be suspended from school.

Grade averages of less than 80% are considered as failing grades and must be retaken until a passing grade is achieved. During the progress evaluation, a failing grade counts toward the completion date of the program although that failing grade must be remedied by retaking the course or assessment until a passing grade is achieved.

Transfer clock hours accepted by Pro Way Hair School are counted toward completion of the program for purposes of determining compliance with maximum allowable time for completion.

GETTING BACK TO MAKING SATISFACTORY ACADEMIC PROGRESS

A student who has been placed on probation may re-establish SAP (and their Title IV financial aid, as applicable), by meeting minimum attendance and academic requirements by the end of the probationary period.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days after such determination. This appeal must be in writing to the Campus Director, with documentation, explaining any extenuating circumstances that may have influenced his or her academic progress for that period (such as transferring from one program to another, death of a family member, and illness or injury of the student, etc.). If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. This appeal will be fully documented in the student's file, along with the student's statement of how the situation has been remedied that caused the failing evaluation. The resulting acceptance of this appeal will include a plan to monitor academic work and attendance to assure the student stays within the minimum SAP requirements. **Students who withdraw or are dropped from the program will be re-entering with the same progress status as when they left.**

NON-CREDIT REMEDIAL COURSES

Pro Way Hair School does not offer non-credit remedial courses. Course incompletes and repetitions are not considered by Pro Way Hair School because the policy requires courses must be re-taken until a passing grade is achieved.

TRANSFER HOURS

About SAP, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status 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 days taken in the Leave of Absence.

VETERANS ADMISSION POLICY

By authority of Title 38, United States Code 3676 C(14), the State Approving Agency may set any additional, reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) program and receiving VA education benefits, and

- ❖ Is considered reasonable additional criteria
- ❖ Will become a part of 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used.)
- ❖ Will be listed as an addendum to the institution’s catalog, bulletin or handbook.

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed twenty (20) percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VA Form 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran’s immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program course.
- Active duty military service, including active duty for training.

Institution having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence.”

Cosmetology School Curriculum

The Curriculum for students enrolled in a school of cosmetology for a complete course minimum 9 months and 1500 credit hours for training will be as follows:

- I. Each school or licensed instructor will require each student to obtain 250 total hours of training before the student performs clinical services on a client. Of these 250 hours (theory and mannequin styling) 15 hours will be on skin care, 10 hours on nail care, and the final 25 hours will be on live models as stated below. For the purposed of this rule, one (1) credit hour equals 1 clock hours for the first 250 hours of training.

LEVEL 1

1. Theory= 50 (50 credit hours/50 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Chemistry
 - b. Sanitation and sterilization
 - c. Introduction to skin and nail care
 - d. EPA and OSHA- Infection Control Standards; blood spill procedures
 - e. HIV/AIDS and other communicable diseases
2. Theory of Permanent Waving=20 (20 credit hours/20 clock hours) This includes instruction by a licensed instructor in the following subjects
 - a. The chemistry of permanent wave solution and its reaction
 - b. The chemistry of relaxers and its reaction
 - c. The principles of permanent wave and rod placement
3. Theory of Hair Coloring=45 (45 credit hours/45 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Chemistry of color
 - b. Principles of color application
 - c. The chemical action of hair color
4. Theory of hair and scalp treatments and conditioning=20 (20 credit hours/20 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Hair analysis
 - b. Scalp condition
 - c. Treatments
 - d. Analysis condition and treatments

5. Theory of hair cutting=30 hours (30 credit hours/30 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Proper handling and of care instruments
6. Theory of Shampooing=15 (credit hours/15 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Proper procedure of shampooing
 - b. Knowledge of shampoo formula
 - c. Water temperature
7. Theory of Hairdressing=45 (45 credit hours/45 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. 20 hours training on mannequin
 - b. 25 hours training on models without compensation
8. Theory of nail and skin care=25 (25 credit hours/25 clock hours) This includes instruction by a licensed instructor in the following subjects:
 - a. Concepts and principles of nail care procedures and techniques (10 hours)
 - b. Concepts and principles of skin care procedures and techniques (15 hours)

TOTAL: Level One: 250 hours

- II. When a student has completed 250 credit hours (250 clock hours) in the above curriculum, with a minimum passing score of 80% the student is prepared to progress to the clinic floor to perform clinical services on patrons. AFTER COMPLETION OF THE FIRST 250 CREDIT HOURS/250 CLOCK HOURS OF **LEVEL 1** TRAINING, THE CURRICULUM WILL BE AS FOLLOWS:
 1. Theory=100 (100 credit hours/100 clock hours) This includes instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology:
 - a. Sterilization and sanitation
 - b. Physiology
 - c. Electricity
 - d. Safety precautions
 - e. Chemistry of beauty products, actions/reactions and the composition of tints, dyes and bleaches
 - f. Salesmanship
 - g. Telephone etiquette and ethics
 - h. Salon department: consisting of instruction in courtesy, neatness and professional attitude when interacting with the public.
 2. Social Skills, reception or desk work, art and ethics, State Board of Cosmetology Laws and Rules-50 (50 credit hours/50 clock hours)

3. Laboratory=50 hours (50 credit hours/50 clock hours) This includes practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sterilizing all equipment in the beauty salon.
4. Hairdressing, shampoo and comb-out= 280 (280 credit hours) This includes shampoos, comprising dry, soap less, oil and re-conditioner, finger waving, wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing, hot combs and chemicals.
5. Hair Cutting and Shaping=125 (125 credit hours/166 applications)
6. Permanent waving=180 (180 credit hours/60 applications)
7. Chemical hair relaxing=100 (100 credit hours/50 applications)
8. Hair coloring and lightening=140 (140 credit hours) This includes the following:
 - a. Temporary rinses and semi-permanent color (10 credit hours/12 applications)
 - b. Hair lightening (25 credit hours/10 applications)
 - c. Virgin tints (40 credit hours/20 applications)
 - d. Retouches (60 credit hours/30 applications)
 - e. Predisposition test (2.5 credit hours)
 - f. Dye and tint removal (2.5 credit hours)
9. Scalp and hair treatments= 50 credit hours/66 applications) This includes brushing and manipulation, corrective treatment and reconditioning treatments.
10. Facial treatment, make-up and hair removal=55 (55 credit hours)
 - a. Facial treatments (30 credit hours/30 applications)
Make up applications (20 hours/2 applications)
Brow and last tint (5 credit hours/5 applications)
11. Hair Removal (30 credit hours)
 - a. Lip, chin and face (10 credit applications/20 applications)
 - b. Brow tweezing (10 credit hours/20 applications)
 - c. Brow waxing (10 credit hours/20 application)
12. Manicures, pedicures, and nail sculpting=(90 credit hours)
 - a. Manicures with hand and forearm massage-(25 credit hours/25 applications)
 - b. Pedicures with foot and leg massage (20 credit hours/20 applications)
 - c. Nail sculpting (45 credit hours/15 applications)
 - d.

Total Level 2: 1500

Addendum: when intermediate classes are available, it will become LEVEL 2 at 250 hours. The Clinic Floor will become level three at 1000 hours.

Total Hours: 1500 credit hours/1500 clock hours

Authority O.C.G.A Secs. 43-10-1, 43-10-2, 43-10-9, 43-10-12. History. Original Rule entitled "Curriculum "adopted. F. and eff. June 30, 1965. **Repealed:** new Rule of same title adopted. F. Aug. 2, 1967; eff. Aug. 21, 1967. **Repealed:** New Rule of same title adopted. F. Apr. 2, 1971; eff. Apr. 22, 1971. **Amended:** F. Apr. 14, 1981; eff. May 4, 1981. **Amended:** ER 130-3-0.3-.02 adopted. F. Apr. 11, 1983; eff. Apr. 5, 1983, the state of adoption, Amended: Permanent Rule entitled "Cosmetology School Curriculum" adopted F. Aug. 11, 1983. **Amended:** F. Aug. 21, 1984; eff. Sept. 10, 1984. **Repealed:** New Rule of the same title adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. **Amended:** F. June 19, 2002; eff. July 9, 2002. **Repealed:** New Rule of same title adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.

Barbering Career Curriculum

The 1500 clock hours Barber Career Program meets the state board requirements, all aspects of hair science, styling and cutting are taught using shears, razor and clippers. Students are taught permanent waving, hair coloring, client relations and professionalism, career and business management. Students begin with a 200-hour Orientation which consists of 150 hours of theory and training on mannequins followed by 50 hours' live models. After these 200 hours are completed, The Barbering curriculum is as follow:

Theory: 100 hours of classroom instruction which will cover sterilization and sanitation, physiology, electricity, safety precautions, chemistry of products, actions and reactions, composition of tints, dyes and bleaches. Training will also include salon management, salesmanship and ethics.

Bacteriology: 50 hours of listing the classification and types of bacteria.

Haircutting and Styling: 450 hours of demonstrating the performance of the following cutting techniques- finger and shear, shear over comb, clipper over comb and razor cutting.

Permanent Waving and Setting: 280 hours of a process used to chemically restructure natural hair into a different wave pattern.

Hair Coloring and Highlighting: 200 hours of hair color consultation, applying color, bleaches, rinses and tints. Students see classifications of hair color, types of permanent hair color and special problems in hair coloring.

Hair and Scalp Treatment: 50 hours brushing, manipulation, reconditioning and corrective treatments.

Facials: 20 hours of basic treatments performed based on skin analysis will include cleansing, toning, massaging, towel steaming, applying masques, and moisturizing. Advanced facial treatment will incorporate the use of chemicals such as glycolic acid.

Beard and Mustache Trimming and Shaving: 25 hours of demonstrating a beard and mustache trim. Discuss general sanitation and safety precautions of shaving.

Hairpieces: 10 hours of discussion of why men may purchase hairpieces. Demonstrate fitting, cutting in and cleaning of hairpieces.

Career and Professional Development: 10 hours of the relationship between personality and attitudes and demonstrate professional behavior.

Sales Techniques: 15 Hours of demonstrating services and retail product sales and techniques.

Salon Management: 40 Hours of understanding the functions of a barbershop owner or manager.

Upon completion of Barbering Career Program, the student receives a diploma in Barbering and is eligible to take the State Board Exam.

PRO WAY HAIR SCHOOL
STAFF

Non-Instructional Staff

Steve M. Sullivan	Vice President
Carl Jordan	Director of Operations
Jessica Gant	Financial Aid Director
Corey Milton	Admissions
Joyce Wagner	Receptionist, Memorial
Sharon Mincey	Receptionist, Rockbridge
Fernando Ortiz-Hipolito	Custodian

Instructional Staff

Gail Davis	Director of Education
Gabrielle Caslin-Winbush	Associate Director of Education
Stacey Williams	Cosmetology Instructor
Syreeta Hawk	Cosmetology Instructor
Syria Jones	Cosmetology Instructor
Monte Bell	Barber Instructor, Memorial
Cornealius Whitfield	Barber Instructor, Rockbridge
Toshiba Palmer	Barber Instructor, Rockbridge
Allen Dumas	Barber Instructor, Rockbridge
Joshua Nesbitt	Barber Instructor, Memorial

(Credentials listed on web site)

CATALOG SUPPLEMENT
Tuition and Fees

Cosmetology Program

Registration Fee	\$ 125.00
Tuition (includes books and kit)	\$19,860.00

Barbering Program

Registration Fee	\$125.00
Tuition (includes books and kit)	\$19,860.00