



COSMETOLOGY Program Policy & Procedures Manual

502 W Broadway
Mount Pleasant MI 48858
(989) 775-1500

ADMISSIONS REQUIREMENTS

Water Works Academy L.L.C. is a Cosmetology school designed to educate applicants who are prepared to benefit from programs offered to become licensed in the State of Michigan. Our skilled Academy Director is trained to determine if the applicant is fully prepared and would meet our standards (see standards) of a quality student. Therefore, Water Works Academy L.L.C. reserves the right to refuse admittance to anyone unable to demonstrate a readiness to successfully complete the program or meet the requirements criteria. This is a highly competitive program with limited placement.

ADMISSIONS PROCEDURES

To be considered for admission, an applicant must do the following:

- Complete and submit an Admissions Application form.
- Submit a Letter of Recommendation (from a guidance counselor, teacher, employer, group leader, etc.)
- Submit a Letter of Intent focusing why, how you would be a good candidate.
- Photocopy of a picture I.D. (i.e. Driver's license)
- Submit a valid High School Diploma, High School Transcript or Certificate of the General Education Diploma. Must include the date and year of graduation.
- Submit a \$100.00 non-refundable registration fee (unless stated otherwise). Enrollment deadline is 2 weeks prior to class start. Late registration is a possibility if space is available. Late registration fee is \$150 (unless stated otherwise).
- Submit a copy of a state issued Cosmetology, Esthiology or other proof of license eligibility (Instructor courses only).

STATE BOARD EXAMINATION

A graduate of Water Works Academy L.L.C. may return to the school for review and re-testing one time at no additional charge in preparation for the State Board Examination.

STANDARDS OF STUDENT CONDUCT POLICY

Part of the education earned at Water Works Academy L.L.C. is learning the importance of professionalism when working in a salon. The guidelines below have been put in place to hone students' professional development to include; work and professional ethics, behavior, appearance, language and overall conduct. Students are expected to follow these standards while in attendance. If a staff member feels as though a student needs coaching or counseling above and beyond the written guidelines, it is within their discretion to do so.

Professionalism:

Each student will demonstrate professionalism towards guests, staff and fellow classmates. Professionalism is reflected in how we present ourselves, communicate with appropriate language and our reliability through attendance. Professionalism is defined by a positive attitude and providing the highest standards of service and respect.

Classroom and Clinic:

In addition to maintaining the professionalism standard above, students are expected to be fully prepared for their day in school. Students must come prepared with their books and supplies, and be alert and prepared to participate fully in all learning activities; in a classroom or on the clinic floor.

Safety and Sanitation:

Each student will follow guidelines for salon safety, sanitation and patron protection as set forth by the governing State Board of Cosmetology. For a complete set of rules and regulations, please see the Barbering and Cosmetology Law Book.

Department of Licensing & Regulatory Affairs

Corporations, Securities, & Commercial Licensing Bureau

P.O. Box 30244, Lansing MI 48909

(517) 241-9288

Guest Service:

It is important that all students receive practice on all aspects of practical applications/services throughout their program. This practice is received by way of technical work on mannequins, models and guests. Students will be prepared to service guests at the appropriate time and in a professional manner. Students are not allowed to refuse practice of a service on a guest or switch a service with a fellow classmate. Extenuating circumstances may be considered with prior approval by the Instructor.

PROFESSIONAL TOOLS CODE OF CONDUCT

Kits:

- Each student must have a complete kit each day. This includes products and supplies.
- In the event that a student no longer has an item from their kit, they may purchase supplies and products sold at the Institute (at cost) for their kit only.

Tools:

- In the event that a student needs to purchase tools for their kit, these tools must be the same quality as what was originally received and approved by the Director before purchase.
- All professional tools must be kept in proper working order and are the responsibility of the student to maintain.

DISCIPLINARY ACTION GUIDELINES

MAJOR STANDARDS

Major standards to be followed include the Professional Ethics Code, Professional Image Code, Professional Tools Code, Time Clock Policy, and Attendance Policy. Violation of these standards will result in behavioral counseling by a member of the Institute staff; and may result in written documentation to be placed in the student's permanent file. Excessive behavioral counseling will ultimately result in withdrawal; no more than 3 written offenses for Student Conduct violation and no more than 3 written offenses for Attendance violation will be tolerated.

NON-DISCRIMINATION POLICY

Water Works Academy L.L.C. has a policy of non-discrimination regarding students on the basis of race, color, national or ethnic origin, sex, age, disability and religion, in the administration of its admissions, education, and other school administered programs. The school also maintains a policy of non-discrimination on the basis of handicap for admissions and access to programs and activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Water Works Academy L.L.C. complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. A student has the right to file a complaint with the FERPA Office concerning alleged failures by the Academy to comply with the act.

A student or parent/guardian of a dependent minor student wishing to review the contents of their educational records should make an appointment with the education Director. The Director will arrange for the student to view their files in the presence of a school staff member. All student records will be maintained within a file for at least five years from the last day of the year that they left school.

MODIFICATIONS OF OPERATION

Water Works Academy L.L.C. reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personal changes as the school deems necessary and cancel classes based on inadequate enrollment.

PAYMENT

Full payment before course start date will receive a 10% discount on tuition. Payment options as low as \$200 per month while enrolled in our program.

PROGRAMS OF STUDY COSMETOLOGY COURSE

Career Opportunities

- Hair Stylist
- Cosmetic Buyer
- Hair Color Technician
- Cosmetology Writer or Editor
- Texture Specialist
- State Licensing Inspector or Examiner
- Salon Trainer
- State Board Member
- Make-up Artist
- Researcher
- Distributor Sales Consultant
- Salon Owner
- Instructor (with completion of the Limited Instructor Course)
- Salon Manager

The 46 week 1500-hour cosmetology program incorporates the basic fundamentals and related subjects of hair, skin care, nail care and makeup with professional business building skills that are necessary for a well-rounded education in preparation for careers in the salon spa industry and receive basic theoretical knowledge and practical application through lectures, demonstrations and workshops. Preparations for the State Board Examinations are also a part of this unit for successful licensure.

GRADING SCALE

80%- 100% Satisfactory

0% - 79% Not Satisfactory

ACADEMIC REQUIREMENTS

In each unit, a student must complete all unit course work and achieve a minimum of 80% on the following items:

- Practical
 - Practical Assessments
 - Final Practical Examinations
- Written
 - Knowledge Assessment and Unit Final Written Examination Average
 - Projects
 - Midterm and Program Final Written Examinations
- These must individually be 80% or higher and are included in the cumulative written grade.
- Cumulative Unit Grade

GRADUATION REQUIREMENTS

A student must complete all of the following in order to graduate from Water Works Academy:

- Completion of the appropriate number of required hours in Water Works Academy L.L.C. program.

Complete all units of education required for the course.

- A score of 80% or higher must be achieved on all written and practical segments of the final examination in order for the student to graduate.
- Meet all satisfactory academic progress requirements.

DIPLOMAS

Students graduating from Water Works Academy L.L.C. receive a diploma indicating their successful completion of their program of study. Diplomas will not be released until all graduation requirements have been met.

LICENSURE AFTER GRADUATION

Admission and graduation from Water Works Academy L.L.C. does not guarantee licensure by the State Board of Cosmetology. Students must pass a licensure examination.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet academic progress standards as established by the Institute.

Water Works Academy, LLC
502 W Broadway
Mount Pleasant MI 48858
Cosmetology Program
Policy and Procedure Manual

I understand and agree that I have received and read the Policy and Procedure Manual for Water Works Academy L.L.C. and agree to be bound by its terms and conditions. I also understand and agree that Water Works Academy L.L.C., in its sole and absolute discretion, may amend or alter the Policy and Procedure Manual and I shall be bound by the terms and conditions of any amendments.

STUDENT:

Date: _____ Signature: _____

Printed name: _____