

STUDENT CATALOG AND HANDBOOK

Edition: October 2017

LOCATIONS:

Phagans' School of Beauty - Salem
(Phagans' Cosmetology Colleges)

Phagans' Central Oregon Beauty College - Bend
(Phagans' Cosmetology Colleges)

Phagans' Medford Beauty School - Medford
(Phagans' Cosmetology Colleges)

Phagans' Beauty College - Corvallis
(Phagans' Cosmetology Colleges)

Phagans' Grants Pass College of Beauty - Grants Pass
(Phagans' Cosmetology Colleges)



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Separate Reference Documents

- Admissions Packet & Supplemental Materials
- Kit Lists
- Catalog Sign-Off Sheet & Signature Page
- Faculty Listing

Additional Resources

- College Navigator Website <https://nces.ed.gov/collegenavigator>
- Campus Crime & Security Report is posted on campus; can be found at <http://ope.ed.gov/security>

History

The Phagans' school brand was originally founded by Wilma Lee Phagans-Harrington in the 1950's. Our five schools are owned and operated by I Phasion Inc., dba Phagans' Cosmetology Colleges. Our President & CEO, Mrs. Karen Dieckman, has been dedicated to the beauty industry for over 50 years.

Mrs. Dieckman first began her interest in the professional beauty industry in 1960. She attended Phagans' School of Beauty when it was in downtown Salem, Oregon. After she completed her schooling, she moved and worked as a hair designer at a salon in downtown Portland. Karen traveled across the country participating in hair design competitions, as well as attending advanced education courses.

Karen then became a master educator for Phagans'. She worked for Phagans' for over 20 years as an educator and then a manager. In 1980 she purchased Phagans' Central Oregon Beauty College (Phagans' Cosmetology Colleges) in Bend, Oregon. The following year, she purchased Phagans' School of Beauty (Phagans' Cosmetology Colleges). Throughout the eighties and early nineties she purchased or opened school locations in Medford, Corvallis and Grants Pass. These locations are respectively named Phagans' Medford Beauty School (Phagans' Cosmetology Colleges), Phagans' Beauty College (Phagans' Cosmetology Colleges) and Phagans' Grants Pass College of Beauty (Phagans' Cosmetology Colleges).

Mrs. Dieckman remains incredibly passionate about cosmetology school education, not only the curriculum itself, but the manner in which the content is delivered to the student. To this day she assists with the development, design and pedagogy of the practical and academic subject matter. She truly believes in the potential the professional beauty industry has to offer those who are passionate and dedicated to having a career in the field cosmetology arts and sciences.

(There are other cosmetology schools in the Portland, Oregon area market that have the name "Phagans" in their school names. We do not own nor operate those locations.)

About Us

We are privately owned by two women, Karen Dieckman and Kristie Davis. We employ a team of dedicated educators, administrators and professionals that want to see our students succeed. Our goal is to have our students complete their schooling, become licensed and fulfill their dream of becoming a professional cosmetologist.

Our school team members are led by a campus Director. In addition, we have a support team of professionals that help foster an environment of educational excellence and a culture of accountability, empathy and respect. We focus on educator enrichment opportunities and continuing education for all of our team members. We look for ways in which we can enhance the student experience and improve our educational delivery systems in a robust, hands-on education model.

We believe in being caring and thoughtful members of our society. We give back to every community in which our schools operate. We emphasize a whole-student educational approach, believing that life and business skills are just as essential to our graduates' success as their technical skills.

Our Culture

We have and continue to work very hard to create a culture of educational excellence – a culture where students are treated with respect and are respectful. We want our students to take risks and to understand feedback is an opportunity for growth. We want our students to believe that having characteristics like grit and determination will help them reach their full potential. This fosters a school culture that is not only safe, but builds our student’s self-confidence. At Phagans’, we believe that life skills, success skills and people skills are just as important as technical skills. This means that our students will understand the concept of what it means to be a pro-active person. It also means that they will be exposed to conflict resolution, problem solving and critical thinking skills. Ideally our students will graduate with an understanding of what it means to be socially and emotionally responsible members of their community. Given our commitment to our culture, one that we believe helps our students succeed in all aspects of their lives, we have created the following mission, vision and values as guiding principles behind all of the decisions we make.

Mission Statement:

Phagans’ Cosmetology Colleges creates professional excellence by educating employable cosmetologists that set the standard.

Mission Objectives:

- To educate and inspire our students to successfully complete their chosen program, after which they become licensed and placed in the field of cosmetology arts & sciences and/or placed in a related field utilizing skills such as customer service, professional product sales/promotion, media relations, regulatory oversight, education delivery, business management and/or ownership.

Vision Statement:

To be known as the best cosmetology college for improving the self-confidence of our guests, students and employees.

Our Core Values:

- **Integrity:** the quality of being honest, having strong moral principles, doing the right thing when no one is watching
- **Respect:** the feeling of deep admiration for someone elicited by their abilities, qualities or achievements
- **Pursuit of Knowledge:** the act of striving for facts, information and skills through experience or education
- **Rapport:** a harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well
- **Communication:** the process of using words, sounds, signs or behaviors to exchange information and to express ideas, thoughts and feelings

Admissions

Our team is here to help facilitate your journey towards enrollment. Our administrators are available to assist you with your application, admissions documents, financial aid, as well as answer questions you may have about attending our school. If you are ready for us to help you get started, just call or email the school you are thinking of attending and we'll help get you on your way.

We host on-going Admissions Workshops so you can learn more details about our school's culture, curriculum and schedule. We'll walk you through each step of admissions, tour the school and will give you an overview of our hands-on approach to our student centered learning model.

You can download our admissions packet directly from our website. If you are unable to download these documents from our website please let us know and we will provide them to you.

Step 1: In order to be eligible for admissions, we'll need you to gather the following documents:

1. **Proof of Education:** (provide a copy of a. or b. in this section)
 - a. Official & Verifiable High School Diploma or High School Transcript
 - A diploma from an online High School that is/was regionally accredited at the time of graduation is acceptable
 - A diploma from an online High School that is part of an Oregon School District under the Oregon Department of Education system is acceptable
 - An **Oregon** Modified High School diploma is acceptable
 - b. A GED (General Equivalency Diploma)
 - **Please Note:** You will need to take and pass a GED test if you did not complete High School, have a Modified High School Diploma from a state other than Oregon, have an Oregon Extended High School Diploma or completed Home Schooling that wasn't provided as indicated in (a.) above.

2. **Proof of Age, Identification and Citizenship:** (provide copies of necessary documents for each category)
 - a. Proof of Identity:
 - Current Driver's License (or State DMV issued ID card) *or* Current US Passport and
 - Social Security Card
 - b. Proof of Age:
 - Current Driver's License (or State DMV issued ID card) *or* Current US Passport *or* US Birth Certificate
 - c. Proof of Citizenship:
 - Current Driver's License (or State DMV issued ID card) from a State that meets the Real ID Act requirements see <https://www.dhs.gov/current-status-states-territories> *or*
 - US Birth Certificate *or*
 - Current/Valid US Passport *or*
 - Current/Valid US Citizenship Certificate (or eligible non-citizen) documents

Admissions, continued

Step 2: In order to be eligible for admissions, we'll need you to meet the following general prerequisites:

3. General Enrollment Prerequisites:

- a. Must be 18 years of age or older on the first day of enrollment
- b. Must be a United States citizen or eligible non-citizen, (see <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>)
- c. All documentation must be current/valid, and the full names must be linkable together through other documentation which may be requested for verification purposes (including but not limited to SSN card, driver's license, and/or marriage licenses).
- d. Notify the admissions department if you have been convicted of a felony, you may be ineligible for Title IV aid and/or disqualified from being able to obtain a license in the programs we offer in the State of Oregon.

Step 3: Complete the school application and admissions forms:

4. A completed Admission Packet:

- Application for Enrollment
- Life Skills Questions
- Health & Safety Form
- Estimated Budget Form

Step 4: Visit the school and get your questions answered:

5. Personal Interview & Pre-Admission Visits Example:

- a. Initial college visit(s):
 - Admission Workshop & School Tour
 - Review how to access important disclosure info, course costs and schedules
 - Review FAFSA.ed.gov if applicable
 - Personal financial planning interview
 - Life Skills Q&A
 - Visit Classes
 - Receive Complimentary Service; at college's discretion
 - Finalize all Financial Planning arrangements
 - Submit documentation and admissions packet with \$50

Please be certain to complete/submit all parts of the information required so your information can be considered by our admissions team. The admissions procedure is the same for any applicant and all courses/programs. Keep in mind that while your acceptance for enrollment is preferred, it is not guaranteed. The Admissions Specialist will notify you of your admission status within 14 business days after the application deadline. If you are denied admission you can re-apply one time within 30 days, and every 90 days thereafter. If you are denied enrollment more than 3 times in a 12 month period you may not reapply for another 12 months. The school does not disclose specific reasons for denial or acceptance.

Credit for Prior Training

We want to help you finish what you started. So if you have previously attended another cosmetology school, or you are ready to re-enroll, the following will explain what steps you need to take next. This process is for the student who has prior training in Hair Design, Barbering, Esthetics and/or Nail Technology:

1. Complete the admissions process previously outlined within this catalog.
 - o This is the policy for all re-enrolling and returning former Phagans' students/graduates, as well as students who are new to our schools.
 - o Former students of our schools, see 'Re-Admissions Policy & Transfer Hours policy' in this catalog as well.
2. Prior to admissions, provide an official transcript from the previous cosmetology college(s).
3. Complete a "show us what you know" competency evaluation (practical and/or written). This way we can properly place you within the program. These assessments are conducted by appointment, prior to acceptance. The evaluations are scheduled at the discretion of the campus Director.
4. If accepted:
 - o Prior qualified hours will be accepted by Phagans' Cosmetology Colleges
 - o Previous hours and competencies will be categorized according to the student's prior transcripts or allocated to the best of our ability after careful evaluation of the student's prior knowledge.
 - o The student will be placed according to ability, on the first day of enrollment.
5. The student will be charged tuition for the remaining hours left to complete the program/course(s).
 - o Veterans receiving GI benefits while attending our schools are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

We do not solicit students from other institutions. We encourage students enrolled in another school to complete their program with that school. If a student chooses to transfer they must complete the withdrawal procedure at the other school before we can begin our 'Credit for Prior Training' process.

Consumer Information Resources

In addition to this catalog, our website and the college navigator website have more information about our schools. This includes material regarding student right to know disclosures, tuition/fees, financial aid, net price calculator, enrollment demographics, admissions, retention, completion, licensure and placement rates, programs, accreditation, campus security and cohort default rates.

- Our website: www.phagans-schools.com
www.phagans-schools.com/consumer-information/
- Our FaceBook page: www.facebook.com/PhagansBeauty
- College Navigator website: <https://nces.ed.gov/collegenavigator/>
- Financial Aid Info: <https://studentaid.ed.gov/sa/>
- Accreditation Info: www.naccas.org
- Oregon Licensure Info: <http://www.oregon.gov/oha/ph/hlo>
- Oregon Occupational Info: www.qualityinfo.org

Employment Opportunities

The educational objective of the programs we offer is to prepare our students for entry level employment within the professional cosmetology industry. Graduates who become licensed in Hair Design, Esthetics, Nail Technology and/or Barbering have some of the following career opportunities available:

SALON & SPA CAREERS

Stylist or Technician
Salon/Spa Owner
Salon/Spa Manager
Salon/Spa Chain Manager
Platform Artist
Cruise Lines or Resort Personnel
Guest Service Coordinator/Receptionist

EDUCATION

College Owner
College Manager
College Educator
Teaching classes/seminars
Writing for Industry publications
Cadet Instructor Training/Internship

MERCHANDISING

Product Manufacturer Representative
Product Manufacturers Technician
Beauty Supply Representative
Beauty Supply Technician
Department store Retail Sales
Department store Cosmetic Buyer

PRODUCT DEVELOPMENT

Public Relations
Chemistry
Advertising
Promotions
Marketing
Guest Artist or Speaker

MEDIA OPPORTUNITIES

Stylist, Esthetician
Print/Social Media Contributor
Make-Up Artist, Nail Technician for:
Fashion Shows, Pageants
Plays, Videos, Movies, Television

REGULATION

State Licensing Agent
State Salon/ College Inspector
State Board Participant

Standard Occupational Codes and Opportunities for:

- **Hair Designer: 39-5012.00, 39-5093.00.** Specialist in hair sculpture, texture, color, condition and other elements of Hair Design.
- **Barber: 39.5011.00, 39-5093.00.** Specialist in hair sculpture and beard/mustache trims.
- **Nail Technician: 39-5092.00.** Manicurist, nail artist, podiatrist assistant.
- **Esthetician: 39-5094.00.** Skin care therapist, make-up artist, dermatologist assistant, lash technician, spa esthetician.
- **Cadet Instructor: 25-1194.00.** Teach at a cosmetology school and/or build-up credentials for platform artist work.

Additional Standard Occupational Codes (SOC Codes) can be found at: www.onetonline.org

Earning and Compensation Opportunities

Salaries of cosmetologists depend upon a number of factors such as desired work hours, scheduled work hours, experience, ability, technical skills, clientele, customer service skills, location and/or compensation arrangements between the professional and the salon owner. It can take some time for a newly licensed cosmetology professional to build a complete clientele portfolio.

- Oregon wage and projections data for cosmetology related professions can be found by going to www.qualityinfo.org and clicking on the “Occupational Info Center” tab.
- Research cosmetology related career occupations in the Occupational Outlook Handbook at <https://www.bls.gov/bls/occupation.htm>

Employment Assistance

Phagans’ Cosmetology Colleges **does not** make any guarantees of employment or salary upon graduation. We do solicit feedback from our graduates and employers of our graduates in efforts to keep our curriculum relevant with current industry trends. We do provide placement assistance, which consists of identifying employment opportunities and communicating that information to our students. There is a bulletin board available at each college where placement opportunities are posted. In addition, current career openings can often be found by searching online.

We have a thorough Career Development course which includes classes in completing a job application, professional appearance guidelines, preparing for a job interview, cover letter and resume writing. The course also includes success and life skills training such as clientele building, customer service, professional product recommendation, as well as elements of salon business planning.

Career Day Activities afford students the opportunity to visit with salon industry representatives. Students can ask specific career questions, inquire about potential openings, as well as the culture of the workplace being represented.

Employability standards such as stamina, the ability to be on-time, being respectful, dressing professionally, technical and customer service skills are set forth by future potential employers. We encourage you to do some research and learn about the abilities necessary for successful employment prior to and throughout your enrollment.

Student Consumer Information regarding Outcome Assessment:

- *Annual NACCAS (National Accrediting Commission of Career Arts & Sciences) Completion, Placement and Licensure report statistics are posted in the school.*
- *Further data can be located on the ‘Student Consumer Information’ section of the schools website at <http://www.phagans-schools.com/consumer-information/>*

Courses & Programs Offered

We offer courses in Hair Design, Esthetics, Nail Technology, Barbering and Cadet Instructor training. All of the programs, with the exception of the Cadet Instructor program, include 150 hours of Safety & Sanitation and 100 hours of Career Development. Our courses are available in English only.

Our schools have organized class schedules and curriculum. You will continue attending classes throughout your program, even after you have learned the necessary fundamentals. Our courses are divided into level units, which include classes and competencies that build on what you have already learned. Our educational model focuses on the whole student and their learning style in a safe and supportive environment. We believe that the academic and hands-on educational experience you receive at our college is very comprehensive. All of the courses are designed to be challenging and confidence building. In addition to the required books & supplies (see current kit, book, supply lists), students have access to general cosmetology publications, magazines and textbooks.

Note: the 'Student Salon' is in reference to (has the same meaning as) the academic terminology of the 'Practical Learning Lab'. We use the terminology 'Student Salon', for public communications. However, the student salon is considered a practical learning laboratory as part of the student's academic education. It is often where the student practices the criteria and skills of the program. Students are not, nor are ever considered to be employees of the college.

Student Right to Know Information: <http://www.phagans-schools.com/consumer-information/>

Program offerings with total required hours including Safety/Sanitation & Career Development:

Hair Design - 1700 hours

Esthetics - 500 hours

Nail Technology - 600 hours

Barbering - 1350 hours

Hair Design, Esthetics & Nail Technology - 2300 hours

Esthetics & Nail Technology - 850 hours

*Hair Design & Nail Technology - 2050 hours

*Hair Design & Esthetics - 1950 hours

Cadet Instructor– 1000 hours

***Please note:**

The program combinations of Hair Design & Nail Technology – 2050 hours is not currently being offered to new students who enroll after September 30, 2017. In addition, the Hair Design & Esthetics – 1950 program will not be offered to new students who enroll after October 31, 2017. We are approved to offer these programs by the Higher Education Coordinating commission in Oregon, the US Department of Education and NACCAS, our accreditor. We may offer these programs again in the future.

Hair Design: 1450 hours

(Standard Occupational Codes: 39-5012.00, 39-5093.00, 31-1021.01)

Unit 1. Freshman Hair Design: includes **6 weeks of Pre-Clinic class**

The fundamentals of hair design are composed of academic and laboratory hands-on classes consisting of: hair sculpturing, hair coloring, hair styling, permanent waving, shampooing, thermal styling and conditioning treatments. Students are gradually introduced to the practical learning lab to practice their technical and success skills. Academic classes related to hair structure, analysis, diseases and disorders, as well as chemistry, electricity and anatomy are commenced in this unit. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 2. Sophomore Hair Design:

Development of proficiencies in the classes that were introduced during freshman level are further established. Practical learning lab practices continue on guests and mannequins, lab classroom learning continues. Academic classes related to hair structure, analysis, diseases and disorders, as well as chemistry, electricity and anatomy are further integrated in this unit. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 3. Junior Hair Design:

Practical applications of hair design competencies are continued; with attention to skill, speed, accuracy and proper guest consultation. More advanced lab classes continue. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 4. Senior Hair Design:

Senior classes are designed to show new techniques and develop individual interests. Preparation for employment is emphasized. Seniors attend classes to help prepare them to take their written Oregon Board of Cosmetology Exam(s). Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Course Format	Hours		
Pre-Clinic & Lab Classes	283.21	Career Development*	100.00
Academic Classes	36.00	<u>Safety & Sanitation*</u>	<u>150.00</u>
Level Evaluations	14.00	Total Program Hours	1700.00
<u>Practical Learning Lab Criteria</u>	<u>1116.79</u>		
Total Hair Design Hours	1450.00		

*Including the required Safety-Sanitation and Career Development courses, this program is 1700 hours total in length. On a 40 hour/week contract schedule it takes approximately one year to complete the Hair Design program. See the Attendance Progress Evaluation section of the Satisfactory Academic Progress Policy for more detailed information.

Student Right to Know Consumer Information: <http://www.phagans-schools.com/consumer-information/>

Esthetics: 250 hours

(Standard Occupational Codes: 39-5091.00, 39-5094.00, 31-1021.01)

Unit 1. Freshman Esthetics: includes **3 weeks of Pre-Clinic class**

The fundamentals of this level are composed of academic and laboratory hands-on classes consisting of: facials, massage, skin treatments, body treatments, make-up, lash and brow tinting (demonstration only), and temporary hair removal. Academic classes related to facial, bone, body structures, skin disorders, and diseases are covered during this level. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 2. Sophomore Esthetics:

Continues the development of the proficiencies in the classes that were introduced during freshman level. Practical learning lab practices are introduced on guests and mannequins. Academic classes related to chemistry, electricity and anatomy are integrated. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 3. Junior Esthetics:

Emphasis is applied to the practical application of services performed by the esthetic student. Attention to skill, speed, accuracy, proper guest consultation and developing the knowledge of advanced facial and skin treatments are advanced. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 4. Senior Esthetics:

Senior classes are designed to show new techniques, products and methods to the student. Seniors attend classes to help prepare them to take their written Oregon Board of Cosmetology Exam(s). It is a time to develop individual interests and prepare for employment. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Course Format	Hours		
Pre-Clinic & Lab Classes	103.37	Career Development*	100.00
Academic Classes	7.50	<u>Safety & Sanitation*</u>	<u>150.00</u>
Level Evaluations	6.50	Total Program Hours	500.00
<u>Practical Learning Lab Criteria</u>	<u>132.63</u>		
Total Esthetics Hours	250.00		

Including the required Safety-Sanitation and Career Development courses, this program is 500 hours total in length. On a 40 hour/week contract it takes approximately 4 months to complete the program. See the Attendance Progress Evaluation section of the Satisfactory Academic Progress Policy for more detailed information.

Student Right to Know Consumer Information: <http://www.phagans-schools.com/consumer-information/>

Nail Technology: 350 hours

(Standard Occupational Codes: 39-5092.00, 31-1021.01)

Unit 1. Freshman Nail Technology: includes 3 weeks of Pre-Clinic class

The foundation of nail technology is composed of academic and laboratory hands-on classes consisting of: manicuring, pedicuring, hand and arm massage, leg and foot massage, reflexology and artificial nails. Academic classes on nail diseases and disorders are integrated during this level. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 2. Sophomore Nail Technology:

Continues the development of proficiencies during the lab classes taught during this unit. Practical learning lab experience develops accuracy and speed. Academic classes related to chemistry, electricity and anatomy are integrated during this unit. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 3. Junior Nail Technology:

Importance is placed on the practical application of necessary competencies and skills during this unit. Development of speed, proper guest consultation and introduction of new products and methods are emphasized. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 4. Senior Nail Technology:

Senior Classes are constructed to develop the finishing skills to be proficient. Speed, accuracy and development of individual interests are explored. Seniors attend classes to help prepare them to take their written Oregon Board of Cosmetology Exam(s). Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Course Format	Hours		
Pre-Clinic & Lab Classes	105.45	Career Development*	100.00
Academic Classes	7.50	<u>Safety & Sanitation*</u>	<u>150.00</u>
Level Evaluations	9.00	Total Program Hours	600.00
<u>Practical Learning Lab Skill Criteria</u>	<u>228.05</u>		
Total Nail Technology Hours	350.00		

*Including the required Safety-Sanitation and Career Development courses, this program is 600 hours total in length. On a 40 hour/week contract it takes approximately 4 months to complete the program. See the Attendance Progress Evaluation section of the Satisfactory Academic Progress Policy for more detailed information.

Student Right to Know Consumer Information: <http://www.phagans-schools.com/consumer-information/>

Barbering: 1100 hours

(Standard Occupational Codes: 39-5011.00, 39-5093.00, 31-1021.01)

Unit 1. Freshman Barbering: includes 3 weeks of Pre-Clinic Sculpture and 1 week of Pre-Clinic Esthetics

The fundamentals of barbering are composed of academic and laboratory hands-on classes consisting of: hair sculpturing, clipper use and design, shampooing, thermal styling, artificial hair, facial trim, and hair design. Essential esthetic curriculum, such as shaving preparation, is also learned during this unit. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 2. Sophomore Barbering:

Lab classes complement the practical learning lab practices. Sophomore level is the time for defining skills. Academic classes on chemistry, electricity, anatomy, (facial, head and body structure), diseases, disorders and trichology are continued. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 3. Junior Barbering:

Practical applications on mannequins, models and guests are stressed. Speed, skill, proper guest consultation and accuracy are developed. Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Unit 4. Senior Barbering:

Senior classes are designed for the student to learn advanced techniques and develop individual interest. This time is devoted to preparing the student for employment. Seniors attend classes to help prepare them to take their written Oregon Board of Cosmetology Exam(s). Passing unit practical and written exams is required for graduation. As part of the learning objectives of the course, **students are required to bring in models for practical examinations.**

Course Format	Hours		
Pre-Clinic & Lab Classes	181.26	Career Development*	100.00
Academic Classes	30.00	<u>Safety & Sanitation*</u>	<u>150.00</u>
Level Evaluations	8.00	Total Program Hours	1350.00
<u>Practical Learning Lab Skill Criteria</u>	<u>880.74</u>		
Total Barbering Hours	1100.00		

*Including the required Safety-Sanitation and Career Development courses, this program is 1350 hours total in length. On a 40 hour/week contract it takes approximately 9 months to complete this program. See the Attendance Progress Evaluation section of the Satisfactory Academic Progress Policy for more detailed information.

Student Right to Know Consumer Information: <http://www.phagans-schools.com/consumer-information/>

Career Development: 100 hours

***Required to be taken once with Hair Design, Barbering, Esthetics, and/or Nail Technology**

Unit 1. Freshman Career Development:

Freshman Career Development classes emphasize customer service and guest building skills. Introduction to the industry, money management, goal setting and professional product recommending are all covered. Demographic studies, business card design and banking are also reviewed at this level.

Unit 2. Sophomore Career Development:

Guest building, consultation and professional product recommendation is continued during this unit. Marketing strategies are reviewed at this level, including creating advertisements, press releases, promotions and promotional displays.

Unit 3. Junior Career Development:

At this level the student focuses on job preparation by taking classes covering job interview preparation, writing a resume and cover letter, and filling out job applications. Students also review business startup, rental agreements, product management, salon ownership and floor plan design.

Unit 4. Senior Career Development:

This level of career development continues guest building and customer service activities, as well as money management. Creating marketing tools such as a service menu and a mission statement is also covered. Finally, the student prepares and turns in their completed graduation portfolio (also known as the EDGE manual) for final grading.

Safety and Sanitation: 150 hours

***Required to be taken once with Hair Design, Barbering, Esthetics, and/or Nail Technology**

Unit 1. Freshman Safety and Sanitation:

Safety and Sanitation fundamentals are introduced during the freshman unit. Hands-on practices are experienced daily. Classes are taught on safety in the salon, use of chemicals, sanitation of tools and instruments. Passing a written exam is required for graduation.

Unit 2. Sophomore Safety and Sanitation:

Salon ecology practices are put into practical application and use. Students learn how to utilize MSDS sheets for each chemical used in the practical learning lab area. Mixing of chemicals, daily sanitations, and dispensary duties are further taught at this level. Academic classes on the Oregon Safety & Sanitation Rules and Oregon Administrative Rules are presented. Passing a written exam is required for graduation.

Unit 3. Junior Safety and Sanitation:

Junior unit continues the daily practices of Oregon Safety and Sanitation Rules. Oregon Safety & Sanitation and Oregon Administrative Rules and Regulations are reviewed and enforced. Dispensary assignments, proper use of chemicals, mixing and dispensing of chemicals are emphasized. Passing a written exam is required for graduation.

Unit 4. Senior Safety and Sanitation:

Oregon Safety and Sanitation Rules, Oregon Administrative Rules, OSHA Regulations, MSDS/hazardous chemicals, decontamination and infection control are reviewed in a preparation for Oregon Board of Cosmetology written exam. Salon Ecology practices are continued. Passing a written exam is required for graduation.

Career Development and Safety/Sanitation are required for state mandated hours completion requirement and licensure. These courses are included once with all programs or combination of programs that the student enrolls in.

Cadet Instructor: 1000 hours:

(Standard Occupational Codes: 25-1194.00)

Phagans' Cosmetology Colleges Cadet Instructor course is designed for the certified/licensed practitioner in Hair Design, Nail Technology, Barbering, and/or Esthetics.

Certification requirements to become an educator in an Oregon Cosmetology College:

1. Complete Higher Education Coordinating Commission (HECC) registration process.
 - a. Once the program is completed the school will provide a copy of the transcript to the HECC.
 - b. Pay any fee for teacher training registration to HECC, if applicable.
2. Proof of Age:
 - a. Birth certificate or driver's license
3. Proof of Education:
 - a. High school diploma/transcript or GED
4. Copy of current practitioner's license/certificate
5. Proof of good moral character: References

For more information Visit the Private Career School Licensing Unit at:

<http://education.oregon.gov/Pages/HECC--Private-Career-Schools.aspx>

Unit 1. Cadet Instructor Course 250 hours:

Orientation on teaching techniques, recognizing the learner, lesson plan preparation, introduction to the classroom and fundamentals of practical learning lab instruction.

Unit 2. Cadet Instructor Course 250 hours:

Developing a classroom lesson plan and teaching plan, discovering their proper use and implementation. Further review of safety, sanitation and practical learning lab instruction.

Unit 3. Cadet Instructor Course 250 hours:

Assisting in the classroom, academic instruction, using lesson and teaching plans, assisting practical learning lab educators.

Unit 4. Cadet Instructor Course 250 hours:

Review of all teaching techniques, complete required teaching plans. Demonstrate the ability to teach an academic and lab class. Exhibit the ability to assist students in the practical learning lab.

Student Right to Know Consumer Information: <http://www.phagans-schools.com/consumer-information/>

Program Progression

Unit Time Frames in Hours by Program(s)*:

PROGRAM(S)	Unit 1	Unit 2	Unit 3	Unit 4	Total
Hair Design, Esthetics & Nail Technology	575	575	575	575	2300
Hair Design	425	425	425	425	1700
Barbering	338	337	338	337	1350
Nail Technology & Esthetics	212	213	212	213	850
Nail Technology	150	150	150	150	600
Esthetics	125	125	125	125	500
**Hair Design & Nail Technology	512	513	512	513	2050
**Hair Design & Esthetics	488	487	488	487	1950
Cadet Instructor	250	250	250	250	1000

*Students that change courses during their program of enrollment may not follow these exact timeframe breakdowns.

****Please note:**

The program combinations of Hair Design & Nail Technology – 2050 hours is not currently being offered to new students who enroll after September 30, 2017. In addition, the Hair Design & Esthetics – 1950 program will not be offered to new students who enroll after October 31, 2017. We are approved to offer these programs by the Higher Education Coordinating commission in Oregon, the US Department of Education and NACCAS, our accreditor. We may offer these programs again in the future.

Oregon Administrative Rules

The Oregon Health Licensing Office Board of Cosmetology regulates the operations of the professional cosmetology industry within the State. The Administrative Rules are covered in chapters 817-005-0005 through 817-120-0005 and can be found at:

http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_817/817_tofc.html

Educational Costs

Programs	Hours	Tuition	Kits	Manual	Uniform	Books	App/Efee	<u>TOTAL</u>
Hair Design	1700	\$11,420	\$1409	\$50	\$226	\$635	\$150	\$13,890
Esthetics	500	\$4,700	\$867	\$50	\$226	\$294	\$150	\$6,287
Nail Technology	600	\$5,640	\$753	\$50	\$226	\$132	\$150	\$6,951
Barbering	1350	\$9,180	\$1225	\$50	\$226	\$580	\$150	\$11,401
Esthetics & Nail Technology	850	\$7,990	\$1620	\$50	\$226	\$294	\$150	\$10,330
Hair Design, Esthetics & Nail Technology	2300	\$15,410	\$3029	\$50	\$226	\$797	\$150	\$19,662
Hair Design & Esthetics*	1950	\$13,065	\$2276	\$50	\$226	\$797	\$150	\$16,564
Hair Design & Nail Technology*	2050	\$13,735	\$2162	\$50	\$226	\$635	\$150	\$16,958
Cadet Instructor	1000	\$6940	Optional	Optional	\$60	Optional	\$150	\$7,090

All above programs, except Cadet Instructor, include 100 Career Development and 150 Safety & Sanitation hours. ***Please note: we are not offering the program combinations of Hair Design & Nail Technology post 9/30/17 nor Hair Design & Esthetics post 10/31/17.**

Kit list(s) will be issued for each course prior to enrollment. All kits not purchased through Phagans' Cosmetology Colleges must be equivalent to the one(s) available for purchase through Phagans' Cosmetology Colleges. The student Enrollment Agreement includes charges for tuition and the enrollment fee, if applicable. Separate Purchase Agreements include the charges for kit items, books, manual and uniform charges if applicable.

Tuition cost is \$7.00 per hour for the first academic year of instruction and \$6.40 per hour for the second academic year of instruction for all students, including transfer students, enrolled in a course that includes Hair Design/Barbering as part of the curriculum. Tuition cost is \$9.40 per hour for all students, including transfer students, for the Esthetics and/or Nail Technology course. Tuition cost for over normal contract time is \$10.00 per hour.

Students who choose to pay in full, may only pay for the tuition cost of the academic year in which they are currently enrolled and for the non-refundable items and required supplies as they are received. All school-based scholarships* will only be applied to the student's account upon meeting the conditions of the scholarship criteria. *Please see the school administration for details. Federal Title IV Financial Aid is available, for most programs, to those who qualify. Please see the Financial Aid Advisor for further information. (We accept monetary forms of payment except cash)

Research scholarships available for cosmetology students at:

- <https://beautychangeslives.org/>
- <http://beautyschools.org/careers-in-beauty/grants-scholarships/>

I Phasion Inc., dba Phagans' Cosmetology Colleges owns and operates these locations:

Phagans' School of Beauty: Salem, Or.	503-363-6800	salem@phagans-schools.com
Phagans' Central Oregon Beauty College: Bend, Or.	541-382-6171	bend@phagans-schools.com
Phagans' Medford Beauty School: Medford, Or.	541-772-6155	medford@phagans-schools.com
Phagans' Beauty College: Corvallis, Or.	541-753-7770	corvallis@phagans-schools.com
Phagans' Grants Pass College of Beauty: Grants Pass, Or.	541-479-6678	g_pass@phagans-schools.com

Grading System

We use a criterion-referenced grading system. This means that there is a set of competencies (things we will teach you to do) that you will need to successfully complete in order to graduate. Reference the course outline for a description of the time and skills you will complete to meet these competencies. You will be graded on a set of criteria and the grade will be based upon your performance of the criteria, and will not be compared to the performance of other students.

Academic Progress: *Qualitative Factors ~ these are equally weighted*

- Academic: Theory/Academic Written Test Scores & Unit Written Test Scores
- Clinic: Practical Learning Lab Grades
- Lab: Practical Unit Evaluations

Academic Grading Example: for a student enrolled in the Hair Design, Esthetics & Nail Technology Program:

	<u>Unit 1</u> 0-575 hrs	<u>Unit 2</u> 576-1150 hrs	<u>Unit 3</u> 1151-1725 hrs	<u>Unit 4</u> 1726-2300 hrs
1. Academic & Unit Written Test(s)	87%	91%	94%	96%
2. Practical Learning Lab Grades	89%	92%	90%	98%
3. Practical Unit Evaluations	<u>88%</u>	<u>90%</u>	<u>92%</u>	<u>94%</u>
Average Academic Grade:	88%	91%	92%	96%

Attendance Progress: *Quantitative Factors*

Attendance Grading Example: 550 completed hours attended / 575 scheduled hours possible = 95.6%

Make-Up Policy for Absences: All absences (except approved leave of absences) are considered “unexcused” and the time missed must be made up accordingly. **Absences consume part of the student’s grace period of contracted time.** If the absence caused the student to miss a test or evaluation, the student must make up the activity prior to graduation or as otherwise noted below.

Due to absences from Pre-Clinic Laboratory Classes:

- Missing 2 hours during the first 5 days of a student’s contracted start date will result in termination of enrollment. Students will have to follow the ‘Re-admission Policy.’
- Beyond the first 5 days of enrollment a student shall not be allowed to miss more than 12 hours in any section of any pre-clinic class without being required to retake said sections and/or be requested to withdraw from the said course, (at the discretion of the Director and Financial Aid Advisor), due to scheduling or timely completion of course requirement conflicts.

Due to absences from Academic (Theory) Classes/Exams:

- Missing academic (theory) classes, (which includes subjects such as anatomy, chemistry, electricity) may result in the student performing poorly on an evaluation. Therefore, we highly encourage all students to attend their scheduled classes.
- All academic (theory) written tests must be taken within 5 weeks of the absence. A grade of ‘I’=incomplete will be in place of a written test grade until the test is taken. If the written test is not made up prior to the end of unit Satisfactory Academic Progress check, the grade of 0% will be used to factor into the average for the academic grade.

Due to absences from Unit Progression Written & Practical Evaluations:

- Students must take and pass, with a 75% or better, both the written and practical sections of the end of unit evaluations in order to appropriately progress through and graduate from the contracted program.
- Make-up test times are scheduled by the Director. A grade of ‘I’=incomplete will be in place of a test grade until the test is taken. If the unit test is not made up prior to a report card, the grade of 0% will be used to factor into the average for that section(s) of the written unit progress evaluation grade.

Due to absences from Laboratory Classes:

- Students are scheduled to attend Laboratory Classes throughout their enrollment. Please see the specific Lab classes that are necessary to satisfy graduation requirements for the program of enrollment.

Satisfactory Academic Progress Policy

In order to be considered to be making satisfactory progress toward a certificate in the enrolled program, the student must maintain minimum qualitative and quantitative grades. **Evaluation Periods:** Satisfactory progress evaluations are based upon the breakdown of unit hours for each program, see chart below. Evaluations (SAP report card dates) are determined by the date the student was scheduled to have reached the hours in the unit time frame. SAP report card results, including the impact upon the student’s eligibility for financial aid, will be reviewed with the student within 7 business days of the scheduled report card date. Unit time frames are different for students transferring in or re-enrolling in school, however at least one evaluation will be conducted by the mid-point of the contract hours remaining that are necessary for program completion. See the school Director & Financial Aid Advisor for specifics.

Evaluation Unit Time Frames in Hours by Program(s):

PROGRAM(S)	Unit 1	Unit 2	Unit 3	Unit 4	Total
Hair Design, Esthetics & Nail Technology	575	575	575	575	2300
Hair Design	425	425	425	425	1700
Barbering	338	337	338	337	1350
Nail Technology & Esthetics	212	213	212	213	850
Nail Technology	150	150	150	150	600
Esthetics	125	125	125	125	500
Hair Design & Esthetics*	488	487	488	487	1950
Hair Design & Nail Technology*	512	513	512	513	2050
Cadet Instructor	450	450	100		1000

*please see page 9 for program offering specifics: we are not offering H/N post 9/30/17 nor H/E post 10/31/17

Academic Progress Evaluation

The student meets the qualitative factor of satisfactory academic progress if he/she meets the minimum standing requirement. **The minimum qualitative standing requirement is 75% for each unit.** It is determined by the average of the academic written test grade, written unit test grade and practical unit test grade. In addition, the student must maintain a cumulative qualitative standard of 75% throughout their program. Factors considered for the academic, laboratory class and practical learning lab grades are:

Academic Grade is the equally weighted average of:

- Academic: Theory/Academic Written Test Scores & Unit Written Test Scores
- Clinic: Practical Learning Lab Grades
- Lab: Practical Unit Evaluations

Grades: Students receive numeric grades. The following represents the descriptive equivalent of the grades assigned:

95-100	= Excellent
89-94	= Good
82-88	= Fair
75-81	= Poor
74-below	= Fail/Unsatisfactory See ‘Failed Exam Policy’ below.
I	= Incomplete, See ‘Make-Up Policy’ under grading system.

Retake & Failed Exam Policy: Students are permitted to retake any failed exam over, one time, with the 2nd grade substituting for the 1st grade. In the case of unit evaluations a score of 75% or better is mandatory. If a student has failed an exam (practical or written) for a second time they may be required to retake part of the course in order to prepare them to retake the exam for a third time. After the 1st retake exam, the student can only receive a maximum of an 81% score on a subsequent retake exam. If the student continues to fail an exam, the procedure will continue until the student passes the exam. At no time shall a campus Director and/or Educator unduly impede the progress of a student.

Satisfactory Academic Progress Policy, continued

Attendance Progress Evaluation

The student meets the quantitative factor of satisfactory progress if they meet the minimum standing requirement. **The minimum quantitative standing requirements is 75% for each unit.** It is determined by dividing the hours attended in the unit time period by the hours scheduled in the unit time period. In addition, the student must maintain a **cumulative** quantitative standard of 75% throughout their program in order to meet the quantitative standard and to complete the program within the maximum time frame. Students that are transferring in, re-enrolling or changing contract course(s) or schedules will need to see the college Director and Administrator for minimum and maximum contract weeks.

Student Schedules: We offer a 40 hour/week schedule (M-F 9:00am to 5:30pm). In some instances a student may be allowed to attend on a 30 hour/week schedule (M-F 9:00am to 3:30pm), documentation is required to substantiate the reason and must be approved by the school administration. The time frame for completing on a 40 hour/week schedule is listed below for each program. The example is based on 30 hours per week for the first 3 weeks, then 40 hours per week for the remaining hours.

Schedule of 40 hours per Week, M-F 9:00am to 5:30pm

Program	Program Hours	Minimum Contracted Weeks	Normal Time for Completion in Contracted Weeks	Maximum Time Frame for program completion	Midpoint in Hours
Hair Design, Esthetics & Nail Technology	2300	59	67	79	1150
Hair Design	1700	44	50	67	850
Barbering	1350	35	40	47	675
Nail Technology & Esthetics	850	22	25	30	425
Nail Technology	600	16	18	22	300
Esthetics	500	14	15	19	250
Hair Design & Nail Tech*	2050	52	60	70	1025
Hair Design & Esthetics*	1950	50	57	75	975
Cadet Instructor	1000	26	30	35	500

*please see page 9 for program offering specifics: we are not offering H/N post 9/30/17 nor H/E post 10/31/17

Schedule of 30 hours per Week, M-F 9:00am to 3:30pm

Program	Program Hours	Minimum Contracted Weeks	Normal Time for Completion in Contracted Weeks	Maximum Time Frame for program completion	Midpoint in Hours
Hair Design, Esthetics & Nail Technology	2300	77	89	103	1150
Hair Design	1700	57	66	76	850
Barbering	1350	45	52	60	675
Nail Technology & Esthetics	850	29	33	39	425
Nail Technology	600	20	23	27	300
Esthetics	500	17	20	23	250
Hair Design & Nail Tech*	2050	69	79	92	1025
Hair Design & Esthetics*	1950	65	75	87	975
Cadet Instructor	1000	34	39	46	500

*please see page 9 for program offering specifics: we are not offering H/N post 9/30/17 nor H/E post 10/31/17

Satisfactory Academic Progress Policy, continued

Attendance Progress Evaluation, continued

Normal time for Completion in Contracted Weeks is as stated on previous page. It is based upon the student maintaining cumulative attendance of 87% throughout the length of their program. The school includes a 13% absenteeism grace period within the student's contract/enrollment agreement. This is the additional time between the minimum contracted weeks (equivalent to 100% attendance) and the normal time contracted weeks (equivalent to 87% attendance). The grace period accounts for unforeseen school holiday/event closures, student doctor appointments, illness, personal days, or other events in the student's life that may cause minor absences. Students should be aware that contracted end dates do not change if classes/exams are failed or missed. This sometimes extends the time it takes the student to complete the requirements of the course(s) which could result in over contracted time charges. However, an approved leave of absence extends the student's contract period by the same number of days in the leave of absence. **Overtime Contract Charges: Students must maintain 87% cumulative attendance to avoid overtime contract charges.** If the student has not satisfied the program quantitative and qualitative requirements by the end of the normal time for completion (last contract date), then a subsequent overtime contract will be created based upon the hours/criteria necessary to complete the program, with an end date at 100% scheduled attendance and at a cost of \$10 per hour.

Tardiness Policy: Our objective is to prepare you for employment in the professional beauty industry therefore, tardiness is unacceptable. Excessive tardiness, more than 3 times in a month, could lead to advising and eventually poor SAP status. It could also lead to overtime contract charges. Put first things first, be proactive, and get to school on-time every morning.

Maximum Time Frame for Program Completion & Cumulative Attendance: The maximum time frame for program completion is 133% of the contracted program length. Program length is defined as the contracted hours necessary to complete the requirements for graduation from the program given the student's schedule. The student must meet a minimum cumulative attendance standard of 75% of the program in order to complete within the maximum allowable timeframe. If a student fails to complete by the maximum time frame allowed, there will be a determination made by the administrators of the college, as to whether to allow the student to keep attending school and finish the program. In all cases of failing to complete by the maximum time frame, the student will lose their Title IV Aid eligibility(*see SAP appeal process) and will need to make payments to the school, if applicable, for remaining course costs. An approved leave of absence extends the student's maximum time frame by the same number of days taken in the leave of absence.

How SAP status is Determined

Only students who maintain **both** the qualitative and quantitative minimum standing requirements of satisfactory progress are eligible to receive Title IV (Financial Aid) assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation period. A student must meet both the attendance and academic progress requirements on at least one evaluation by the mid-point of the program to be considered making satisfactory progress as of the mid-point of the program.

Warning Status

If, at the end of the unit evaluation, the student's academic progress is not at least 75% or attendance progress is not at least 75%, the student will be on warning status for one unit. Students who are on warning status are still considered to be making satisfactory progress and are still eligible for Title IV aid, if applicable. After the warning unit ends, the warning status will be lifted if the student's progress is at the minimum academic and attendance standards. If not, see unsatisfactory progress and probation status below.

Unsatisfactory Progress Status

If the student does not meet the minimum satisfactory progress standards at the end of the warning unit, the student will be on unsatisfactory status for one unit, (unless the student prevails upon appeal of an unsatisfactory progress determination, see SAP Appeal and Probation). Students who do not appeal their determination of status or who do not prevail upon appeal will be considered to be on unsatisfactory progress. Students on unsatisfactory progress will lose their Title IV eligibility and must pay the school via other means in order to remain enrolled. Students on unsatisfactory progress will be determined as not making satisfactory progress for one unit. When the student's unsatisfactory progress unit ends, a student must be meeting minimum satisfactory academic and attendance progress standards or they will be terminated from school.

Satisfactory Academic Progress Policy, continued

Probation Status

If the student does not meet the minimum satisfactory progress standards at the end of the warning unit, and the student has been placed on unsatisfactory status, the student may appeal the unsatisfactory SAP determination, see appeal process. If the student prevails upon appeal, and the institution determines that satisfactory academic progress standards can be met by the end of the next evaluation unit, the student will be placed on probation status for one unit. Only students who are on probation, after having prevailed upon appeal, will be eligible to have their Title IV assistance reinstated. When the student's probation status unit ends, a student must be meeting minimum satisfactory academic and attendance progress standards or they will be terminated from school.

Appeal Process, Academic Plan & Probationary Terms

- a. In extreme circumstances as determined by the school administration, the student may appeal the determination of unsatisfactory progress determination. Reasons such as the death of a relative, an injury or illness of the student or other allowable special circumstances will be considered. The student must submit a written appeal to the College Director, along with any supporting documentation.
 - i. **The appeal must include:** 1.) specifics as to what has changed 2.) reasons why the appeal should be considered 3.) a specific plan for improvement and/or a request for re-evaluation of progress. In very rare circumstance, the student may also appeal the maximum time frame for program completion.
- b. This appeal must be received by the College Director within five (5) business days of the student being informed of the unsatisfactory status determination.
- c. An appeal review will take place within five (5) business days of the receipt of the written appeal. This review will be conducted by member(s) of the corporate support team, the school financial aid advisor and Director. A decision on the student's appeal will be made within three (3) business days of the review (unless further documentation is requested).
- d. The student will be informed of the outcome of the appeal review team and the details of the academic plan, if applicable.
- e. If the appeal is decided in the student's favor, and the plan is approved, the student's Title IV financial aid will be re-instated, if applicable. The student will also be determined to be on probation status. In accordance with federal regulations (34 CFR 668.34(a)(8)(ii)), an academic plan will be developed by the appeal review team. The individual academic plan will be designed to ensure the student is able to meet the required satisfactory academic progress standards for program completion within the maximum allowable time frame. This will be monitored on a regular basis during the probation unit.
- f. If the appeal is denied, the student will remain on unsatisfactory progress status.
- g. If at the end of the probation unit the student has maintained the requirements of the academic plan, they will be considered to be making satisfactory progress.
- h. If the student fails to meet the academic plan requirements during the probation unit, the student will be terminated.

Leave of Absence Policy

One personal leave of absence may be granted for up to 60 consecutive days. One additional personal leave of absence may be granted if the leave does not exceed 30 consecutive days and the college determines that it is necessary due to extreme unforeseen circumstances. In addition, a medical leave of absence may be taken for those circumstances listed under **Subsequent Leave of Absence**. Approval of this leave will be determined by school administrators.

- a. The student is required to complete a 'Request for Leave of Absence' form prior to the leave commencement date (unless deemed an emergency by the Director and the student is physically unable to come in to complete the form until a future date). Further documentation may be requested. The form must be signed, dated and approved by a school administrator.
- b. Because the college has 'grace weeks' included in the student's contracted time to complete their program, students may not take a personal leave that is shorter than 9 consecutive days in length. The 13% grace period of weeks included in the student's contract are to cover hours/days missed for Dr's appointments, minor illness, personal days, and/or any other event in the student's life that may cause minor absences. A leave of absence will not be approved for these minor instances causing absence from college.

Satisfactory Academic Progress Policy, continued

Leave of Absence Policy, continued

- c. The approved leave of absence does not involve additional charges to the student from the college. If applicable, the Title IV Financial Aid lender/servicer will be notified of the student's leave of absence and subsequent Title IV Financial Aid (i.e. Student Loan and Pell Grant payments) will be delayed until the students return. If the student does not return on the scheduled date, all Financial Aid will cease and the student will be terminated as of the last date of physical attendance. See the 'Termination & Re-Admissions' sections of this catalog.
- d. The student must meet with the school administration team prior to returning from their leave of absence. This appointment is scheduled at least the week prior to the last day of the leave.
- e. Upon return, the student is permitted to complete the coursework he or she began prior to the leave of absence. The student is responsible for determining what classes, evaluations, and tests they have missed. The student is also responsible for arranging, with the college educators and Director, a schedule to complete any missed classes, evaluations, and tests.
- f. The student returning to the college from an approved leave of absence will remain on the same SAP status as prior to the leave.
- g. All personal property of the student shall be cleaned out of the student's locker and station during the leave of absence period. The college is not responsible for moved, lost or stolen belongings.
- h. The total number of days of all leaves of absence may never exceed 180 days in any 12 month period. The 12 month period begins on the first of the initial leave of absence a student takes.

Subsequent leaves of absences may be granted for extreme medical circumstances that prevent the student from attending college. All said circumstances must be presented to the college in writing with official documentation from the medical provider(s) and/or as requested by the school administration. The following is a list of those circumstances:

- i. Birth and care of a newborn child of the student.
- ii. Placement with the student of a son or daughter for adoption or foster care.
- iii. To care for an immediate family member (spouse, child or parent) with a serious health condition*.
- iv. When a student is unable to attend college because of a serious health condition*.

*A serious health condition is defined as:

- i. Any period of incapacity or treatment connected with inpatient care (overnight hospitalization, hospice or residential medical-care facility), and any period of incapacity or subsequent treatment in connection with such inpatient care, in total lasting more than 9 consecutive days, and
- ii. Continuing treatment by a health care provider which includes any period of incapacity (inability to properly function, attend college, or perform other regular daily activities) due to:
 - a. An extreme health condition (including treatment therefore, or recovery there from) lasting more than 9 consecutive days.
 - b. Pregnancy emergencies or prenatal care emergencies
 - c. A chronic serious health condition
 - d. A permanent or long-term condition for which treatment may not be effective (i.e. Alzheimer's, severe stroke, terminal cancer).
 - e. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity or more than 9 days if not treated, (i.e. chemotherapy or radiation treatments for cancer).

All serious health conditions must be fully documented by an attending health care provider in the form of a letter explaining the nature of the illness, and expected recovery time.

Satisfactory Academic Progress Policy, continued

Changes in Enrollment Classifications

A student may change their program of enrollment on the date they were scheduled to reach the end of the unit for program they are currently enrolled in. However, if extenuating circumstances are present, a student may petition in writing to make a change to their program during a unit. Changing programs and/or scheduled hours can result in lost financial aid monies and added tuition costs.

To change your enrollment status:

- a. Notify the college administrative office in writing of your desired course changes.
- b. If your request is approved, the administrative and financial aid advisor(s) will re-calculate the enrollment contract so that proper tuition fees and hours (if applicable) may be applied.
- c. All monies paid will be credited to the student's account. However, please note that some course changes require a refund of Title IV and other aid to be returned to the source of the aid.
- d. Meet with the college administrators for documentation review, new SAP unit scheduled dates, course scheduling, revised expected graduation dates, and helpful advice.

Withdrawals/Course Incompletes

Any student who withdraws from the school or fails to complete their training will have a transcript placed in their student file as to their progress at the point of withdrawal. See Re-Admission Policy. Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

Re-Admission Policy & Transfer Hours

- Students may apply to be re-enrolled to the institution following termination after a 90 day waiting period.
- Students that withdraw may apply to be re-enrolled after a 180 day waiting period from their last day of attendance.
- Re-entering students will be enrolled on the same SAP status at the end of the enrollment with the school.
- Re-entering students will need to pay any balance due the school prior to being considered for re-enrollment.
- Re-entering students will be charged at the current tuition rate for the hours remaining for program completion.
- A student returning from a leave of absence or other official interruption of training will remain on the same SAP status prior to the interruption.
- The college, at its own discretion, may request the student to complete an academic and/or practical evaluation prior to re-admission.
- Re-Admission under any circumstance is not guaranteed.

Transfer hours from another institution that are accepted towards the students enrollment in a program are counted as both attempted and completed hours for the purpose of determining the maximum allowable time frame for program completion. SAP evaluation periods are based on remaining contracted hours with the school.

Reasonable Accommodation Policy

Services for Students with Disabilities: Students are responsible for identifying themselves to the Admissions Specialist and/or the campus Director as having a valid and documentable disability requiring reasonable accommodation. Please request a copy of 'Reasonable Accommodation Policy' which is available in the administrative office. After reading the policy, prospective and current students can make their reasonable accommodation request at any time during admissions or enrollment. It is important to follow all of the steps and, if requested, provide current and relevant documentation in order to arrange the most appropriate plan. Accommodation requests are not guaranteed. The details of each reasonable accommodation requested plan must be agreed upon by both parties prior to acceptance of the plan by either party.

Graduation Requirements

Phagans' Cosmetology Colleges recognizes graduation as a momentous occasion. We celebrate graduation with ceremonies, guests and a reception for the graduates. We welcome students to invite friends and family members to graduation night. We take great pride in seeing our students accomplish the goal of graduating. Official school diplomas are distributed to the student after all the below are met:

To be eligible to receive an official school diploma and to be considered a *graduate* a student must:

1. Complete and pass the minimum academic requirements of the course(s).
2. Complete all college criteria and competencies of the course(s).
3. Complete assigned Lab Classes of the course(s).
4. Complete all hourly requirements of the course(s).
5. Meet the Satisfactory Academic Progress minimum standards of the course(s).
6. Pass the college's final written and practical exams with a 75% or better.
7. Complete 1-4 above, within the maximum time frame* for program completion
(*unless an individualized academic or reasonable accommodation plan has been approved by the college)

(Please note: a Diploma is not an official school transcript and cannot be used to take the state licensure examination. See licensing and registration requirements for taking the state board examination below.)

Oregon Licensing Requirements

To receive an official college **transcript** a student must: (transcripts are distributed directly to the Health Licensing Office (HLO), not the student)

1. Have met all the requirements listed above to be considered a graduate.
2. Pay all monies owed to the college.
3. Complete a Loan Counseling Exit Interview, (for those students who received Title IV Financial Aid).
4. Receive clearance from the Financial Aid & Administrative office that all required documentation is completed.

To become licensed in Oregon, the requirements of the HLO are:

1. Complete and graduate from a course in Barbering, Hair Design, Esthetics and/or Nail Technology.
2. Receive Official College Transcript for course(s) completed.
3. Pass the Oregon Board of Cosmetology Exam(s).
 - Please note: If you are on parole or probation, you must provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation

To register for the Oregon Board of Cosmetology Exam(s) a student must:

- a. Meet the requirements of OAR 331 division 30
- b. Complete an application for the Oregon Board of Cosmetology examination. A fillable application and other forms are available at:
<http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx>
- c. Pay a fee via money order, check (no 3rd party checks) or credit card (no amex). Check with the Oregon Health Licensing Office for current fee information.
- d. Two forms of current identification issued by a federal, state or local government agency of the United States. **One form must be photographic. For example:** US passport, driver's license, Social Security card, original or certified copy of birth certificate. See OAR 331-030-0000(8) and 331-303-0000(10)
- e. The state licensing examinations are currently available to be taken in English.
- f. For more detailed information, including special accommodation requests, testing times/days, testing methods, and other questions visit the Oregon Health Licensing Office at:
 - i. hlo.info@state.or.us
 - ii. Phone 503-378-8667 or Fax 503-370-9004
 - iii. <http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx>

Inter-School Transfer Policy

I Phasion Inc. owns and operates five Phagans' Cosmetology Colleges which include locations in Salem, Bend, Medford, Corvallis and Grants Pass, Oregon. An Inter-School transfer is when a student enrolled at one of these campuses makes a written request to transfer to another campus listed above. **However, a student is not guaranteed admissions into the "transfer to" campus.** There are many determining factors that the Director and Administrative staff evaluate before a student transfers to their campus, including, but not limited to:

- a. Satisfactory Progress at the time of the transfer request
- b. Capacity
- c. Reason for the request, reasons would include but are not limited to:
 - i. Unforeseen Relocation (i.e. spouse must move for job purposes)
 - ii. Unforeseen Family Medical Emergency
 - iii. Personal safety or restraining order requirement

The student must present the Director and Financial Aid Administrator of their current campus, a written letter specifically outlining their reason(s) for wanting to transfer to another campus. The current campus administrators will then contact the "transfer to" campus Director, on the student's behalf. They will discuss the possibility of the transfer and provide any additional information to the "transfer to" campus Director that they may need or request. Once the transfer request has been accepted by the "transfer to" campus, the current campus will notify the student as well as do the following:

1. Return to Title IV funds calculation
2. State Refund Calculation
3. Notify the Bank and/or any other Title IV Funding program necessary
4. Conduct an Exit Interview with the student, emphasizing that the student has only 29 days to commence attendance at the "transfer to" campus before they are considered a withdrawal student.
5. Complete a Transcript to be placed in the student's file.
6. Provide the "transfer to" campus with a copy of the student's transcript, contract, ledger sheet, purchase agreements, lab class attendance sheet, Satisfactory Progress Form, ISIR, Award Letter of aid received to date, Financial Aid Transcript and/or NSLDS notice at least 1 week prior to the student's start date.

The student must then contact the "transfer to" campus Admissions Specialist and schedule a commencement date, which cannot exceed 29 days from the date of last physical attendance in the current campus. The student may be requested, by the "transfer to" campus Director, to repeat all or part of the Admissions process, attend orientation and go through an evaluation of their cosmetology skills at the "transfer to" campus.

The student's balance of account will remain the same from the current campus to the "transfer to" campus. However, it is important for the student to keep in mind that there are some instances when they may lose hours and/or financial aid monies when enrolling in the "transfer to" campus. The student will be requested to sign a new contract for the hours remaining that will be completed at the "transfer to" campus. New contract ending dates and report card dates will be figured and review with the student for satisfactory progress.

It is recommended that the student takes all necessary kits, books, manuals and uniforms to the "transfer to" campus so no additional charges will be incurred.

A student who does not show up on the commence date schedule at the "transfer to" campus and /or 29 days after the last day of physical attendance at the previous campus will be considered a withdrawal by the previous campus. All said monies due from the Refund Calculation will immediately be billed to the student. See Termination, Refund & Return to Title IV sections of this catalog.

School Culture Standards

Our goal is to provide a safe learning environment for our students. It is important to us that we cultivate an atmosphere of respect, kindness, empathy and accountability. Many of the rules in place help foster a place of educational excellence. We are a school community that succeeds most when everyone is mindful of their actions, words and behavior. So here are a few guidelines to keep things fair, consistent and flowing smoothly.

What to Wear to School:

Dress Code: We issue school shirts to every new student. Students should wear the shirts each day to school. In addition, all students are issued a school apron. The apron helps protect the shirt and student's clothing. The school shirt can be worn with black pants, leggings, skirts, or long shorts. Skirts and shorts need to be fingertip in length, see school team members for an explanation. In order to recognize a student's successful progression through their program, each student will receive an enamel pin every time they successfully complete a level unit of their schooling. Other clothing can be worn under the school shirts and tights can be worn under skirts and shorts as long as they are in good condition. Common sense topics: Altering the issued shirts and/or aprons is not okay. Shoes should be both comfortable and sensible, and must be closed toed.

General appearance: Hair, nails and make-up (if applicable) should be fashionable and up-to-date. Students may clock-in for attendance as soon as they are in proper dress code.

Hygiene: Students practice on the public and should be mindful about their overall hygiene. This includes general cleanliness, remembering to wear deodorant, keeping up fresh breath, and if a student smokes, making sure they do not smell as such.

Getting Credit for Attendance

- Check in and out with your school issued time card:
 - Upon arrival and departure from the college campus.
 - When leaving and returning from lunch, or for extenuating circumstances (i.e. doctor, dentist appointments).
- Notify an Educator or Guest Service Coordinator when leaving the building for any length of time.
- Credit for hours will be given from 9:00am to 5:30pm, Monday through Friday. Actual time between these hours is electronically computed.
- We want you to receive credit for all the hours you attend, so be certain to clock in and out as indicated above. Time card corrections will only be made by a staff person. Corrections are made on a weekly basis. The maximum time a time card correction request can be made is 30 days from the date in question. This keeps time accurate and up to date.
- In order to avoid time cards being misplaced or lost, they need to remain in the time card slot when not in use. School team members are the only persons allowed to remove the time cards away from the time clock area.
- We have built a 30 minute lunch break into your daily school schedule. If you have been in attendance for more than a 5 hour period, and you have not had your student lunch break, please notify an Educator.

Absenteeism, try to keep it to a minimum, we want to see you graduate ASAP!

- If you are going to be late or absent, call the school (not a fellow student) preferably by 8:30am and prior to 9:00am. Notify all relevant staff of your presence when you arrive on campus. Hint: your timecard will probably be in the office.
- Understand that tardiness and absenteeism do significant harm to your proper pace of progress, so make good choices, be accountable, be pro-active and get to school on-time every day!
- Excessive absences and/or tardiness (more than 3 times in any one month) can lead to unsatisfactory progress, over contracted time charges and possible enrollment termination, oh no! You may be placed on a 30 day interim progress contract by a school administrator in order to increase your rate of attendance. If your attendance does not significantly improve you could be terminated from the college, and we sure don't want that to happen!

Things we wish we didn't have to say but unfortunately must:

- We have all sorts of privacy laws we have to follow, so students need to refrain from entering an office, supply room or otherwise 'employee only' area without being in the presence of a college employee.
- Most everyone has a cell phone these days, so our landline phones are for school business purposes only. Of course if there is a true emergency, pick up the school phone and use it!
- For obvious reasons, we can't have students using school office and computer equipment without permission.

School Culture Standards, continued

More things we wish we didn't have to say but unfortunately must:

- Each student will be assigned a locker for storage of personal belongings. Please lock your locker at all times. The only person responsible for lost, misplaced or stolen items is you, the student.
- There is absolutely no smoking in the campus, including the use of electronic or vapor cigarettes. State Law says that no person is permitted to smoke within 10 feet of any building. And because we care about our community, our school image, and the other tenants that are near to our business, we cannot have students smoking in front of the buildings. For obvious health reasons we'd prefer students didn't smoke at all, but if you must, please do so out of public view.
- Here is a Big Rule: Our school culture does not allow for foul, abusive, threatening or quarrelsome language...period. If you get frustrated or feel misunderstood, take a deep breath or walk away for a bit, meditate, ask for a moment to gather yourself, whatever it takes to not react in a manner that is going to do more harm than good. We really do not want to suspend or terminate our students, but we will if they are being volatile.
- Cell phones usage will be allowed for educational purposes at the discretion of the faculty and staff. Personal cell phone usage should be kept to a minimum, use a common sense approach. Unless it is a true emergency, please avoid personal cell phone usage during school hours. In doing so, we foster a community of respect and excellent customer service.
- Again, for super obvious reasons...we do not allow drugs, alcohol, weapons or unauthorized visitors on the college premises. Please refer to the 'Drug and Alcohol Policy' and all sections of the 'Safety Policy' outlined in this catalog.
- We reserve the right to create or modify a policy that is in the best interest of the school community. Such policies will be promptly communicated and posted on the student bulletin boards.

Socially Acceptable Behavior

- As we have stated several times throughout this catalog, a safe learning environment is our number one priority. Therefore, violations of socially acceptable behavior have no place in our schools. These include, and are not limited to, behaving in a way that is unwanted by the recipient, has the purpose of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- If you need to know more types of actions which violate socially acceptable behavior, please review the Non-Discrimination & Non-Harassment policy and definitions that are available at the school and online at our website.
- We believe in following the principles of Stephen Covey's 7 Habits of Highly Effective People which include:
 1. **Be Pro-Active:** I am responsible, I do not blame others for my actions, I am accountable for my choices
 2. **Begin with the End in Mind:** I plan ahead and set goals, I do things that have meaning and make a positive difference
 3. **Put First Things First:** I prioritize and make a schedule, I spend time on priorities first
 4. **Think Win-Win:** I consider how to achieve consensus for what I want in collaboration with what others want
 5. **Seek First to Understand then Be Understood:** I listen to others, and try to understand their point of view
 6. **Synergize:** I value the strengths of others and try to learn from them, even when they are different than me
 7. **Sharpen the Saw:** I make good choices about taking care of my body, mind, soul and community.

Do Something Today
That Your Future Self
Will Thank You For.

*Our actions and decisions today will shape the
way we will be living in the future.*

School Culture Standards, continued

Classroom Environments

- Be Respectful, Kind and Considerate.
- Be Prepared.
- Be On Time; classes will be closed for entry 5 minutes after they were scheduled to start. Students who are more than 5 minutes late will need to be rescheduled.
- Many of our classes do not repeat for several weeks, so be pro-active and attend your required classes. This way you don't miss your earliest opportunity for graduation.
- Classroom cleanliness helps contribute to a safe and sanitary learning process. Therefore, salon ecology will be practiced at the completion of every class by the students in attendance.
- We allow water in our classrooms and on the P.L.L. All other food and beverages should be kept in the student's locker and school lunch area.
- Sometimes things get tough, and frustration and doubt can get the best of us. Just remember demonstrating qualities like Grit, Determination and Perseverance will help you reach your goals.

Practical Learning Lab Rules & Behavior

- Be Respectful, Kind and Considerate.
- Our practical learning lab, aka the P.L.L. is our largest classroom. Use the time to practice your technical skills as often as possible. The service may be the same, but each guest is unique and offers a new learning opportunity.
- Remember, our guests are allowing you to practice on them so you can enhance your educational experience. Therefore, take the opportunity to practice success skills; look the part, act the part, deliver exceptional customer service.
- We want your self-confidence to flourish, so this is a time for learning excellent communication, problem-solving and critical thinking skills all while making others feel and look their best.
- In order to graduate, it is essential to complete all practical criteria that fulfill the competencies of the course.
- Safety and sanitation practices are dictated by Oregon Law. These procedures will be conducted by the student during and upon completion of every service. These are part of the competencies for completing the safety and sanitation course.
- Students are responsible for keeping their assigned P.L.L. station safe, sanitary and orderly.
- Students will need to clean their stations at the end of each school day.
- Please refer to the unit level record books for practical learning lab criteria and graduation requirements.
- We like to maintain learning labs that are welcoming, friendly and closely mimic a professional environment, therefore:
 - Unless a student is with a guest, or practicing skills on a mannequin, they should be in a study area and refrain from sitting in the PLL
 - Guest appointments are made through the school Guest Service Coordinator and assigned Student Hostess. Students may not inappropriately change or alter appointments without consent from a school staff member
- For safety reasons, we only allow products from the school to be used on our guests.

Academic Student Advising

Advising is provided for the following:

- a. To review each SAP report card which helps communicate the student's academic standing
- b. During level progression advising sessions to help students stay on track towards graduation
- c. Financial commitment information during Financial Aid advisory appointments
- d. If necessary, as a first step to preventing monitoring, warning, probation, suspension, or termination.

“We Rise By Lifting Others”

-Robert Ingersoll

School Culture Standards, continued

Monitoring

A student may be placed on monitoring status for the following reasons:

- a. Violations of the School's Culture Rules
- b. Poor academic and/or attendance progress during any calendar month. This is a first step to assist a student in reaching the requirements to maintain satisfactory academic progress.

Procedure:

- i. The student will be informed in writing the reason they are being placed on monitoring status and the length of the monitoring period. At the end of the monitoring period, the conditions that led to the monitoring will be evaluated. If improvements have been achieved, the monitoring conditions will be removed.

Suspension

A student may be suspended from school for violation of the School Culture Rules. The student may be suspended for a maximum of 29 consecutive days depending upon the severity of the cultural infraction.

Procedures:

- a. The student will be informed, in writing, the reason they are being suspended and the length of suspension period. The student will be allowed to place their personal articles in a locker for safe keeping during the suspension period. Any items that don't fit in the locker should be removed from the campus.
- b. The student will not be allowed on the college premises during the suspension period.
- c. At the end of the suspension period the student will meet with the school administration, this will determine if the student is ready to return to school or, if the student's enrollment should end. A returning student from suspension will be on monitoring status for at least one month.
- d. The student will make an appointment with the school administration to re-review all financial and educational commitments.

Termination

If a student has not attended college for 29 consecutive calendar days (and has not been put on a leave of absence by the school) the student is considered terminated.

1. A student may terminate their training, in person and with written notification, including the reason, to the college at any time during their enrollment period.
2. The college may terminate a student for the following reasons:
 - a. Advising, monitoring, warning, probation and/or suspension have been deemed ineffective.
 - b. By behaving in a manner that is deemed unsafe by the college Director or staff. This includes, but is not limited to, disturbing or disrupting the educational environment and culture of the school.
 - c. Violation of the school's culture rules while on monitoring, warning or probation status.
 - d. Not maintaining satisfactory progress while on probation. See Satisfactory Progress policy.
 - e. Not returning from a leave of absence or suspension when scheduled to do so.

Procedures

- a. The date of termination will be the last day of physical attendance in the college.
- b. The college will notify the student, in writing, of his/her termination.
- c. All tuition and fees charges will cease as of the termination date. See Refund Policy.
- d. The student must:
 - i. Pay all outstanding bills within 30 days of the notice of termination.
 - ii. Complete all requirements of the Financial Aid Department if applicable, such as Exit Interview requirements for Title IV aid Loans, etc. within 5 days of the termination
 - iii. Remove all personal items and kits (if paid for) from the college premises. The college will not be responsible for the loss or theft of any items left at the college.

Transcript Release:

A transcript of hours and operations completed at the time of termination/withdrawal will not be issued/transferred until all financial obligations and termination procedures are fulfilled.

Refund and Cancellation Policy

In accordance with Oregon Administrative Rule 715-045-0036: A student may cancel enrollment by giving written notice to the school. The cancellation date will be determined by the postmark of written notification or the date the said information is delivered to the college administrator in person. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

1. Any student not accepted for enrollment will be entitled to a full refund of all monies paid, less the application fee.
2. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded, less the application fee. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the enrollment and application fee.
3. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. (Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.) ***See Refund Policy example below.**
4. Any monies due will be refunded within forty (40) days which shall occur no more than thirty (30) days from the last date of physical attendance, or in the case of a leave of absence, the documented date of return.
5. If withdrawal or termination occurs after scheduled completion of 50% or more of the program, the student shall be obligated for the total tuition charges for the entire program and shall not be entitled to any refund.
6. In addition to the pro-rated tuition, the school may also retain the book, kit, uniform and other legitimate charges owed by the student to the school outlined on the student's Purchase Agreement(s). The student will also owe the enrollment/application fee.
7. If the college is permanently closed and no longer offers instruction after a student has enrolled, the student will be entitled to a pro rata refund of tuition if the college has made provisions for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the closing college. If the college does not make such a provision, a refund of all tuition shall be made by the college to the student.
8. If a course is canceled subsequent to a student's enrollment, the college will either provide a full refund of all tuition monies paid, or will provide for completion of the course, see #7 above.

***State of Oregon Refund Policy Example: in accordance with Oregon Administrative Rule 715-045-0036**

2300 hour program: Hair Design, Nail Technology and Esthetics
Start Date 07/27/2017 Last date of Attendance 10/22/2017, Hours Student Completed 373.5, Hours the Student was Scheduled to Complete 502

Program Charges:	Total Tuition	= \$ 15410.00
	Enroll/App Fee	= \$ 150.00 (non-refundable cost)
	Kit/Books/Supplies	= \$ 4102.00 (not returnable , non-refundable)

Payments to School:	Federal Pell Grant	\$2887.00
	Personal Check	\$ 150.00
	Subsidized Federal Loan	<u>\$1990.00</u>
		\$5027.00

$$\frac{502}{\text{Scheduled hours}} \text{ divided by } \frac{2300}{\text{Total hours in the program}} = \frac{21.83\%}{\text{Percentage\% of tuition due (IF more than 50\%, then 100\% due college)}}$$

$$\frac{\$15410}{\text{Total Program Tuition}} \text{ multiply by } \frac{21.83\%}{\text{Percentage\% of tuition due}} = \frac{\$3364.00}{\text{Tuition due College}}$$

Tuition Due College	\$ 3364.00
Non-Refundable Enroll/App Fee	+\$ 150.00
Non-Refundable Kit & Books	<u>+\$ 4102.00</u>
Total Due the College:	= \$ 7616.00
Total Paid to the College:	- \$ 5027.00
Return of Title IV Aid:	<u>+\$ 0.00 (Federal: Return of Title IV Aid calculation by the college on the students behalf)</u>
	\$ 2589.00 Amount Due the School

Please Note: Our refund policy is calculated based upon hours scheduled not the students completed hours, which complies with the Oregon Administrative Rules for Private Career Schools OAR 715-045-0036. **The enrollment agreement/contract you sign for your program constitutes a binding contract.**

Return of Title IV Financial Aid

Federal regulations require the return of portions of Title IV financial aid “unearned” by students who withdraw from classes or are terminated by the school. If the hours scheduled to complete by the student on his or her last date of attendance are less than 60 percent of the program hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total program hours in the payment period. The amount of financial aid awarded is multiplied by this percent and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded.

If 60 percent or more of the hours were scheduled to be completed, the student is considered to have earned 100 percent of the aid awarded for the period.

There may be a gap between what the school may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Because of this, the student may be required to repay some of the funds received in addition to the amount the school must return.

Example of Return of Title IV Funds Calculations (There are 2 payment periods per academic year)

Example: Total hours for the academic year were 1150. The hours in the payment period were 575. The number of scheduled hours the student could have completed in the payment period at the time of withdrawal was 502, the student’s actual hours were 373.5. Total Title IV aid disbursed in the payment period amounted to \$4877, the total Title IV aid that could have been disbursed amounted to \$7387.

Step 1: Divide 502 (scheduled hours) by 575 (payment period hours) = 85.52% (percent of payment period scheduled to complete).

Therefore, because the student was scheduled to complete more than 60% of the hours in the payment period the student earned all of the Title IV aid that was disbursed at the time of withdrawal. In this case there is no aid that needs to be returned to the Title IV aid programs.

However, the student may still owe the college monies, see ‘Refund Policy’ example located on the previous page of this catalog.

Student Grievance Policy

A student or students aggrieved by action of the college should attempt to resolve these problems with the appropriate college officials. See Internal Complaint Procedure below. Should this procedure fail, (and if the allegation asserts that the school has violated an Oregon law), students may contact the Higher Education Coordinating Commission, Private Career Schools Licensing Unit.

Internal Complaint Procedure

For Students and Staff Team Members:

1. Complaints must be in writing on the grievance form, and given to the school Director. If the complaint is about the school Director, email the form to comments@phagans-schools.com
2. In the proper location on the grievance form include:
 - a. An outline of the allegations.
 - b. Nature of the complaint.
2. Within 10 days of receipt of the complaint a school official will meet with individual filing the complaint. All considerations will be undertaken to resolve the complaint.
 - a. If the complainant is satisfied, the matter will be considered to be resolved.
 - b. If complainant is not satisfied, the complainant may request that the grievance be reviewed by a complaint committee comprised of at least three of the following: school personnel, corporate support team members, an enrolled student, an educator, and/or a member of the public.
 - i. A meeting between the complainant and the school will be documented in writing, and a copy given to the complainant. The complaint committee will meet within 21 days of receipt of the complaint and review the allegations. The complaint committee can request more information by letter from the complainant. The complaint committee will send the complainant the results of their finding within 15 days after they have met, addressing the steps taken to correct the problem or show that the allegations were not warranted or factual.
 - c. All complaints will be kept on file for 2 accreditation cycles.

Students aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials. Should this process fail, the student may contact the Oregon Higher Education Coordinating Commission at the address below. After consultation with appropriate Commission staff and if the complaint alleges a violation of the Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023. Should that process fail, the student may contact the National Accrediting Commission of Career Arts and Sciences:

1. Higher Education Coordinating Commission
Private Career Schools Unit
255 Capitol St. NE, Third Floor
Salem, OR 97310
503-947-5719
2. National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, Virginia 22314

External Complaint Procedure

For complaints, grievances or matters unresolved by the internal complaint procedure the student and the college agree to waive the rights of a jury trial and may submit any and all claims to the decision of an arbitrator instead of a court. See "Agreement to Binding Arbitration and Waiver of a Jury Trial" form signed prior to enrollment.

Disclosure of Student Records

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); or a student or person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. In addition, the school also provides access to student and other school records to its accrediting agency.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Students are **not** entitled to inspect the financial records of their parents. During orientation students are given a 'Privacy Release Form' and 'Social Security Number Disclosure Statement' to read and sign, both of which refer to the use and third party disclosure of their records. Please also refer to the FTC 'Safeguarding Rule' posted on the student bulletin board. **Educational records are defined as:** Files, materials, and documents which contain information directly related to a student and are maintained by the college. Including the student's admission packet, orientation sign-off sheet, financial aid applications and verification documents, student loan information, attendance records, grades, progress reports and may contain copies of the student's drivers license, social security card and proof of education.

Student Personal Property & Supplies

The majority of students decide to purchase kits, books, and other supplies from the college necessary for their program of enrollment. These items are clearly detailed on every 'Purchase Agreement' a student signs when purchasing them from the school. These items are all non-refundable. Therefore, once they are received, the student may not return them, even if they have not yet been used. This is explained on the 'Purchase Agreement' signed by the student. Students should leave the items from their 'Purchase Agreement' in the school until they have been fully paid for by the student.

If a student's enrollment ends for any reason, the student is still responsible for the cost of the non-refundable items outlined on the 'Purchase Agreements' they have signed. Please keep in mind that a 'Refund Calculation' may result in a Return of Funds to the Title IV aid programs, so an item previously paid for may become a debt again if the grant or loan money is required to be returned. See the financial aid advisor for further details.

The school will make every effort to allow the student to retrieve personal property left at the school after a student's enrollment has ended. However, items not retrieved within 45 days will be recycled, reused or discarded.

It is important that you keep your belongings securely stored as the school is not responsible for the student's personal property. Integrity is an integral part of our core values. Our school community frowns upon theft of any kind. Ask before you borrow and item and return it promptly once you are done using it.

Physical Demands of the Cosmetology Industry

A cosmetologist must have good hand eye coordination and be able to stand for long periods of time with limited leg movement. Nail Technologists and Estheticians require good finger dexterity and coordination, as well as have the ability to sit for long periods of time. All cosmetology professionals must be able to work long hours while building a clientele, listen and communicate well, problem solve and enjoy working with the public. Developing the skills necessary to operate their own business is a crucial element in establishing a successful career. There are numerous physical and mental conditions that may limit the ability of an individual to overcome the demands of the industry. It is recommended that all persons consult with a physician in order to properly assess their mental and physical motivation, stamina and endurance prior to pursuing a career in the field of cosmetology. (The US Department of Labor states, "Good health and stamina are important because these workers are on their feet for most of their shift. Because prolonged exposure to some hair and nail chemicals may cause irritation, special care is taken to use protective clothing, such as plastic gloves or aprons. Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common in this occupation, especially among self-employed workers.)

Safety Policies

The purpose of these policies is to assure a safe college environment for students, staff and the public. Every campus Director will maintain an orderly school that adheres to these policies. Therefore, anyone who creates a situation that is deemed "unsafe," by a member of the college staff could face immediate expulsion from school. Students should immediately report any criminal activity or emergency situation to the nearest school employee. In many emergency situations, common sense must come into play. Emergency action plans and fire evacuation procedures are reviewed and practiced annually. **School officials will make an immediate announcement and/or notify all students in attendance if a significant emergency arises that threatens personal safety.** While each emergency situation would have its own procedures to best assure a safe environment there are some basic recommendations from law enforcement that are as follows:

1. Call 911, at the same time, an announcement should be given by the school personnel if possible
2. If the threat is outside the school, lock all doors and stay away from all windows.
3. If the threat is inside the school, attempt to leave the threatened area, leave the building and/or retreat to a safe location, like an office or classroom. Lock and barricade the doors, stay away from all windows.
4. Attempt to remain calm and wait for emergency services to arrive.

Annual campus crime and security reports for each location can be accessed by visiting: <http://ope.ed.gov/security/>

The report includes information on certain types of criminal offenses that occurred on campus and on public property around the campus; including hate crimes, arrests and disciplinary actions.

We encourage all students to be aware of their surroundings when walking to and from their chosen form of transportation when arriving to and departing from school. We encourage all of our students to walk in pairs/groups. Please inform the school Director if you have been a victim of a crime on or near the school premises.

If you are sexually assaulted, being stalked or in a violent relationship please call 911 immediately, then report the incident to your school Director. You can also contact the sexual assault resource center in Oregon at 1-888-640-5311. The **Oregon Sexual Assault Task Force** website has an abundance of resources for survivors by county listed at <http://oregonsatf.org/help-for-survivors/>

For national service information:

Rape, Abuse and Incest National Network
National Sexual Assault Hotline at
1.800.656.HOPE (4673)

Safe Horizon
Domestic Violence Hotline:
1.800.621.HOPE (4673)

National Domestic Violence Hotline
1.800.799.7233

Safety Policies, continued

Visitor Policy

While our campuses welcome family and friends of enrolled students to come in for various cosmetology services, and graduation, it is not permissible to have them randomly visit the school for other reasons. This is strictly enforced to assure a safe environment for all students, employees and guests. The student should inform all family and friends of this policy and make them aware that there is a high likelihood that they will not be allowed to visit the student during school hours. Please take the following steps if you would like to schedule a visitor to come to the school for anything other than to receive cosmetology service/graduation:

1. The day prior to the requested visit, make a request with the school Director or administrator. Permission must be granted in order for the visit to take place.
2. Provide the Director/Administrator with the reason for the visit, the visitor's name, and relation to the student.
3. If permission is granted, the visitor must enter through the main front door and check-in with the Guest Service Coordinator to receive their visitor pass badge.
4. The Guest Service Coordinator will then notify the student the visitor has arrived.
5. If the student is not in class, doing a service or occupied, they may meet their visitor in the Reception Area.
6. The visit cannot exceed more than 5 minutes and the visitor is not allowed in any other sections of the campus besides the Reception Area or outside of the building unless otherwise authorized by the campus Director/Administrator.

If student visitors violate this policy they will be prohibited from entering the campus and the surrounding area during the students enrollment.

Weapons Policy

No student, employee, guest or visitor shall possess, use or distribute a weapon when in and around a campus location. The college will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, college employee, volunteer or member of the public who violates this policy. A "Weapon" by definition means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, razors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. While the college takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional, equipment and/or tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Sexual Violence Policy

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). All acts of sexual violence are forms of sex discrimination prohibited by Title IX. Sexual Violence also includes Domestic Violence, Dating Violence and Stalking. Please report incidents of sexual violence to the college Director, who is your Title IX Director, or the corporate Director of Team Development, Ms. Tracy Straub.

For further assistance you can contact helpful resources such as: www.loveisrespect.org and **sexual assault resource center** 24 hour hotline in Oregon at **1-888-640-5311**. In addition, we highly recommend downloading the Circleof6 app at:

www.Circleof6app.com

Safety Policies, continued

Protective Orders Policy

If a student, prior to enrollment or during their enrollment period, has a protective or restraining order against a non-student, they should immediately notify all campus staff in writing with a copy of the restraining order. A full description of the individual should be kept at the guest service reception desk and if the person attempts to enter the campus law enforcement should be immediately notified. If a student, during their enrollment period, has a restraining order against another student, the restraining order takes precedent over the enrollment status of the student for which the order is against. The directions of the order would be enforced. The **domestic violence hotline** is **1-800-799-SAFE** (1-800-799-7233), another resource is **www.oregon.gov/dhs**. You can also contact the Sexual Assault Resource Center 24 hour hotline in Oregon at 1-888-640-5311.

Vaccination Policy

Students are highly encouraged to keep all vaccinations current. However, the school does not require proof of vaccinations for enrollment.

Copyright Materials & Infringement Policy

It is the policy of Phagans' Cosmetology Colleges to comply with all copyright laws. This includes, but is not limited to, copying textbooks, manuals, periodicals, as well as peer to peer file sharing. All employees and students are expected to be aware of and follow these laws. Any member of the school practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by the school up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations.

Safety Requirements

Hazardous Chemicals: The cosmetology industry uses hazardous chemical products in the performance of some services and educational activities. The chemical products require usage of proper procedures for safety. **Material Safety Data Sheets** are located in each college for reference at all times. The Oregon Administrative Rules; division 817.015-0010, will be distributed during Oregon Law review class and reviewed throughout enrollment.

Pregnancy Release: If a student is pregnant or becomes pregnant during their enrollment they must notify the admissions office, then read and sign the 'Pregnancy Release Form' and provide a 'Physicians release' in order to continue with their enrollment in the college.

Criminal Convictions: If you have been convicted of a misdemeanor or felony prior to or during enrollment notify the school administrators as soon as reasonably possible. You may be ineligible for licensure and/or ineligible to receive Title IV assistance.

Basic School Safety Awareness

Never walk alone to your car at night
Don't let Technology make you unaware of your surroundings
Always have emergency contacts on your device
Carry a whistle and take a self-defense class
If you see something, say something
Be mindful of the image you project on social media platforms

Drug and Alcohol Abuse Policy

Our schools are committed to providing an environment that fosters excellence in learning for its students and in work performance for all of its employees. The misuse and illegal use of alcohol and/or other illegal drugs is contrary to this effort. In keeping with State and/or Federal laws and statutes, the illegal use, possession, distribution, manufacture or sale of alcohol and/or other drugs and/or being under the influence of alcohol and/or other drugs, including prescription drugs, that impair one's ability to function properly are not permitted on school grounds, on college controlled property or while representing the college on business or other college sponsored activities. This is also true for individuals with State issued medical marijuana cards. The use of tobacco products inside the college building is prohibited. Smoking tobacco is only allowed in outside designated smoking areas, in accordance with state law, 10 feet away from any public building. There shall be no consumption of alcohol on the premises. Any paraphernalia resembling alcohol, tobacco or drug use will be treated as such and is not allowed anywhere near the school premises as described above.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-69), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 code of Federal regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free college and workplace. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment (for employees), referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Students, be it known for your safety, that this institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the US Dept. of Education. Consistent with these regulations, employees, as a condition of employment, are required to provide written notice to this institution of the conviction of or a criminal drug offense occurring at the workplace within five (5) days after that conviction.

In addition to institution sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, fines, imprisonment and the seizure of drug related assets. Drug prevention and awareness programs, counseling, treatment, rehabilitation and other related services are available to students and employees through a number of national hot-lines as well as local agencies. Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. You can also search the internet to receive additional information. Speaking with your family doctor, your church leader, and/or reaching out to your local chapter of Alcoholics Anonymous or Narcotics Anonymous is suggested for gathering treatment or referral information. The physical effects of drug abuse are extremely harmful to the user's health. For example, health problems associated with alcohol and drug abuse/addiction include, but are not limited to, a decrease in mental abilities, damage to vital organs, memory loss, social issues, loss of consciousness, respiratory arrest, as well as death. For additional information regarding referrals, please see a school administrator:

Where you can find assistance:

Alcohol & Drug Help Line
206-722-3700 or www.adhl.org

Substance Abuse and Mental Health Services Administration
1-800-662-4357 www.samhsa.gov or findtreatment.samhsa.gov

Suicide Prevention Lifeline
1-800-273-8255 suicidepreventionlifeline.org

Federal Student Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants or loans). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go <https://studentaid.ed.gov/sa/eligibility>, then click on "Students With Criminal Convictions" to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Non-Discrimination & Non-Harassment Policy

Phagans' Cosmetology Colleges, in compliance with Title VI and VII of the Civil Rights of 1964, Executive Order 11246, Title IX of Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1972, **does not discriminate on the basis of race, color, national/ethnic origin, sex, religion, age or handicap in any of its policies, procedures or practices.** This non-discrimination policy covers and pertains to all students of the college, all employees of the college and all activities of the college.

It is the policy of this institution to maintain a learning environment that is free from harassment because of an individual's race, color, sex, ethnic origin, religion, age or disability. The college prohibits any and all forms of harassment because of race, color, sex, national/ethnic origin, religion, age or disability. It shall be a violation of Phagans' Cosmetology Colleges policy for any student or employee of the college to discriminate against another individual with regards to race, color, sex, age, religion, ethnic origin or disability. It shall also be a violation of Phagans' Cosmetology Colleges policy for any student or employee of the college to tolerate sexual harassment, in any form, that occurs to anyone during college hours of operation and/or at off-campus college events.

During orientation every student will receive the harassment policy definitions. Upon employment every staff member of the college will receive the harassment policy definitions. Students and employees should follow the college's 'Internal Complaint Procedure' to report incidents of discrimination and/or harassment.

A harasser may be a student, employee of the college or a college guest. Harassment may include the following when related to of race, color, sex, national/ethnic origin, religion, age or disability:

- name calling
- graffiti
- notes or cartoons
- unwelcome touching of a person or clothing
- offensive or graphic posters or book covers; or
- violent acts

A summary of this policy can be found on the Student Bulletin Board at each college campus. Everyone at Phagans' Cosmetology Colleges has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent discrimination and harassment in our schools.

Students: if any words or actions make you feel uncomfortable or fearful, you need to tell a school instructor or administrator immediately. You may also make a written report by following the Internal Grievance procedure, you should turn it into the college Director immediately. To report allegations of sexual harassment, the ***Title IX Coordinator at each campus is your school Director.*** Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment based on an individual's race, color, sex, ethnic origin, religion, age or disability and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The college will also take action if anyone tries to intimidate you or take action to harm you because you made such a report. Students, be it known that employees found guilty of discrimination and/or harassment will be dealt with according to the procedures outlined in the employee manual. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

In addition to this policy we believe our schools should focus on inclusion and community. If a student ever feels bullied because someone is making threats, spreading rumors, or otherwise feeling harassed, please notify a school official and fill out an internal grievance form if necessary. Our priority is creating a safe learning environment.

Voter Registration

In the United States, voter registration is the responsibility of the people, and only 70 percent of Americans who are eligible to vote have registered. Register to vote today and start exercising your right to make a difference.

<http://sos.oregon.gov/voting/Pages/voteinor.aspx>

“Nobody will ever deprive the American people of the right to vote except the American people themselves and the only way they could do this is by not voting.” – Franklin D. Roosevelt, 32nd President of the United States

Facilities

On campus housing is not available at any of the college locations.

Phagans’ Central Oregon Beauty College: is located in Bend, the heart of Central Oregon. The two story 14,595 sq ft facility includes a practical learning lab and guest reception area on the lower level. The upstairs level consists of 4 classrooms, administrative offices, a conference room, a student & employee lounge and an educator resource area.

Director & Title IX Coordinator:
Debbie Patrick

Admissions Specialist: Mandy Palmer
Financial Aid Advisor: Debbie Hatch

Phagans’ Central Oregon Beauty College
1310 NE Cushing
Bend, Oregon 97701
541.382.6171 phone
541.385.0782 fax
bend@phagans-schools.com

Phagans’ School of Beauty: has approximately 5000 square feet of space on one floor, located in Northeast Salem with easy access to Interstate-5. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

Director & Title IX Coordinator:
Amy Geiger

Admissions Specialist: Lyndsay Bodfield
Financial Aid Officer: Mary Beth Reed

Phagans’ School of Beauty
622 NE Lancaster Dr.
Salem, Oregon 97301
503.363.6800 phone
503.363.5097 fax
salem@phagans-schools.com

Facilities, continued

On campus housing is not available at any of the college locations.

Phagans' Medford Beauty School: is approximately 6700 square feet located in Northeast Medford. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

Director & Title IX Coordinator:

Kindra Willits

Admissions Specialist: Amber Wills

Financial Aid Advisor: Pam Marchington

Phagans' Medford Beauty School

2320 Poplar Dr.

Medford, Oregon 97504

541.772.6155 phone

541.779.4365 fax

medford@phagans-schools.com

Phagans' Beauty College: is located in the Sunset Shopping Center, heading West on Hwy 20. The college has approximately 5600 sq ft of space. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

Director & Title IX Coordinator:

Amy Geiger

Admissions Specialist: Lyndsay Bodfield

Financial Aid Officer: Mary Beth Reed

Phagans' Beauty College

1565 SW 53rd Street

Corvallis, Oregon 97333

541.753.6466 phone

541.752.2647 fax

corvallis@phagans-schools.com

Phagans' Grants Pass Beauty College: is located just off I-5 in south Grants Pass. The college has approximately 5700 square feet of space on one floor. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

Director & Title IX Coordinator:

Tracy Maupin

Admissions Specialist: Alexandria Warden

Financial Aid Advisor: Pam Marchington

Phagans' Grants Pass College of Beauty

304 NE Agness, Suite F

Grants Pass, Oregon 97526

541.479.6678 phone

541.479.5585 fax

g_pass@phagans-schools.com

Calendar & Hours of Operation

Phagans' Cosmetology Colleges are open Monday through Friday

- Phagans' Central Oregon Beauty College (Bend) 9:00 am to 5.30 p.m.
- Phagans' School of Beauty (Salem) 9:00 am to 5.30 p.m.
- Phagans' Medford Beauty School (Medford) 9:00 am to 5:30 p.m.
- Phagans' Beauty College (Corvallis) 9:00 am to 5:30 p.m.
- Phagans' Grants Pass College of Beauty (Grants Pass) 9:00 am to 5:30 p.m.

The colleges are closed during the following holidays from Oct 2017-Dec 2018:

2017: Thanksgiving and the day after, Nov 23-24th & Christmas Day and the day after, Dec 25th & 26th
 2018: Jan 1st, Mar 30th-Apr 2nd, May 28th, Jul 1st-7th, Sep 3rd, Nov 22nd-25th, Dec 23rd-31st, (Jan 1st 2019)

In the event the colleges should be closed for any extenuating circumstance, notification of the closure will be announced on a social media and/or the local radio station. The campuses are also sometimes closed for employee training and/or seminars, these closures rarely occur and are always posted at least 30 days prior to the date of closure.

New Class Start Dates: Oct 2017-Jul 2018

	2017				2018							
	10/2	10/23	11/20	12/11	1/8	2/5	2/26	3/26	4/16	5/14	6/04	7/09
Salem	E	H	H/B	N	E	H	H/B	N	E	H	H/B	N
Bend	H E	H/B N	H E	H/B N	H E	H/B N	H E	H/B N	H E	H/B N	H E	H/B N
Medford	E	H	H/B	N	E	H	H/B	N	E	H	H/B	N
Corvallis	E	H	H/B	N	E	H	H/B	N	E	H	H/B	N
Grants Pass	E	H	H/B	N	E	H	H/B	N	E	H	H/B	N

Course Codes:

- H/B = Hair Design & Barbering
- E = Esthetics
- N = Nail Technology

Starting course classes are subject to change as necessary and determined by the school administration. **Please note:** The program combinations of Hair Design & Nail Technology – 2050 hours is not currently being offered to new students who enroll after September 30, 2017. In addition, the Hair Design & Esthetics – 1950 program will not be offered to new students who enroll after October 31, 2017. We are approved to offer these programs by the Higher Education Coordinating commission in Oregon, the US Department of Education and NACCAS, our accreditor. We may offer these programs again in the future. The Cadet Instructor course start dates are determined by space availability in each college, so please see the college Director for enrollment opportunities for this program.

Ownership

Chief Executive Officer: Karen Dieckman

I Phasion Inc., dba

Phagans' Cosmetology Colleges owns & operates:

Phagans' Central Oregon Beauty College, Bend

Phagans' School of Beauty, Salem

Phagans' Medford Beauty School, Medford

Phagans' Beauty College, Corvallis

Phagans' Grants Pass College of Beauty, Grants Pass

Corporate Headquarters:

1310 NE Cushing Drive

Bend, Oregon 97701

541-382-6171

Headquarters Administration

Corporate Officers:

President & Chief Executive Officer	Karen Dieckman
Vice President & Chief Fiscal Officer	Kristie Davis
Secretary	Karen Dieckman
Treasurer	Kristie Davis

Corporate Administration: our Support Team

Financial Aid Officer	Mary Beth Reed
Director of Quality Assurance	Cindy Curran
Director of Team Development	Tracy Straub
Director of Educator Enrichment	Donna Johnson
Supplies & Maintenance Director	Dan Dieckman
Administrative Assistant	Debbie Hatch

Memberships and Affiliations

We are members of the:

Pivot Point Legacy Member School Program
Association of Oregon Cosmetology Colleges; AOCC
American Association of Cosmetology Schools; AACCS
Northwest Career Colleges Federation; NWCCF

Accreditation

We are accredited by the:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600
www.naccas.org

Students interested in information on tuition and fees at other NACCAS accredited institutions within the state, may obtain this information by writing and sending a stamped, self-addressed envelope to NACCAS at the above address.

State Licensure

We are licensed by the:

Higher Education Coordinating Commission (HECC)
Private Career Schools Unit
255 Capitol St. NE, Third Floor
Salem, OR 97310
503-947-5719

Faculty & Staff

Phagans' School of Beauty - Salem
Educators: Coffelt, Derrick Geiger, Amy - Director Jackman, Trisha Johnson, Donna Navarro, Beatriz Smith, Synnimin
Guest Services Coordinator: Amanda Aldrich
Admissions/Admin: Lyndsay Bodfield - Admissions Amy Geiger - Admin
Financial Aid Officer: Mary Beth Reed

Phagans' Central Oregon Beauty College- Bend
Educators: Anderson, Robin Craig, Marion Evanoff, Denise Gorham, Erin Patrick, Debbie - Director Ryan, Tracy Suclock, Roy
Guest Services Coordinator: Avalon Bailey
Admissions/Admin: Amy Lees - Admin Mandy Palmer - Admissions
Financial Aid Administrator: Debbie Hatch

Phagans' Medford Beauty School - Medford
Educators: Austin, Rebecca Carlson, Crystle Gillig, Rande Jones, Kymberlee Straub, Tracy Willits, Kindra - Director
Guest Services Coordinator: Reba Bishop
Admissions/Admin: Amber Wills
Financial Aid Administrator: Pam Marchington

Phagans' Beauty College - Corvallis
Educators: Geiger, Amy - Director King, Heidi Salmon, Jessica Urrutia, Freddy
Guest Services Coordinator: Nicole Patterson
Admissions/Admin: Lyndsay Bodfield
Financial Aid Officer: Mary Beth Reed

Phagans' Grants Pass College of Beauty - Grants Pass
Educators: Hamre, Brandy Jasper, Amanda Jones, Kymberlee Maupin, Tracy - Director Parker, Cheri Straub, Tracy
Guest Services Coordinator: Jasper, Amanda Warden, Alexandria
Admissions/Admin: Pam Marchington Alexandria Warden
Financial Aid Administrator: Pam Marchington

SUPPORT TEAM
President & CEO/Educator Karen Dieckman
Vice President & CFO - Kristie Davis
Financial Aid Officer - Mary Beth Reed
Director of Quality Assurance Cindy Curran
Director of Team Development/Educator Tracy Straub
Director of Educator Enrichment/Educator Donna Johnson
Supplies & Maintenance Director Dan Dieckman