



## CATALOG

New Beginning College of Cosmetology  
421 Martling Road  
Albertville, Alabama 35951  
Phone: (256) 878-6430 Fax: (256) 878-9992  
Web Site: [www.nbccosmetology.com](http://www.nbccosmetology.com)

Licensed by:  
Alabama Board of Cosmetology  
100 N Union Street #320  
Montgomery, AL 36130  
(334) 242-1918

School is accredited by:  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600 (phone)  
703-379-2200 (fax)  
[www.naccas.org](http://www.naccas.org)

Publication Date: April 2024

## **TABLE OF CONTENTS**

<b>Topic</b>	<b>Page Number</b>
Welcome	3
Mission Statement	3
New Beginning College of Cosmetology Goals	4
Facilities	4
Admissions Requirements	5
Transfer Students	4-5
Re-Enrolled Students	5
Program Offered	5
Field Occupations	6
Cosmetology Program	6-8
Esthetics Program	9-11
Manicurist Program	11-13
Instructor Program	14-15
Hours of Operation	15-16
Program Schedules	16-19
Attendance Policy	19
Tardiness Policy	19-20
Leaving Early	20
Make Up Work	20
Leave of Absence Policy	20-21
Evaluation/Testing	21
Satisfactory Academic Progress Policy	21-24
Advising	24
Student Permit	24
Graduation Requirements	24
Licensing Requirements	25
Job Placement Assistance	25
Payment Options	25
Over Contract Fees	26
Title IV Financial Aid	26
FAFSA Verification	26
Award of Financial Aid	27
Title IV Withdrawal/R2T4 Calculation	27-29
School Withdrawal and Institutional Refund Policy	29-31
Rules and Regulations	31
Dress Code	31
Standards of Conduct	31-32
Substance and Alcohol Abuse	32
Drug-Free School Policy	32-33
Academic Honesty	33
Sexual Conduct	33-34
Termination	34
Safety & Security Information	34
Client Confidentiality	35
Student Complaint/Grievance Policy	35
Class Start Dates	35
School Closings	36
Non-Discrimination	36
Students with Disabilities	36-37
Anti-Harassment	36-37
Copyright Policy	38
FERPA	39-40
Access to Student Records	41-42
Personal Property	42
Hazardous Chemicals	43
Policy Changes	43
Annual Report Data	43
Administration & Staff	43
Voter Registration	43

## **WELCOME AND ABOUT US**

New Beginning College of Cosmetology (referred to as NBCC throughout this Catalog) was originally founded under the name Gaither's in the 1960's. It has been under new ownership since 2018. Our facilities are in Albertville, Alabama. We prepare students to become successful cosmetologists. We are a private college with a stable enrollment and strong teaching staff.

New Beginning College of Cosmetology is a teaching college and a service-oriented college, offering services to the community. Our graduates are in operation across the state of Alabama, surrounding states and internationally. New Beginning College of Cosmetology has come to have a strong impact through its commitment to service and education. New Beginning College of Cosmetology graduates work in innovative salons, teach in cosmetology colleges, own salons, develop products, and could become award-winning stylists.

Our student population is diverse, and students learn to become a community of learners and teachers through observation, sharing information, practical hands-on application of curriculum, and services to the community. We strive to keep abreast of new methods and maintain small classes for small instructor-student ratios. Our students are prepared for entry level employment. New Beginning College of Cosmetology wants to guide students toward a brighter future using Cosmetic Arts education learned. We welcome you to join us!

Amanda & Dustin Baugh - Owners

## **VISION STATEMENT**

New Beginning College of Cosmetology will foster a modern and effective learning community.

## **VALUES**

- Respect
- Honesty
- Faith
- Commitment
- Responsibility
- Customer Service Qualities
- Learning
- Integrity
- Community
- Teamwork for Success
- Innovation for progressive learning
- Assessment

## **MISSION STATEMENT**

The mission of New Beginning College of Cosmetology is to empower and train students to become licensed and successful in the field of Cosmetology Arts and Science.

## **NEW BEGINNING COLLEGE OF COSMETOLOGY GOALS**

- Develop a strong learning culture with active student participation.
- Promote community relations and marketing through service discounts and specials offered to the community.
- Promote flexible programs.
- Promote support services to learners, staff, and the community.
- Procure innovative learning resources and offer them to students and other cosmetologists.



## **FACILITIES**

Our facility is 9850 square feet. Downstairs is a clinic floor that has stations, a manicure and pedicure room with pedicure chairs, manicure tables, a facial room with facial chairs, a shampoo area with shampoo stations 2 restrooms, and a stockroom. Upstairs have classrooms with one having shampoo stations dryers, facial chair for demonstrations and manicure table for demonstrations.

## **ADMISSION REQUIREMENTS**

All prospective students must have a personal interview with the Admission Leader prior to admission.

Any student who is interested in enrolling in New Beginning College of Cosmetology must provide a high school diploma or GED. The government issued photo identification. All students are required to pay the \$150.00 registration fee.

Any student who is interested in re-enrolling in New Beginning College of Cosmetology will have to meet re-enrollment requirements. Student will be required to write a letter explaining why he/she should be able to re-enroll in the program. The School's Staff Committee will take that information along with the attendance, students ledger showing balanced owed, academics and level of skill the student had while enrolled to make the decision. Any student who re-enrolls after 6 months of his/her last day of attendance, a fee of \$150.00 will be applied for the accepted re-enrollment.

Students can inquire about GED through Snead State Community College. Students inquiring about the Instructor Program must have a Cosmetology license and must have been licensed for no less than one year and have at least one year of salon experience.

New Beginning College of Cosmetology verifies diplomas and transcripts when necessary.

***(Note: All instruction is given in English. We do not offer multilingual instruction.)***

## **TRANSFER STUDENTS**

### **STUDENT TRANSFERRING TO NEW BEGINNING COLLEGE OF COSMETOLOGY**

We accept **up to 80%** of transfer student hours. All students transferring with hours will be charged tuition at the hourly tuition rate. If a student transfers, the student will be given a graduation date based on the total contracted hours. The student is responsible for providing all transcripts of hours and grades prior to the start date. Please note, the institution does not accept transfer hours for the Instructor Program course.

### **NEW BEGINNING COLLEGE OF COSMETOLOGY STUDENT TRANSFER**

New Beginning College of Cosmetology will transfer all hours that student has earned when tuition is paid according to the institution's refund policy. If a student is receiving Title IV funds, the student will be responsible for tuition owed that Title IV does not pay. When tuition has been paid, New Beginning College of Cosmetology will mail hours to the school student is transferring to.

## **STUDENT RE-ENROLLMENT**

Any student who is interested in re-enrolling in school will have requirements that have to be met. Student will be required to write a letter explaining why student should be able to re-enroll into the program. The Staff Committee will take information along with attendance, academics, level of skill student had while enrolled to make decision. There will be a \$150.00 registration fee for re-enrollment if a student re-enrolls 6 months after the last day of attendance.

## **PROGRAMS OFFERED**

### **Cosmetology: 1500 Clock Hours**

Standard Occupational Classification: code 39-5012

<https://www.bls.gov/oes/current/oes395012.htm>

### **Esthetics: 1000 Clock Hours**

Standard Occupational Classification: code 39-5094

<https://www.bls.gov/oes/current/oes395094.htm>

### **Manicurist: 750 Clock Hours**

Standard Occupational Classification: code 39-5092

<https://www.bls.gov/oes/current/oes395092.htm>

### **Instructor Program: 650 Clock Hours**

Standard Occupational Classification: code 25-1194

<https://www.bls.gov/oes/current/oes251194.htm>

## **FIELD OCCUPATIONS**

Salon Stylist  
Color Specialist  
Cutting Specialist  
Hair Texture Specialist  
Wig and Hairpiece Designer  
Make-Up Artist  
Nail Technician  
Esthetician  
Salon Owner  
Cosmetology School/ Academy Teacher  
Platform Artist

Video/TV/ Fashion/ Music Industry Stylist  
Editorial/ Fashion, Magazine Stylist  
Celebrity Hairstylist  
Beauty Product Manufacturer  
Motivation Speaker/ Beauty Author  
Traveling Cosmetologist, Cruise Ships  
Beauty Magazine Journalist/ Editor  
Beauty/ Image Consultant  
Government Oversight Organizations  
Beauty Business Consulting  
Management of Salon's and Spa's

As you can see, the Cosmetology, Esthetics, and Cosmetology Instructor programs offer many opportunities. Always remember to think big & dream big! Upon graduating and passing the applicable state licensure exam, students are eligible for entry-level cosmetology positions.

## **PROGRAM INFORMATION**

### **COSMETOLOGY - 1500 CLOCK HOURS**

#### **COURSE DESCRIPTION**

Cosmetology is a 1500-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin, and nails. The course provides for both the classroom instruction and supervised practice of job-related skills such as hairdressing, hair cutting, hair coloring, manicuring, and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, and health.

#### **COURSE OBJECTIVES AND GOALS**

Upon completion of this course, the successful student shall have demonstrated practical competencies necessary to pass the Alabama State Licensing Examination and apply for entry level positions as a salon technician, sales representative, nail technician, make-up artist, esthetician, or platform educator.

#### **PRACTICAL SKILLS TO BE DEVELOPED (but not limited to):**

With classroom, laboratory and clinical practice, students will be able to:

1. Properly use and handle all cosmetology related tools.
2. Apply corrective and preventive skin care treatments.
3. Apply make-up.
4. Effectively use styling techniques
5. Perform chemical services such as bleaching, chemical relaxing, permanent waving, and hair coloring.
6. Perform haircutting services using scissors, razors, thinning tools, and clippers.
7. Perform manicuring, pedicuring and artificial nail services.
8. Apply scalp and hair treatments including the use of therapeutic massage.
9. Effectively braid using several techniques
10. Understand the importance of Soft Skills such as Communication and Customer Service

#### **METHOD OF INSTRUCTION**

Instruction will be presented in the form of lectures, demonstrations, practical visual aids, textbook, video viewing, assignments, and independent library study. Field trips and guest presentations are also sometimes used to enhance the learning experience. The first 256 hours of instruction, the level 1 room, is designed to teach students the fundamentals of cosmetology. Emphasis is stressed on health, safety, and client protection. Theory and practical are incorporated throughout the course. After each body of theory instruction, students are tested and evaluated. Practical skills are periodically evaluated, using New Beginning College of Cosmetology specific grading criteria.

#### **GRADING PROCEDURES**

Each student will be evaluated regularly to determine if the student is completing the theory, practical and other school assigned projects. The factors to be evaluated in each course are as established by the Alabama Board of Cosmetology. Students are graded on theory and practical evaluations. Practical work is based on established criteria that are converted into a grade. Students either get the point or they do not and then the number right divided by the number possible is calculated into a grade percentage. Clinical work is marked as having been completed but is not weighted into the overall grade point average. Cumulative grades



are input monthly. Students must maintain a minimum cumulative academic level of 70% or higher. The school's Grading Scale (with letter equivalent) is listed below.

**GRADING SCALE**

90 - 100 = A	60 - 69 = D
80 - 89 = B	0 - 59 = F
70 - 79 = C	

**SCHEDULE OPTIONS**

- 32 hours per week - Day Class Schedule - 12 Months - FULL TIME  
Tuesday through Friday from 8:00am to 4:30pm
- 25 hours per week - Night Class Schedule - 15 Months - PART TIME  
Monday through Friday from 5:00pm to 10:00pm

**COURSE CONTENT**

Shampooing	57 ½	hours	
Scalp & Hair treatments and conditioners		22 ½	hours
Manicure	26 ½	hours	
Hair Shaping	75	hours	
Hair styling		415	hours
Permanent Waving	140	hours	
Chemical Relaxing	22 ½	hours	
Hair Coloring	182 ½	hours	
Skin Care		87 ½	hours
Brow and Lash Care	16	hours	
Science and Related Services		107 ½	hours
<u>Unassigned</u>		347 ½	hours
<b>Total Hours</b>		<b>1500</b>	<b>hours</b>

**BOOKS AND SUPPLIES**

**LEVEL 1 CAREER STARTER KIT**

- Milady Bundle, ISBN: 9781305706033
  - Textbook, Theory Workbook, Practical Workbook, Exam Review Book
- (4) NBCC School T Shirts
- (2) CHI Rachel Mannequin Medium Length
- .5 oz. CHI Silk Infusion
- .5 oz. CHI Ionic Color Protector Shampoo
- .5 oz. CHI Ionic Color Protector Moisturizing Cond.
- CHI Brochure
- NBCC Backpack
- (1) NBCC Grey Sweatshirt

**LEVEL 2 INTERMEDIATE KIT**

- |  |   |
|--|---|
| CHI Pro Titanium XL Flat Iron                        | CHI Turbo Ionic Metal Styler Comb- Ionic 13 |
| CHI Rocket Dryer                                     | CHI Black Color Cape with Silver CHI        |
| CHI Lava 1" Curling Iron                             | CHI Rachel Mannequin                        |
| Shear Kit with Shears, Texturizers and Razor         | CHI Mirror                                  |
| CHI Nylon Extra Brush set Small - Jumbo<br>(4 total) | CHI Square rolling bag                      |
| CHI Turbo Large Paddle Brush                         | Notebook                                    |
| CHI Metal Styler Comb                                | CHI Ionic Wall Chart                        |
|  | CHI Ionic Color Wheel                       |

CHI Enviro Guide  
 CHI Megan Mannequin  
 Wahl All Star Combo Clipper/Trimmer Set  
 Brush 3 Row Nylon Bristle Tease  
 Brush 7 Row Nylon Bristle  
 Comb 7" styling (Bag)  
 8.5" Rattail Comb 6 pk  
 Salon Timer  
 8 oz. Spray Bottle  
 Duckbill Clips  
 Gator Clips

Gator Clips  
 ADJ Height All Metal Mannequin Stand  
 Clippercide  
 First Aid Kit  
 Detangle Comb  
 Acrylic Nail Clippers  
 Marianna Black Apron  
 Mini Beauty Kit  
 Dermalogica Cosmetology Kit  
 OPI On the Go Nail Cosmo Acrylic Kit

**LEVEL 2 INTERMEDIATE KIT +B66AA44:B82**

**Nail Kit:** 4 oz. Prohesion sculpting monomer, .8 oz elegant pink, .8 oz. vivid white, 8 oz. crystal clear, .5 oz. ph bond, .5 oz. gelish nourish cuticle oil, .5 oz. pro bond, .5 oz. dual coat, 100 nail forms, 150/150 grit file, 180/180 grit file, 100/180 grit file, 220/280 grit file, 400/4000 eco shiner, 240/240 wooden file, pro 9 brush (1100)

**LEVEL 3 PRO KIT**

5 PIECE TRAVEL SIZE BOTTLES  
 CHILD SIZED CAPES  
 COTTON SWABS  
 COTTON PADS  
 BUTTERFLY CLIPS  
 ALL PURPOSE COMBS  
 (5) TINT BRUSHES  
 FIRST AID KIT  
 PERM PAPERS  
 FOILS  
 (12) CHEMICAL WAVING RODS  
 APPLICATOR BOTTLE

FOILING COMB  
 (3) 1IBS CHOLESTEROL  
 HEAD BAND  
 PLASTIC PROCESSING CAPS  
 EXFOLIATOR BRUSH  
 FINGER BOWL  
 PRACTICE HAND  
 BAREFOOT 6 STEP PEDI PACK  
 (20) TERRY HAND TOWELS  
 RAZOR BLADES  
 RAZOR

**PROGRAM COST**

(prices are subject to change)

Registration fee (non-refundable after grace period)	\$150.00
Kit (non-refundable)	\$2,895.91
Books (non-refundable)	\$363.95
Tuition	\$15,000.00
Sales Tax	\$325.99
<b>TOTAL:</b>	<b>\$18,735.85</b>

**Transfer Students      \$10.00 per hour**

**ESTHETICS - 1000 Clock Hours**

**COURSE DESCRIPTION**

The esthetics course of study consists of 1000 clock hours covering all aspects of esthetics work (skin care, make-up, spa treatments and waxing). The curriculum is mandated by the State of Alabama. The course is designed to prepare the student to pass the State Board of esthetician examination, and to help the student obtain the knowledge and skills needed for an entry level position in the field.



## **COURSE OBJECTIVES AND GOALS**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer - employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best result for each client.
6. Apply the theory, technical information, and related matter to ensure sound judgements, decisions, and procedures.

## **PRACTICAL SKILLS TO BE DEVELOPED (but not limited to):**

With classroom, laboratory and clinical practice, students will be able to:

1. Learn the proper use of implements relative to all Esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Learn the procedures and terminology used in performing all Esthetician services.
4. Apply daytime and evening make-up to include application of individual and false strip eyelashes.
5. Learn the proper procedure of plain and electrical facials
6. Learn the necessary waxing skills
7. Learn the proper massage techniques.

## **METHOD OF INSTRUCTION**

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

## **GRADING PROCEDURES**

Each student will be evaluated regularly to determine if the student is completing the theory, practical and other school assigned projects. The factors to be evaluated in each course are as established by the Alabama Board of Cosmetology. Students are graded on theory and practical evaluations. Practical work is based on established criteria that are converted into a grade. Students either get the point or they do not and then the number right divided by the number possible is calculated into a grade percentage. Clinical work is marked as having been completed but is not weighted into the overall grade point average. Cumulative grades are input monthly. Students must maintain a minimum cumulative academic level of 70% or higher. The school's Grading Scale (with letter equivalent) is listed below.

## **GRADING SCALE**

90 - 100 = A  
80 - 89 = B  
70 - 79 = C

60 - 69 = D  
0 - 59 = F

## **SCHEDULE OPTIONS**

- 25.5 hours per week - Day Class Schedule - 10 Months  
Monday through Wednesday from 8:00am to 5:00pm

## **COURSE CONTENT**

Bacteriology and Sanitation, Personal Hygiene, Public Health	100	hours
History of Skin, Cell, Tissue	100	hours
Dermatology, Structure, Functions, Types, Color, Elasticity, and Disorders	200	hours
Structure/Function Human Systems	50	hours
Skin Types, Color, Nutrition	50	hours
Facial Treatments, Massage, Analysis, Preparation, Manipulations	200	hours
Equipment, Electrical Current Facial Treatments, Benefits, Safety	75	hours
Other Facial Treatments, Purpose and Effects, Safety	75	hours
Hair Removal, Depilatories, Tweezing, Waxing	37	hours
Makeup, Supplies and Implements, Preparation, and Safety Procedures	100	hours
Body Wraps, Purpose and Effects, Types of Treatment, Supplies	37	hours
Business/Management Practices, Salon and Client Development	62	hours
Unassigned	114	hours
<b>Total Hours</b>	<b>1000</b>	<b>hours</b>

## **BOOKS AND SUPPLIES**

### **Phase 1 Kit**

Milady Bundle, ISBN: 97803574775546

- Textbook
- Workbooks

(2) School T-Shirt

(1) NBCC Sweatshirt

### **Pigment Kit**

Stylist Beauty Kit

8-Pan Palette Concealer

Generation V Mini Liquid Foundation

11-Pan Compact Crème Foundation  
Palette

8-Pan Blush Palette

Mascara

Crème Eyeliner

(4) Loose Powder

15-Pan Neutral Eyeshadow Palette

15-Pan Brights Eyeshadow Palette

10-Pan Lip Pan Palette

10 Piece Pro Brush Set

4- Piece Lip Gloss

Make-up Case

### **Dermalogica Esthetician Kit**

### **Phase 2 Kit**

#### **Marianna**

Disposable Headbands

First Aid Kit

Esthetician Mannequin/  
Makeup/Massage Head

Facial Caps

Facial Brush

Jar w/Lid

Esthetic Cape

Spatula

Professional Towel

Hand Sanitizer

Eyelash Kit

Individual Eyelash Kit

Cosmetic Sponges

### **PROGRAM COST**

(prices are subject to change)

Registration fee (non-refundable after grace period)	\$150.00
Kit (non-refundable)	\$1,702.28
Books (non-refundable)	\$416.95
Sales Tax	\$211.92
Tuition	\$10,000.00
<b>TOTAL</b>	<b>\$12,481.15</b>

**Transfer Students     \$10.00 per hour**

## **MANICURIST - 750 Clock Hours**

### **COURSE DESCRIPTION**

The Manicurist program is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills for required job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Manicurist certificate and are employable as a Nail Technician.

### **COURSE GOALS AND OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information, and related matter to assure sound judgements, decisions, and procedures.

### **PRACTICAL SKILLS TO BE DEVELOPED (but not limited to):**

With classroom, laboratory and clinical practice, students will be able to:

1. Learn the proper use of implements relative to all Nail services.
2. Acquire the knowledge of analyzing the nails prior to all services to determine any disorders.
3. Learn the procedures and terminology used in performing all Nail services.
4. Learn the following technical skills: Manicuring, Pedicuring, Infection Control, Trimming, Filing, Shaping, Decorating, Arm and Hand Manipulation, Sculptured and Artificial Nails (application, repair, fill, and removal), Styles and Techniques for the care, treatment, and decoration of Fingernails, Toenails, Cuticles, Nail Extensions and Artificial Nails, Electric Filing, and much more.
5. Business Management and State board Rules and Regulations
6. Professional Ethics and Soft Skills needed to success in this craft.



## **METHOD OF INSTRUCTION**

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

## **GRADING PROCEDURES**

Each student will be evaluated regularly to determine if the student is completing the theory, practical and other school assigned projects. The factors to be evaluated in each course are as established by the Alabama Board of Cosmetology. Students are graded on theory and practical evaluations. Practical work is based on established criteria that are converted into a grade. Students either get the point or they do not and then the number right divided by the number possible is calculated into a grade percentage. Clinical work is marked as having been completed but is not weighted into the overall grade point average. Cumulative grades are input monthly. Students must maintain a minimum cumulative academic level of 70% or higher. The school's Grading Scale (with letter equivalent) is listed below.

## **GRADING SCALE**

90 - 100 = A	60 - 69 = D
80 - 89 = B	0 - 59 = F
70 - 79 = C	

## **SCHEDULE OPTIONS**

- 16 hours per week - Day Class Schedule - 11 Months - PART TIME  
Thursday and Friday from 8:00am to 5:00pm

## **COURSE CONTENT**

Bacteria, Infections	75	hours
Sanitation and Disinfection	50	hours
Anatomy, Skin, Nails, Diseases and Disorders	50	hours
Nail Products	50	hours
Client Consultation, Professional Image	50	hours
Manicure, Pedicure	150	hours
Acrylic Nails	75	hours
Unassigned	250	hours
<b>Total Hours</b>	<b>750</b>	<b>hours</b>

## **BOOKS AND SUPPLIES**

### **Level 1:**

Milady Bundle, ISBN: 9780357483657  
Textbook  
Workbook  
Test Booklet

### **Deluxe Pro Nail Technology Kit**

**Kit Includes:** 2 ½ oz Secure Resin, 500 Perpetto Natural Nail Tips, 2 yds Fiberglass material, 300 Perpetto Clear Forms, 4 oz Pure Cleanse Nail Cleanser, 8 oz ProHesion Liquid, 3 -28 gm Powders (Elegant Pink, Vivid White, Crystal Clear), ProSculpting Brush, 2 oz Brush Cleaner, ½

oz pH Bond, ½ oz ProBond, Gelish Foundation, Gelish Top It Off, 2 Gelish Colors (Seal the Deal, Prettier in Pink), Clear Harmony Dappen Dish, Pusher with Prep Tabs, Metal Pusher, 5 180/400 File/Buffer, Eco Shiner, 5 150/150 Files, 5 100/180 Buffers, Remedy Cuticle Oil, 2 oz Harmony Lotion, Manicure Brush, Manicure Bowl, Toe Separators, Foot File, 4 oz Strip Ease Remover, 4 oz Accelerate Quick Dry Spray, Go Ahead & Grow, Need for Speed, 4 Morgan Taylor Lacquers (Pretty Woman, One & Only, Arctic Freeze, Rhythm & Blues), 4 BareLuxury Mani/Pedi Packs, 1 each Dip Essential Products 15mL - Prep, Base Coat, Activator, Top Coat, Brush Restorer, 3 Dip Colors 0.8 oz (Clear As Day, Good Gossip, Pink Smoothie), 2 oz Nail Surface Cleanse, 100 Wipes, 2 Replacement Caps and 6 Replacement Brushes, Gelish Hard Gel Clear Builder & Photo Finish, #6 Gel Brush, 300 Lint Free Wipes, Light-weight Gelish Tote Bag

**Mariana**

4-Way Magic Sanding Buffer  
 Acrylic Nail Tip Slicer  
 Pedinova Pro Nail Drill  
 11pc Manicure and Pedicure Tool Set  
 Pedicure Foot Trainer  
 3-Piece Nail Brush and Art Set  
 Practice Finger w/Clamp  
 Practice Finger  
 Manicure Hand  
 (1) Citrus II  
 Pro Coil Cotton

Pro Nail Kit  
 Barefoot 6 Step Pedi Pack  
 Emery Board  
 Cuticle Pushers  
 5pc Travel Set  
 Applicator Bottle  
 Student Acrylic Kit  
 First Aid Kit  
 Professional Towel  
 Hand Sanitizer  
 Rolling Case

**PROGRAM COST**

(prices are subject to change)

Registration fee (non-refundable after grace period)	\$150.00
Kit (non-refundable)	\$1,445.63
Books (non-refundable)	\$264.95
Sales Tax	\$153.95
<u>Tuition</u>	<u>\$6,000.00</u>
<b>TOTAL</b>	<b>\$8,014.53</b>

**Transfer Students      \$10.00 per hour**

**INSTRUCTOR PROGRAM - 650 Clock Hours**

**COURSE DESCRIPTION**

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgements, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

**COURSE OBJECTVES AND GOALS**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worth service for value received.

4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction, and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgements, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**METHOD OF INSTRUCTION**

Instruction will be presented in the form of lectures, demonstrations, practical visual aids, textbook, video viewing, assignments, and independent library study. Field trips and guest presentations are also sometimes used to enhance the learning experience.

**GRADING PROCEDURES**

Each student will be evaluated regularly to determine if the student is completing the theory, practical and other school assigned projects. The factors to be evaluated in each course are as established by the Alabama Board of Cosmetology. Students are graded on theory and practical evaluations. Practical work is based on established criteria that are converted into a grade. Students either get the point or they do not and then the number right divided by the number possible is calculated into a grade percentage. Clinical work is marked as having been completed but is not weighted into the overall grade point average. Cumulative grades are input monthly. Students must maintain a minimum cumulative academic level of 70% or higher. The school’s Grading Scale (with letter equivalent)

**GRADING SCALE**

90 - 100 = A	60 - 69 = D
80 - 89 = B	0 - 59 = F
70 - 79 = C	

**SCHEDULE OPTIONS**

- 32 hours per week - Day Class Schedule - 5 Months
- 24 hours per week - Night Class Schedule - 7 Months
- 16 hours per week - Night Class Schedule - 10 Months

**COURSE CONTENT**

Orientation	2	hours
Alabama Law and Regulations	28	hours
Theory	100	hours
Practical	100	hours
Clinical Floor Work	140	hours
Teaching Skills	150	hours
Preparing Student Records	30	hours
Testing and Evaluation	100	hours
<b>Total Hours</b>	<b>650</b>	<b>hours</b>

**BOOKS AND SUPPLIES**

Milady Textbook



Master Educator Student Course Book  
 Master Educator Exam Review Book  
 1 Flip Chart  
 1 Tripod Mannequin Stand  
 2 Mannequin Medium Length  
 2 School Shirts  
 1 NBCC Grey Sweatshirt

**PROGRAM COST**

(prices are subject to change)

Registration fee (non-refundable after grace period)	\$150.00
Kit (non-refundable)	\$369.57
Books (non-refundable)	\$265.95
Tuition	\$3,250.00
Sales Tax	\$57.60
<b>TOTAL</b>	<b>\$2,843.12</b>

**\*We do not accept transfer hours for the Instructor Program course. Financial Aid is not available for the Instructor Program.**

**SUPPLIES NEEDED FOR FIRST DAY FOR ALL PROGRAMS**

NBCC Catalog	Dividers for Binder
Paper	1 Plastic Container with Lid
Pens/Pencils	Hand Sanitizer
Highlighters	Flash Drive (Instructor Program ONLY)
2" Binder	

**HOURS OF OPERATION FOR DAY SCHEDULE**

Sunday	Closed
Monday	Closed
Tuesday	8:00 - 4:30
Wednesday	8:00 - 4:30
Thursday	8:00 - 4:30
Friday	8:00 - 4:30
Saturday	Closed

**HOURS OF OPERATION FOR NIGHT SCHEDULE**

Sunday	Closed
Monday	5:00-10:00
Tuesday	5:00-10:00
Wednesday	5:00-10:00
Thursday	5:00-10:00
Friday	5:00-10:00
Saturday	Closed

**PART TIME VS. FULL TIME**

All students enrolled in day classes are required to come 32 hours per week (full-time). All night class students are required to come 25 hours per week. This is considered part- time. For the

Instructor Program, students are required to come 32 hours full-time. Part- time Student Instructors are required to come no less than 16 hours per week.

## **DAY SCHEDULE**

### **SCHEDULE FOR COSMETOLOGY PROGRAM**

Students are categorized as followed below:

Level 1 - Students from 0 - 256 hours

Level 2 - Students from 257 - 899 hours (after passing level 1 exam with a 70% or higher)

Level 3 - Students from 900 - 1500 hours (after passing level 2 exam with a 70% or higher)

#### **Level 1 Students:**

8:00 - 9:15 Theory class  
9:15 - 9:30 Break  
9:30 - 11:00 Demonstrations and Application  
11:00 - 11:30 Lunch  
11:30 - 12:30 Theory class  
12:30 - 4:00 Demonstrations and Application  
4:00 - 4:30 Daily Clean Up  
4:30 Leave

#### **Level 2 and 3 Students:**

8:00 - 9:15 Theory class  
9:15 - 9:30 Break  
9:30 - 12:00 Daily practical with mannequin or clients - all work begins and ends with Instructor's observation.  
12:00 - 1:00 Lunch (Level 2 from 12-12:30, Level 3 from 12:30-1)  
1:00 - 4:00 Daily practical with mannequin or clients - all work begins and ends with Instructor's observation. Mini classes will take place periodically.  
4:00 - 4:30 Daily Clean Up  
4:30 Leave

### **SCHEDULE FOR ESTHETICS PROGRAM**

Students are categorized as followed below:

Level 1 - Students from 0 - 332 hours

Level 2 - Students from 332 - 667 hours (after passing level 1 exam with a 70% or higher)

Level 3 - Students from 667-1000 hours (after passing level 2 exam with a 70% or higher)

#### **Level 1 Students:**

8:00 - 9:15 Theory class  
9:15 - 9:30 Break  
9:30 - 12:00 Demonstrations and Application  
12:00 - 12:30 Lunch  
12:30 - 2:45 Demonstrations and Application  
2:45 - 3:00 Break  
3:00 - 4:30 Demonstrations and Application  
4:30 - 5:00 Daily Clean Up  
5:00 Leave

#### **Level 2 and 3 Students:**

8:00 - 9:15 Theory class

9:15 - 9:30	Break
9:30 - 12:00	Daily practical with mannequin or clients - all work begins and ends with Instructor's observation.
12:00 - 12:30	Lunch
12:30 - 2:45	Daily practical with mannequin or clients - all work begins and ends with Instructor's observation. Mini classes will take place periodically.
2:45 - 3:00	Break
3:00 - 4:30	Daily practical with mannequin or clients - all work begins and ends with Instructors' observation. Mini classes will take place periodically.
4:30 - 5:00	Daily Clean Up
5:00	Leave

### **SCHEDULE FOR MANICURIST PROGRAM**

Students are categorized as followed below:

Level 1 - Students from 0 - 100 hours

Level 2 - Students from 100 - 425 hours (after passing level 1 exam with a 70% or higher)

Level 3 - Students from 425 - 750 hours (after passing level 2 exam with a 70% or higher)

#### **Level 1 Students:**

8:00 - 9:15	Theory class
9:15 - 9:30	Break
9:30 - 11:30	Demonstrations and Application
11:30 - 12:00	Lunch
12:00 - 2:45	Demonstrations and Application
2:45 - 3:00	Break
3:00 - 4:00	Demonstrations and Application
4:00 - 4:30	Daily Clean Up
4:30	Leave

#### **Level 2 and 3 Students:**

8:00 - 9:15	Theory class
9:15 - 9:30	Break
9:30 - 11:30	Daily practical with mannequin or clients - all work begins and ends with Instructor's observation.
11:30 - 12:00	Lunch
12:00 - 2:45	Daily practical with mannequin or clients - all work begins and ends with Instructor's observation. Mini classes will take place periodically.
2:45 - 3:00	Break
3:00 - 4:00	Daily practical with mannequin or clients - all work begins and ends with Instructors' observation. Mini classes will take place periodically.
4:00 - 4:30	Daily Clean Up
4:30	Leave

### **SCHEDULE FOR INSTRUCTOR PROGRAM**

8:00 - 9:15	Assisting Instructors in Theory Class
9:15 - 9:30	Break
9:30 - 12:00	Observing and Assisting Instructors with Student practicals and Clinical Floor Work
12:30 - 1:00	Lunch



1:00 - 2:30 Theory Class on Tuesdays  
2:30 - 3:00 Observing and Assisting Instructors with Student practicals and Clinical Floor Work  
3:00 - 3:10 Break  
3:10 - 4:00 Observing and Assisting Instructors with Student practicals and Clinical Floor Work  
4:00 - 4:30 Daily Clean Up  
4:30 Leave

## **NIGHT SCHEDULE**

### **SCHEDULE FOR COSMETOLOGY PROGRAM**

Students are categorized as followed below:

Level 1 - Students from 0 - 256 hours

Level 2 - Students from 257- 899 hours (after passing level 1 exam with a 70% or higher)

Level 3 - Students from 900 - 1500 hours (after passing level 2 exam with a 70% or higher)

#### **Level 1 Students**

##### **Monday**

5:00 - 6:30 Theory Class  
6:30 - 6:45 Break  
6:45 - 8:10 Theory Class  
8:10 - 8:20 Break  
8:20 - 9:45 Theory  
9:45 - 10:00 Nightly Clean Up and Leave

##### **Tuesday - Friday**

5:00 - 7:00 Nightly practical with demonstrations  
7:00 - 7:10 Break  
7:10 - 9:30 Nightly practical with mini classes periodically  
9:30 - 10:00 Daily Clean Ups and Leave

#### **Level 2 and 3 Students**

##### **Monday**

5:00 - 6:30 Theory Class  
6:30 - 6:45 Break  
6:45 - 8:10 Theory Class  
8:10 - 8:20 Break  
8:20 - 9:45 Theory  
9:45 - 10:00 Nightly Clean Up and Leave

##### **Tuesday - Friday**

5:00 - 7:00 Nightly practical with demonstrations  
7:00 - 7:10 Break  
7:10 - 9:30 Nightly practical with mini classes periodically  
9:30 - 10:00 Daily Clean Ups and Leave

## **INSTITUTIONAL ATTENDANCE POLICY**

Students are required to achieve a minimum 80% cumulative attendance rate for the program. Attendance is monitored monthly by checking the time on the timecard. We have students check in on a time clock. Students are required to clock in when they arrive, clock out when

leaving school. Students will automatically be deducted 30 minutes each day for lunch. We also keep attendance by roll call.

When a student's attendance falls below 80% in a 30-day attendance period, the student will receive a written warning for the first offense. If a student receives two consecutive written warnings the student will be on a 30-day probation period. If a student fails to comply with the 30-day probation period, the student may receive other disciplinary actions from the institution. Consequences may result from inconsistent attendance and may include extra institutional charges.

### **TARDINESS POLICY**

Class starts at 8:00 AM for Day School. Roll Call begins at 8:00 AM. Students are considered tardy after the time clock says 8:00 AM and cannot enter class until classes change at 9:15 AM for Day School. Missing class could result in incomplete projects, grades, tests which could result in unsatisfactory grades not to mention low percentage of attendance.

Class starts at 5:00 PM for Night School. Roll Call begins at 5:00 PM. Students are considered tardy after the time clock says 5:00 PM and cannot enter class until classes change at 6:30 PM for Night School on Monday Nights. Missing class could result in incomplete projects, grades, tests which could result in unsatisfactory grades not to mention low percentage of attendance.

### **LEAVING EARLY**

Any reason for an early departure must be approved by one of the instructors and the front desk must be informed prior to leaving campus. Students are required to attend all scheduled classes, from date of enrollment to graduation. When absent or late we require Students to call in and speak with front desk or leave message on front desk voicemail no later than 9:00 a.m. on the date absent or late out of respect for potential client's student may have and to prepare for future employment. This gives the front desk time to make other arrangements for the client. All students are expected to maintain an 80% or higher attendance average.

### **MAKE UP WORK**

All students will have an opportunity to make up tests and hours missed on the scheduled day for each month. The schedule for makeup hours and work will be posted. Students will be required to sign their name on the attendance sheet. If a student does not show up for the time, they signed up for makeup work on specified day, student will receive a "1" for not completing work and not be able to participate the following month.

### **MAKE UP HOUR POLICY**

New Beginning College of Cosmetology allows students to be able to make-up hours missed. Students are not guaranteed Makeup hours and they must be approved by the instructor. **Students may not receive credit for more than forty-eight (48) clock hours earned in one week, including any make up hours. Students must maintain their current class schedule. Example: Night students must still maintain their 5pm-10pm class schedule while earning makeup hours.**

### **LEAVE OF ABSENCE**

An authorized leave of absence (LOA) is a temporary interruption of 14 consecutive days or longer in a student's program of study. All students must follow the established LOA policy. A leave of absence may be granted in case of illness or emergency with documentation. Requests for an LOA must be submitted in advance in writing, including the reason for the request, and

include the student's signature. The request shall include the date the student will begin LOA and date student shall be expected to return. The date of return would be the next school day, if the leave ends on a weekend.

LOA's must be submitted in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to the institution. New Beginning College of Cosmetology may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if school documents the reason for its decision and collects the request from the student later. For example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the institution because of the accident. New Beginning College of Cosmetology must have a reasonable expectation that a student would return from their LOA.

A student will not be granted an LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 calendar days in any 12-month period. The student will return to the same progress status at which he or she left, and the contract end date will be extended to the same number of days taken in the leave of absence. In addition, any changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. When a student is granted a LOA, the student is not considered to have withdrawn, and no refund calculation will be required at that time. If a student does not return from (LOA) on the day of expected return, the student will be withdrawn as of the last date of attendance. In addition, a student that takes an unapproved LOA will be withdrawn. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. The institution shall not charge any additional charges for a leave of absence that has been granted.

### **EVALUATION/TESTING**

Students will be evaluated on each subject taught. At the end of Level 1 "256 hours" in the Cosmetology program, each student will be administered a comprehensive practical and theory exam which will cover all parts of the material taught in Level 1. There is another evaluation in Level 2 in the Cosmetology program at 900-hour point and then Level 3 will be given a final exam is required before graduating. All final exams are taken by 1400 hours in the Cosmetology program.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of program schedule. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Satisfactory Academic Progress evaluations are based on an Academic Year of 900 Clock Hours. Students are evaluated at the conclusion of each evaluation period. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course.

#### **Cosmetology (1500 Clock Hours)**

450 Actual Hours

*Full-Time*

14 weeks

*¾ Time*

18 weeks



900 Actual Hours	28.5 weeks	36 weeks
1200 Actual Hours	37.5 weeks	48 weeks

<b>Esthetics (1000 Clock Hours)</b>	<i>Full-Time</i>
450 Actual Hours	14 weeks
900 Actual Hours	28.5 weeks

<b>Manicurist (750 Clock Hours)</b>	<i>Full-Time</i>
375 Actual Hours	12 weeks

<b>Instructor Program (650 Clock Hours)</b>	<i>Full-Time</i>	$\frac{3}{4}$ Time	<i>Part-Time</i>
325 Actual Hours	10.5 weeks	13.5 weeks	20.5 weeks

**\*Transfer Students are evaluated at the Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluation periods will be based on actual contracted hours at the institution.**

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology (Day Class 32 hrs./wk.)	47 wks/54 wks	1500 hrs/2145 hrs
Cosmetology (Night Class, 25 hrs./wk.)	60 wks/69 wks	1500 hrs/2145 hrs
Esthetics (Day Class 32 hrs./wk.)	32 wks/36 wks	1000 hrs/1430 hrs
Manicurist (Day Class 32 hrs./wk.)	24 wks/27 wks	750 hrs/1072.5 hrs
Instructor Program (Full time, 32 hrs./wk.)	21 wks/24 wks	650 hrs/929.5 hrs
Instructor Program (Full time, 24 hrs./wk.)	27 wks/31 wks	650 hrs/929.5 hrs
Instructor Program (Full time, 16 hrs./wk.)	41 wks/47 wks	650 hrs/929.5 hrs

Students who have not completed the course within the maximum timeframe will be terminated from the program and may re-enroll on a private pay basis in accordance with all re-enrollment policies.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 = A	60 - 69 = D
80 - 89 = B	0 - 59 = F
70 - 79 = C	

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

#### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.



## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **ADVISING**

The school administrator maintains an "open door" policy and is very willing to advise anyone in need.

## **STUDENT PERMIT**

Students could be eligible for student permit at 1050 hours for Cosmetology and 700 hours for Esthetics according to Alabama Board of Cosmetology. New Beginning College of Cosmetology requires all students to take a level 2 exam before receiving the permit application. Students can only work after school hours according to Alabama Board of



Cosmetology. No student is allowed to leave early from school to work in a salon. Permit expires after 6 months.

## **GRADUATION REQUIREMENTS**

Upon successful completion of the program requirements listed below, students will receive a certificate.

- A. Completion of all classes (attended and tested)
- B. Completion of specified clock hours for enrolled program according to Alabama Board of Cosmetology
- C. At least 70% academic average
- D. All curriculum requirements are completed.
- E. Show tuition has been paid on time for the time enrolled in school.
- F. Completion of Exit Counseling if applicable
- G. Fulfill all financial obligations.

## **LICENSING REQUIREMENTS**

Students who complete the program are eligible to apply for licensure with the Alabama Board of Cosmetology. **The student is responsible for paying all fees associated with obtaining licensure.** To maintain your license, you must renew bi-annually by the end of your birth month.

- 1. Must have completed required hours from a licensed school of cosmetology.
- 2. Be at least 16 years of age.
- 3. Pass all examinations as required by the Board.

### **Licensing Fee Schedule: (Fees subject to change)**

Written Examination Fee: \$75.00

Practical Examination Fee: \$130.00

### **Alabama Board of Cosmetology**

**100 N. Union St., #320**

**Montgomery, AL 36130**

**334-242-1918 (phone)**

**334-242-1926 (fax)**

**[www.aboc.state.al.us](http://www.aboc.state.al.us)**

Students may not be able to achieve licensure and/or employment depending on his/her criminal background. Students are responsible for contacting the applicable licensing body to determine whether their criminal background will be preventing him/her from becoming licensed.

## **JOB PLACEMENT ASSISTANCE**

Job placement assistance is offered to students at no additional cost. New Beginning College of Cosmetology does not guarantee employment. The school does, however, agree to use its best efforts to assist any graduate in finding employment in the field in which training is completed, by announcing all known job openings to the students as soon as possible through a job board, assisting to set-up interviews, communicate with potential employers and encourage student job fair participation. We also teach employment seeking and salon business. On-the-job training is offered in compliance with the Alabama Board of Cosmetology.

## **PAYMENT OPTIONS**

Payment Options: The school offers various payment options, payments in full, in-house loans (TFC\*), or payment through credit card. (\* if you qualify)

For those who qualify for financial aid, new beginning college of cosmetology offers:

- Pell Grants
- Federal Loans

To determine if you are eligible for Financial Aid, complete the Free Application for Federal Student Aid (FAFSA) form. The FAFSA can be filed on the Internet at the following website: <http://www.fafsa.ed.gov> or the student can make an appointment with our financial aid officer for assistance. Financial Aid Students are required to attend Entrance Counseling prior to their start date.

## **OVER CONTRACT FEES**

If the student goes past the contract end date due to absences (there is no difference between an excused or an unexcused absence), the student will be subject to the overage charge of \$10.00 per hour past the contract end date. For example: If a student starts January 2, 2024, the contract end date would be January 2, 2025. If a student has excessive absences, overage charges will accumulate after January 2, 2025. If a student has 24 hours left to complete after the contract end date and student attends the expected time without absences, they will owe 24 hours multiplied by \$10 = \$240.00.

## **TITLE IV FINANCIAL AID**

Financial aid is available to those who qualify. New Beginning College of Cosmetology is approved by the U.S. Department of Education to participate in federal aid programs such as Federal Pell Grants, Direct Loans and Direct Plus Loans. Direct Subsidized Loans and Direct Unsubsidized Loans must be repaid. A Federal Pell Grant, unlike a Direct Loan, does not have to be repaid. This is a grant to assist undergraduates who have not earned a bachelor's or a professional degree. Direct Plus Loans are loans that parents of dependent undergraduate students can use to help pay education expenses and must also be repaid.

To apply for Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA). Application deadlines may apply. Contact the Financial Aid Office during regular business hours for additional information regarding application procedures and deadlines.

## **FAFSA VERIFICATION INFORMATION AND PROCEDURES**

When a student files the (FAFSA), the U.S. Department of Education will send results of the FAFSA called the Student Aid Report to the student via postal mail or by email. On this report will be a comment which indicates if the student has been selected for the verification process. Not all students are selected by the U.S. Department of Education for verification. The Financial Aid Office will also receive notification from the U.S. Department of Education and will correspond with the student as well. It is imperative that the mailing address for the student remains current with the college for this reason.

When a student is selected for verification, the Financial Aid Office will meet with the student to notify them of this process. The student will be notified of being selected for verification via phone, email, or meeting. The student will be told which documents are needed to clear the verification status and will be given a Verification Worksheet and a list of documentation needed to complete the verification process.



The verification process requires the college to collect additional documents from the student and his/her family to verify information provided on the FAFSA. Along with the verification worksheet, the student will need to provide the Financial Aid Office with all necessary documents and information outlined in Section C of the verification worksheet. Depending on individual situations, additional documents may be requested as needed. It is the student's responsibility to make sure the Financial Aid Office receives the items requested in a timely manner. If the verification process finds that the information on a student's FAFSA is incorrect, the institution will make the necessary corrections to the ISIR.

To avoid delay in the processing of your federal student aid:

- All tax returns must be signed by the appropriate taxpayer outlined on the form.
- Provide W-2's for each person whose income is on your FAFSA.
- Amounts reported on the Verification Worksheet are to be annual/per year figures, not monthly.
- All questions requiring a dollar amount must be completed and cannot be left blank.
- The verification worksheet must be signed by all applicable parties.
- If you marked separated or divorced as your marital status on the FAFSA, but filed a joint return with your spouse, you will need to provide a copy of all W-2's.
- If there are further discrepancies on the worksheet regarding other income information reported, additional documents could be requested at a later date.
- If the Financial Aid Department suspects that an applicant for Title IV funds may have engaged in fraud or any other criminal conduct while completing the FAFSA, Verification worksheets, or other financial aid documents, the Financial Aid Dept will refer the student to the Office of the Inspector General of the Dept of Education.
- All verification status must be reviewed and cleared before the student may start classes.

### **AWARD OF FINANCIAL AID**

Students earn financial aid funds as they complete each payment period of the program. The amount of assistance that you earn is determined on a pro rata basis. For example, if you complete 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Most funds are disbursed according to payment periods or award periods. Loan disbursements are delayed for at least the first 30 days of attendance. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has successfully completed the appropriate number of clock hours and weeks of instruction required for the payment period.

Failure to successfully complete the proper number of clock hours and weeks of instruction by the required date of evaluation may delay the next payment. All students must always remain eligible for aid; this includes but is not limited to Satisfactory Academic Progress standards.

### **CREDIT BALANCE**

When a student's Financial Aid disbursements exceed allowable institutional charges such as tuition and fees, the excess amount is refunded to the student. This refund occurs no earlier than the first day of classes but no later than the fourteenth day. If a student wishes to keep a Title IV credit balance on their account to pay non-institutional charges such as book charges, other fees, penalties, and prior-year charges, the student must authorize the application of these funds



to non-institutional charges by completing a Title IV Credit Balance Authorization Form in the Office of Financial Aid. If the student does not complete this authorization, the student will be required to pay for these charges. However, in accordance with Federal Regulation 34CFR 668.165 (6) (b) (5) (iii): Because Title IV funds are awarded to students to pay current year charges, notwithstanding any authorization from the student or parent, any remaining Title IV credit balance of Federal Student Aid funds remaining by the end of the last payment period in the award year for which they were awarded must be refunded.

### **TITLE IV WITHDRAWAL/R2T4 CALCULATION**

If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. The Return to Title IV calculation (R2T4) is a statutory schedule used to determine the amount of federal funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

When a student determined to be a recipient of a Title IV Funds withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the institution must begin the Title IV Refund (R2T4) process to determine the student's eligibility of Title IV funds based in accordance with the calculations prescribed by regulations. There are several factors used to determine Title IV Refund (R2T4) calculations: official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percent of Title IV earned, post-withdrawal or late disbursement, institutional cost, amount of Title IV aid to be returned (if applicable) and time limits and reporting requirements.

To determine the percentage of the payment period completed, the number of scheduled clock hours up to the student's last physical day of attendance (determined by last date recorded by time clock) is divided by the number of hours in the payment period. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much federal funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds.

Upon completion of the Title IV Refund (R2T4) a school is required to determine if a post-withdrawal disbursement is necessary for funds earned and not disbursed to students and/or parents. Recent regulations state that all withdrawals must undergo a Title IV Refund (R2T4) if federal monies apply.

If you received less assistance than the amount that you earned, you may be able to receive those additional funds in the form of a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The school must return a portion of the excess funds equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or

2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all the excess funds, you may be required to return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must decide with your school or the Department of Education to return the unearned grant funds.

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

### **TITLE IV REFUND TIMELINE AND REFUND ALLOCATION**

The school will make refunds no later than 45 calendar days of the date the school determines that the student has withdrawn. Title IV Refunds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans/William Ford Direct Loans
2. Subsidized Federal Stafford Loans/William Ford Direct Loans
3. Federal Perkins Loan Program
4. Federal PLUS Loans/Direct PLUS Loans
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other Federal, State, private or institutional assistance
9. The student

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.gov>.

***The requirements for Title IV program funds when you withdraw are separate from the school's institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges.***

### **SCHOOL WITHDRAWAL**

Any student who withdraws prior to the start of the program must withdraw in writing. If the student has started the program, the last day of actual attendance will be considered the termination date for the purpose of a refund. For an official withdrawal, the student must have an exit interview with the director and will be requested to sign a statement for the file indicating the reason for and date of withdrawal. If a student is absent for 14 consecutive days, New Beginning College of Cosmetology will begin the process of withdrawal unless the student has an approved Leave of Absence. This will be considered an unofficial withdrawal. New Beginning College of Cosmetology will use the last day of attendance for withdrawal date

because the school takes attendance. Any student who fails to successfully complete any probationary period due to absences or tardiness or failure to follow NBCC's rules and regulations will be dismissed and considered withdrawn from the program and will be subject to the refund policy guidelines. Any tuition that has not been paid will still be owed.

**INSTITUTIONAL REFUND POLICY**

The institutional refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The policy complies with all state and accrediting requirements and requires that all refunds be performed and made timely. Official cancellation shall occur on the earlier of the dates that:

- A. An applicant not accepted is entitled to a refund of all monies paid.
- B. A student may cancel this agreement at no penalty by notifying the school in writing within three (3) business days of signing the enrollment agreement. All monies paid will be refunded to the student. This policy applies regardless of whether the student has started training.
- C. If a student cancels after three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid, except for the registration fee of \$150.
- D. A student notifies the institution of his/her withdrawal or is expelled by the school.
- E. The withdrawal date for a student on an approved leave of absence will be earlier than the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning.
- F. In case of cancellation or withdrawal, the cancellation date will be determined by the postmark on written notification, or the date it is delivered in person or by means other than the U.S. Mail.
- G. In the event of a withdrawal (whether the student is expelled or chooses to withdraw) after attendance has begun, but prior to fifty (50%) of the program being completed, the school shall abide by the following refund schedule:

Percentage of scheduled time to total time of the program	Percentage of total tuition due to School
.01 to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- H. **There will be no refund for kits, supplies or other materials issued and accepted by the student.**
- I. If a student wishes to terminate training and withdraw from the school, the student must notify the school in writing. The date of the postmark on the written notification will be the student's "withdrawal date."
- J. All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.



- K. A student will be terminated by the school if the student is absent for fourteen (14) consecutive days without contacting the administration. Unofficial withdrawals are determined by the school through monitoring attendance at least every thirty (30) days.
- L. The school will refund all monies due to the student per this agreement within 45 days of the "withdrawal date" or termination date.
- M. In the case of illness, disabling accident, death in the immediate family or circumstances beyond the control of the student, the school may make a settlement, which is fair and reasonable to all concerned parties.
- N. If the School is permanently closed and no longer offering instruction, after a student has enrolled and instruction has begun, the school shall provide a pro rata refund or participate in a Teach Out Agreement.
- O. If a program is cancelled after a student's enrollment and before instruction in the program has begun, the school shall provide a full refund of all monies paid or provide completion of the course.
- P. If the School cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the program; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid.

## **STUDENT RULES AND REGULATIONS**

Students are required to comply with all school regulations as outlined during the orientation session. Students are required to act in a manner that will reflect positively upon themselves, New Beginning College of Cosmetology, and the profession for which they are being trained. Failure to observe these regulations will result in probation or immediate dismissal. Re-admission is at the discretion of the Staff Committee. Students may be terminated for lack of attendance, failure to observe School Rules and Regulations, violations of the Drug and Alcohol Policy, and/or failure to maintain Satisfactory Progress.

New Beginning College of Cosmetology is not liable or accountable for any accidents that happen on school property. Students will be working with hot tools and chemicals. If a student has an allergy or is pregnant, the student should talk to their physician before proceeding with this education. It is required for all students to practice all fields of cosmetology.

### **Dress Code**

- All Students are permitted to wear black pants and a school T-shirt provided in the kit.
- All uniforms and shoes (shoes must have a back on the heel) will always be kept clean and neat to present a professional appearance.
- Blue jeans are permissible on Fridays, with a school shirt, if there are no holes in the jeans where skin can be seen.
- Sweatpants, yoga pants & t-shirts that are not school shirts are prohibited.
- Be cleaned, pressed and in the appropriate attire. Hair must be styled, and makeup applied.
- Makeup Requirements:
  - Eyes: Mascara or Eyeliner
  - Lips: Lipstick or Lip Gloss
  - Face: Base or Powder

## **STANDARD OF CONDUCT AND SCHOOL POLICIES**

New Beginning College of Cosmetology reserves the right to revise these standards at its sole discretion, and as so revised, these new standards shall then be applicable to all students whenever enrolled. Students shall follow all school rules and procedures and behave in a manner that reflects well upon the program of which he/she has chosen for his/her profession. Failure to comply with these standards will result in disciplinary action, which can include immediate dismissal.

### **Satisfactory conduct includes but is not limited to:**

1. Be cleaned, pressed and in the appropriate attire. Hair has to be styled and make-up applied.
2. Students are expected to attend all classes and be on time.
3. Personal hygiene - It is required that all students be especially careful of their personal hygiene.
4. Contagious and infectious disease - Due to the hands-on techniques required to complete each of the school's programs, it is mandatory that a student become educated about the spreading of contagious infections.
5. Absolutely no cell phones except when Instructor allows them for educational purposes only. First time a student is on cell phone; student will be warned. Second-time students will be clocked out because this is considered unproductive with no learning involved.
6. If a student receives a phone call, New Beginning College of Cosmetology will take a message and allow students to call on break.
7. Students are allowed visitors only during lunch break or if the visitor is a paying client.
8. Required books will be graded periodically to ensure each student is completing daily assignments.
9. Services are ½ off for students and their immediate family including mother, father, child, or husband and grandparents. It excludes siblings, aunts, uncles, cousins, etc.
10. No weapons of any kind are allowed on school grounds.
11. During school hours, a kit is required to be kept at school. Kit is to be used for practical skills, not for use at home.
12. A student cannot refuse a guest unless there are reasonable grounds. Any issues should be discussed with the managing Instructor.
13. A student cannot falsify information, including but not limited to information submitted to obtain Financial Aid.
14. Students are always expected to act professionally.

### **SUBSTANCE AND ALCOHOL ABUSE**

Whether on campus or at school sponsored activities, abuse of illegal drugs or alcohol is prohibited. Any prescription drugs taken at school must be in student's name. All federal, state, and local laws regarding the use and abuse of alcohol and illegal drugs will be followed. All enrolled students are prohibited from using, abusing, possessing, exchanging, selling, and/or distributing controlled substances and using alcohol while on the school grounds or school sponsored activities. Students are also prohibited from coming to school, working in the clinic, or engaging in any other school-sponsored activities while under the influence of alcohol or drugs. Any student who knows of another student's abuse of this rule is obligated to tell the Director or be subject to similar disciplinary action. If caught using or have come to school already under the influence, student will be dismissed, and the refund policy will go into effect. Any money that has not been paid up to the hour student earned will still be owed.

### **DRUG FREE SCHOOL POLICY**



The New Beginning College of Cosmetology believes that it is particularly important to provide a safe environment for all its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. The New Beginning College of Cosmetology will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

The New Beginning College of Cosmetology Drug Free School Policy is published as part of the school's Annual Security Report. Copies of the report may be obtained on the school's website at:

<http://nbccosmetology.com/wp-content/uploads/sites/3/2019/10/Annual-Security-Report-2018.pdf>, or in person from the Campus Administrator, or by calling (256) 878-6430.

## **ACADEMIC HONESTY**

Each student is held to the highest standard of honor regarding all examinations, homework, or other tests for the completion of a satisfactory graduation. Students may be terminated for academic dishonesty.

## **SEXUAL CONDUCT**

Any sexual activity on school premises is strictly forbidden. If there is any suspicion of such acts on school premises, a staff member needs to be notified. Students could be dismissed for such conduct.

### **Campus Sexual Misconduct Policies & Procedures**

New Beginning College of Cosmetology is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of the New Beginning College of Cosmetology's commitment to providing a working and learning environment free from sexual misconduct, the school's Sexual Misconduct Policies & Procedures are disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. The school provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. New Beginning College of Cosmetology will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Policy governs sexual misconduct involving students that occurs on any New Beginning College of Cosmetology property or in connection with any school-sponsored program or event. The Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status. New Beginning College of Cosmetology encourages victims of sexual violence to talk to somebody about what happened - so victims can get the support they need, and so the school can respond appropriately. As



further described in the Policy, the school will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. The Policy prohibits all forms of sexual misconduct.

The Title IX Coordinator is responsible for monitoring and overseeing New Beginning College of Cosmetology's compliance with Title IX and the prevention of sex harassment, sexual misconduct, and discrimination. Inquiries or concerns about Title IX may be referred to the school's Title IX Coordinator:

**Mrs. Amanda Baugh**  
**421 Martling Road**  
**Albertville, Alabama 35951**  
**Phone: (256) 878-6430 ext. 205**  
**email: [abaugh@nbccosmetology.com](mailto:abaugh@nbccosmetology.com)**

The New Beginning College of Cosmetology Sexual Misconduct Policies & Procedures are published as part of the school's Annual Security Report. Copies of the report may be obtained on the school's website at <http://nbccosmetology.com/wp-content/uploads/sites/3/2019/10/Annual-Security-Report-2018.pdf>, in person from the Title IX Coordinator, or by calling (256) 878-6430.

## **TERMINATION**

A student can be suspended or terminated for violating the school's rules of conduct. The following may be grounds for termination:

1. Written resignation from the student
2. Failure to attend for 14 consecutive days without contacting administration.
3. Failure to pay (TFC after 60 days)
4. Flagrant disregard of the Rules and Regulations
5. Introduction of unlawful controlled substances to the school
6. Use of unlawful controlled substances while attending school
7. By direction of Alabama Board of Cosmetology
8. Use of dangerous weapons
9. Failure to maintain satisfactory academic progress according to the school's satisfactory academic progress policy.
10. Committing any unlawful act at school
11. Unprofessional conduct
12. Violation of the School's Code of Conduct

## **SAFETY & SECURITY INFORMATION**

Campus safety and security are important issues at New Beginning College of Cosmetology. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus.

Each year New Beginning College of Cosmetology prepares an Annual Security Report to comply with the Clery Act. The full text of this report can be located on the school's web site at

<http://nbcccosmetology.com/wp-content/uploads/sites/3/2019/10/Annual-Security-Report-2018.pdf>. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provide the web site to access this report. Copies of the report may also be obtained in person from the Campus Administrator or by calling (256) 878-6430. All prospective employees may obtain a copy from the Campus Administrator.

### **CLIENT CONFIDENTIALITY**

As personal clients tend to discuss personal issues and concerns, it is imperative that the student should not repeat, gossip, or otherwise use such information with others, either within the school properties or away from said school property.

### **STUDENT COMPLAINT/GRIEVANCE POLICY**

Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the school Director. The school Director must respond to the complaint in writing within ten (10) business days, excluding Saturday, Sunday and State and Federal holidays.

If the student is not satisfied with the proposed resolution, the student must respond to the school Director, in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal Holidays. The school Director will issue a final written response to the student within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the school's accreditor or state agency:

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**  
**3015 Colvin Street**  
**Alexandria, VA 22314**  
**703-600-7600 (phone)**  
**703-379-2200 (fax)**  
**ww.naccas.org**

**Alabama Board of Cosmetology**  
**100 N. Union Street #320**  
**Montgomery, AL 36130**  
**334-2422-1918**

### **2024 DAY CLASS START DATES - COSMETOLOGY**

Jan 9	May 28	Sept 17
Feb 6	June 25	Oct 15
March 5	July 23	Nov 12
April 2	August 20	Dec 10
April 30		

### **2024 NIGHT CLASS START DATES - COSMETOLOGY**

Jan 15	April 29	Aug 5
Feb 19	May 27	Sept 9
March 25	July 1	Oct 14

Nov 18

Dec 16

**2024 DAY CLASS START DATES - ESTHETICS**

Jan 2  
Feb 19  
April 8

May 27  
July 15  
Sept 2

Oct 21  
Dec 9

**2024 DAY SCHOOL CLOSING**

May 27, 2024 - Memorial Day  
July 4, 2024 - Independence Day  
September 2, 2024 - Labor Day  
November 28 - November 29, 2024 (Thanksgiving)  
December 24 - 31, 2024 (Christmas)

**2024 NIGHT SCHOOL CLOSING**

May 27, 2024 - Memorial Day  
July 4, 2024 - Independence Day  
September 2, 2024 - Labor Day  
November 28 - November 29, 2024 (Thanksgiving)  
December 24- 31, 2024 (Christmas)

**NON-DISCRIMINATION**

New Beginning College of Cosmetology does not discriminate because of sex, race, age, color, ethnic origin, or religion or any other category protected by state or federal law.

**SECTION 504/AMERICANS WITH DISABILITIES (ADA) POLICY**

The school does not discriminate in admission or access to our program based on age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aid, please contact the ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodation can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

ADA Compliance Coordinator:  
**Mrs. Amanda Baugh**  
**421 Martling Road**  
**Albertville, Alabama 35951**  
**Phone : (256) 878-6430 x 205**



**Email : [abaugh@nbccosmetology.com](mailto:abaugh@nbccosmetology.com)**

2. The Compliance Coordinator will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Compliance Coordinator within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

## **ANTI-HARASSMENT AND DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES (TITLE IX)**

The school is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting with the school and generally every year thereafter. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the school has jurisdiction over Title IX complaints.

### **SECTION 504 INTERNAL GRIEVANCE PROCEDURE**

It is the school's policy not to discriminate based on a disability. The school has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Section 504 prohibits discrimination based on a disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office who have been designated to coordinate the efforts of the school to comply with Section 504. The Compliance Coordinator can be contacted by phone number at 256-878-6430 or email [asanders@nbccosmetology.com](mailto:asanders@nbccosmetology.com)

Any person who believes she/he has been subjected to discrimination based on a disability may file a grievance pursuant to the procedure outlined below. The school will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

### **PROCEDURE:**

Grievances must be submitted to the Section 504 Grievance Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

Section 504 Grievance Compliance Coordinator:

**Amanda Baugh**  
**421 Martling Rd Albertville, AL 35951**  
**256-878-6430 ext. 205**  
**[abaugh@nbccosmetology.com](mailto:abaugh@nbccosmetology.com)**

The Section 504 Grievance Compliance Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from

relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Compliance Coordinator will maintain the files and records relating to such grievances. The Section 504 Grievance Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination because of disability with the U. S. Department of Education, Office for Civil Rights.

The school will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.

### **COPYRIGHT POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on your computer, you may be sharing someone else's copyrighted materials without realizing you are doing so. Recognizing the legal requirements of the files that you may be sharing with others is important. You should be careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject the student to civil and criminal liabilities. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages, or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Additionally, infringers may be terminated from the school in accordance with the Conduct Policy.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **NOTIFICATION OF RIGHTS UNDER FERPA**



The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the New Beginning College of Cosmetology ("School" or "Institution") receives a request for access. A student should submit to the school Director a written request that identifies the record(s) the student wishes to inspect. The 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 the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask New Beginning College of Cosmetology to amend a record should write to the Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The New Beginning College of Cosmetology discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

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

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



## **Directory Information**

FERPA requires that the school, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the school to the contrary in accordance with School procedures. New Beginning College of Cosmetology has designated the following information as directory information:

- student's name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the school's Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid,

- determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible student if the student is dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
  - To the general public, the results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
  - To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **STUDENT ACCESS TO RECORDS**

### **PRIVACY AND FILE ACCESS POLICY**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

- Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's educational records.
- Provide the right to seek correction of the contents of the educational record.
- Require written consent from the student or guardian for release in response to each third-party request unless otherwise required by law.
- Do not allow publication of "directory information" about students.
- Provide and permit access to student and other School records as required by any accreditation process initiated by the institution (or upon its grant of accreditation, by NACCAS or in response to a directive of NACCAS)

Student access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of twenty-five cents per copy. Cumulative education records are maintained for a minimum of 5-7 years after graduation or termination. Academic transcripts will be held in perpetuity.

School will make its student's files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews.



No portion of a file may be removed or reproduced without the permission of the school owner as all material and records contained therein are the private property of the School.

NEW BEGINNING COLLEGE OF COSMETOLOGY is not permitted to release Progress Reports or other student records of adult students, 18 years of age or older, to parents, spouses, family members, co-borrowers, and guarantors or any other third party without the written consent of the student for each occurrence.

Anyone concerned about an adult student's performance should review the student's written Performance Reports with the student. Release of Student Records Consent Forms is available on request. The school will not release any student records unless the form is filled-out and signed by the student.

- Any copies of files requested other than those specified by the Alabama Board of Cosmetologist will be furnished and charged at the rate of \$.25 per sheet.

### **PERSONAL PROPERTY**

New Beginning College of Cosmetology is not responsible for the student's kit, tools, supplies, books, or any other personal property. It is the student's responsibility to ensure the safekeeping and maintenance of all personal property. Students with extended absences and do not call or return to school, grant New Beginning College of Cosmetology, after 30 days, permission to donate all goods to a non-profit organization, unless money is owed for their tuition. If money is owed, the property belongs to New Beginning College of Cosmetology.

### **PALM READER**

It is the student's responsibility to make sure they receive the correct hours on their timecard. Weekly calculated hours are entered into the student's computerized time record. Careful clocking documents time and ensure accuracy. All students will be registered with the palm reader on their start date. It is the student's responsibility to clock in and out. To complete the course of study, the student must complete the minimum hours and operations as prescribed by the Alabama Board of Cosmetology. The student must be aware always of the hours and operations needed for completion.

### **NON-RECRUITMENT**

It is the policy of the school not to recruit students already attending or admitted to another school offering a similar program of study.

### **HOUSING**

New Beginning College of Cosmetology does not provide school owned housing. Rental homes and apartments are available. If needed, we will provide names of realtors or rental catalogs.

### **HAZARDOUS CHEMICALS**

All people interested in the cosmetology profession should be aware that certain chemicals used in the permanent waving, conditioning, straightening, coloring, and relaxing of hair are considered hazardous to the health. Also, some chemicals that are common to the preparation and cleaning of fingernails may be hazardous to the health. People who feel they may have an allergy to one or more of these chemicals should seek the proper medical advice prior to entering the profession.



## **STUDENT STATUS**

Students are not employees and will not receive compensation for any aspect of their education at New Beginning College of Cosmetology, including when providing all services in the school clinic.

## **POLICY CHANGES**

The school reserves the right to change its rules, policies, and procedures. The school will notify students of any policy changes in writing.

## **ANNUAL REPORT DATA**

### **Institutional Rates for 2023**

Graduation Rate: 54.05%  
Placement Rate: 80.00%  
Licensure Rate: 100.00%

## **ADMINISTRATION & STAFF**

Amanda Baugh	Owner and Director/Title IX Coordinator/ADA Coordinator
Ana Nunez	Financial Aid Administrator
Meigan Hendrix	Administrative Assistant
Eliseth Hernandez	Receptionist
Ali Abbott	Social Media Coordinator/Admissions Advisor
Carrie McClendon	Full Time Instructor
Kara Cooper	Full Time Instructor
Amy Williams	Full Time Instructor
Kendra Edmondson	Part Time Instructor
Vanessa Jimenez	Full Time Night School Instructor/Managing Instructor

## **VOTER REGISTRATION**

You can register to vote by one of the following methods: Online at <http://registertovote.org/index.html>, In-person at the county clerk's office, Financial Aid office or Director's Office.

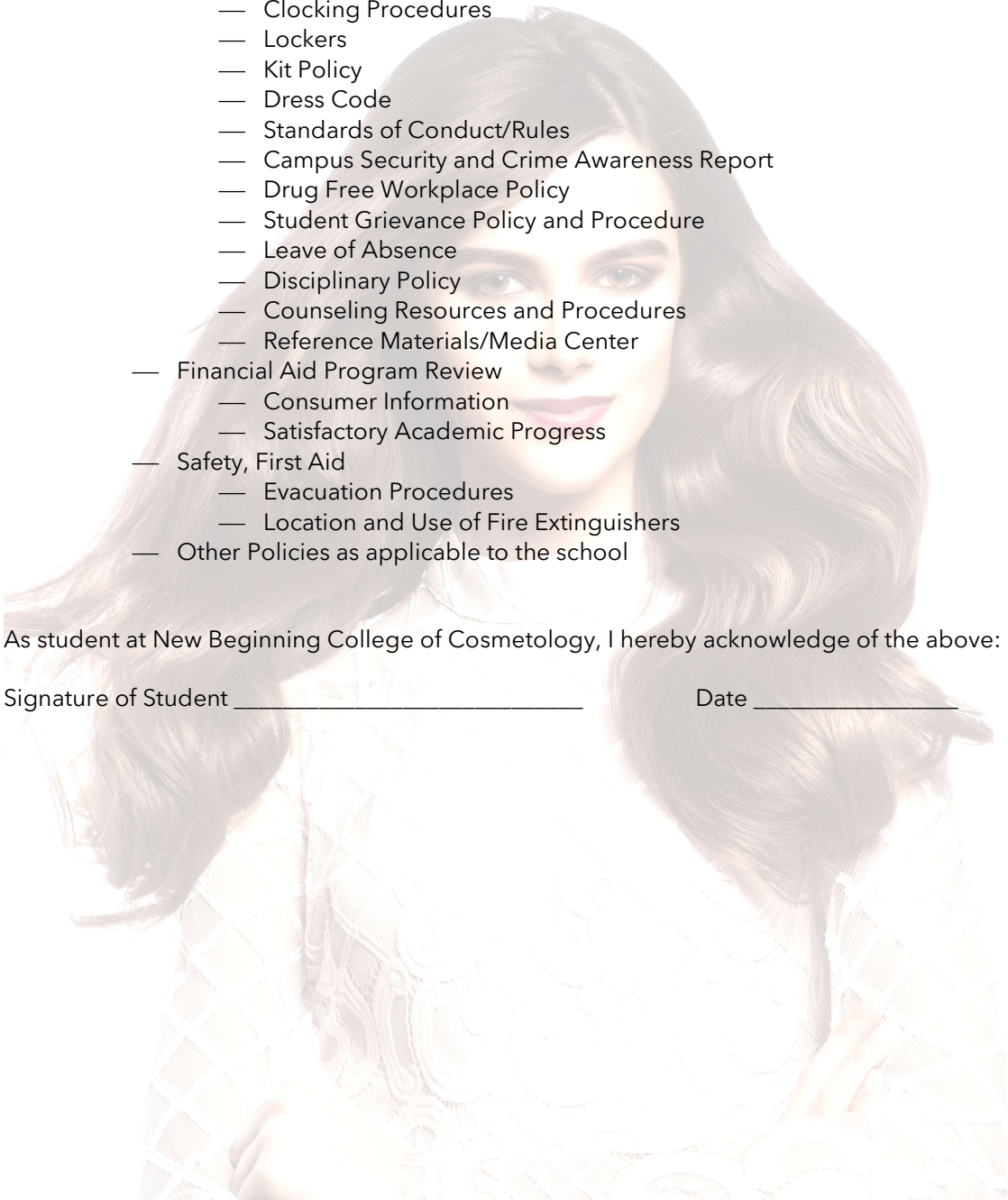
## **ACKNOWLEDGEMENTS**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_

Please initial below:

- I have read New Beginning College of Cosmetology's Catalog prior to enrollment and understand that I will be expected to follow all rules and regulations stated in this Catalog.
- I understand all of the policies and Rules and Regulations.
- I understand this will be a commitment and I agree I will give my education all my effort.
- I understand how crucial my attendance is in order to be successful in this field.
- I have received information concerning the following topics during my orientation:
  - Refund Policy
  - Program Objectives

- 
- Desired Student Characteristics
  - Job Opportunities in the Chosen Field
  - Program and/or Course Outlines
  - Course Length and Schedules
  - Licensure Requirements
  - General school Policies
    - Clocking Procedures
    - Lockers
    - Kit Policy
    - Dress Code
    - Standards of Conduct/Rules
    - Campus Security and Crime Awareness Report
    - Drug Free Workplace Policy
    - Student Grievance Policy and Procedure
    - Leave of Absence
    - Disciplinary Policy
    - Counseling Resources and Procedures
    - Reference Materials/Media Center
  - Financial Aid Program Review
    - Consumer Information
    - Satisfactory Academic Progress
  - Safety, First Aid
    - Evacuation Procedures
    - Location and Use of Fire Extinguishers
  - Other Policies as applicable to the school

As student at New Beginning College of Cosmetology, I hereby acknowledge of the above:

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_