

GENERAL INFORMATION CATALOG

OF

APEX ACADEMY OF HAIR DESIGN

333 Jackson Street
Anderson, IN 46016
Phone 765-642-7560



NATIONALLY ACCREDITED
BY
NATIONAL ACCREDITING COMMISSION
OF
CAREER ARTS & SCIENCES
4401 Ford Avenue Suite 1300
Alexandria, VA 22302
(703) 600-7600

The National Accrediting Commission of Career Arts & Sciences is recognized by the U.S. Commissioner of Education as the National Accrediting Agency for Private Cosmetology Schools.

APPROVED FOR:

Vocational Rehabilitation
Veterans
Plus Loans

Pell Grants
Direct Student Loans

For those who qualify

INTRODUCING THE PERSONNEL

Members of Faculty

Beverly ShrakeInstructor
Brandi McCuneInstructor
Beverly ShrakeFinancial Aid Administrator
Beverly ShrakeSchool Manager
Sandra WilliamsSubstitute Instructor
Carla GosnellSubstitute Instructor

OWNERS & CORPORATE OFFICERS
MICHAEL CORP, INC.
DBA/APEX ACADEMY OF HAIR DESIGN

Beverly ShrakePresident/C.E.O.
Michael ShrakeSecretary/Treasurer

The teaching staff is experienced and well trained in every phase of beauty culture.

ACCREDITATION

APEX ACADEMY OF HAIR DESIGN IS ACCREDITED BY THE NATIONAL ACCREDITATION COMMISSION OF CAREER ARTS AND SCIENCES AND IS RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION AS THE NATIONAL ACCREDITING AGENCY FOR COSMETOLOGY SCHOOLS.

WHY ACCREDITATION?

An accredited school is a good school. IT MUST MEET THE FOLLOWING STANDARDS:

- IS OPERATED AS A SCHOOL. The learning and welfare of the students are its first consideration. Services to patrons provide a means of training students.
- 2) IT HAS A WELL ORGANIZED CURRICULUM. All necessary subjects are taught in the proper sequence on mannequins before working on patrons. The curriculum plan is written and available.
 - 3) IT HAS A WELL SUPERVISED CLINIC FOR TEACHING AND PRACTICE. All work is done by students under the supervision of licensed Instructors. Every student gets a proper amount of supervised training on each phase of cosmetology.
 - 4) IT HAS A COMPETENT FACULTY. Teachers are well qualified and up-to-date in both teaching methods and in the science and art of cosmetology.
 - 5) IT PROVIDES HIGH QUALITY INSTRUCTIONAL MATERIALS AND TRAINING AIDES. Every student is provided a basic kit of tools of the quality used in salons.
 - 6) IT IS ADEQUATELY EQUIPPED. It has enough work stations and modern equipment to ensure each student sufficient opportunity for learning all phases of basic cosmetology.
 - 7) IT OFFERS COUNSELING AND PLACEMENT SERVICES AT NO EXTRA COST. However, it does not guarantee jobs.
 - 8) IT IS HONEST IN ITS RELATIONSHIPS WITH STUDENTS AND PATRONS. It exaggerates neither potential earnings, nor employment opportunities. Advertising is truthful, ethical, and in good taste.
 - 9) COSTS OF ATTENDANCE ARE CLEARLY STATED. Tuition and refund policies are plainly set forth in writing and uniformly administered.
 - 10) IT IS FINANCIALLY SOUND. It is able to provide high quality of training.

APEX ACADEMY OF HAIR DESIGN

Established in 1949 by dedicated people with a sincere desire to train students in the field of Beauty Culture.

It has taken years of careful planning to develop the organization as it is today. This school is staffed with capable and proficient instructors who are always aware of the latest teaching methods.

1. This school is accredited by NACCAS since 1966.
2. We give adequate preliminary training to all students before allowing them to serve the public.
3. We maintain rigid standards of sterilization which are controlled by the State Board of Health.
4. We establish a comprehensive curriculum and operate a training program to prepare a student to pass both practical and written exams administered by the State Board of Cosmetology.
5. We offer each student theoretical and practical experience in every phase of beauty culture for a prescribed number of hours.

ABOVE ALL...WE WELCOME VISITORS...PROSPECTIVE STUDENTS AND THEIR PARENTS...
HIGH SCHOOL COUNSELORS...AND ALL MEMBERS OF THE COMMUNITY.

School Calendar

This school is open for instruction Tuesday through Saturday of each week. Qualified person may enroll in the program of instruction on any day, Tuesday through Friday that the school is open. Call for an appointment. Classes start several times per month as new segments of instruction begin.

The school will observe the holidays listed below, but does not observe a student vacation period.

New Year's day	Thanksgiving day
Independence day	Christmas day

If the school is closed due to extenuating circumstances (i.e. bad weather) information will be announced on the WRTV Channel Six during the School Closing Announcements.

ADMISSION REQUIREMENTS

Applicant must be at least 17 years of age enrolling for full time.

Must have a high school diploma, or the recognized equivalent such as General Education Development (GED) Certificate. If the student is part of the Ebbertt Education Vocational Program, they are required to submit their diploma or GED prior to graduating from Apex Academy of Hair Design.

Applicant must be 18 years of age before taking the State Board Exam.

Applicant must have professional uniforms which are to be purchased through the School and white professional shoes only.

Each applicant assumes the responsibility for tuition fees, regular attendance, making up lessons, and following school policies, and other such amendments and/or regulations as promulgated by the Indiana Cosmetology Board.

Students will start at prescribed periods and graduate after the legal number of 1500 hours have been made and satisfactory grades, and progress book filled.

The school does not discriminate on the basis of sex, race, color, age, ethnic origin or religion.

Apex Academy of Hair Design Mission Statement

It is the mission of Apex Academy of Hair Design. is to prepare the students for the Indiana State Board so they may receive their license, and to prepare the students to enter and progress in the Cosmetology Profession.

It is our desire to make available all of our knowledge of cosmetology and in addition to offer our advanced Scientific Educational Techniques of the Apex Training, which includes video.

Integrity and courteous conduct toward fellow students, faculty, and others is expected of all students. Good manners, neat appearance, cooperation and the give and take of harmonious personal relationships are important factors which are emphasized at all times.

Indiana State Board of Cosmetology
 302 W. Washington Street
 Room 201
 Indianapolis, IN 46204

CURRICULUM

The curriculum for the course offered by the school as prescribed by the State Board of Beauty Culture for Cosmetology Course:

<u>Subject</u>	<u>Theory and Demonstration</u>	<u>Actual Practice</u>	<u>Total Hours</u>
Haircutting	100	175	275
Sanitation	40		40
Statues and Rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair Removal	5	10	15
Anatomy and Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Treatments	10	10	20
Facial and Makeup	20	45	65
Hair Coloring	40	150	190
Texture Services	70	250	320
Hair Styling	70	210	280
<u>Discretionary Hours</u>	<u>150</u>		<u>150</u>
	575	925	1500

MULTIPLE CAREER OPTIONS FOR THE STYLIST

Teacher of Cosmetology
Beauty School Director
Salon Manager
Make-up Artist
Manicurist
Hair Straightening Technician
Hair Colorist
Hair Stylist
Salon Owner
Facial Expert
Scalp and Hair Technician
Permanent Wave Technician
Demonstrator
Beauty School Supervisor
Traveling or Platform Stylist
Education Director for Manufacturer
Teacher Trainer
Vocational Guidance Director
Beauty Products Sales Supervisor
State Board Inspector
State Board Member
Beauty Editor Writer on Beauty Field
Manufacturer's Representative
Beauty Products Buyer
Research Assistant
Beauty Salon Sales Person
Technical Supervisor

FACILITIES

School Facilities and Equipment consist of the following:

2700 Square Feet of classrooms, theory and practical classroom, mannequin classroom, Financial Aid Office, Instructors Office, Student break room and restrooms.

The first floor contains the Clinic with 22 stations, 5 shampoo bowls, drying room, reception area, dispensary, restroom, and offices.

We are 7 blocks from the main street of Anderson and 7 blocks from the City Bus Terminal.

Student Kit

1 Nail Polish Care Kit	1 Andis Clipper and trimmer	1 name tag
12 duckbill clips	1 hair lifter	1 comb and lift deluxe
1 box all purpose clips	1 hair shaper	1 toenail clipper
1 box single prong clips	1 oval cushion brush	1 mesh net
1 brush bristle	1 sport bag on wheels	1 bag emery boards
1 mannequin	1 7-1/4" barber comb	1 standard textbook
1 workbook	2 manicure sticks	1 nail brush

12 7' hair cutting combs	1 8-1/2' pin tail comb	6 8" rattail combs
1 jelly cape	1 hairstyling kit case	1 7pc hair color tint kit
1 brush supreme	1 2" ceramic round brush	1 1-1/2' ceramic rd brush
1 ceramic flat iron	1 manicure bowl	1 hand mirror
1 deluxe cosmetic kit with tote	1 mannequin clamp	1 8z color bottle with top
1 spray bottle	1 bag butterfly clamps	1 1600 watt turbo dryer
1 3/4' Marcel curling iron	1 manicure sterilizer jar	1 box hair shaper blades
1 5-1/2" shears	1 5-1/2" black shears	1 thinning shears
1 6pc mani pedi set	1 hairstyling kit case only	

EVALUATION AND REQUIRED LEVELS OF ACHIEVEMENT- COSMETOLOGY COURSE

Each student is required to have passing grades of 75% in the theory and practice of each subject. A grade less than 75% would require the student to retake the test and if necessary, the subject.

A final comprehensive examination is given when the student has completed a minimum of 200 hours and before the completion of 8 weeks beginners class.

Apex Academy of Hair Design, Inc. Grading Scale is as follows:

95 - 100%.....	Excellent	(E)
85 - 94%.....	Good	(G)
80 - 84%.....	Needs Improvement	(F)
75 - 79%.....	Satisfactory	(NI)
Below 75%.....	Unsatisfactory	(U)

Each practical subject and/or clinic service is given a grade based on:

1. Method or procedure used	Graded:
2. Time taken to complete	1. Unsatisfactory
3. Quality of finished product	2. Satisfactory
4. Sanitation procedures followed	

Each Student is evaluated at three intervals within the 1500 hour course:

400 actual hours	800 actual hours	1200 actual
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A discussion with the student concerning the evaluation follows each one. If a student has not maintained the minimum requirements for satisfactory progress for the hour level he/she has achieved the appropriate action will be taken, based on the evaluation. Depending on the reason for poor or lack of progress the action could be extra help, counseling, referral to an agency for financial or social help, probation, or dismissal.

Minimum requirements for satisfactory progress include receiving a grade of not less than 75% in each theory and practical, 85% of final subject covered and/or clinic service completed prior to the specified evaluation. Indiana law requires that you attend a minimum of 20 hours per week.

Instructional Techniques

The instructional techniques and methods are a combination of lecture, demonstration and student practice supplemented with audio visual (video) aids, class discussion, guest artists, and project assignments. These methods are used to stimulate and maintain the interest of the students.

We offer each student and employee a drug abuse prevention program.

TUITION

Cost of tuition is as follows:

Registration Fee	\$ 100.00
Lab Fees	\$ 150.00
Kit and Books (incl. tax)	\$ 400.00
Tuition	<u>\$8350.00</u>
	\$9000.00

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The “formal cancellation date” will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100.00 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours as of the student’s last date of attendance:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE OR PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% 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%

Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrolment agreement.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidize Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been

made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

PLACEMENT SERVICES

We maintain placement services as the salons call, which is available to graduating students and past graduates. We do not guarantee employment.

Area salon owners and managers contact the school and leave information about job opportunities currently available. A placement service form is placed on the student bulletin board.

If possible, we arrange for the salon owners and managers to speak to the Senior Class when they are looking for new employees.

Counseling is available to any student who feels the need personally or when the instructor sees the need. A private instructor's room is available. Career Counseling can be very helpful

GRADUATION REQUIREMENTS/DIPLOMA

Upon completion of 1500 hours of training and finishing of the Indiana Progress Book, each student will be provided with a transcript of grades if so desired.

After satisfactory completion of the course according to Apex Academy of Hair Design's standards, a diploma is awarded certifying the fact the school's requirements have been met.

The School and diploma requirements are as follows:

All tests passed (with at least 75% accuracy in all subjects)
Completion of all practical requirements in the Progress Book
Satisfactory completion of Theory & Practical Final Exams (85%)
Tuition and fees paid in full

INDIANA STATE BOARD OF COSMETOLOGY EXAMINATION

After completion of the training, students are required to take the state examination given by a Promissor at various location sites. You must have sent in an application filled out by Apex Academy that you graduated (with grades and progress book report). The fee for taking the exam is \$59.00. The license fee for 4 years is \$40.00. This fee must be paid in the form of a money order made out to the Indiana State Board of Cosmetology. The board will then send you a letter with specifics for arranging your examination. Our school helps prepare you for this exam. Your application is to be sent in the week that you graduate from Apex.

STUDENT RIGHTS TO CUMULATIVE RECORDS POLICY

Apex Academy of Hair Design, guarantees the rights of students and their parents (if student is a minor) to have access to their cumulative records.

We provide the proper supervision and interpretation of student records when they are reviewed with the student.

Make an appointment with the office between 3:00 and 4:00 p.m. Tuesday.

STUDENT INFORMATION RELEASE

Apex Academy of Hair Design requires written authorization from the student or parent/guardian of a dependent minor before releasing information about the individual student to pertinent agencies, prospective employees, etc.

TARDINESS

A student reporting after 10:30 a.m. will be considered tardy and must clock in no later than 12:00 noon, and 9:45 a.m. on Saturday. All tardiness must be excused. Four repetitions of tardiness will be considered an unexcused absence and add to unsatisfactory progress in attendance.

MAKE-UP WORK

All academic work required of the student must be satisfactorily completed within his enrollment period. Theory tests missed or not passed need to be made up immediately. You should not be over 3 tests in arrears. Exceptions will be made when a leave of absence has been granted.

ABSENCES

The student is expected to accept the responsibility of regular attendance to insure maximum training.

Excused Absence	Absence due to personal illness with a doctor's statement, death in the family with statement from the funeral home or required court appearance with statement from the court.
Unexcused Absence	Due to the enrollment structure, unexcused absences exceeding the required amount by law will interrupt the student's training and will necessitate evaluation by the school's director.

The student is expected to notify the office by phone if unable to attend class. Any student who accumulates 3 warning notices regarding absenteeism, 4 unexcused absences or a total of 11 absences, excused or unexcused within any 30 day period will be interrupted or terminated. Exceptions may be made in the case of extenuating circumstances.

PROFESSIONAL ATTITUDE

The student is expected to conduct him/herself in a manner befitting the profession by personal cleanliness, maintaining appropriate attire, and showing consideration for peers, faculty, administration and patrons.

When a student handles her/himself in a manner that disrupts the function of a class and negatively affects other students, the school reserves the right to remove the student from the class for counseling and/or dismissal when conditions warrant.

Note: Each student receives a list of rules and regulations during orientation.

RE-ADMISSION

Students who have absences of 30 days or more for any reason become subject to re-admission requirements as they are identified in their enrollment agreement. Students terminated for academics are interviewed by the Director of Admissions and subject to these conditions before they may be reinstated.

CREDIT FOR PREVIOUS TRAINING

Students with previous Cosmetology training may submit transfer hours for evaluation. After review, the hours may be applied to Apex Academy's Program in Cosmetology. However, all transfer students will preface continuation of the basic 200 hour training segment. An hourly tuition rate is assessed to each transfer student for the contract so that proper financial credit for accepted transfer hours may also be given. Each transfer student must acquire our kit and Redken Library. Apex Academy does not recruit students who are presently enrolled in a school.

TRANSFER OF CREDIT

The transfer of credit is permissible, and hours from here can be transferred to another school by the payment of all fees owed according to the percentage on contract and a \$10.00 transfer fee.

EXTRA INSTRUCTIONAL CHARGES

In case a student needs to remain in school beyond the stated ending date of the Enrollment Agreement (contract) the student and Apex Academy of Hair Design, will make a new contract for the prescribed period of time needed. The week rate is \$250.00 per week.

LEAVE OF ABSENCE

Requests for a leave of absence must be submitted in writing and will be granted for reasons of personal illness (hospital) or immediate family issues. Each will be considered on an individual basis. A LOA must not exceed a total of 180 days in any 12 month period. Contract will be extended by the same number of days taken in the leave.

WITHDRAWAL

A student may withdraw by contacting the school director in written form. The effective date is to be the last day of physical attendance.

DISMISSAL

Students may be dismissed for failing to maintain academic progress, for continued unexcused absences, or for poor conduct.

No drugs or alcoholic beverages are allowed on the premises.

No eating, smoking, gum chewing, or drinking is permitted on the clinic floor or during any classes.

Any student found to be involved in stealing from another student or from the school will be dismissed immediately.

Any student in direct violation of an instructor's direction may be suspended from school immediately.

Any student guilty of refusing a client ticket for services may be suspended from school immediately.

Any student continually disrupting clinic or classes by loud talking or arguing or abusive language will be dismissed immediately.

CLASS CUTS

Class cuts are identified as leaving school without permission during a portion of the day. Such cuts are viewed as a serious matter by the administration and, when repeated, subject a student to being placed on a probationary status.

A 10 minute break time is provided each afternoon if time is available. No breaks before lunch time and after 3:30 before sanitation time. Saturdays are devoted to clinic practice. Students are required to attend Saturdays. If absent Saturday or the day before or after a holiday...they may not return the next class day. One half hour is given for lunch Tuesday through Friday. No lunch on Saturdays as we leave at 2:15.

POLICIES AND REGULATIONS

Standard approved textbooks and equipment may be obtained through the school office. No borrowing of such materials will be tolerated.

Students will be held responsible for their own equipment and personal property.

Students must attend classes regularly and pursue the instruction and practical work diligently.

A late student must first report to the Instructor before attending classes.

Absence from class without permission is not permitted.

Absence due to sickness must be proven by a doctor's statement.

Silence is to be observed in the classroom. Unnecessary conversation or noise cannot be allowed.

Students must obey all rules of personal hygiene, sanitation and sterilization while in school.

Students wearing soiled uniforms or non-matched uniforms will not be admitted to school.

Telephone calls are not permitted while in school. In case of an emergency, the instructor will relay the call to you.

Students are not permitted to gossip or cause discord.

Students will be allowed to make up time for unexcused absences upon payment with a new contract at end of term.

Students who do not attend school on Saturdays or the day before or after a holiday may not return the first day after.

Only professional products approved by the school may be used in practice of clinic or class.

Indiana State Laws and Board Rules & Regulations must be adhered to.

QUESTIONS AND ANSWERS

- 1) ATTENDANCE
Classes start promptly at 10:30 a.m. Time card must be picked up at morning roll call. If tardy or absent report to the Instructor to pick up your time card as soon as you arrive. Time cards are to be filled in by the student and time cards signed by Student daily. Absence hours are to be totaled on the card.
- 2) ABSENCE
If the student is absent, he must call the school that morning. Upon returning to school he must bring a doctor's certificate. Students are expected to be regular in attendance to conform with the agreement signed when entering school and State Law.
- 3) TUITION
Is payable the first day of school or before.
- 4) KITS
Supply kits received by the end of your 200 hours are the personal responsibility of the student. Sanitary procedures should be followed very closely in the sanitation of all equipment in these kits. Formalin, a dry sanitizer tablet, must be kept in the kit at all times. Purses and food may not be kept in the kit. Items in the kit if lost must be replaced immediately. Kits and lockers will be inspected by the school and the state inspector at times.
- 5) DISPENSARY
Additional supplies needed for training are requisitioned from the dispensary with the Instructor's permission. Only assigned students are permitted in the dispensary and only school books are allowed there.
- 6) PERSONAL APPEARANCE
Women
Must wear clean washable uniform purchased from the school and clean white professional nurses low heeled oxfords.
All white leather tennis shoes are permitted.
Must have hair attractively styled.
May not go to or from school in hair rollers.
May not work on patrons with hair in rollers.

Men
Must wear a clean washable uniform purchased from the School
And clean white professional shoes.
All white leather tennis shoes are permitted.
Must keep hair neatly trimmed and combed.
Must keep beard and moustache neatly trimmed.
- 7) LUNCH & BREAKS
Students may go out for lunch or bring their own. There are

designated areas for eating lunch in school. Permission should be requested from instructor before going on breaks.

- 8) HEALTH & CHARACTER Taking drugs without a doctor's prescription and alcoholic beverages are not permitted on the premises. Students under the influence of alcoholic beverages or non-prescription drugs are not permitted on the premises.
- 9) WORK STATIONS Students are responsible for keeping their work stations clean. Consideration should be shown for instructional materials and school property.
- 10) COSMETOLOGY SERVICES OUTSIDE THE SCHOOL
The State Board Rules and Regulations are that state beauty services are not to be done outside of a licensed salon or school. These people are liable under the Consumers Protection Agency. Being reported to this board may cause you to lose the opportunity to go to the board. All beauty services done on the public are to be done in the school under the supervision of an Instructor.
- 11) INSTRUCTOR There is an Instructor on duty at all times. If you have any questions concerning services, papers, etc...Please go to the Instructor in charge. Do not permit your patron to use profane language or make unreasonable demands upon you, in any way. These situations should be handled by telling the Instructor in charge immediately before the situation gets out of hand.
- 12) TERMINATION Students who refuse to comply with the Rules and Regulations of the school may be dismissed from the school, if counseling does not bring improvement.
- 13) GROUNDS Unexcused absenteeism, possession, use of or being under the influence of alcohol or narcotics, uncooperativeness, defiant attitude or insubordination, vulgar or obscene language or gestures and other just causes which may affect your, and other students or the school's welfare adversely.

ALL INFORMATION IN THIS BROCHURE IS SUBJECT TO CHANGE BASED ON OPERATION THE SCHOOL EFFICIENTLY.

