

# Dorsey Schools

School of Beauty

## MANICURING



## COSMETOLOGY

## COSMETOLOGY INSTRUCTOR





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*Taylor town School of Beauty is operating as Dorsey School of Beauty and/or Dorsey Schools  
at the Taylor campus location*



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# WELCOME TO DORSEY SCHOOL OF BEAUTY

## A MESSAGE FROM THE PRESIDENT

### *Welcome to our school!*

Each member of the Dorsey School of Beauty team is focused on providing you with a positive learning environment that includes smaller classes taught by credentialed instructors with real-world experience.

At Dorsey School of Beauty, our training is hands-on and “performance based,” using simulated work environments to ensure you are equipped with the practical skills needed to meet the demands of your chosen career field. We truly care and encourage you to be the very best that you can be in academic, business, professional, and personal endeavors. It is our goal to provide the best education possible and ensure that each graduate is prepared for the world of work.

Classroom and clinic training provides “real life” industry experience. We want you to graduate and leave Dorsey School of Beauty with the knowledge, skills, attitude, and work ethic that will make you a success in your chosen field.

Sincerely,



John Barnes

President and CEO

## **HISTORY**

Established in 1975 as Taylortown School of Beauty, the school specializes in providing cosmetology training. Located in the Sunrise Shopping Center, the school has over 12,000 square feet divided for clinic and instructional purposes meeting Michigan Board of Cosmetology requirements. Over the years, both instructors and administration have worked continuously to provide quality cosmetology education and facilities. Dorsey School of Beauty strives to provide a creative training environment, leading to pampered clients and a more beautiful world.

## **MISSION**

The entire staff of Dorsey School of Beauty strives to prepare men and women for the best possible career opportunities in various fields. We are committed to providing quality career education and positive reinforcement to enable the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates coupled with an obligation to the communities in which they live and work.

## **OBJECTIVES**

In support of our mission, the following measurable objectives have been developed:

- Continually update the curriculum to provide programs that meet the needs of the community.
- Offer students the opportunity to develop a foundation of skills and abilities that satisfy the performance requirements of employers.
- Develop each students' self-confidence and interpersonal skills.

- Provide a pleasant and professional atmosphere conducive to learning that provides experience in operating equipment and software typical of that currently being used in the workplace.
- Provide a dedicated, competent, and caring faculty and staff.
- Offer community involvement activities designed to stimulate student involvement in the community.
- Assist students to secure training-related employment.

## **ACCREDITATION AND APPROVALS**

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey Schools, meets or exceeds an acceptable level of quality. Dorsey School of Beauty's Taylor location is currently institutionally accredited by:

National Accrediting Commission of Career Arts & Sciences, Inc.  
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302  
Telephone (703) 600-7600

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as one of the national accrediting agencies for postsecondary schools and programs of cosmetology schools.

Dorsey School of Beauty in Taylor has received initial approval for inclusion within Dorsey School of Business's institutional accreditor:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980,  
Washington, D.C. 20002-4241  
Telephone: (202) 336-6780

Dorsey School of Beauty is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau  
Schools and Licensing Section  
P.O. Box 30018, Lansing, MI 48909  
(517) 241-9221

## **ADMISSIONS INFORMATION**

### **REGISTRATION DATES**

Subject to availability, new students may register for classes at any time up to three days following the start of a new training module.

### **APPLICATION PROCEDURES**

Admissions inquiries may be directed to Dorsey School of Beauty or by visiting our website at [www.dorsey.edu](http://www.dorsey.edu). Applications for admission may be completed online or by contacting Dorsey School of Beauty to arrange a convenient appointment with an admissions representative. A career planning session will be scheduled to review Dorsey School of Beauty's career programs and the applicant's attitude, motivation, and commitment to training. The enrollment process is complete when the applicant commences training.

### **ADMISSIONS POLICY**

Requirements for admission to Dorsey School of Beauty are: (1) a high school diploma or its equivalent (a General Education Development "GED" High School Equivalency Certificate), (2) a career planning session with a Dorsey School of Beauty admissions representative, and (3) the desire, interest and motivation to succeed. If Dorsey School of Beauty or an outside agency has a concern about the validity of a high school diploma or G.E.D., the student has 30 days to obtain an official high school transcript or G.E.D. document which will be used to determine eligibility. Students determined ineligible will be dismissed from school. Dorsey School of Beauty does not admit "Ability to Benefit" students.

### **FOREIGN HIGH SCHOOL DIPLOMA POLICY**

Students enrolling into Dorsey School of Beauty with a foreign diploma or transcript must have their diploma evaluated prior to the first day of class. The purpose of this evaluation is to provide proof that the diploma or transcript is equivalent to a United States high school diploma.

- Student must provide an original copy of their diploma.
- If the diploma is in a foreign language the student must also provide an original copy of the diploma's translation. The translation must be completed by an official translation provider.
- Dorsey School of Beauty will assist students in the evaluation process. Each diploma or transcript and translation must be sent out to be evaluated by an authorized and approved evaluator. The student is responsible for the cost of each evaluation.
- Once Dorsey School of Beauty has received the evaluation results that the student's diploma is equivalent to a U.S. high school diploma the student is able to begin classes.

- If the student's evaluations results show that the diploma is not equivalent to a U.S. high school the student is not eligible to attend Dorsey School of Beauty.

The State of Michigan Board of Cosmetology requires cosmetology and manicuring students to be at least 17 years of age. Additional admission requirements for a cosmetology instructor student include current licensure as a cosmetologist.

Good moral character and documentation of high school credential earned is required for licensure by the Michigan Bureau of Professional Licensing, and therefore gainful employment, in the State of Michigan. Dorsey Schools reserves the right to deny acceptance to an applicant with any criminal convictions.

An exception to the admissions policy may be made when Dorsey School of Beauty accommodates students associated with a "Teach-Out Agreement" between Dorsey School of Beauty and the closing school. Dorsey School of Beauty does not solicit or recruit students already attending or admitted to another school offering a similar program of study.

### **ENROLLMENT AGREEMENT**

The enrollment agreement signed by each student reflects the current program offerings and fees, and is an addendum to this catalog.



## **COSMETOLOGY PROGRAM**

### **PROGRAM DESCRIPTION**

The cosmetology diploma program provides training of 1,500 hours, during which the student is taught a basic knowledge of all phases of cosmetology, and attains a working knowledge of shop management, good ethics and the importance of good grooming. Upon graduation students will have had the opportunity to gain a thorough knowledge of art principles, hair styling, hair cutting and shaping, hair coloring, thermal waving and curling, permanent waving, chemical relaxing, shampooing, manicuring, scalp and facial treatments and once licensed may work as an entry level cosmetologist under numerous job descriptions. Cosmetology career opportunities in private, chain or department store salons include positions such as hair stylist, wig dresser, manicurist, platform stylist, permanent wave specialist, make-up artist, hair colorist, salon owner, salon manager, style director, and theatrical hairstylist. Cosmetology career



opportunities in business and industry include positions such as manufacturer representative, beauty products supervisor, beauty magazine columnist, school director, and beauty supply salesperson.

## **PROGRAM OBJECTIVES**

To prepare students for a successful career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational cosmetology skills and knowledge
- Introducing current trends, equipment and products
- Requiring a thorough understanding of anatomy and physiology of the skin, face, head, hands and feet
- Requiring a thorough understanding of chemistry concepts as they apply to cosmetology
- Employing regulated safety precautions, sanitation and sterilization
- Highlighting the principles and practices of salon management
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the Michigan Board of Cosmetology licensing exam

## **PROGRAM REQUIREMENTS**

| <b>Course Number</b>                        | <b>Course Name</b>          | <b>Clock Hours</b> |
|---|-----------------------------|--------------------|
| COS101                                      | Introduction to Cosmetology | 450                |
| COS102                                      | Cosmetology I               | 450                |
| COS103                                      | Cosmetology II              | 300                |
| COS104                                      | Cosmetology III             | 300                |
| Total Program Hours Required for Graduation |                             | 1,500              |

## **COURSE DESCRIPTIONS**

### **COS101 INTRODUCTION TO COSMETOLOGY**

The course begins with a brief history of cosmetology and takes the student through to the look of today's licensed cosmetologist. A road to success, both personally and professionally is highlighted. Michigan law is discussed in detail throughout this course. Students are introduced to all subjects within the cosmetology program, starting with infection control, including basic science concepts associated with the profession and up through all aspects of hair care, skin care and nail care. This course contains 450 total hours, with 200 hours of theory (lecture) and 250 hours practical (lab).

### **COS102 COSMETOLOGY I**

This course addresses the necessary objectives of a first level senior student. A hands-on approach is taken with continued theory concepts to reinforce best practices. Students enter the clinic floor and provide services and applications to the public with direct oversight of their instructor. Students will be presented with a continued emphasis on infection control and a thorough overview of manicuring and pedicuring. A major component of the course focuses on all aspects of hair care, from the principles of hair design through cleaning, cutting, styling, chemical treatment and coloring. This course contains 450 total

hours, with 100 hours of theory (lecture) and 350 hours practical (lab). Prerequisite: COS101

### **COS103 COSMETOLOGY II**

This course provides students with the opportunity to hone their service and applications skills in the clinic. Special attention is given to building student confidence with skill competency and client interaction. Students will sit for their first of many mock state exams to prepare them for state licensure. Theory is a constant component of the course with skin care, including hair removal, facials and make-up, being looked at in detail. Chemical textures services, manicures and pedicures are also a major focus of the course. A continued emphasis is placed on infection control and refining individual techniques for hair cutting, hair coloring. This course contains 300 total hours, with 75 hours of theory (lecture) and 225 hours practical (lab). Prerequisite: COS102

### **COS104 COSMETOLOGY III**

The final course in the cosmetology program is focused on preparing students for state licensure. A thorough review of all theory is presented, culminating in a final theory test for the course and program. Instructors work with students to fine tune their application and service skills in the clinic. Students work toward completion of the minimum practical applications, as required by the state. This course prepares the student for employment and discusses the facets of the salon as a business. This course contains 300 total hours, with 50 hours of theory (lecture) and 250 hours practical (lab). Prerequisite: COS103

## **METHOD OF INSTRUCTION**

Of the total 1,500 hours of study, 425 hours is devoted to theory (classroom study), 965 hours are allotted to practical work (in both classroom and clinic, by performing beauty services on human head and manikins), and 110 hours are unassigned for special instructions.

Theory consists of lecture, questioning, discussions, group activities, research assignments, case studies, instructor led demonstration, guest presenters, field trips and special student projects. Videos, charts, and graphs are used as instructional aides. Theory is evaluated on a regular basis through on-going written tests and oral evaluation techniques, as well as specified level examinations. Practical work consists of instruction to develop skills, complete with demonstrations conducted by instructors and guest presenters. Practical work is evaluated daily and at specified hour level examination periods.

## **COSMETOLOGY STUDENT LEVEL DEFINITION**

Dorsey Schools defines a "Junior" student as a cosmetology student who has completed less than 450 clock hours of instruction and is not yet permitted to work on the general public. Dorsey Schools defines a "Senior" student as a cosmetology student who has completed 450 hours of instruction in both theory and practical and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a cosmetology student practice on the public until completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours.

## COSMETOLOGY KIT, EQUIPMENT AND BOOKS

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

|                                  |  |   |  |
|----------------------------------|--|---|--|
| Dorsey Wheeled Duffle Bag w/Logo | Female Caucasian mannequin w/ holder       | Smooth Rollers, 8 dozen long, 4 dozen short | Color testing kit swatches                 |
| 7" Marceling Comb (3)            | Female Haircutting Mannequin               | 4 1/2" Carbon Clips, 4 pack                 | Tint bowl kit                              |
| 7" Styling Comb (3)              | Female African mannequin                   | Wide butterfly clamps: 12                   | Roller zip bag                             |
| 7 1/2" Styling Comb (3)          | 10 Piece Professional Comb Kit             | 10 oz. Hair Coloring Bottle                 | Shear and Razor Kit                        |
| 8 1/4" Cutting Comb (3)          | EZ Flow Long White Perm Rods               | Dual Purpose Curl Clips: 80 ct.             | 1" titanium straightening iron             |
| 7 piece ceramic brush set w/ bag | Professional Corded Clipper & Trimmer /Bag | Single Prong Pin Curl Clips: 80 ct.         | Titanium Professional 1875 Watt Hair Dryer |
| 7 row nylon brush                | EZ Flow Long White Perm Rods               | All purpose duckbill clips: 12pk            | 3/4" marcel iron                           |
| State board nail polish kit      | Milady book bundle                         | 12 oz. Spray bottle                         | Makeup collection                          |
| 6 pc. Manicure kit               | Deluxe practice manicure hand              | Manicure bowl                               | 6" picture mirror                          |
| Manicure nail brush              | Michigan Cosmetology Law Book              | Shampoo cape, Styling Cape: black           | Bamboo 5 pc. Synthetic Cosmetic Brush Set  |

## COSMETOLOGY CURRICULUM

Subject matter for cosmetology curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

| <b>Subject Area:</b>  | <b>Theory Hours</b> | <b>Practical Hours</b> | <b>Total Hours</b> | <b>Minimum Practical Application</b>   |
|---|---------------------|------------------------|--------------------|--|
| <b>Sanitation/Patron Protection</b><br>Laws and Rules<br>Personal Hygiene<br>Salon Management<br>Mechanical & electrical equipment safety                           | <b>90</b>           | <b>40</b>              | <b>130</b>         | <b>585</b><br><br>sanitation and patron protection shall be included in all services |
| <b>Facials</b><br>Skin analysis and care<br>Manipulation, massage, electricity, removal of hair by use of wax, tweezers or depilatories<br>Make-up and eyebrow arch | <b>35</b>           | <b>80</b>              | <b>115</b>         | <b>40</b><br><br>a minimum of 5 services in each category                            |
| <b>Hairdressing</b><br>Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation                                 | <b>125</b>          | <b>400</b>             | <b>525</b>         | <b>300</b><br><br>a minimum of 20 services in each category                          |
| <b>Scalp and Hair Treatments</b>  | <b>10</b>           | <b>15</b>              | <b>25</b>          | <b>30</b>  |
| <b>Hair Coloring</b><br>Temporary, Semi-permanent, Permanent<br>Bleaching and dimensional coloring, Color mixing  | <b>40</b>           | <b>170</b>             | <b>210</b>         | <b>80</b><br><br>a minimum of 8 services in each category                            |
| <b>Chemical Hair Restructuring</b><br>Permanent waving<br>Straightening and relaxing  | <b>40</b>           | <b>180</b>             | <b>220</b>         | <b>80</b><br><br>a minimum of 15 services in each category                           |
| <b>Applied Chemistry/OSHA</b><br>As related to skin, hair, nails and scalp  | <b>20</b>           | <b>10</b>              | <b>30</b>          | <b>5</b>   |
| <b>Applied Anatomy physiology and histology of the human head, hands, nails and scalp</b>   | <b>45</b>           | <b>0</b>               | <b>45</b>          | <b>0</b>   |
| <b>Manicuring / Pedicuring</b>  | <b>15</b>           | <b>55</b>              | <b>70</b>          | <b>35</b>  |
| <b>Artificial Nails</b>   | <b>5</b>            | <b>15</b>              | <b>20</b>          | <b>5</b>   |
| <b>Unassigned hours</b>   |                     |                        | <b>110</b>         | <b>0</b>   |
| <b>TOTALS</b>   | <b>425</b>          | <b>965</b>             | <b>1,500</b>       | <b>1,160</b>   |

## **CURRICULUM SUBJECT AREA DESCRIPTIONS**

### ***Sanitation/Patron Protection***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight State regulations in the salon industry.

### ***Facials***

Introduction to the anatomy and physiology of the face and skin coupled with basic chemistry concepts related to skin and application of cosmetics. Proper skin care techniques, various facial treatments and application of makeup is discussed and practiced. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Hairdressing***

A comprehensive look at the factors that govern hair design and the various styles frequently used in the industry. Anatomy and physiology of the head is discussed. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation are performed. An emphasis is placed on safety precautions and patron protection.

### ***Scalp and Hair Treatments***

Chemistry concepts are presented as the foundation for scalp and hair treatments. Anatomy and physiology of the head is discussed. Shampooing and conditioning and general hair and scalp treatments are performed. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Hair Coloring***

Chemistry concepts are presented as the foundation for hair coloring techniques and procedures. Anatomy of the hair is presented in conjunction with chemical products utilized for hair coloring. Color theory coupled with identifying natural levels and tones is presented to highlight both the science and art involved in the process. OSHA, safety precautions, infection control and

patron protection are emphasized throughout.

### ***Chemical Hair Restructuring***

Chemistry concepts are presented as the foundation for chemical hair restructuring techniques and procedures. Topics include permanent waving, relaxing and curl re-forming. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Applied Chemistry/OSHA***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. Chemistry basics are presented and applied to the work of a cosmetologist.

### ***Applied Anatomy and Physiology***

Anatomy and physiology of the body systems with a focus on skin, head, face, hands and feet. The structure of the hair and nails are reviewed, as well as a look into the diseases and disorders of the hair, scalp and nails as it relates to cosmetology. Sanitation, disinfection and patron protection are discussed.

### ***Manicuring / Pedicuring***

An extensive view of the anatomy and physiology of the hands and feet with an emphasis on the nails. Nail diseases and disorders are identified. Nail technology equipment and products are introduced. OSHA, safety precautions, infection control and patron protection are emphasized throughout. Nail procedures, pre- and post-service and performed.

### ***Artificial Nails***

An introduction to artificial nail products and options. Basic chemistry concepts are reviewed. Application of nail tips is performed. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Unassigned Hours***

Product demonstrators showcase alternative products and equipment throughout the program. A look into salon management, job seeking skills and life skills are highlighted throughout.

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## **MANICURING PROGRAM**

### **PROGRAM DESCRIPTION**

The manicuring diploma program provides training of 400 hours, during which a variety of manicuring skills are taught, as well as shop management, pedicuring, and sanitation. Upon graduation students will have had the opportunity to gain a basic knowledge of a plain manicure, nail art, oil manicure, nail repair and artificial nail applications treatments and once licensed may work as an entry level manicurist under numerous job descriptions. Manicuring career opportunities in private, chain or department store salons include positions such as manicurist, platform manicurist, salon owner, nail technician director, and theatrical nail technician.

Manicuring career opportunities in business and industry include positions such as manufacturer representative, beauty products supervisor, beauty magazine columnist, school director, and beauty supply salesperson.



## PROGRAM OBJECTIVES

To prepare students for a successful career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational manicuring skills and knowledge
- Introducing current trends, equipment and products
- Requiring a thorough understanding of anatomy and physiology of the skin, hands and feet
- Requiring a thorough understanding of chemistry concepts as they apply to manicuring
- Employing regulated safety precautions, sanitation and sterilization
- Presenting the rules and regulations of the Michigan Board of Cosmetology
- Prepares students to sit for the State of Michigan Board of Cosmetology licensing exam

## PROGRAM REQUIREMENTS

The manicuring program totals 400 clock hours and consists two courses, MANI101 Manicuring I (200 hours) and MANI102 Manicuring II (200 hours).

## COURSE DESCRIPTIONS

### **MANI101 MANICURING I**

This course introduces the student to the history and opportunities of the nail profession. It prepares the student for the profession by addressing life skills, professional image building and professional communication suited to the salon business. Students are prepared for application of skill by building a foundation of knowledge about infection control, anatomy and physiology of the skin and nails, nail disease and disorders, basics of chemistry and electricity and an understanding of nail product chemistry. This course contains 200 total hours, with 100 hours of theory (lecture) and 100 hours practical (lab).

### **MANI102 MANICURING II**

This course prepares students for proficiency in the skills used by nail professional. All aspects of manicuring and pedicuring are

addressed and performed, including electric filing nail tips and wraps, monomer liquid and polymer powder nail enhancements and UV gels. Students also focus on preparation for state licensing and employment. Students practice mock exams and learn the facets of seeking employment, how to succeed on the job and the salon business. This course contains 200 total hours, with 45 hours of theory (lecture) and 155 hours practical (lab). Prerequisite: MANI101

## METHOD OF INSTRUCTION

Of the total 400 hours of study, 145 hours is devoted to theory (classroom study), 205 hours are allotted to practical work (in both classroom and clinic, by performing beauty services on human hands and manikins), and 50 hours are unassigned for special instructions.

Theory consists of lecture, questioning, discussions, group activities, research assignments, case studies, instructor led demonstration, guest presenters, field trips and special student projects. Videos, charts, and graphs are used as instructional aides. Theory is evaluated on a regular basis through on-going written tests and oral evaluation techniques, as well as specified level examinations. Practical work consists of instruction to develop skills, complete with demonstrations conducted by instructors and guest presenters. Practical work is evaluated daily and at specified hour level examination periods.

## MANICURING STUDENT LEVEL DEFINITION

Dorsey Schools defines a senior student as a manicuring student who has completed 100 hours of MANI101 Manicuring I (with instruction in both theory and practical) and is then permitted to begin to practice on the public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a manicuring student practice on the public until completing at least 100 hours (25%) of instruction in the manicuring curriculum, including both theory and practical hours.

## MANICURING CURRICULUM

Subject matter for manicuring curriculum outlined below meets current State Board of Cosmetology requirements:

| <b>Subject Area:</b>  | <b>Theory Hours</b> | <b>Practical Hours</b> | <b>Total Hours</b> | <b>Minimum Practical Application</b>   |
|---|---------------------|------------------------|--------------------|--|
| <b>Sanitation/Patron Protection</b><br>Laws and Rules<br>Personal Hygiene<br>Salon Management<br>Mechanical & Electrical Equipment Safety | <b>50</b>           | <b>50</b>              | <b>100</b>         | <b>100</b><br><br>Sanitation and patron protection shall be included in all services |
| <b>Anatomy and Disorders</b>  | <b>25</b>           | <b>0</b>               | <b>25</b>          | <b>0</b>   |
| <b>Artistic Principles</b>  | <b>10</b>           | <b>0</b>               | <b>10</b>          | <b>0</b>   |
| <b>Manicuring / Pedicuring Techniques</b>   | <b>20</b>           | <b>50</b>              | <b>70</b>          | <b>40</b>  |
| <b>Chemistry/OSHA</b>   | <b>15</b>           | <b>0</b>               | <b>15</b>          | <b>0</b>   |
| <b>Artificial Nails/Extensions/Repairs</b>  | <b>25</b>           | <b>105</b>             | <b>130</b>         | <b>50</b>  |
| <b>Unassigned Hours</b>   |                     |                        | <b>50</b>          | <b>0</b>   |
| <b>TOTALS</b>   | <b>145</b>          | <b>205</b>             | <b>400</b>         | <b>190</b>   |

## **CURRICULUM SUBJECT AREA DESCRIPTIONS**

### ***Sanitation/ Patron Protection***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight State regulations in the salon industry.

### ***Anatomy and Disorders***

Anatomy and physiology of the body systems with a focus on skin, hands and feet. Nail anatomy and growth are reviewed, as well as a look into the diseases and disorders of the skin and nails as it relates to nail technology. Sanitation, disinfection and patron protection are discussed.

### ***Artistic Principles***

Teaches students to relate basic color principles to nail technology. Nail adornments and other related products are reviewed. Application of these products is practiced and evaluated. Understanding and listening to client preferences is highlighted.

### ***Manicuring/Pedicuring Techniques***

An extensive view of the anatomy and physiology of the hands

and feet with an emphasis on the nails. Nail diseases and disorders are identified. Nail technology equipment and products are introduced. OSHA, safety precautions, infection control and patron protection are emphasized throughout. Nail procedures, pre- and post-service and performed.

### ***Chemistry/OSHA***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. Chemistry basics are presented and applied to the work of a nail technologist.

### ***Artificial Nails/Extensions/Repairs***

A comprehensive exploration of the variety of artificial nails. Chemistry concepts are coupled with the products used in creating and applying artificial nails and extensions and making repairs. Demonstration and practical application of artificial nails are conducted.

### ***Unassigned Hours***

Product demonstrators showcase alternative products and equipment throughout the program. A look into professionalism, job seeking skills and life skills are highlighted throughout.

## **MANICURING KIT, EQUIPMENT AND BOOKS**

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

|  |                         |  |                              |
|--|-------------------------|--|------------------------------|
| 6-piece manicure set   | 10 emery boards         | Manicure bowl  | Duffel bag and carrying case |
| Diamond coated file  | 4 file/buffer in one    | Dappen dish  | Stylist smock                |
| Finger nail clipper  | Orangewood stick        | Assorted nail tips and forms   | Nail polish drier            |
| Toe nail clipper   | OPI mini cuticle nipper | Base/top/nail strength   | 5 table towels               |
| #6 and #7 nail sculpting brush   | Soak-off gel lacquer    | Nail adhesive, bond-aid  | Hand sanitizer               |
| Manicure nail brush  | Acetone polish remover  | Nail service spray   | 1 practice finger            |
| Brilliance block   | Liquid hand soap        | Foot file, set of toe separators   | 1 mannequin hand             |
| 50 nail wipes  | Manicure textbook       | Michigan Cosmetology Law Book  |                              |
| OPI product workbook, system instructions, polish remover nail lacquer and 2oz NAS |                         | Avolex mani instructions, exfoliating treatment, nail and cuticle oil, moisture lotion |                              |



# COSMETOLOGY INSTRUCTOR PROGRAM

## PROGRAM DESCRIPTION

The cosmetology instructor diploma program provides training of 500 hours, during which a variety of cosmetology instruction techniques are taught. Upon graduation the trainee instructor will have had the opportunity to gain a thorough knowledge of the cosmetology curriculum, course outlining and development, lesson planning, teaching techniques, teaching aids, developing, administering and grading examinations, laws and rules, record keeping, school administration, practice teaching in clinic and theory classrooms treatments and once licensed may work as a Cosmetology instructor under numerous job descriptions. Cosmetology instructor career opportunities in education include positions such as cosmetology and nail technician instructor, school director, state board member and state board inspector.

## PROGRAM OBJECTIVES

To prepare students for a successful career as a cosmetology instructor by:

- Instilling good ethics, both personal and professional
- Re-enforcing foundational cosmetology skills and knowledge
- Requiring a thorough understanding of the cosmetology curriculum
- Developing individuals skilled in the practice of course outlining and lesson plan development
- Emphasizing preferred teaching techniques and assessment strategies
- Providing practice in teaching both theory and practical applications in a clinic setting
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the State of Michigan Board of Cosmetology licensing exam

## PROGRAM REQUIREMENTS

The cosmetology instructor program totals 500 clock hours and consists two courses, INST101 Cosmetology Instructor I (250 hours) and INST102 Cosmetology Instructor II (250 hours).



## COURSE DESCRIPTIONS

### **INST101 COSMETOLOGY INSTRUCTOR I**

This course introduces the student to the personal and professional qualities and of a master educator. Students learn all aspects of student education from the ideal learning environment through various learning styles, classroom management, teaching methods and techniques, lesson planning, and educational aids. Students learn how to best present material and how to assess and advise their cosmetology students. Special attention is given to teaching in the salon and how to create the optimal, real-life experience for the cosmetology student. The course finishes by preparing students for careers and employment as a cosmetology instructor. This course contains 250 total hours, with 100 hours of theory (lecture) and 150 hours practical (lab).

### **INST102 COSMETOLOGY INSTRUCTOR II**

This course takes the cosmetology instructor student to the next level. This course details the fine points of being an educator such as building relationships with those around you, learning how to integrate humor into your everyday, identifying success strategies for a lifelong career, building teams, communicating confidently and achieving learner results. Student retention performance assessment are defined and explored. This course contains 250 total hours, with 50 hours of theory (lecture) and 200 hours practical (lab). Prerequisite: INST101

## METHOD OF INSTRUCTION

Of the total 500 hours of study, 150 hours is devoted to theory (classroom and laboratory study), 350 hours are allotted to instruction of practical work.

Theory consists of lecture, questioning, discussions, group activities, research assignments, case studies, instructor led demonstration, guest presenters, field trips and special student projects. Videos, charts, and graphs are used as instructional aids. Theory is evaluated on a regular basis through on-going written tests and oral evaluation techniques, as well as specified level examinations. Practical work consists of instructional skill development as practiced in clinic and observed and evaluated by program instructors.

## STATE OF MICHIGAN LICENSING OPTIONS

A student seeking a full instructor license must also have at least three (3) years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least one (1) year of which shall be in a cosmetology establishment. The Michigan Board of Cosmetology may issue a limited instructor's license to an individual who meets all of the requirements except the practical experience component.

## COSMETOLOGY INSTRUCTOR CURRICULUM

Subject matter for cosmetology instructor curriculum outlined below meets current State Board of Cosmetology requirements:

| Subject Area:   | Theory Hours | Practical Hours | Total Hours | Minimum Practical Application                  |
|---|--------------|-----------------|-------------|--|
| <b>Orientation and Review of Cosmetology Curriculum</b>   | 25           | 50              | 75          | 20   |
| <b>Introduction to Teaching</b>   | 30           | 0               | 30          | 0  |
| <b>Course Outlining and Development</b><br>Lesson Planning, Teaching techniques, Teaching aids, Developing, administering, and grading examinations | 80           | 85              | 165         | 20<br>a minimum of 5 services in each category |
| <b>Laws and Rules</b><br>Record keeping, School Administration  | 15           | 10              | 25          | 70   |
| <b>Teaching</b><br>Assisting in the clinic and theory classrooms  | 0            | 75              | 75          | 15   |
| <b>Practice Teaching in the Clinic and Theory Classrooms</b>  | 0            | 130             | 130         | 25   |
| <b>TOTALS</b>   | <b>150</b>   | <b>350</b>      | <b>500</b>  | <b>150</b>                                     |

### CURRICULUM SUBJECT AREA DESCRIPTIONS

#### ***Orientation and Review of the Cosmetology Curriculum***

A review of the cosmetology curriculum is continued throughout the program of study. All aspects of cosmetology principles and practices are discussed for purpose in application to reinforce effective and compliant teaching.

#### ***Introduction to Teaching***

Presentation and development of teaching and assessment strategies. Introduction to learning theory and educational methods.

#### ***Course Outlining and Development***

A comprehensive look at the components of a cosmetology program. Utilization of multiple program models to lay a foundation for the essential criteria required for course outlining and course development.

#### ***Laws and Rules***

The *Laws and Rules Relating to the Practices of Barbering and*

*Cosmetology* manual is used as a guide to highlight state regulations in the salon industry.

#### ***Teaching***

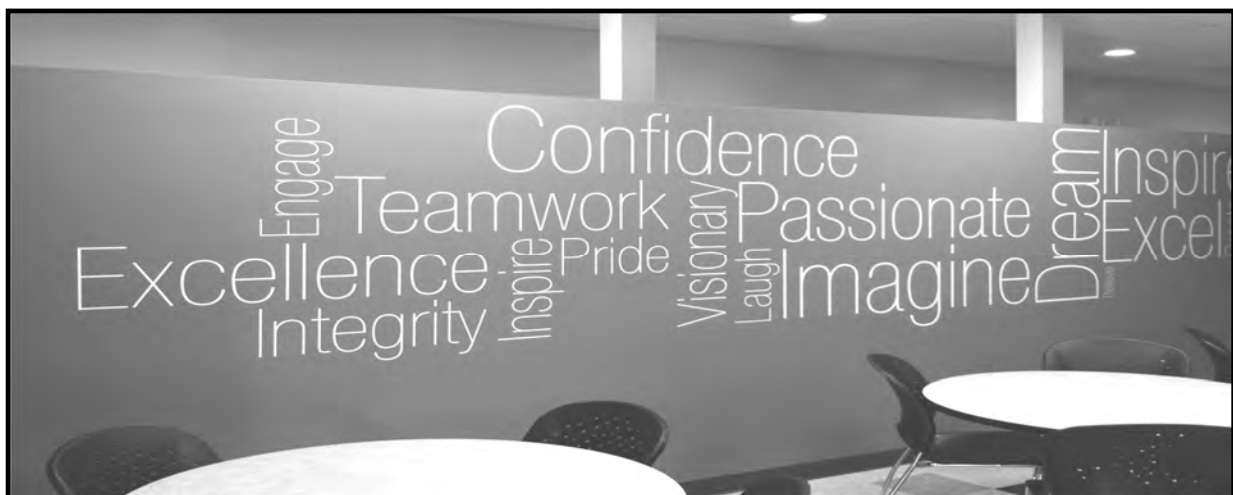
Assist teaching theory to students in a classroom setting and practical skills in a clinic setting. Take on the role of a teacher's assistant. Continuous observation by instructor.

#### ***Practice Teaching in the Clinic and Theory Classrooms***

Teach students theory in a classroom setting and practical skills in a clinic setting. Take on role of a teacher. Continuous observation by instructor.

#### ***Books***

The instructor's manual, workbook and state board exam review book are included in tuition. All other equipment and materials used are furnished by the school and remain the property of the school.





## TRAINING PERIOD, TUITION, AND SCHEDULE

| PROGRAM / SOC CODES  | TRAINING PERIOD <sup>(1)</sup> | TOTAL CLOCK HOURS <sup>(1)</sup> | TOTAL TUITION AND FEES <sup>(1)(2)</sup> | LICENSE EXAM AVAILABLE <sup>(3)</sup> |
|--|--------------------------------|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Cosmetology, Day / 39-5012  | 54 Weeks                       | 1,500                            | \$19,500                                 | Yes                                   |
| <input type="checkbox"/> Cosmetology, Evening / 39-5012  | 54 Weeks                       |                                  |  |                                       |
| <input type="checkbox"/> Manicuring, Day / 39-5092   | 17 Weeks                       | 400                              | \$3,423                                  | Yes                                   |
| <input type="checkbox"/> Manicuring, Evening / 39-5092   | 21 Weeks                       |                                  |  |                                       |
| <input type="checkbox"/> Cosmetology Instructor, Day / 39-5012 <sup>(4)</sup>  | 17 Weeks <sup>(4)</sup>        | 500                              | \$5,363                                  | Yes                                   |
| <input type="checkbox"/> Cosmetology Instructor, Evening / 39-5012 <sup>(4)</sup>  | 45 Weeks <sup>(4)</sup>        |                                  |  |                                       |
| <input type="checkbox"/> Transfer/Re-Entry <sup>(6)</sup> Program _____ Transfer Hours Accepted _____ Tuition Adjustment \$ _____<br>Hours Required for Completion _____ Total Tuition and Fees \$ _____ |                                |                                  |  |                                       |

| SCHEDULE                              | DAILY HOURS <sup>(5)</sup>                  | DAYS EACH WEEK   | HOURS PER WEEK |
|---------------------------------------|---|------------------|----------------|
| Day (full time)                       | 9:00am – 3:30pm Cosmetology and Manicuring  | Monday – Friday  | 30             |
| Evening (full time)                   | 4:00pm – 10:30pm Cosmetology and Manicuring | Tuesday - Friday | 30             |
|                                       | 9:00am – 3:30pm Cosmetology and Manicuring  | Saturday         |                |
| Cosmetology Instructor <sup>(4)</sup> | See footnote (4) below                      |                  |                |
| Transfer/Re-Entry <sup>(6)</sup>      | See footnote (6) below                      |                  |                |

<sup>(1)</sup> Tuition is charged by the clock hour. Therefore, the TOTAL TUITION AND FEES listed reflects charges to a STUDENT for completing the TOTAL CLOCK HOURS of their chosen program within the normal time (TRAINING PERIOD).

<sup>(2)</sup> TOTAL TUITION AND FEES includes the cost of applicable program kit (cosmetology kit \$418, manicuring kit \$160), mandatory fees as required by the State of Michigan including a registration fee of \$15 and a uniform fee of \$16 (up to XL, larger sizes available at an additional charge), and consumable textbooks (cosmetology textbook \$122, manicuring textbook \$85, cosmetology instructor textbooks (2) total \$207). All non- consumable textbooks remain the property of the SCHOOL.

<sup>(3)</sup> Dorsey Schools will pay the cost one time for graduates of this program to challenge the State of Michigan licensure exam, contingent upon the graduate meeting Dorsey School's exam preparation requirements, which vary by program.

<sup>(4)</sup> Cosmetology Instructor STUDENTS are individually scheduled for a minimum of 12 hours per week and a maximum of 35 hours per week. The Training Period of 17 Weeks is based on STUDENT attendance of 35 hours per week; the Training Period of 45 Weeks is based on STUDENT attendance of 12 hours per week.

<sup>(5)</sup> DAILY HOURS include a scheduled one-half hour (30 minute) lunch break each day STUDENT is present over 5 consecutive hours.

<sup>(6)</sup> Tuition charged and STUDENT schedule varies depending on credit granted for hours previously earned as determined by the Managing Director prior to STUDENT attending Dorsey School of Beauty.



## ACADEMIC INFORMATION

### COURSE NUMBERING SYSTEM

Dorsey’s course numbering system reflects a prefix which identifies the field and a numbering system that is assigned to each course. Under each course description the course prerequisite identifies classes required before the class is attempted. The course co-requisite identifies classes required either before the class is attempted or at the same time the course is attempted. The numbering system is independent and does not reflect prerequisites and co-requisites.

### PROGRAM CHANGES AND IMPROVEMENTS

Dorsey Schools consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes: 1) Program Advisory Committees are conducted annually, made up of employers and experts from the industry. These Committees give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Curriculum review meetings are conducted periodically; curriculum review committees are comprised of program-specific instructors and the corporate education department. When planned changes or updates occur, they are published in a Catalog Addendum that is distributed to students at orientation and then included in the next printed version of the Catalog. Please contact the Corporate Director of Education for more information on upcoming changes or updates to programs.

### GRADING SCALE

Course grades are assigned according to the scale below:

| <u>PERCENTAGE</u> | <u>GRADE</u> |
|-------------------|--------------|
| 80.00-100%        | Passing      |
| Below 80.00%      | Failure      |
| Transfer Hours    | TRANS        |
| Course Withdraw   | W            |

- In each course, students must progress towards completion of the State of Michigan mandated minimum practical applications (MPAs) required for graduation.
- Students must maintain an 80% average theory grade. Theory grades are based on tests taken throughout the course. If a student scores below an 80% on any given exam, the student is remediated with an instructor and is required to retake the exam until a minimum of 80% is met.
- Course Withdraw (W) – Indicates when a student withdrew from a course in progress. Withdraw grades are not calculated in the student’s grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of the satisfactory academic progress determination.
- Transfer hours accepted by the school and confirmed by the State of Michigan Board of Cosmetology affidavit, or documentation received verifying hours earned from a different State, are reflected in the student’s academic record as TRANS. Transfer hours do not count towards a student’s cumulative grade

point average, but are included in the calculation of maximum time frame as part of satisfactory academic progress determination.

### SATISFACTORY ACADEMIC PROGRESS (“SAP”)

Dorsey Schools applies the same programmatic satisfactory academic standards to all students, part-time or full-time. Satisfactory Academic Progress must be maintained to meet both the institution’s academic policy and for eligibility of Federal Title IV financial aid. Students must meet grade-based and maximum time frame standards to be considered as meeting satisfactory academic progress. Students must maintain the minimum cumulative percentage and progress at a pace to ensure completion within the maximum timeframe. Both requirements are assessed at the end of each Academic Period on a programmatic basis as defined below.

#### **ACADEMIC PERIOD DEFINITION**

An Academic Period is defined per program and based on the number of hours completed per the chart below.

| <b>PROGRAM</b>         | <b>ACADEMIC PERIOD:<br/>No. of Hours Completed</b> |
|------------------------|--|
| Cosmetology            | 0-450  |
|                        | 451-900  |
|                        | 901-1200   |
| Manicuring             | 0-200  |
|                        | 201-375  |
| Cosmetology Instructor | 0-250  |
|                        | 251-475  |

#### **MAXIMUM TIME FRAME SAP REQUIREMENT**

Each program is designed to be completed in a specific period of time depending on specific course requirements. **The maximum time frame for completion of any program is 1.5 times the standard program length.**

For example, a maximum of 2250 hours can be scheduled to complete a 1500 clock hour program (1500 hours \* 1.5 = 2250 hours). The following chart outlines the maximum number of hours that can be scheduled by program.

| <b>PROGRAM</b>         | <b>Total Program Clock Hours</b> | <b>Maximum Time-Frame in Hours Scheduled</b> |
|------------------------|----------------------------------|--|
| Cosmetology            | 1500                             | 2250   |
| Manicuring             | 400                              | 600  |
| Cosmetology Instructor | 500                              | 750  |

- a) Maximum time frame is evaluated for every student at the end of the Academic Period based on 67% of actual attendance (hours completed) evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

- b) Note that students must also abide by Dorsey School of Beauty's attendance policy; therefore students falling below 75% attendance are subject to termination.

#### **GRADE-BASED SAP REQUIREMENT**

The minimum cumulative percentage is defined in the **GRADING SCALE** section of this catalog. Dorsey School of Beauty students are required to maintain an 80% average grade.

#### **SAP WARNING**

Students failing to meet any of the SAP requirements at the end of an Academic Period will be placed on Academic (SAP) Warning for the next Academic Period. Academic (SAP) Warning status will be determined based on (a) Failure to meet the minimum cumulative percentage (see **GRADE-BASED SAP REQUIREMENT** above), and/or (b) Failure to meet the minimum number of hours earned used to evaluate the student's pace of completion (see **MAXIMUM TIME FRAME SAP REQUIREMENT** above).

At the end of the Academic (SAP) Warning period, the Managing Director or designated personnel will notify the student of the outcome by providing the student with either (1) a letter notifying the student of successful completion of the Academic (SAP) Warning period or (2) a Notice of Termination from Dorsey Schools. This determination may be appealed.

#### **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS**

A student who does not meet satisfactory academic progress requirements due to special or extenuating circumstances may appeal. All appeals must be in writing and include appropriate supporting documentation explaining the reasons for the unsatisfactory academic performance, and what circumstances have changed to allow the student to meet satisfactory academic progress in the future. A committee will review each appeal and make decisions on a case-by-case basis. During the appeal process, federal aid will be suspended. The submission of an appeal does not guarantee reinstatement of financial aid. All appeals shall be forwarded to the Vice President of Education and Career Services.

#### **ACADEMIC (SAP) PROBATION**

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period. If appeal is granted the student is placed on Probation and may be subject to an Academic Plan.

Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards. Students that comply with this satisfactory academic progress policy will remain eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid.

At the end of the Academic (SAP) Probation period, the Managing Director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the Academic (SAP) Probation period or a Notice of Termination from Dorsey Schools.

#### **ACADEMIC REVIEW**

A student questioning the accuracy of his/her grade point average, or subsequent termination of training, may request a review of the matter by the school's Managing Director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, he/she may make an appeal to the corporate Vice President of Education and Career Services, who shall render a final determination.

#### **RE-ADMISSION OF WITHDRAWN STUDENTS**

After withdrawal, a student may be allowed to return and complete training subject to a review of the circumstances surrounding the original withdrawal. Students applying for re-admittance to Dorsey Schools will be evaluated according to current SAP standards.

Students permitted to reenter are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** detailed above.

All restarts must be approved by the Re-admittance Committee. Students must apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

Students re-entering after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at Dorsey School of Beauty.

#### **RE-ADMISSION FOR MILITARY SERVICE MEMBERS**

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and program hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the Managing Director for more information about this policy and eligibility, or when ready to re-enroll.

#### **APPLICATION OF STANDARDS**

These satisfactory academic progress standards apply to all students, day or evening.

Dorsey Schools operates in accordance with standards established by the Michigan Department of Labor and Regulatory Affairs. Students may file complaints with the State of Michigan at [www.michiganps.net](http://www.michiganps.net).

## **ATTENDANCE POLICIES**

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing the “development of self-esteem, self-reliance, discipline, and confidence in all graduates.” Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Dorsey School of Beauty students’ attendance will be evaluated at the end of every module. Students are required to maintain a 75% attendance rate. If this minimum is not met at the time of evaluation the student will be placed on Attendance Warning or Attendance Probation and may possibly be terminated according to the details below.

- Upon enrollment student schedules are assigned; class sizes are limited by state law and Dorsey Schools insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must “clock” in using the time clock system upon arrival and “clock” out when leaving for the day. Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has clocked in. Attendance is taken promptly at the start of class, after breaks and lunch. Students that arrive one or more minutes past the assigned start time and returns from breaks or lunch are tardy. Students demonstrating a pattern of tardiness or absenteeism must meet with the Director to develop a makeup plan.
- A 100% attendance rate is expected from all students per module. Attendance below 75% will result in an **Attendance Warning** as outlined below.
- **Attendance Warning**  
School of Beauty students are expected to attend school daily until the completion of their scheduled program. When a student fails to meet the minimum 75% attendance requirements within a module he/she will be placed on Attendance Warning status the following module. The student will have one module to meet the required 75% attendance rate while on Attendance Warning. Students meeting these requirements upon completion of the module will be in good attendance standing. Students ending the Attendance Warning module with less than 75% attendance will be required to submit an appeal to be placed on **Attendance Probation** as outlined below. Failure to submit an appeal will result in the student being withdrawn; the student will receive a Notice of Termination from Dorsey Schools. If a student fails to meet attendance in a subsequent module, the student will have to appeal to be placed on **Attendance Probation** as outlined below.
- **Attendance Probation Appeal Process**  
In order to continue in the School of Beauty program on Attendance Probation status, the student must file an appeal indicating the mitigating circumstances and resolution of the issues resulting in the student’s inability to meet the 75% attendance requirements. The student has 7 school days from

the last day of the module to submit the appeal and will remain active in the program until a response to the appeal has been given. An Attendance Appeal can only be submitted one time during a student’s course of study. If an appeal is denied, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey Schools.

- **Attendance Probation**

If the appeal is approved, the student will be on Attendance Probation for one module. The student then has one final module to achieve the 75% attendance rate. If the student successfully achieves a 75% attendance rate the student will be considered in good attendance standing. If a student does not meet the minimum requirements for a third consecutive module, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey Schools. A one-time extension may be granted by Corporate based on documentation of the mitigating circumstances including resolution and may include an attendance plan.

- Satisfactory Academic Progress takes precedence over the School of Beauty attendance requirements. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll (see **MAXIMUM TIME FRAME SAP REQUIREMENT**).
- Michigan State Board of Cosmetology regulations limit a student’s attendance to no more than 7 hours per day, and no more than 40 hours per week. Attending more than the scheduled hours (“over attendance”) should be avoided. Over attendance may impact your financial aid. A discussion with a financial aid representative should take place prior to over attending.
- A student who is absent for 10 consecutive calendar days in a module, including weekends, holidays and breaks, will be automatically dismissed from school<sup>1</sup>.

## **SCHOOL CLOSURE**

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey Schools has established the following set of resources to keep students informed:

1. Students can check for school closure information with the major local television stations in their area.
2. School closures will also be posted on [www.dorsey.edu](http://www.dorsey.edu) (in the Events box on the homepage) and on the main Dorsey Schools Facebook page: [www.facebook.com/DorseySchools](https://www.facebook.com/DorseySchools).
3. Dorsey Schools will update its “Emergency Alert Hotline”. Students may call (855) 630-1012 to receive updates on school closures.

We ask students to consult these resources prior to calling one of our campus locations or reaching out to us via Social Media. We will make every effort to respond to individual student inquiries, but we ask students to utilize one of the resources above as a “first line of defense.”

The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization and we take a number of factors into account when making such decisions. Please also be advised that in the event of a class cancellation due to an emergency such as a power outage

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<sup>1</sup>Pending documentation of mitigating circumstances approved by the Managing Director or appropriate program director.

or snow day, mandatory make-up dates will be scheduled either on a day between modules or on a Friday or Saturday.

### **OTHER ATTENDANCE POLICY INFORMATION**

#### ***Excused Absences***

An absence due to illness, death in the immediate family or other unavoidable circumstances must be reported to the School prior to the scheduled start time. Each student is required to notify the school if he/she will be tardy or absent. Scheduled appointments for doctor/dentist or family engagements may be pre-arranged in advance with administrative staff and logged in attendance records. Students will still lose hours not attended even for pre-arranged absences or tardiness. Following absences due to illness, a physician's verification may be required for return to school at the discretion of the Managing Director.

When appropriately documented, Dorsey School of Beauty will grant excused absences for the following reasons: jury duty, military duty, and subpoenaed court appearance. Excused absences do not count against a student's perfect attendance; however the hours absent will need to be made up. The school's records will show that the student was not in attendance on those dates.

#### ***Make-up Work***

Make-up work is associated with any missed or failed assignments. All written, theory and practical work must be made up promptly so that final grades may be entered promptly. Students should provide written documentation of an absence of two (2) days or more to the Managing Director or Lead Instructor.

All make-up work must be scheduled and approved with the Managing Director or Lead Instructor. Students absent on the day of an exam will be permitted to make up the exam in the make-up hour after regular scheduled classes. Students that have failed exam grades must make up the exam during the scheduled make-up hour within the current module with a passing grade before advancing to the next module.

### **GRADUATION REQUIREMENTS**

A Dorsey School of Beauty diploma is awarded to a student successfully completing all required program hours, passing examinations with a cumulative grade of at least 80%, and completion of all MPA's according to the MPA Schedule. Upon receipt of his/her diploma, the graduate may file an application to the State Board of Cosmetology for permission to take the State licensing examination.



### **INSTRUCTIONAL TOOLS AND EQUIPMENT**

The cost of tuition includes the use of all books, kits, and instructional equipment for all classes. Additional educational items, such as kits, are detailed on each program enrollment agreement and in this catalog. All other instructional supplies are the responsibility of the student.

## **FINANCIAL AID INFORMATION<sup>2</sup>**

### **SCHOLARSHIPS**

#### **MEMORIAL SCHOLARSHIPS**

Dorsey Schools awards memorial scholarships to high school graduates each year. Graduates must complete a high school scholarship application and meet its requirements. Applicants must also provide a letter of recommendation and an application essay with the completed scholarship application. Awards made for each of the two memorial scholarship programs are listed below.

#### **RUTH DORSEY MEMORIAL SCHOLARSHIP**

This scholarship is offered in memory of Ruth Dorsey, founder of Dorsey Schools. Dorsey Schools awards one (1) full scholarship for any career training program of the student's choice, up to \$16,000. (Full scholarship, after application of Federal Pell Grant, will be awarded on a quarterly basis.)

#### **KAREN CORTIS MEMORIAL SCHOLARSHIP**

This scholarship is offered in memory of Karen Cortis, a long-time Director of Education at Dorsey Schools. One (1) half-scholarship per campus will be awarded for any career training program of the student's choice, up to \$8,000. (Half scholarship, after application of Federal Pell Grant, will be awarded on a quarterly basis.)

#### **MEMORIAL SCHOLARSHIP APPLICATION REQUIREMENTS**

To be eligible, applicants must:

- Be scheduled to graduate or have passed the test of General Educational Development (GED) any time during the scholarship period.
- Possess a minimum cumulative grade point average (CGPA) of 2.0 through his/her junior and senior years of high school or GED equivalent.
- Complete a scholarship application, signed by a representative of Dorsey Schools, and submit a copy of the high school diploma or GED no later than October 15th.
- Provide evidence of acceptance to any of Dorsey Schools' training programs of 28 or more credit-hours or 1,500 or more clock-hours.

A maximum of one (1) scholarship may be awarded to any single applicant. The scholarship award period is October 1st – September 30th. Recipients of scholarships must commence training within a maximum of six (6) months of the determination of the award.

#### **MILITARY AWARD SCHOLARSHIP**

Dorsey Schools will offer two (2) annual scholarships per campus to any active duty member or honorably discharged veteran of any United States military service branch for attendance at that campus. The value of this scholarship is \$1,000, and awards will be made by the Dorsey Scholarship Committee. The purpose of the

<sup>2</sup> Information in the grants, scholarships, loans and tuition financing summaries do not apply to the Manicuring, Cosmetology Instructor or any Individual Cooking Class programs, due to the short nature of these programs. However, students in all programs have the option of securing private funding.

Military Award Scholarship is to help those with military service receive a career education and make the transition from military to civilian life. A maximum of one (1) scholarship may be awarded to any single applicant.

#### **MILITARY SCHOLARSHIP APPLICATION REQUIREMENTS**

To be eligible, applicants must:

- Be admitted to a certification program at Dorsey Schools;
- Be a member of the United States Armed Forces or an Honorably Discharged Veteran;
- Maintain satisfactory academic progress at Dorsey Schools.

#### **GRANTS**

##### **FEDERAL PELL GRANT**

The Pell Grant is provided by the federal government to eligible students. Eligibility is determined by the student's financial need and is for the purpose of defraying educational costs. Generally, Federal Pell Grant funds do not have to be repaid. The maximum Pell Grant award for the 2015-2016 award year (July 1, 2015 to June 30, 2016) that an eligible student may receive is \$5,775 per year. To apply, students must complete the Free Application for Federal Student Aid (FAFSA on the Web), which is located through the U.S. Department of Education website.

Students who receive a Pell Grant are subject to a life-time aggregate that they cannot exceed. As of 7/1/12, the aggregate limit is 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance on the NSLDS website at [http://www.nsls.ed.gov/nsls\\_SA](http://www.nsls.ed.gov/nsls_SA).

Also, see information about Unusual Enrollment History (UEH), on the next page.

##### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

Federal SEOG is an award made by the school (Campus-Based Aid) from limited funds provided by the U.S. Department of Education. The SEOG must be awarded to students with exceptional financial need (that is, students with the lowest expected family contribution (EFC)) and gives priority to students who receive Federal Pell Grants. Generally, the SEOG does not have to be repaid. Dorsey Schools has established SEOG awards that may range between an annual maximum of \$2,000 and a minimum of \$400.

##### **DORSEY SCHOOLS GRANT**

Effective July 11, 2014, the Dorsey Schools Grant is awarded based on the following criteria: Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. Students that are not eligible for a Pell Grant may be eligible to receive the Dorsey Schools Grant. Request for approval under special circumstances must be submitted to the corporate Financial Aid office by the relevant campus.

The Dorsey Schools Grant is awarded by the campus (Institutional Aid) from limited funds, and will be awarded to eligible students until the allocation for the year has been met. The Grant is awarded by payment periods, up to a maximum amount based on the total number of clock hours; for the Cosmetology program the maximum award is \$1,000. This institutional grant is intended to help students reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible, students must be in an active school status. The Dorsey Schools Grant can only be used to cover direct cost incurred by the student (e.g. tuition, fees); it cannot be used to cover other educationally

related expenses that a student may have (e.g. travel, room & board, etc.).

The Dorsey Grant will only be offered as long as there are available funds. Usually in February each year, the annual allocation is set, once the allocation has been utilized, no additional awards will be available for that fiscal year.

#### **FEDERAL STAFFORD LOAN PROGRAM**

Effective July 1 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform "index rate" plus an "add-on" that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the borrower's grade level (undergraduate or graduate/ professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. The interest rate for a loan, once established, will apply for the life of the loan – that is, the loan will be a fixed-rate loan.

For Subsidized and Unsubsidized loans first disbursed on or after July 1, 2015 the interest rate is 4.29%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

##### **DIRECT SUBSIDIZED STAFFORD LOAN**

The Subsidized Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school. Borrowers of subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves school or anytime that their enrollment drops below a halftime status, and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

For first time borrowers after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, students may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the "maximum eligibility period". Students can find the published length of their program of study in the school's catalog. After a student has received Direct Subsidized Loans for the maximum eligibility period, they are no longer eligible to receive additional Direct Subsidized Loans. However, the student may continue to receive Direct Unsubsidized Loans. Students may also lose interest subsidy on previously received loans.

##### **DIRECT UNSUBSIDIZED STAFFORD LOAN**

If a student does not qualify for a full or partial Subsidized Stafford Loan based on financial need, or needs additional loan funding, they may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education's Direct Loan Program. The federal government does not pay the interest on unsubsidized loans while the student is in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during the grace period, and any deferment periods. Students may elect to make



interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school, or six months after a student elects to attend less than half time.

Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year.

#### **DIRECT PLUS LOAN (FOR PARENTS)**

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. A parent's decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Federal Direct Loan Program disbursed on or after July 1, 2015 will have a fixed rate of 6.84%. Loan repayment begins immediately after the final loan disbursement for the loan period is made; however parents may apply for a deferment. Payments will include both principal and the interest that accumulates.

See the summary of loan information below; students should contact their Financial Aid Administrator to receive further information regarding the maximum Federal Stafford annual loan amounts for second or subsequent academic years.

#### **FEDERAL STAFFORD LOAN PROGRAM SUMMARY**

##### ***Direct Subsidized Stafford Loan***

The federal government pays the interest on a subsidized student loan during: in-school status of at least half-time, the grace period and authorized deferment periods. Prior to 7/1/14, some borrowers may be responsible for the interest during the grace period.

##### Loan Limits:

- First Year - \$3500
- Second Year - \$4500
- Third or Fourth Year - \$5500

##### ***Additional Direct Unsubsidized Stafford Loan (Dependent Students whose parents were not denied a PLUS loan)***

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

##### Loan Limits:

- First Year - \$2000
- Second Year - \$2000
- Third or Fourth Year - \$2000

##### ***Direct Unsubsidized Stafford Loan (Independent Students and Dependent Students whose parents were denied a PLUS loan)***

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

##### Loan Limits:

- First Year - \$6000
- Second Year - \$6000
- Third or Fourth Year - \$7000

#### **AGGREGATE LIMITS FOR SUBSIDIZED/UNSUBSIDIZED LOANS**

| Type of Loan   | Subsidized Limit | Aggregate Limits (Subsidized and Unsubsidized)       |
|--|------------------|--|
| Dependent Undergraduate<br><i>(Excludes students whose parents cannot borrow PLUS)</i>                             | \$23,000         | \$31,000   |
| Independent Undergraduate<br><i>(Includes dependent students whose parents cannot borrow PLUS)</i>                 | \$23,000         | \$57,500   |
| Direct Plus Loan – Eligibility based on approved credit check, cost of attendance and other financial aid awarded. |                  | Cost of Attendance less other financial aid awarded. |

#### **UNUSUAL ENROLLMENT HISTORY (UEH)**

In an effort to prevent fraud and abuse in the Federal Student Aid programs, beginning in the 2013-14 award year the U.S. Department of Education implemented the Unusual Enrollment History (UEH), to monitor the enrollment history of recipients of Pell grant program funds. Effective for the 2015-16 award year, this monitoring is now extended to also include recipients of the Direct Stafford Loan program funds. Students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.



#### **ADDITIONAL LOAN OPTIONS**

##### **PRIVATE EDUCATIONAL LOANS**

Students have a variety of options if they choose to apply for private loans. Dorsey Schools does not use a preferred lender list; we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice; they are not required to use any of the lenders we have listed. Dorsey Schools will promptly process the application for any lender that is selected by students. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

##### **DORSEY INSTITUTIONAL LOAN**

Dorsey Schools also offers a private institutional loan to eligible students that have a gap in their Federal Student Aid and the amount of their institutional tuition and fees. This institutional loan can only be used to cover direct cost incurred by the student (e.g.

tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g. travel, room & board, etc.). Students should contact their financial aid office for additional information.

## **OTHER BENEFITS AND JOB TRAINING OPPORTUNITIES**

### **TUITION REIMBURSEMENT**

Dorsey Schools will accommodate any student eligible for employer or employee-related benefits to secure the benefits by completing required forms and submitting required performance reports or other documentation. The student is responsible, however, for all tuition charges incurred with training in the event reimbursement requests are not honored as expected.

### **MICHIGAN REHABILITATION SERVICES (MRS)**

This State agency provides vocational rehabilitation services to Michigan citizens that are physically or mentally impaired. MRS may arrange, provide, or purchase the services necessary to achieve an individual's employment plan. Further information can be obtained through Dorsey Schools or Michigan Rehabilitation Services at 1-800-605-6722.

### **MICHIGAN MERIT AWARD**

Eligibility for the Michigan Merit Award has now expired for all students unless they have served or are currently serving in the military. Students serving in the military should contact the Student Scholarships and Grants Division at 1-888-4-GRANTS (1-888-447-2687), for information on claiming this award. Additional information on the Michigan Merit Award is available at <http://www.michigan.gov/mistudentaid/>.

### **VETERANS EDUCATION BENEFITS**

If a student has veteran's education benefits (Montgomery GI Bill®, Post 911, etc.), specified Dorsey Schools locations are approved as a US Department of Veterans Affairs ("VA") educational facility for the training of veterans and eligible persons. For more information and to find out which locations are approved, contact Dorsey Schools or the Department of Veterans Affairs directly at 1-888-442-4551 ([www.gibill.va.gov](http://www.gibill.va.gov)). Please note that approved programs may vary between campuses. ®GI Bill is a registered trademark of the US Department of Veterans Affairs. More information about education benefits offered by VA is available at the official US government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### **WORKFORCE INVESTMENT ACT (WIA)**

If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact a Dorsey School for directions to your local Workforce Development Board office.

### **UAW TUITION ASSISTANCE PLAN**

Dorsey Schools is approved to participate in the tuition assistance and scholarship programs provided by UAW-Chrysler, UAW-Ford, and UAW-GM for employees, retirees, and their eligible dependent children.

## **FINANCIAL AID OFFICES AND STAFF**

Each campus of Dorsey Schools has a financial aid office with a financial aid advisor available during regular school hours. The financial aid staff is prepared to advise students and their families on the availability of aid, determine eligibility, and guide applicants through the entire process. The application, processing, awarding, and refunding of financial aid can be confusing; therefore, we invite students to call on our staff for assistance.

## **PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD**

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected to receive a 'scholarship' in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission student response center at 1.877.FTC.HELP (1.877.382.4357) or visit: [WWW.FTC.GOV/SCHOLARSHIPSCAMS](http://WWW.FTC.GOV/SCHOLARSHIPSCAMS).

### **ACADEMIC YEAR DEFINITION**

For purposes of processing Federal Student Aid, Dorsey Schools programs' academic year is defined as follows:

- Cosmetology Clock hour program defined as 900 hours and 30 weeks (day shift)
- Cosmetology Clock hour program defined as 900 hours and 40 weeks (evening shift)

### **PAYMENT PERIODS**

Financial aid funds are disbursed to students throughout their enrollment in school by payment periods. For clock hour programs, the payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

### **REFUND POLICY**

Dorsey Schools' policy adheres to the refund policies of applicable state, federal, and accrediting agencies.

### **INSTITUTIONAL CANCELLATION AND REFUND POLICY**

Dorsey Schools applies the following institutional cancellation and refund policy to all applicants:

- (1) If the applicant is rejected by the school before enrollment, all tuition and fees paid by the applicant will be returned within 30 days.
- (2) If the applicant terminates the enrollment contract with the school within three (3) business days after signing the contract, all tuition and fees paid by the applicant will be returned within 30 days.

### **INSTITUTIONAL WITHDRAWAL FROM TRAINING REFUND POLICIES**

The following applies to all students who withdraw, or are dismissed, after the beginning of the program and becomes effective following the expiration of three (3) business days after signing the enrollment agreement. Tuition charges will be calculated based on the percentage of actual program hours attended by the student at the last date of attendance, according to the following schedule:

| % OF ACTUAL PROGRAM HOURS ATTENDED | % OF TUITION BILLED |                     |
|------------------------------------|---------------------|---------------------|
|                                    | RETAINED BY SCHOOL  | REFUNDED TO STUDENT |
| 0.01 to 4.9%                       | 20%                 | 80%                 |
| 5.0 to 9.9%                        | 30%                 | 70%                 |
| 10.0 to 14.9%                      | 40%                 | 60%                 |
| 15.0 to 24.9%                      | 45%                 | 55%                 |
| 25.0 to 49.9%                      | 70%                 | 30%                 |
| 50.0% & Over                       | 100%                | 0%                  |

Documented mitigating circumstances may be considered by management when deemed appropriate.

#### ***Students not receiving Federal Title IV Financial Aid***

Refunds are calculated solely in accordance with Dorsey Schools' institutional Refund Policies described above.

#### ***Students receiving Federal Title IV Financial Aid***

Federal regulations require the school to calculate institutional charges to determine both (1) student refund, and (2) Return of Title IV funds using the means described below.

The school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of tuition paid to Dorsey Schools for the quarter. If the student received financial assistance from a source outside the family, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey Schools shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.

#### **RETURN OF TITLE IV FUNDS POLICY**

Students considering withdrawing from school should contact the Financial Aid Office to determine the amount of federal student assistance funds, if any, that must be returned on the student's behalf. Any student electing to withdraw from school is responsible for any balance due and payable to the school as a result of the Return to Title IV calculation.

The U.S. Department of Education requires schools to determine the amount of federal student aid the student earned if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

A student's withdrawal date is the last date of academic attendance as determined by the attendance records. This date is used for all students that cease attendance and those that officially withdraw.

The amount of funds earned is based on the amount of time the student completes during the payment period of their program; see the Payment Period section of this catalog for definitions.

If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned.

The Return to Title IV calculation is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Students completing 60% of the payment period or period of enrollment, earn all the assistance that they were scheduled to receive for that period. This process must be completed no later than 45 days after it is determined that the student withdrew.

If the student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, we (the school) need permission from the student to use the post-withdrawal grant disbursement for all other school charges (if any). It may be in the best interest of the student to allow the school to use the funds to reduce the debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws, because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and they have not completed the first 30 days of their program prior to withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

The School is required to return any required excess funds. The amount of the excess funds the school returns is the lesser of the:

- Institutional charges multiplied by the unearned percentage of the funds, or
- Entire amount of the excess funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student (or the student's parent for a PLUS loan) must return, the student repays as regular monthly loan payments in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

Title IV funds are returned to the program from which the student received aid during the payment period, in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplementary Educational Opportunity Grants
- Iraq and Afghanistan Service Grant

Any amount of unearned grant funds that a student must return is called an overpayment. In the event of a grant overpayment, the maximum required for the student to repay is 50% of the grant



received, or were scheduled to receive. In addition, regulations clarify that students are not required to repay grant overpayments which are \$50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future Federal Student Aid (Title IV programs).

The Return to Title IV Funds policy is distinct and separate from the Institutional Refund policy. Students should refer to the Refund Policy section of this catalog for information regarding any additional refund calculations the school is required to perform. Students are responsible for any balances due to the school for unpaid institutional charges.

#### **FINANCIAL AID WEBSITE**

Additional financial aid information and resources are available on the Dorsey Schools Financial aid web page at <http://www.dorsey.edu/financial-aid.php>. The Dorsey Schools website also contains a copy of our Annual Notice – Availability of Consumer Information. Dorsey Schools provides a notice directly to all potential students during the enrollment process.

Dorsey Schools also provides an annual notice directly to all enrolled students describing the availability of the consumer information. This notice contains a brief description of the various disclosures and how to obtain the full disclosures. All disclosures are available on the exact electronic website listed in the notice. Students may also request a physical copy from the sources outlined in the notice.

#### **GENERAL FINANCIAL INFORMATION**

##### **TUITION AND FEES**

Current tuition and fees charged are outlined by program on Dorsey School of Beauty Enrollment Agreement and Application for Admission, and on Dorsey Schools' website at [www.dorsey.edu](http://www.dorsey.edu). Textbook costs are included in tuition for all programs. For the student's information, individual textbook costs and the Consumer Information Supplement are also posted on Dorsey Schools' website. Each applicant is accepted with the understanding that he/she has registered for the entire program of study.

##### **CASH PAYMENT POLICY**

As a commitment to training, all Dorsey School students should be prepared to make cash payment towards their tuition cost. This payment will reduce the amount of loans that a student needs to borrow. We recommend a minimum payment of \$500. A one-time cash payment may be made. Arrangements can also be made for financing tuition at no additional cost; Dorsey Schools will accommodate students with a tuition balance by allowing monthly payments. These payments are due in accordance with arrangements made in advance with the school's financial aid office.

##### **FINANCIAL OBLIGATIONS**

Training and educational services are suspended when financial obligations are not satisfied, including, but not limited to, tuition payments, financial aid documents, returned check charges, and late payment fees. Schedules, grade reports, official and unofficial academic transcripts, diplomas, employment services, and additional documents and services are withheld and will not be released to any institution or individual until all financial obligations have been met.

## **STUDENT SERVICES**

Students are encouraged to take advantage of all services offered to enhance learning in their program of choice; please contact the campus managing director for further information.

### **CAREER SERVICES**

Dorsey Schools maintains an impressive graduate employment rate serving as its hallmark since 1934. Thousands of Dorsey graduates have launched new, exciting, and rewarding careers with many of southeast Michigan's leading employers. Dorsey graduates are well prepared to enter the workplace and assume the tasks and challenges associated with their new careers. You may reach Dorsey Schools Graduate Career Services by calling the campus or at: [www.dorsey.edu](http://www.dorsey.edu).

Employment assistance is available only to those students who have successfully completed all requirements of their training program and are in good financial standing with the school. Licensure must be obtained from the State of Michigan to work in the field of Cosmetology, Manicuring or as a Cosmetology Instructor. It is understood by the student that job placement has not been guaranteed by Dorsey Schools.

### **DISABILITIES ACCOMMODATION**

Dorsey Schools is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

### **ENTRANCE AND EXIT LOAN COUNSELING**

Dorsey Schools' financial aid department provides students with both entrance and exit loan counseling. If a student has any financial aid questions or concerns during their program, they are encouraged to meet with their campus financial aid representative.

### **PERSONAL AND FAMILY PROBLEM REFERRAL INFORMATION**

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available from the managing director at Dorsey School of Beauty. Note that community services available may vary based per student.

### **STUDENT ORIENTATION**

Dorsey Schools offers orientation to new and returning students to adapt the students to the institution. Included in the orientation is an informal introduction of key personnel, campus policies and procedures, and an opportunity to interact with peers.

### **TUTORING AND DEVELOPMENT**

Dorsey School of Beauty offer graduates tutoring and state board mock exams in preparation for their state board exams. Additionally, graduates are encouraged to participate in on-campus events and attend demonstrations at the school provided by outside vendors to enhance their development as new cosmetologist.

## ACADEMIC CALENDAR

| <u>Module</u>                        | <u>2016</u>  | <u>2017</u>  |
|--------------------------------------|--|--|
| Winter A Begins                      | January 11   | January 9  |
| *Martin Luther King Day              | January 18   | January 16   |
| Winter B Begins                      | February 22  | February 20  |
| *All Faculty In-Service – No Classes | March 4  | to be determined                                     |
| *Spring Break 2016                   | March 25 – March 26                                  |  |
| Spring A Begins                      | April 4  | April 4  |
| *Spring Break 2017                   |  | April 14 – April 15                                  |
| Spring B Begins                      | May 16   | May 15   |
| *Memorial Day Break                  | May 28 – May 30                                      | May 27 – May 29                                      |
| Summer A Begins                      | June 27  | June 26  |
| *Independence Day                    | July 2 - July 4                                      | July 4   |
| Summer B Begins                      | August 15  | August 14  |
| *Labor Day Break                     | September 3 – September 5                            | September 2 – September 4                            |
| Fall A Begins                        | October 3  | October 2  |
| Fall B Begins                        | November 14  | November 13  |
| *Thanksgiving Holiday                | November 24 - November 26                            | November 23 - November 25                            |
| *No classes:                         | December 24 – December 26<br>December 31 – January 2 | December 23 – December 26<br>December 30 – January 1 |

### SCHOOL CALENDAR, HOLIDAYS

\*Indicates no class scheduled on those dates.

### FACULTY / STAFF IN-SERVICE MEETINGS

Two in-service meetings for daytime faculty and one in-service meeting for evening faculty will be held each year. Classes will be cancelled during these in-service meetings; dates will be announced. Graduation ceremonies are scheduled bi-annually to occur each spring and fall.

## GENERAL INFORMATION

### ACADEMIC RECORDS

All students receive a transcript and diploma once all graduation requirements are met. Dorsey School of Beauty maintains copies of all transcripts in our electronic student information system; hard copies of transcripts for students enrolled prior to 1999 are maintained offsite indefinitely.

Requests for academic transcripts, a duplicate diploma, or copies of a student's file must be (1) in writing with student's signature or accompanied by the student's signed release, and (2) accompanied

with a money order in the amount of \$5.00 for each transcript and/or \$10 for a duplicate diploma or student file copy request. Dorsey Schools reserves the right to withhold release of any/all academic documents for students or graduates with unresolved financial obligations to the school, or who are in default of any student loans, until all financial obligations have been met.

### ADMINISTRATIVE PREROGATIVE

Dorsey School of Beauty reserves the right to revise or alter programs of study including, but not limited to, adding or changing courses, cancellation of the start of any program in which there is insufficient registration, and make changes in administrative or

instructional personnel as conditions warrant and the school deems necessary. Dorsey Schools also reserves the right to modify or change courses within a program for the purpose of updating courseware and enhancing training outcomes. Dorsey Schools will disclose to students any plans for improving academic programs. Any modification of the student's application and contract, as contained in the catalog, shall be agreed to, in writing, by all parties.

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a drug test. Dorsey Schools reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey Schools prohibits the use of all illegal and illicit drugs by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as "Drug-Free." The possession, sale, or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in this catalog. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Dorsey Schools can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the managing director for names of appropriate agencies, phone numbers, and additional information.

#### ***Consumption and Possession of Marijuana***

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act ("MMMA") conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey Schools participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey Schools' property or premises violates the Dorsey Schools' "Drug Free Schools Police Statement". Dorsey Schools will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey Schools' controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey Schools' property or premises immediately.

Further, the MMMA states that employers are not required to accommodate employees who use medical marijuana; therefore employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a prospective

employer consistent with the laws of the State of Michigan and the requirements of potential employers.

### **ATTENDANCE POLICIES**

Please consult the **ACADEMIC INFORMATION, ATTENDANCE POLICIES** section of this catalog regarding Attendance Policies.

### **CAMPUS SAFETY PLAN**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, Dorsey Schools has a campus safety plan to alert students and staff in the event of an emergency. This safety plan is designed to keep the campus community informed regarding safety and security issues in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on or in the vicinity of the campus.

### **CAMPUS SECURITY**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the institution maintains and administers the policies and procedures described in this document. In accordance with the Clery Act, all schools and colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime and sexual assault prevention, and certain crime rate statistics for the previous three calendar years to all potential applicants and employees, and to current students and employees.

This report will also include reported crimes occurring on-campus and on public property within or immediately adjacent to and accessible from the campus. A notice of the availability of the annual security report, including a link to report on the Dorsey Schools website, is distributed to students and staff annually. The report will be made available upon request to every student and employee, and every prospective student or employee. Prospective students and employees may find this information, and all other campus security related policy information, posted online at the Dorsey Schools website: <http://www.dorsey.edu/disclosures.php>.

### **CHILDREN**

Dorsey School of Beauty maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that children may not be brought to orientation, classrooms, or the clinic, or left in lounges, offices, or any part of the school.

### **CLASSROOM EXPECTATIONS**

Dorsey School of Beauty students must attend all scheduled theory and demonstration classes, and bring pencil, paper, and text to class. Cosmetology, Manicuring, and Cosmetology Instructor are clock-hour programs, and each hour must be used for meaningful learning activities. Free time between clients during practical hours will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to "clock" out using the time clock system.

Students may not perform cosmetology-related services on themselves. Students may not receive cosmetology-related services without permission from an instructor, and may pay a

nominal price for services rendered. Students may volunteer to receive services as a class project or demonstration. Dorsey School of Beauty assumes no responsibility for any negligence, carelessness or lack of skill by one or more students and/or instructor(s) during the practice, demonstration and/or performance of any cosmetology-related service.

### **CONSUMER INFORMATION SUPPLEMENT**

Dorsey Schools' Consumer Information Supplement is available on the school website at <http://dorsey.edu/disclosures.php> or upon request.

### **COPYRIGHT INFRINGEMENT**

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at [www.copyright.gov](http://www.copyright.gov).

Dorsey Schools' students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities. The penalties for violation may be found at [www.copyright.gov](http://www.copyright.gov).

### **DORSEY SCHOOL OF BEAUTY CLINIC**

Unpaid clinic participation is required of students as part of the Cosmetology and Manicuring curriculum. During this supervised clinic training, students will provide services to the public who will be charged for the services rendered by students.

### **ELECTRONIC COMMUNICATION DEVICES**

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment are expected as follows:

- 1) All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.
- 2) Text messaging should be used for emergencies only.
- 3) Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
- 4) Pictures, videos or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
- 5) Social media should not be accessed during class time.

If you receive an emergency call that needs to be answered you may ask for permission to leave the room. While you are out of the classroom, you are considered absent according to classroom policy. If you must leave the school, quietly inform your instructor

and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency.

### **FAMILIARITY WITH SCHOOL REGULATIONS**

Prior to enrollment each student is provided with a Dorsey School of Beauty catalog and other various documents which set forth the policies and regulations under which the Dorsey Schools operate. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not excuse noncompliance or infractions. Failure to comply with the policies of Dorsey Schools can be grounds for dismissal, pending investigation of circumstances involved.

### **FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)**

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

1. The right to inspect and review your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the campus Managing Director a written request that identifies the record(s) the student wishes to inspect. The Managing Director 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 that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Dorsey Schools official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey Schools must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations as listed below:
  - Specified officials for audit or evaluation purposes;
  - Representatives of the Secretary;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law, and
  - School officials with legitimate educational interest.

A school official is a person employed by Dorsey Schools in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency) or a student volunteering

to assist 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 Dorsey Schools.

4. Upon request, Dorsey Schools will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey Schools 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 20202-4605

#### 6. Directory Information

The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey Schools as directory information:

- Name, Address
- Telephone listing
- Email address
- Photographs
- Diplomas, honors, awards received
- Major Field of Study

Students who do not want such information released without their consent should notify the Education office or Managing Director of their campus.

### LICENSING AND ACCREDITATION

A student may request to see approval letters and certifications from the Michigan Department of Labor and Regulatory Affairs, Proprietary School Unit, the Michigan Board of Cosmetology, NACCAS and ACICS upon request to the school managing director.

### LICENSURE REQUIREMENTS

Licensure by the Michigan Board of Cosmetology is required for employment in cosmetology, manicuring and cosmetology instruction in the State of Michigan. Dorsey School of Beauty encourages all students to challenge the state licensing exam, however, makes no promise or guarantee of a graduate's successful outcome of this examination. **Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school** may render a student ineligible to take the State Board Examination. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

A student seeking a full instructor license must also have at least three (3) years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least one (1) year of which shall be in a cosmetology establishment. The Michigan Board of Cosmetology may issue a limited instructor's license to an individual who meets all of the requirements except the practical experience component.

### LOCKER SPACE

Locker space is provided for temporary storage of personal effects for each student in attendance. School property must not be stored in a student locker at any time. The lockers remain the property of Dorsey School of Beauty, and therefore should be offered for inspection upon request of the Managing Director. Lack of cooperation on the student's part does not relinquish school right to locker access.

### MEDIATION AND ARBITRATION

If a dispute of any nature should arise or develop out of the student's enrollment and attendance at the school (including without limitation issues such as: unpaid tuition, student behavior, satisfactory academic progress, test scores, quality of education, accuracy of school advertisements and materials), no matter what issues are involved in the dispute and how either the student or the school might describe, state or plead the dispute, both the student and the school agree that, if they cannot resolve the dispute through their own negotiations, they shall first make a good faith effort to resolve the dispute by participating in a mediation process with a neutral mediator. The student and the school further agree that, if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

(a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the school which the student is attending (the "Local Community"). The mediation will only involve the dispute between the student and the school and not the disputes or concerns of any other students (current or former). The school shall pay all of the mediator's fees.

(b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.

(c) The student may only present a claim in arbitration for his or her own dispute with the school, and may not present any claims of other students at the school (current or former) or attempt to act as a representative of a group or class of other students (current or former) of the school.

The student agrees that he or she may not, and will not, file any lawsuit against the school concerning his or her claims or the claims of any other student or group or class of students of the school (current or former) and that the student will not join as party in any lawsuit of any kind, including without limitation a class action, brought against the school by one or more other students.

(d) The student will be responsible for paying the portion of AAA arbitration fees, arbitrator's fees and facility fees ("Arbitration Costs") equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community ("Civil Filing Fee"), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the school.

(e) If either the student or the school decides to hire a lawyer to provide assistance, then the party hiring the lawyer will be responsible for paying the lawyer's fees.



(f) All determinations as to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

(g) The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the student or the school in any court having jurisdiction.

The school and the student acknowledge that they are: (i) voluntarily and irrevocably electing arbitration as the remedy for any unresolved dispute they may have and (ii) waiving any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to have their dispute heard and decided by either a judge or jury.

### **NATIONAL VOTER REGISTRATION ACT**

Voter registration forms are available online at <https://webapps.sos.state.mi.us/mivote>.

### **SCHOOL CLOSURE**

Please consult the "Academic Information" section of this catalog regarding school closure information.

### **SMOKING**

All Dorsey Schools are "smoke-free." Dorsey Schools is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey Schools employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey Schools' faculty, staff, students and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey Schools without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco use shall be prohibited within fifteen feet surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey Schools only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during

designated break times and are not permitted to leave class, laboratory or clinic to use tobacco products.

### **SOCIAL SECURITY NUMBER PRIVACY POLICY**

Pursuant to Michigan's Social Security Number Privacy Act (the "Act"), Dorsey School of Beauty will take measures reasonably necessary to ensure the confidentiality of its employees' and students' social security numbers and those collected from others in the ordinary course of the company's business. Neither the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity.

The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student's financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claims, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs.

The company will retain an employee's social security number for the duration of the employee's employment and for two years following the employee's termination or for a longer period as required by law. Students' social security numbers are indefinitely maintained in a computer database per Department of Education regulations. The company will physically destroy documents that contain social security numbers but need to be discarded by shredding or another secure fashion. Social security numbers stored in a computer database that need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act.

### **STANDARDS OF PROFESSIONAL APPEARANCE**

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey Schools asks all students to maintain a healthy, clean, and well-groomed appearance and avoid excessive, visible body piercings and tattoos. Students are expected to dress appropriately at all times. Appropriate dress (uniform) for students attending Dorsey School of Beauty is defined as follows: Solid color shirts with sleeves and a medium-to-high neckline, and black slacks, capri pants, skirts that fall below the knee, or leggings if accompanied by a shirt that falls well below the hips. Students must wear clean, close-toed shoes with backs, along with socks or nylons. Creative hair colors are allowed, and students must wear their assigned smock with name tag. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, flip-flops, etc.) are not considered appropriate attire and are unacceptable. All attire must be clean and pressed. Students found out of uniform will be clocked out; three (3) clock-out violations per quarter will result in a one day suspension from school. Repeated violations may result in termination from school.

## **STUDENT CODE OF CONDUCT**

Dorsey Schools' graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

### ***Professional Conduct Defined***

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, and/or misuse of school or another's property.

Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom.

Students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey School of Beauty reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

### **RESPECT OF SCHOOL PROPERTY**

Dorsey Schools has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

## **STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT**

It is the policy of Dorsey Schools to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination or harassment by members of the School community against members of the School community is strictly not allowed based on the following: race, color, creed, gender, religion, national or ethnic origin, disability, age, sexual identity, veteran status, or citizenship status.

This non-discrimination and non-harassment policy encompasses the operation of the Schools' educational programs and activities including admissions policies, scholarship and loan programs and all other school-related activities. This also encompasses the

employment of all personnel. Dorsey Schools is committed to ensuring that this non-discrimination and non-harassment policy is effectively observed in all of the Schools' endeavors.

Any student who feels that he/she is being discriminated against for ANY reason, may contact the Managing Director or may call the Dorsey Hotline and remain anonymous by contacting 866-526-1053. Additionally, any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the **GENERAL INFORMATION** section of this catalog.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the State Division of Human Rights, through the court system, or other remedies allowable by law.

## **STUDENT AND LICENSEE PROHIBITIONS**

Per the State of Michigan Board of Cosmetology Administrative Rules, Part 7. R 338.2179g, Rule 79g(1):

A student, apprentice, or licensee shall not do any of the following, and a licensee shall not allow another to do any of the following:

- (a) Use or possess methyl methacrylate monomers.
- (b) Abrade, roughen, buff, or file the nail plate to the extent that the nail bed is exposed or that deeply filed trenches or ridges in the nail plate are created.
- (c) Use a nail white pencil.
- (d) Use lump alum or a styptic pencil to stop bleeding.
- (e) Carry any equipment, tools, implements, or supplies in the pocket of a uniform.
- (f) Use the same powder puffs, makeup brushes, or cosmetic pencils on more than 1 patron.
- (g) Use an ultraviolet ray electrical sanitizer, unless the items placed in the sanitizer have been sanitized according to the rules promulgated by the department.
- (h) Use or possess a blade in the practice of manicuring or pedicuring.
- (i) Provide services that require a license without posting a current, unexpired, and valid license or permit for that person in the establishment where cosmetology services are being rendered.
- (j) Fail to provide proof of identity with a picture I.D. or alternative acceptable to the department at the time of an inspection, if requested by a department representative performing an inspection of the licensed establishment.

Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school may render student ineligible to take the State Board Examination. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

## **STUDENT GRIEVANCE POLICY**

The purpose of the student grievance policy is to provide procedures to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

- 1) For course-specific academic concerns, a student whose views differ from those of an instructor should first try to resolve the difference with that instructor.
- 2) If a satisfactory solution cannot be achieved, the student may then request a review of the matter with the campus' Managing Director or designated member of the academic team, as appropriate.
- 3) Students with concerns of a non-academic nature are urged to consult with the campus' Managing Director, who will refer the student to the proper department and assist the student as necessary. If a student is terminated from school, the student may apply to the campus for re-admittance (For more information on re-admittance, see **ACADEMIC INFORMATION, RE-ADMISSION OF WITHDRAWN STUDENTS** in this catalog).
- 4) Any resolution that is unsatisfactory to the student may be appealed in writing to the Vice President of Education and Career Services, whose decision in all matters will be final.

Dorsey Schools operate in accordance with standards established by the following:

Michigan Department of Licensing and Regulatory Affairs  
Office of Postsecondary Services Proprietary School Unit  
201 N. Washington Square, Lansing, MI 48913

Students can file a complaint online at [www.michiganps.net](http://www.michiganps.net).

Michigan Department of Licensing and Regulatory Affairs  
Michigan State Board of Cosmetology  
P.O Box 30244, Lansing, MI 48909  
Telephone (517) 241-9262

National Accrediting Commission of Career Arts & Sciences, Inc.  
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302  
Telephone (703) 600-7600

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
Telephone: (202) 336-6780

### **STUDENT TIME COMMITMENT**

Successful program completion will require additional study and/or lab time in excess of scheduled program hours. A student should recognize that course work, while attending Dorsey Schools of Beauty, will require a considerable amount of time outside the classroom, traditionally recommended at 2 to 3 hours for every hour in class. That ratio will vary by course, but the core principle will not. Attending a post-secondary school is a time-consuming activity. Any other commitments, while enrolled in courses at Dorsey Schools, should be balanced against the time required to attend classes, study, and complete assignments. Students in the School of Beauty should plan, at minimum, one additional hour of study each day. Students need to consider how many hours remain in the week after deducting time for family obligations, eating, sleeping, recreation, and other extracurricular activities. Students who work while going to school should balance their work-related activities and obligations at home against the hours needed to study. Successful students utilize time management techniques such as those discussed at [WWW.TIME-MANAGEMENT-GUIDE.COM](http://WWW.TIME-MANAGEMENT-GUIDE.COM).

### **TRANSFER OF CLOCK HOURS AND MINIMUM PRACTICAL APPLICATIONS (MPAs) TO DORSEY SCHOOL OF BEAUTY**

Students transferring from other institutions may receive credit for hours and/or MPAs previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school, hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology or documentation received verifying hours earned in another State, and MPAs earned as confirmed by an official transcript from the issuing institution. Transfer hours granted, MPAs accepted, and any tuition adjustment must be determined by the Managing Director prior to the student attending Dorsey School of Beauty. Transfer MPAs accepted will be reflected and integrated into each student's academic progress report.

### **TRANSFER OF HOURS TO OTHER INSTITUTIONS**

Programs at Dorsey School of Beauty are designed to prepare graduates for the best possible career opportunities in each student's field of choice without determination of transferability of hours earned. Transfer, recognition, or acceptance of academic hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey School of Beauty does not promise or guarantee the transfer, recognition, or acceptance of any hours earned at Dorsey School of Beauty to other educational institutions. It is the responsibility of the student to contact the State of Michigan and/or any other postsecondary institution where the student may be considering enrolling following matriculation at school to determine whether hours earned at school will be accepted on transfer to that institution.

### **WEAPONS POLICY**

Dorsey Schools maintains a zero tolerance attitude towards firearms and other weapons on campus, the corporate offices and at sanctioned school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any Dorsey School at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude Dorsey School's classrooms (MCL28.425o(1)(h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

### **INSTITUTIONAL AND STAFF MEMBERSHIPS**

National Association of Financial Aid Administrators (NASFAA)

Midwest Association of Student Financial Aid Administrators (MSFAA)

Michigan Student Financial Aid Association (MSFAA)



## **OWNERSHIP**

Dorsey School of Business, Inc. acquired 100% of Taylor Town School of Beauty, Inc. in 2011, and the location is doing business as Dorsey School of Beauty. The corporation is governed by a board of directors, which appoints the officers of the corporation. Dorsey Schools' current corporate officers are detailed below. Dorsey School of Business, Inc. is owned by a holding company, Dorsey School of Business Holding, Inc. ("Dorsey Holding"), and the owners of Dorsey Holding are Quad Partners III, LLC and Gemini Investors III, LP. Any questions about the ownership and governance of Dorsey Schools should be directed to the president of the institution at the corporate offices of Dorsey Schools, which are located at 31799 John R Road, Madison Heights, Michigan 48071

Currently, Dorsey School of Business is awaiting Department of Education approval to add Taylor Town School of Beauty as a branch location of Dorsey School of Business; and upon approval will result in utilizing one OPEID number and eliminate the Taylor Town School of Beauty level of ownership.

## **ORGANIZATION**

Dorsey School of Business offers comprehensive career training in the fields of cosmetology, allied health, practical nursing, culinary arts, business support specialties and other skilled trades. Represented by numerous Michigan locations, Dorsey Schools continues the heritage of Ruth Dorsey by providing comprehensive, quality career training. Now in operation for over eighty years, Dorsey Schools has continued to be a mark of educational distinction with thousands of Dorsey Schools' graduates enjoying successful careers throughout the country.

This catalog is specific to Dorsey School of Beauty located in Taylor, Michigan. The Dorsey Schools organization of institutions includes campuses in Southgate, Madison Heights, Saginaw, Waterford-Pontiac, Wayne, Dearborn-Detroit, Lansing and Roseville (which includes the Roseville Culinary campus) which publish a separate catalog.

The Dorsey Schools family of institutions also includes eight additional locations, which also publish campus-specific catalogs. One international location, Trillium College, is located in Ottawa, Ontario, in Canada. Additionally, divisions of Dorsey Schools include Training Direct (locations in Bridgeport and Danbury Connecticut), Superior Medical Education (located in Madison Heights, Michigan), Michigan Academy of Emergency Services and Allied Health (Michigan locations in New Boston and Jackson), and Valley Training Center (Michigan locations in Bay City and Mount Pleasant). Any questions about the ownership and governance of these divisions should also be directed to the president of the institution at the corporate offices of Dorsey Schools.

## **EXECUTIVE AND ADMINISTRATIVE STAFF**

### **CORPORATE BOARD OF DIRECTORS**

Basil Katsamak, Secretary  
James Rich, Treasurer  
Pat Fischer, Board Member  
John Barnes, Chief Executive Officer

## **CORPORATE ADMINISTRATIVE STAFF**

John Barnes, President and CEO  
Denise Bock, Chief Financial Officer  
Richard Reed, Senior Vice President of Marketing and Admissions  
Kim Peck, Senior Vice President of Operations and Compliance  
Lance Craven, Vice President of School Operations and Program Expansion  
Denise Fox Pratt, Vice President of Education and Career Services  
Thomas Biondo, Collections Manager  
Victoria Harness, Director of IT  
Daniel Garcia, Network Administrator  
Suzanne Cushing, Human Resources Manager  
Courtney Reed, Corporate Director of Admissions  
Nicole Hawk, Director of Operations  
John O'Sullivan, Director of Marketing  
Ann Thomas, Director of Compliance and Program Development  
Joseph Belliotti, Director of Education  
Eleanor Eason, Accounts Manager  
Christine Jones, Accountant  
Yvette Shoulders, Accountant  
Gloria Brown, Human Resources Assistant  
Dorian Obenauer, Administrative Assistant

## **STUDENT FINANCE**

Caren Stewart, Vice President of Student Finance  
Zena Skinner, Director of Fiscal Services  
Sara Johnson, Corporate Director of Financial Aid  
Jennifer Sfire, Corporate Financial Aid Manager  
Jeffrey Laudicina, Corporate Financial Aid Manager  
Joseph Augugliaro, Fiscal Services Coordinator  
Tonya Taylor, Corporate Financial Aid Auditor  
Michelle Hill De-Pofe, Senior Financial Aid Coordinator  
Sarah Zizelman, Financial Aid Coordinator  
TyAngela Beatty, Financial Aid Coordinator  
Laniece Jones, Financial Aid Assistant

## **CAMPUS STAFF**

Amanda Glover, Managing Director  
Marty Hawker, Associate Director  
Sherry Dixon, Lead Instructor (day)  
Jason Camilleri, Lead Instructor (evening)  
Eve Rosenblum, Registrar  
Yvette Middlebrook, Associate Director of Admissions  
Carmen Carter, Admissions Representative  
Shane Pringle, Admissions Representative  
Marvella Howard, Financial Aid Manager  
Wendy McDaniel, Financial Aid Advisor  
Shannon Thomison, Career Services Coordinator  
Barbara Isaacson, Instructor  
Misty Willard, Instructor  
Candy Woodart-Picklesimer, Instructor  
Mary Manning, Instructor  
Julia Anne Rockey, Instructor  
Rosa Williams, Instructor  
Caroyn Hall-Reese, Instructor  
Aniba Lipscomb, Instructor  
Kanika Jones, Instructor  
Patricia Odeneal, Instructor  
Tabatha Starnes, Instructor  
Samnika Wright, Administrative Assistant  
Jasmine Boswell, Administrative Assistant

## GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For information on our graduation rates, the median debt of students who have completed the program, and other important information, visit our website at [www.dorsey.edu/disclosures.php](http://www.dorsey.edu/disclosures.php).

### ***Job Placement Rate Information***

The Job Placement Rate Information is calculated according to the Dorsey School of Beauty's Accreditor, the National Accrediting Commission of Career Arts and Sciences. Graduates and completers included are all students scheduled to graduate the program in 2014. The scheduled graduation date is derived from a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements. 100% of graduates are tracked using completer/alumni survey and employment verification. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2014. Additional graduates may have found work in their field of study after November 1, 2015; however, those placements are not included in this calculation. 100% of graduates were tracked using completer/alumni survey and employment verification.

### **COSMETOLOGY GAINFUL EMPLOYMENT DISCLOSURES**

#### **HOW MUCH WILL THIS PROGRAM COST ME?\***

Tuition and fees: \$19,500                      Books and supplies: \$0                      On-campus room & board: *not offered*

**WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?** The tuition and fee for books and supplies include a cosmetology program kit, the mandatory State of Michigan fees, a registration fee, and a uniform. Dorsey School of Beauty will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey School of Beauty, contingent upon the student meeting Dorsey School of Beauty exam preparation requirements, which vary by program.

\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### **WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$13,155    Private education loans: \$0    Institutional financing plan: \$0

The school has elected to provide the following additional information: 96% of program graduates used loans to help finance their costs for this program.

#### **HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The day cosmetology program is composed 50 weeks of contact time scheduled over approximately 54 calendar weeks. The evening cosmetology program is composed of 67 weeks of contact time scheduled over approximately 72 calendar weeks. Of those that completed the program in 2013-2014, 44% finished on time.

#### **WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?**

The job placement rate for students who completed this program is 70%.

#### **JOBS RELATED TO THIS PROGRAM**

| <u>SOC Code</u> | <u>Occupation</u>                              | <u>SOC Code</u> | <u>Occupation</u>           |
|-----------------|--|-----------------|-----------------------------|
| 39-5012         | Hairdressers, Hairstylists, and Cosmetologists | 39-5092         | Manicurists and Pedicurists |
| 39-5091         | Makeup Artists, Theatrical and Performance     | 39-5094         | Skincare Specialists        |

#### **HOW CAN I FIND OUT MORE ABOUT THIS CAREER?**

For more information about a career in cosmetology, please visit the U.S. Department of Labor's O\*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 12.0401, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; under browse occupations type "Cosmetologist" in the key word search box, then continue to select the State of Michigan.

## MANICURING GAINFUL EMPLOYMENT DISCLOSURES

The manicuring program is a short-length programs not eligible for Title IV funds, and therefore not classified by the Department of Education as Gainful Employment programs which require disclosures. The below information is offered as a courtesy to assist students.

|      |   |
|------|---|
| COST | <b>HOW MUCH WILL THIS PROGRAM COST ME?*</b>   |
|      | Tuition and fees: \$3,423                      Books and supplies: \$0                      On-campus room & board: <i>not offered</i>  |
|      | <b>WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?</b> The tuition and fee for books and supplies include a manicuring program kit, the mandatory State of Michigan fees, a registration fee, and a uniform. Dorsey School of Beauty will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey School of Beauty, contingent upon the student meeting Dorsey School of Beauty exam preparation requirements, which vary by program. |
|      | *The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.   |

|                    |   |
|--------------------|---|
| CAREER INFORMATION | <b>HOW CAN I FIND OUT MORE ABOUT THIS CAREER?</b>   |
|                    | For more information about a career in Manicuring, please visit the U.S. Department of Labor’s O*NET website at <a href="http://www.onetonline.org/crosswalk/">http://www.onetonline.org/crosswalk/</a> . The Standard Occupational Code (SOC) for this career is 39-5092 and the Classification of Instructional Programs (CIP) code for this program is 12.0410. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> ; under browse occupations type “Legal Secretaries” in the key word search box, and then continue to select the State of Michigan. |

## COSMETOLOGY INSTRUCTOR GAINFUL EMPLOYMENT DISCLOSURES

The Cosmetology Instructor program is a short-length programs not eligible for Title IV funds, and therefore not classified by the Department of Education as Gainful Employment programs which require disclosures. The below information is offered as a courtesy to assist students.

|      |   |
|------|---|
| COST | <b>HOW MUCH WILL THIS PROGRAM COST ME?*</b>   |
|      | Tuition and fees: \$5,363                      Books and supplies: \$0                      On-campus room & board: <i>not offered</i>  |
|      | <b>WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?</b> The tuition and fee for books and supplies include the mandatory State of Michigan fees and a registration fee. Dorsey School of Beauty will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey School of Beauty, contingent upon the student meeting Dorsey School of Beauty exam preparation requirements, which vary by program. |
|      | *The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.   |

|                    |  |
|--------------------|--|
| CAREER INFORMATION | <b>HOW CAN I FIND OUT MORE ABOUT THIS CAREER?</b>  |
|                    | For more information about a career in Cosmetology Instruction, please visit the U.S. Department of Labor’s O*NET website at <a href="http://www.onetonline.org/crosswalk/">http://www.onetonline.org/crosswalk/</a> . The Standard Occupational Code (SOC) for this career is 39-5012 and the Classification of Instructional Programs (CIP) code for this program is 12.0413. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> ; under browse occupations type “Vocational Education Instructor” in the key word search box, and then continue to select the State of Michigan. |

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# MISSION STATEMENT

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*The entire staff of Dorsey School of Beauty strives to prepare men and women for the best possible career opportunities in various fields. We are committed to providing quality career education and positive reinforcement to enable the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates coupled with an obligation to the communities in which they live and work.*



[www.dorsey.edu](http://www.dorsey.edu)

follow us on:



**COSMETOLOGY / MANICURING / COSMETOLOGY INSTRUCTOR**