



EVANS

HAIRSTYLING

COLLEGE





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Evans Hairstyling
College is an Accredited
Institution.

Evans Hairstyling
College is licensed by the
State of Utah.

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MISSION STATEMENT

At Evans Hairstyling College, we strive to provide our students with the knowledge, confidence, hands-on experience, and skills that will help our graduates be prepared for employment in this profession.

ABOUT US

Our campus is located within 3 blocks of Southern Utah University and is situated in the middle of town.

Our school is over 8500 square feet and consists of a clinical area, classroom, breakroom, pedicure room, facial room, eyelash room, wax room, a mannequin working area, and available parking. The school is equipped to accommodate up to 53 students. Each student will receive their own personal workstation and a locker for storage.

Our clientele consists of people of all ages. Students will have the opportunity to perform plenty of hands-on training to prepare them for their cosmetology career.

The school uses up to date computer systems for training and education. Instructors are seasoned hairstylists who practice cosmetology outside of the school and are current on the latest trends. They are also required to attend continuing education classes so they can be informed and educated on the newest techniques and services.

ADMISSION REQUIREMENTS

Any person who is career-minded and wants to pursue their education in the field of Cosmetology may enroll at Evans. The school requires each student enrolling in the Cosmetology/Barber program must:

- Provide a copy of a current government issued photo ID
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Pay application fee of \$100. This includes transfer students and students wishing to reenter.

(A full refund is available if a person needs to cancel enrollment. Cancellations must be made in writing 30 days prior to the starting date of classes.)

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

On the first day of school, each student will need to bring a three-ring binder, pen or pencil, a signed enrollment agreement, entrance fees, all required documentation listed above, and a recent photograph.

EVANS does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age,

race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. (Notice: Evans does not participate in Ability-To-Benefit.)

HIGH SCHOOL PROGRAM

Evans Hairstyling College has partnered with Iron County School District to enroll high school seniors currently working for a high school diploma to participate in our cosmetology program. A person enrolled in the high school program can enroll but must give proof of high school diploma or GED at the end of the high school year. The high school student needs to bring in a Cosmetology Application form provided by the Iron County School District before the first day of school.

All high school students MUST start in the June class prior to their senior year so they can be present for the essential classes being taught at the beginning of the Cosmetology course.

LENGTH OF COURSE

Evans Hairstyling College is a 2000-hour course which can be completed in a 12-month period. The student can complete up to 40 hours a week. Any hours the student does not complete within the contracted graduation time will be made up at the end of the year.

COURSE START DATES

Classes start the 2nd Tuesday of **January, June, and September.**

The school year is divided into 4 quarters: fall, winter, spring, and summer.

Evans will take a day or more off for most major holidays including New Years, President's Day, Easter, Memorial Day, 4th and 24th of July, Labor Day, Thanksgiving, and Christmas.

SCHOOL HOURS

Tuesday 8:00a.m. – 5:30p.m.

Wednesday 8:00a.m. – 5:30p.m.

Thursday 8:00a.m. – 5:30p.m.

Friday 8:00a.m. – 5:30p.m.

Saturday 8:00a.m. – 3:00p.m.

Each student can take a one-hour lunch on the weekdays and a half-hour lunch on Saturday. Students cannot exceed 40 hours in a work week.

COSMETOLOGY/BARBER PROGRAM OUTLINE

The Cosmetology/Barber Program (taught only in English) is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

The clock hour education is provided through a sequential set of learning steps

which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, student participation, and hands-on training on clients. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES

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%. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- (A) 90 - 100 (5) EXCELLENT - Great work
- (B) 80 - 89 (4) GOOD - Improving
- (C) 70 - 79 (3) FAIR - Needs improvement
- (D) 65 - 69 (2) POOR - Unacceptable, redo
(Minimum passing grade)
- (F) 0 - 64 (1) Unsatisfactory

Grades are given in 4 areas:

- Theory tests and assignments
- Clinical performance (clients, manikins, and each other)
- School attendance
- Personal

If a student fails a quarter or does not meet the minimal standards, they will be allowed to do the make up work to help them bring their grade up to the minimal standards or higher. This will help them complete the requirements and graduate.

PRACTICAL SUBJECT OUTLINE

HOURS	SUBJECT/UNIT
380	Style Cutting (Men, Women, and Children)
295	Theoretical Studies
205	Hair Coloring
200	Hairstyling, Curling Iron, Blow Styling
200	Permanent Waving
150	Manicuring
100	Scientific Skin Care
80	Ethics
50	Business Procedures
40	Salon Management
40	Hair Straightening
40	Scalp Treatments
40	Sterilization and Sanitation
40	Wiggery and Men’s Toupees
40	Barbering
20	Utah Laws, Rules, and Regulations
10	Hair Extensions
10	Hair Conditioning
60	Balance Used at Instructor’s Discretion
2000	Total Hours Required

ATTENDANCE POLICY

Students are expected to be in school during operational hours except for days when the school is closed by management due to holidays or arranged days off requested by the student.

School begins at 8:00 a.m. Students entering after 8:00 a.m. will be marked tardy. Tardies are a negative reflection on the student's scholarship grade. If a student cannot be in school due to sickness or emergency, the student or responsible person must notify the school before 9:00 a.m. of that day to receive an excused absence or tardy. If the student fails to notify the school of their absence it will be recorded unexcused and will have a negative reflection on their scholarship grade.

If a student falls behind in hours due to absences or tardies, their hours will be made up at the end of the year. (Students will be charged extra tuition if schooling goes over the contract date.)

RIGHTS OF PRIVACY

The Department of Education's model notification of rights under FERPA for post-secondary institutions states the following: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. The students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not

maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health

staff): a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent): a person serving on the board of trustees: or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. [Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note to School: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request].

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 Ave. SW
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by 99.37 of the

regulations, with its annual notification of rights under FERPA.]

For more information regarding FERPA, HIPPA, documents required in each student's file identifying that the student's records were disclosed to representatives of the Department of Education, the E-Sign Act and information security, and the FTC standards for safeguarding customer information, please refer to Volume 2 of the current SFA Handbook, the chapter on recordkeeping.

GRADUATION REQUIREMENTS

The graduation requirements include keeping a grade point average of 70% or better, completing 2000 hours in no less than 12 months, and completing all practical assignments. The student will then receive a Certificate of Completion.

REQUIREMENTS FOR LICENSURE

After completing the required number of hours and receiving a passing grade, the student will be eligible to take the state written and practical exams. **Students will not be allowed to take any state exams until all fees owed are paid in full.** The state requirements for licensure in Utah is 1600 hours to be a licensed cosmetologist/barber. We at Evans feel these are not enough hours to properly prepare students for employment in this profession. The last 400 hours are crucial for perfecting the students' skills and building their confidence. Also, if the student seeks employment outside the state of Utah, most states require more hours (over 1600) and will make them return to

school to receive the required hours for that state whether they have a license or not.

PHYSICAL DEMANDS

The students will be standing on their feet for long periods of time.

Bending over shampoo bowls that are too low can cause back strain.

The use of tools (shears, clippers, irons, razors, etc.) can cause harm or injury to the client and/or operator.

There is a lot of lifting and bending.

Carpal Tunnel Syndrome is a possible risk.

SAFETY REQUIREMENTS

Safety requirements are being able to read labels on chemical products, knowledge of chemical mixtures, using a blow dryer and curling iron correctly, and manipulating cutting instruments properly for the safety of the public and student.

The student can be susceptible to bloodborne pathogens, dermatitis/skin illnesses, and some reactions due to long term exposure to different chemicals and smells (ammonia-based products) which can cause breathing disorders after prolonged inhalation.

EMPLOYMENT ASSISTANCE

The school does not guarantee any employment, but the school will assist students in finding employment. We can

help by writing letters of recommendation, compiling a resume, listing job applications on bulletin boards, classes, instruction on professional appearance (such as hygiene and etiquette), and helping the students get in contact with salon owners.

POSSIBLE OCCUPATIONS

Salon owner, hairstylist, platform artist, color and perm wave technician, nail technician, product salesperson, make-up, and facial technician, etc.

Advisement is given for job placement, student academics, individual progress, and career opportunities. Counseling is done quarterly or as needed.

COMPENSATION POSSIBILITIES

A cosmetologist can be compensated in 3 different areas:

1. Commission- the stylist makes 40% to 75% of income.
2. Paid by the hour- everywhere is different but the average is \$6 an hour until you make enough money to be removed off wage and on to commission.
3. Booth rental- the stylist can rent a workspace in a salon. Salons charge a different amount for booth rent.

Income can differ depending on how many days are worked and the salon they're working in. The national average income for the industry (with tips) is about \$18.50 an hour.

TUITION AND FEES

Tuition	<u>\$15,000</u>
Books and student kit	(Included)
Possible scholarship (See scholarship qualifications)	\$2,500
Required first day registration fee (NOTE: Government funding will not cover the registration fee.)	\$2,500
Application fee	\$100

Students can make interest free monthly payments of \$834.00. These payments are due between the 1st and 15th of each month. The minimum payment per month is \$583.00 and the remaining balance must be paid the last month of schooling. All payments can be made with cash, check, or credit card. There is a 6% transaction fee if paying with credit card.

If the student goes over contract time, the charge is \$4.00 per hour or \$32.00 per day until the student graduates.

Scholarships are only available to first-time, full-time students who complete the full 2000-hour course in the amount of \$2,500. They are granted based on the student’s achievements and performance while in school. The scholarship must be earned by the student each quarter.

Financial aid is available to all students who qualify. To apply for a pell grant, log on to

www.fafsa.gov and fill out the application. Our school code is 017310. To apply for a student loan, go to www.studentloans.gov and fill out the MPN and the Entrance Counseling Form.

REFUND POLICY

The refund policy is based on hours possible or scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except the application fee of \$100.

4 A student notifies the institution of his/her withdrawal in writing.

5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

· 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:

REFUND SCHEDULE

PERCENTAGE OF TIME POSSIBLE	HOURS POSSIBLE	PERCENT OF TUITION DUE	TUITION COST
0.1% TO 4.9%	0000 TO 0098	20%	\$2,800.00
5% TO 9.9%	0099 TO 0198	30%	\$4,200.00
10% TO 14.9%	0199 TO 0298	40%	\$5,600.00
15% TO 24.9%	0299 TO 0498	45%	\$6,300.00
25% TO 49.9%	0499 TO 0999	70%	\$9,800.00
50% AND OVER	1000 AND UP	100%	\$14,000.00

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 calendar days of a determination that a student has withdrawn, whether officially or unofficially. 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, and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the program is canceled subsequent to a student's enrollment, and before instruction has begun the school shall, at its option, either provide a full refund of all monies paid or provide completion of the program. If the course is cancelled 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 course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement.

WITHDRAWAL AND TERMINATION POLICY

If a student withdraws or is terminated from school and does not complete their training of 2000 hours, the student will forfeit the \$2,500 scholarship. Students will be charged according to the refund scale listed in this catalog for unpaid tuition. If the student checks out before completing school and owes tuition fees or any other money, all the hours that student has accumulated will stay in the school until all outstanding bills are paid. Students could withdraw or be terminated for the following reasons:

- Transferring to another school
- Grade point average is less than 70%

- Student not being in attendance for 30 days from the last day of physical attendance
- Not returning from a leave of absence
- Not following school procedures

TRANSFERS

Evans accepts transfer students from other cosmetology programs (if openings are available) with the appropriate documentation directly from the previous institution such as transcripts. If the student meets all competency requirements set by the school, hours will be accepted. The student will be given an evaluation after orientation to determine the number of hours that will be accepted. The charge for transfer will be per contract hour.

REENTRY

Students will be allowed to re-enter the program after withdrawal or termination if the balance of tuition is paid up to date. The student will enter under the same policies as a transfer student and will follow all the transfer rules and policies. Re-admittance will only be allowed upon evaluation to see the commitment of the student.

APPLICATION FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Birthday: _____ Birth Place: _____

Ethnicity: _____ Marital Status: _____

Gender: _____ Dependency: Independent or Dependent (circle one)

Student Email: _____

Cell Phone: _____ Phone Carrier: _____

Driver's License Number: _____

High School Name: _____ High School City: _____

High School Graduation Date: _____

Will you be living with your parents this year? Yes or No (circle one)

Is this your first time degree/certificate seeking? Yes or No (circle one)

Are you a high school graduate/GED in the past 12 months? Yes or No (circle one)

Are you a VA student? Yes or No (circle one)

Are you a transfer student from another hair college? Yes or No (circle one)

Have you received any student loans previously? Yes or No (circle one)

Are you in default on any loan? Yes or No (circle one)

Will you be receiving any of the following while in school:

Rehabilitation: Yes or No (circle one)

G.I Bill: Yes or No (circle one)

Outside Scholarships: Yes or No (circle one)

Class to begin: January June September (circle one)

I would like to enroll in Evans Hairstyling College of Cedar City. I have enclosed \$100.00 with my application. I understand that if a cancellation is made 30 days before signing the contract agreement, the full \$100.00 will be refunded.

Signature_____
Date

Applications can also be submitted online on our website.

Prior to enrollment at Evans Hairstyling College, I was given the following pre-enrollment packet containing the following information:

1. School catalog
2. Placement rates
3. Compensation possibilities
4. Physical demands of this profession
5. Safety requirements
6. Licensing requirements
7. School's compensation rates
8. School's state exam pass/fail rate
9. Ability to meet requirements by employers
10. Regulatory oversight restrictions

Student Signature

Date

STUDENT COMPLETION RATES

The following are rates for the past 3 years from September to September

This information was received from school files, records, and students through our follow up system. The follow up system includes phone calls, social media, and other ways of contact with Evans.

	2018	2019	2020
Students that enrolled	46	46	29
Students that dropped out	12	5	7
Students that graduated	34=73.91%	42=91.30%	22=75%
Students that applied for state test	32	32	20
Students that passed state exam	32=100%	32=100%	20=100%
Students that didn't take state board test	0	0	0
Students that got employed	25=73.53%	30=71.43%	19=86%

FACULTY AND STAFF

ADMINISTRATOR AND OWNERS

Evans Hairstyling College of Cedar City,
Inc.

President – Derk M. Evans

Secretary – Kori L. Evans

Manager – Ashley Brown

FINANCIAL AID DIRECTORS

Derk M. Evans

Ashley Brown

INSTRUCTORS

Derk M. Evans

Ashley Brown

Madison Holyoak

RoseAnn Campbell

Sami Wiener

National Accrediting Commission of

Career Arts & Sciences

3015 Colvin Street

Alexandria VA, 22314

(703) 600-7600

State Commission & License

Division of Occupational &

Professional Licensing

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160 East 300 South

Salt Lake City, Utah 84145

(801) 530-6511